



DEPARTMENT OF THE AIR FORCE  
1ST SPECIAL OPERATIONS WING (AFSOC)  
HURLBURT FIELD FLORIDA

DD/MONTH/YEAR

MEMORANDUM FOR 1 SOFSS/FSR

FROM: (Unit Commander/Director)

SUBJECT: Unofficial Activity Authority to Operate

1. I approve the authorization of (ACTIVITY NAME) to conduct business and activities on Hurlburt Field according to AFI 34-223, *Private Organizations Program*. All fundraising activities must be coordinated through the proper channels prior to the event being held.
2. The (ACTIVITY NAME) may operate as a UA on Hurlburt Field until they no longer meet the criteria set forth in AFI 34-223 and as long as they follow AFI 34-223 operating guidelines. If the UA no longer meets the criteria to operate, the officers must take appropriate corrective action. If the UA does not follow AFI 34-223 operating guidelines, 1 SOFSS/CC has the authority to recommend reconsideration for continued permission to operate on the installation.
3. Direct any questions concerning UA/PO operations to 1SOFSS/FSR UA/PO monitor, Ms. Sydney McCabe at 884-2959.

//SIGNED//  
Commander/Director