

DATE

MEMORANDUM FOR 92 FSS/FSR

FROM: NAME OF PO

SUBJECT: Name Request

1. The NAME OF PO is requesting approval to use “REQUESTED MILITARY PART OF NAME” in our legal name.
2. We understand that utilizing “REQUESTED MILITARY PART OF NAME” in our name may give the impression that we are a government/federal entity representing Fairchild Air Force Base. It is our responsibility to ensure we do not mislead members of the public to assume that NAME OF PO is an organizational unit of the Air Force. We will prominently display the following disclaimer on all print and electronic media: “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.”
3. We understand that using “REQUESTED MILITARY PART OF NAME” in our name is with the express permission of the Installation Commander, 92d Air Refueling Wing. If you have any questions please contact POC NAME at CONTACT NUMBER.

Signature Block of PO Officer