

New Officer Checklist

Once new officers are elected, please complete the following forms. The New Officer Listing will be kept on your file with the Private Organizations office, and the Bank Authorization Form needs to be signed by the Private Organizations Administrator before being taken to the bank.

Bank Authorization Form

New Officer Listing

- We require minutes and financials from each Private Organization to be turned into 86fss.privateorgs@us.af.mil quarterly, by the 15th of the following month. Samples can be acquired by emailing the above address.
- The yearly (annual) financial report is due to the email address above no later than 15th day after the end of your financial year. This is an AF requirement. This report must cover a 12 month period or from when the current PO established a timeline to the end of period prior to the report being due.
- Organizations are responsible for keeping track dates, such as when the charter is up for renewal.