

ORGANIZATION LETTERHEAD

MEMORANDUM FOR 633 FSS/FSR

Date XXXX

FROM: (ORGANIZATION FULL NAME – ALL CAPS)

SUBJECT: Request for Biennial Review

1. In accordance with AFI 34-223 *Private Organizations (PO) Program*, we request a biennial review so we may remain a private organization. We understand that we are not required to be formally established as a PO unless our current assets (including cash, investments, and receivables) exceed a monthly average of \$1,000 over a 3-month period.

2. We understand that we must submit the Constitution and By-Laws biennial or sooner if there is a change in the purpose or scope of activities and along with all annual documents (b-i):

- a. Constitution and By-Laws.
- b. Proof of insurance or request for waiver.
- c. Financial Liability Statement
- d. Current list of officers and points of contact.
- e. Bank statements (3 months' worth)/
- f. Projected Balance Sheets and Profit and Loss Statement
- g. Minutes of meetings (3 months' worth)
- h. Tax exempt approval from the IRS (if applicable)
- i. Financial reviews/audit reports (if applicable)

3. We also understand that we must follow the guidance in AFI 34-223 *Private Organizations (PO) Program* and HQ USAF/A1S Guide to 633 FSS/FSR, 45 Nealy Ave STE 124, Langley AFB, VA 23665.

4. If, at any time, we decide to discontinue our organization, we will immediately notify Karen Stith at 764-3792.

\_\_\_\_\_  
President

Phone: \_\_\_\_\_

\_\_\_\_\_  
Treasurer

## ORGANIZATION LETTERHEAD

### 9 Attachments:

1. Request for Biennial Review Memo
2. Insurance / Request for Insurance Waiver
3. Financial Liability Statement
4. Points of Contact Memo
5. Constitution and by-Laws
6. Bank Statements (3 Months)
7. Meeting Minutes (3 Months)
8. Projected Annual Budget
9. Tax Exempt (If applicable)

1st Ind, 633 FSS/FSR

Approve/Disapprove

Jason M Livingston, GS-13, DAFC  
Chief, Resource Management Flight