

DD MONTH YYYY

MEMORANDUM FOR 1 SOMSG/CC

FROM: PO NAME

SUBJECT: Certification that Private Organization Members Have Been Notified of Personal Financial Liability

As President of PO Name, a Private Organization (PO) on Hurlburt Field, I certify that I have notified all members of the organization about their personal financial liability for obligations of the PO, IAW AFI 34-223, *Private Organizations (PO) Program*, dated 13 December 2018.

FIRST M. LAST, President
PO Name