MEMORANDUM FOR 502 FSS/CL

FROM:  *(Insert Name of Private Organization*)

SUBJECT: Privacy Act Statement of 1974 – Authority 5 U.S.C. 552a

Principal Purpose(s): To provide the 502 FSS, Joint Base San Antonio Texas, with statistical data about the officers and board of governors of the private organization so that those members can be duly notified in a timely manner during emergencies, annual reviews, formal and informal inquiries or investigations and so they can be contacted by persons interested in becoming a member of the organization.

Routine Uses: See “Principal Purpose(s)”

Disclosure is Voluntary: The information is privileged and cannot be disclosed without your consent. You are not required to complete this form; however, you cannot serve as an officer or on the board of governors if the information is not provided to the 502 FSS. In addition, failure to disclose this information will preclude the inclusion of your private organization in any JBSA fundraising events, advertising or publicity efforts.

**CURRENT OFFICERS (*For Private Organizations – no military rank or title)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position in Organization | Name | Phone Number | E-mail Address | Signature | Date |
| President |  |  |  |  |  |
| Vice  President |  |  |  |  |  |
| Secretary |  |  |  |  |  |
| Treasurer |  |  |  |  |  |
| (other) |  |  |  |  |  |

The use of PII by the 502 FSS PO coordinator is directly related to the operation of private organizations on JBSA and includes but is not limited to name, personal cell phone number, home telephone number, personal email address, home address or private organization financial information. I understand that releasing this information is not a violation of privacy act regulations as the information is being released on a voluntary basis, as authorized by the signature below. The above signatures indicate that the Privacy Act Statement has been read and that the requested information is given to the 502 FSS for the above stated purposes.

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.