

MEMORANDUM FOR PRIVATE ORGANIZATIONS ON JOINT BASE SAN ANTONIO

FROM: 502 FSS/CL

SUBJECT: Release of Private Organization Contact Information

1. Due to 5 U.S.C. § 552a., privacy act regulations, we are unable to release points-of-contact (POC) information to anyone except for official military business. Occasionally, we receive requests from persons who would like to contact private organizations (PO) for membership application information, to solicit for charitable donations or to notify and invite their participation in community events, etc.

2. If your PO would like to have POC information available for individuals or other organizations, we can do so with written consent from your PO. Please complete the endorsement below and return it to 502 FSS/FSRR PO coordinator. The information that will be listed is the president's first and last name, contact phone number(s) and email address as shown below:

Name: _____
Primary Phone Number: _____
Alternate Phone Number: _____
Email Address: _____

3. Point of contact for this action is the undersigned at (210) 671-6044 or lois.york@us.af.mil.

LOIS R. YORK, NF-III
PO Coordinator, 502 FSS/FSRR

MEMORANDUM FOR 502 FSS/CL

DOES NOT GIVE CONSENT

DOES GIVE CONSENT

For release of POC information to other organizations and individuals for unofficial purposes by the 502 FSS PO coordinator. Our organization understands that releasing this information is not a violation of privacy act regulations due to the information being released on a voluntary basis, as authorized by the PO president's signature below.

Printed Name of Private Organization President

Signature / Date