

Name of Non-Federal Entity
Address

Date

Director, Family and Morale, Welfare and Recreation
Attn: Calvin Foster Jr., Non-Federal Entity Fundraising Coordinator
DFMWR, 6850 Barron Avenue, Building 85
Fort Moore, GA 31905

SUBJECT: Request for Permission to Operate as a Non-Federal Entity on Fort Moore

1. The **name of Non-Federal Entity** requests permission to operate as a private organization on Fort Moore.
2. **Name of Non-Federal Entity** will comply with appropriate Department of Defense, Department of Army, and MCoE directives, regulations, and guidance as required.
3. Enclosed for approval is a copy of the Organization's Constitution and Bylaws revised IAW the approved OSJA format provided by your office. The Constitution and Bylaws were approved by the members at the membership meeting held on **date**. (If your NFE/PO is affiliated with a National Organization, please include a copy of the National Charter/Constitution and Bylaws.)
4. Also enclosed is the current list of officers.

Name
President