



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC



OFFICE OF THE ASSISTANT SECRETARY

28 September 2017

Ms. Vickie L. Coleman
First Command Educational Foundation
1 FirstComm Plaza
Fort Worth, TX 76109-4999

Dear Ms. Coleman,

This letter is in response to your letter dated 19 May 2017, requesting the United States Air Force grant First Command Educational Foundation (FCEF) approval to provide financial information and presentations to Airmen and their families on Air Force installations.

I hereby grant permission for FCEF to conduct such training that complies with the restrictions set forth in Air Force Instruction (AFI) 36-2925, *Personal Commercial Solicitation on Air Force Installations*, and in Department of Defense Instruction (DoDI) 1344.07, *Personal Commercial Solicitation on DoD Installations*, and guidance outlined below:

a. Training materials and educators from the FCEF may not endorse or promote commercial services or use of any specific product, service, or enterprise.

b. Additional training materials will not be marketed or sold before, during or after training sessions and personal information on class attendance will not be provided to the trainer.

c. All training materials must include appropriate disclaimers to clarify that the trainer and/or FCEF are not associated with, or endorsed by, the DoD or the Department of the Air Force.

d. Educational presentations by approved trainers will only be conducted at the express request of the installation commander. The installation commander also exercises discretion on the duration of the training and may discontinue classes at any time.

In addition, FCEF must provide quarterly reports that include the following information on any event conducted on an Air Force installation: date of event, number of participants, Air Force POC for event, brief summary of event, and evaluation data (if applicable).

In accordance with AFI 36-2925, this letter of approval shall remain in effect for 36 months from the date above, provided actions of your organization remain compliant with all relevant clauses of AFI 36-2925 and DoDI 1344.07. My point of contact is Ms. Kimberly A.J. Castillo at kimberly.a.castillo10.civ@mail.mil.

DANIEL R. SITTERLY, SES, USAF
Acting Assistant Secretary
(Manpower and Reserve Affairs)