

# Private Organization Guidelines

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*Integrity - Service - Excellence*



**412th Force Support Squadron  
Resource Management**



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# Overview



- **Definition**
- **Guidance**
- **Oversight**
- **Establishment**
- **Financial Requirements**
- **Operating Policy**
- **Logistical Support**
- **Dissolution**
- **Fundraisers**



# Definition



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- **POs are:**
  - **Self-sustaining special interest groups**
  - **No official position in Federal Government**
  - **Require Installation CC written consent to operate**
  
- **POs are not:**
  - **Integral parts of the military or Federal entities**
  - **Nonappropriated Funds Instrumentality - NAFI**
  - **Entitled to sovereign immunities or privileges**

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# Guidance



- **AFI 34-223, *AF Private Organization Program***
  - **Compliance Mandatory**
- **AFI 36-3101, Fundraising within the Air Force**
- **Private Organization Guide – 2012**
- **AFI 32-6001, Family Housing Management**
- **DOD 5500.7-R, Joint Ethics Regulation**
- **DOD Instruction 1402.5 (reference (i))**



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# Oversight



- **Installation Commander**
  - **\*Authorizes establishment**
  - **Approves insurance waivers**
  - **Withdraws authorization**
  - **Ensure background checks – Youth/Child Programs**
  - **\*\*Authorizes “OCCASIONAL” fund-raisers**
- **FSS Commander/Director**
  - **Monitors & administers PO Program**
  - **Monitors unofficial activities/orgs**
  - **Approves PO and unofficial activity fund raisers (includes off-base fund raisers) Except during CFC and AFAF**

**Note: \*Delegated to 412 MSG/CC    \*\*Delegated to 412 FSS/CL**



# Establishment



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- **Assets exceed \$1,000 average/3 months**
- **Must have Constitution & By-laws to include:**
  - **Nature, function, objectives, membership eligibility & source of income**
  - **Outline personal financial responsibility for each PO member**
  - **Describe PO officer responsibilities**
  - **Asset disposition procedures**
- **Update every 2 yrs or when**
  - **Change in purpose, membership or officer change... whichever occurs first**

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# Financial Requirements



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- **PO Must:**
  - **Identify goals & objectives for control of assets**
  - **Have a Budget/Financial Statements**
    - **Not required for a PO w/\$5K or less annual assets, per AFI 34-223, however, local leadership may require**
  - **PO with gross annual revenue of:**
    - **More than \$5K, but < \$100K, - annual financial statements to FSS/FSR NLT 20 days following end of FY**
    - **\$100K, < \$250K - annual financial review by accountant (CPA not required) - Paid by PO**
    - **\$250K or more - annual audit by CPA - Paid by PO**
    - **Certified Government Financial Manager authorized overseas when CPA not available**
  - **Installation CC may request AF audit anytime**



# Operating Policy



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- **POs may not use:**
  - **Seals, logos or insignia of Department of Defense (DoD), any DoD Component/organizational unit/installation**
- **POs operating on DoD installations may:**
  - **Use the name or abbreviation of the DoD, an AF organizational unit, or installation in the PO name**
  - **Status as a PO is apparent and unambiguous**
  - **No appearance of official sanction or support by DoD**
  - **Installation CC written approval required, prior to use**
    - **Route request for use of DoD or AF name/abbreviation through MAJCOM/A1S to AFPC/DSM**
    - **Use of AF organizational unit or installation must not mislead public to assume PO is an organizational unit of the Air Force**





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# Operating Policy (con't)



- **Unauthorized for POs or unofficial activities:**
  - **Income to individuals except as wages**
  - **APF or NAF support**
  - **Competition/duplication w/AAFES or Services**
  - **Frequent or continuous resale**
    - **Exceptions: Thrift Shops, AF Museum & School/Sqd Memorabilia**
  - **Amusement, slot machines, raffles, lotteries, other games of chance**
    - **Except to restricted lottery (AFI 34-223, para 10.16)**
      - **Supports DoD personnel or family members, e.g., Hurricane victims**



# Operating Policy (con't)



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- **Unauthorized for PO or unofficial activity:**
  - **Sale of alcoholic beverages**
  - **Use of MWR Commercial Sponsorship**
  - **Solicitation in housing; Off-base solicitation permitted**
  - **Advertising for referral of or to encourage use of commercial businesses**
  - **Exception – 3rd Party, e.g. Spouses club contracts w/art dealer for art auction, must be approved through proper channels**
- **Must prominently display disclaimer in print and electronic media (websites)**
  - **“This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.”**



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# Operating Policy (con't)



- **May accept gifts and donations**
  - **Recognition of donor at event only**
- **Must have liability insurance**
  - **Installation CC may waive (delegate to MSG/CC)**
  - **Must be updated every year (submit to FSS/FSR)**
    - **May require insurance for a specific event**
- **Must notify members of joint & individual liability**
- **Treasurer Bonding – recommended, but not required**
- **Tax exempt status is the PO or unofficial activity's responsibility to obtain forms for exemption**
- **Must comply with all local, state, Federal & foreign laws**



# Logistical Support



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- POs must provide own equipment, supplies, other materials
- POs cannot receive NAF or APF support
  - Includes Bits, mail services, faxes, copiers, email
    - Except for electronic bulletin boards, electronic public folders announcing off-base fund raisers approved by MSG/CC
- Gov't may provide occasional meeting space
  - Exclusive use of meeting space/bldg requires special approval

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# Dissolution



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- **Notify 412 FSS of dissolution of PO**
  - **Pay all debts & liabilities**
  - **Disburse any assets after all debts paid as follows:**
    - **As determined by membership**
    - **As outlined in Constitution & By-laws**

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# Fundraisers



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- Complete the fundraiser request form:
  - <http://edwardsfss.com/wordpress/getinvolved/private-organizations>
  - Submit form 2-3 weeks prior to the event
  - Coordinate with facility manager
  - Coordinate with public health if food is involved
  - Coordinate with fire department if using open fire bbq
  - Coordinate with Legal (JA) for ALL fundraiser requests

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# Helpful Information



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**Web site:**

<http://edwardsfss.com/wordpress/getinvolved/private-organizations>

**E-mail:**

**412FSS.FSR.private.orgs@us.af.mil**

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