

(INSERT DATE)

MEMORANDUM FOR 374 FSS/FSRPO

FROM: (INSERT COMPLETE PO NAME)

SUBJECT: Officer Roster

NAME: E-mail: Phone: (DSN or Home)

President:

Vice President:

Treasurer:

Secretary:

If your PO has additional POCs please edit this form accordingly

1. The above personnel will hold office until (INSERT A DATE).
2. An updated officer roster will be provided to FSS/FSRPO yearly or whenever there is a change of officials
3. All PO officers are trained or will be trained no later than 15 calendar days after taking office. It is our responsibility to ensure the training is scheduled and completed. Upon completion, a new officer roster will be provided to FSS /FSRPO.
4. All PO officers have access to AFI34-223 and are knowledgeable of their roles and responsibilities as outlined in this and the POs Constitution and Bylaws.
5. By signing below the President certifies the following:
 - a. Outgoing board members have conducted transfer of documents and responsibility briefings
 - b. The books of the treasurer have been audited. The results of the audit and statements of cash assets are attached (when a change in treasurer).

(PRINT NAME AND SIGNATURE)

President

DATE