



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

19 AUG 2002

MEMORANDUM FOR ALMAJCOM/SV

FROM: HQ USAF/ILV
1770 Air Force Pentagon
Washington DC 20330-1770

SUBJECT: Private Organization (PO) Name Policy

A PO may now use the name or abbreviation of a DoD component, organizational unit, or installation in its name, provided it takes steps to ensure its status as a PO is apparent and unambiguous, and to prevent the appearance of official sanction or support by the Air Force. This memorandum provides interim policy guidance for POs chartered to operate on Air Force installations and is effective immediately:

a. The PO must have prior approval to use the name or abbreviation. The installation commander's approval of the PO's establishment, operation, and governing documents is normally sufficient to document prior approval. However, to use the name or abbreviation of a MAJCOM or MAJCOM-level organizational unit, approval of the MAJCOM/CC or designee is also required. To use the name or abbreviation of the Air Force or an Air Force-level organizational unit, HQ USAF/ILV approval is also required.

b. A PO will not utilize the name or material part of the name of any Air Force NAFL e.g., Morale, Welfare, and Recreation (MWR) Fund, Lodging Fund, etc., on the PO's letterhead, correspondence, or in its title.

c. Any use of the name or abbreviation of a DoD component, organizational unit, or installation must not mislead members of the public to assume a PO is an organizational unit of the Department of Defense. POs must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not a 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." This disclaimer must also be provided in verbal communications and public announcements when the PO's name is mentioned.

d. A PO may not use the seal, logo, or insignia of the Department of Defense, any military department or military service, organizational unit, or installation on the PO's letterhead, correspondence, or in its title. It may also not use any other seal, logo, insignia, or the like, used by DoD or any DoD component, its programs, locations, or activities on the PO's letterhead, correspondence, or in its title.

This revised policy will be included in the next change to AFI 34-223. If you have further questions, please contact Major Jara Allen at DSN 664-4932 (email jara.allen@pentagon.af.mil) or Ms. Cathy Edmonds at DSN 487-4198 (email cathy.edmonds@agency.af.mil).



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