



**DEPARTMENT OF THE AIR FORCE  
UNITED STATES SPACE FORCE  
SPACE BASE DELTA 2**

MEMORANDUM FOR DIRECTOR OF MISSION SUPPORT

FROM: Private Organization name

SUBJECT: Request for Establishment as a Private Organization on Buckley Space Force Base

1. On behalf of Private Organization name, I request under AFI 34-223 *Private Organization Program*, para 5.1, the establishment of Private Organization name as a Private Organization to operate on base.
2. The Private Organization name will comply with all federal, state, and local laws, as well as all federal, DoD, and DAF rules, regulations, directives, policy, and other guidance, to include the Joint Ethics Regulation, AFI 34-223, and DAFI 36-3101, *Fundraising*.
3. I further request permission to utilize the name "Private Organization name."
4. For any questions or concerns, please contact me at [REDACTED].

(NAME)  
President, Private Organization name

**SEMPER SUPRA**

1st Ind., Private Organization name Request for Waiver of Insurance Requirements

MEMORANDUM FOR Private Organization name

1. After considering your request and the legal review done by SBD 2/JA, I have decided your request for establishment as a Private Organization to operate on base under AFI 34-223, para 5.1 is:

APPROVED

DISAPPROVED

2. After considering your request and the legal review done by SBD 2/JA, I have decided your request utilize the name "Private Organization name" is:

APPROVED

DISAPPROVED

3. You are reminded that you must prominently display the following disclaimer on all print and electronic media mentioning the Private Organization's name confirming that the Private Organization is not part of the Department of Defense:

“THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.”

MARK D. GAGNON, NH-IV, DAF-C  
Director, Mission Support