FROM: (NFE NAME)

TO: Directorate of Family and Morale, Welfare and Recreation

Support Servies Division, ATTN: Lindsay Dunn

Fort Gordon, Georgia 30905

10 March 2020

MEMORANDUM FOR (NFE NAME)

SUBJECT: Senior Advisor Permissions

To whom this may concern,

1. The (NFE NAME) organization would like our Senior Advisor (individual’s name) to be included in all email communication within the Directorate of Family and Morale, Welfare and Recreation Non-Federal Entity Program.

2. As the Senior Advisor his/her role is (describe)

3. The Senior Advisor aknowleges that he/she will be required to attend the annual ethics training along with the current officers in order for this memorandum to be valid. Once the ethics training is missed this memorandum will be invalid and the Senior Advisor will be removed from all official communications.

4. The current officers have made it clear that the Senior Advisor, while he/she is included within the email communication, does not have authority to determine how the organization is conducted or act officially on behalf of the organization. The Senior Advisor is here to serve in an advisory capacity without the privilege of voting or making motions at Executive Boards, Governing Boards, or General Membership meetings.

(NAME)

(NFE NAME)

President