

Military style date

MEMORANDUM FOR 92 ARW/JA

FROM: [Name of Your Group]

SUBJECT: Constitution Review Request

1. The [name of your group] is requesting to have our constitution and/or bylaws reviewed IAW AFI 34-223, *Private Organization Program Management*.
2. We understand that the approved constitution is effective for 2 years and must be reviewed by the anniversary date or if there is a change in the purpose of our group, whichever comes first. We further understand that any changes to the constitution will require it to be routed for approval through 92 ARW/JA, 92 FSS, and 92 MSG/CC before it can be used in our Private Organization.
3. If you have any questions, please contact [POC NAME AND PHONE NUMBER].

SIGNATURE BLOCK OF OFFICER OF GROUP

Do not use military rank or USAF