



Your Letter head

Date

MEMORANDUM FOR FAC REPRESENTATIVES, UFPMs, AND PTLs

FROM: (Your Unit)

SUBJECT: Written Order – Duties Associated with Air Force Fitness Program

1. Part of your duties in the Air Force Fitness Program will require you to have access to sensitive and protected Privacy Act information regarding Air Force members. That information includes, but is not limited to, fitness test scores, social security numbers (SSN), and medical information.
2. You are hereby ordered to correctly record all fitness test results as required as part of your duties. You will not alter or change an Air Force member's fitness test results. You will not release, reveal, or disclose any Air Force member's fitness scores, SSNs, medical information or other information received as part of your duties associated with the Air Force Fitness Program.
3. Violations of this order may subject you to administrative and/or disciplinary action under the Uniform Code of Military Justice.

Commanders Signature Block

Date

1st Ind, RANK FIRST LAST

MEMORANDUM FOR AFSVC/SVORF

I hereby acknowledge understanding and receipt of this order.

(AF Member's Signature)