DEPARTMENT OF THE AIR FORCE
319TH RECONNAISSANCE WING (ACC)
GRAND FORKS AIR FORCE BASE, NORTH DAKOTA

Date

MEMORANDUM FOR Private Organization Founders and Members

FROM: FSS/FSR

SUBJECT: Action Items For Establishing A Private Organization

References: (a) DAFI 34-106, 16 January 2026, Private Organization Program
(b) Private Organization Guide, July 2019, in compliance with AFI 34-223

1. This memorandum outlines the required documents to formally establish a Private Organization and gain official recognition. Completing these steps accurately and on time is crucial for ensuring compliance. Please follow the steps outlined below, showing each document meets the specified content requirements and is submitted according to the established timeline. This process focuses on four key documents. Recommended formatting/templates can be found on https://grandforks319fss.com/ under the Private Org tab.

Step	Action Requirements	Content Requirements (Minimum)	Complete	Date sent to FSS
1	**Constitution:** Complete Document	Name, Provisions, Officers, Membership, Financing, Meetings, Activities, Amendments, Dissolution,		
2	**Bylaws:** Complete Document	Officer Duties, Voting, Dues, Committees, Taxes, Awards		
3	**Officer List:** Complete List	Officer Name, Title, Contact Info		
4	**Insurance Waiver:** Complete Form	Acknowledgment of No Coverage, Agreement to Secure Coverage		

2. Once complete please send all documents to SrA Cing Nuam at cing.nuam@us.af.mil and CC 319fss.fsr.financial@us.af.mil

MEMBER ACKNOWLEDGEMENT
By signing below, I acknowledge my membership in [Organization's Name] and agree to abide by its Constitution and By-laws. I further acknowledge that new members must also sign this verification.

Printed Name	Signature	Date

[Presidents Printed Name], Rank,
President, [Organizations Name]