

**REQUEST A PRIVATE ORGANIZATION WITH NAME APPROVAL(PO)**

**SECTION I. TO BE FILLED OUT BY REQUESTOR**

**FROM** *PO NAME*

**POC DETAILS** *NAME* *EMAIL* *PHONE*

**CHECK ALL BELOW THAT APPLY**

**1 REQUEST APPROVAL OF PO NAME**

1. In accordance with AFI 34-223, para 10.1.2.1 request approval from Installation Commander to use the above for our PO name provided that our status as a PO is apparent and ambiguous and there is no appearance of official sanction or support by the DOD.

**2 REQUEST ESTABLISH A NEW PO**

2. The above PO would like to request permission to form a private organization on Joint Base McGuire-Dix-Lakehurst (JB MDL) in accordance with AFI 34-223. All business will be conducted as outlined in the constitution and by-laws of the private organization. Attached are the required documents necessary to establish a private organization.

**3 REQUEST RE-ESTABLISH A PO (renewable every two years to stay current)**

3. The above PO would like to request to re-establish a private organization on Joint Base McGuire-Dix-Lakehurst (JB MDL) in accordance with AFI 34-223. All business will be conducted as outlined in the constitution and by-laws of the private organization. Attached are the required documents necessary to establish a private organization.

**4A REQUEST INSURANCE WAIVER**  **4B LIABILITY INSURANCE**

4A. The above PO would like to be granted a waiver of the requirements for liability insurance pursuant to AFI 34-223. Activities of this formal private organization consist largely of activities with extremely low liability exposure such as monthly meeting and gatherings. Membership understands that they are jointly and severally liable for obligations of the PO and have signed documentation acknowledging this. (AFI 34-223, para 10.11) or **4B** If PO has Liability Insurance attach copy of certificate.

**5 MEMBERS FINANCIAL RESPONSIBILITY**

5. In accordance with AFI 34-223, para 9.2 this certifies that all Private Organization Members have been notified and understand their personal financial liability for obligations of the PO, as provided by law.

**6 LOGISTICAL SUPPORT REQUIRED**  **YES**  **NO** if yes, contact the 787 CES/CEIAP Real Property Office at Comm: 609-754-5012 or DSN 754-5012

6. Private Organizations must furnish their own equipment, supplies, and other materials. AFI 34-223 para 11.1.1 A Private Organization must reimburse for services (to include utilities) when it uses a facility or space on a non-exclusive, other-than-occasional basis unless a separate directive or instruction authorizes non-reimbursable support. And para 11.1.2 The Air Force mandates an approved out-grant (i.e., lease or license) when a Private Organization has exclusive use of a facility, space, or land area.

check ATTACHED:  Constitution & By-Laws  Bank Statement  List of Officers  Proof of Liability Insurance

I hereby certify that I have reviewed AFI 34-223 and AFI 36-3101, and that the above and attached are accurate.

*digital signature*

*position in PO*

*date*

**SECTION II Recommend Approval/Disapproval**

87 FSS/FSR  APPROVED  DISAPPROVED date

87 FSS/CC  APPROVED  DISAPPROVED date

87 ABW/JA  APPROVED  DISAPPROVED date

**COMMENTS**

87 MSG/CC  APPROVED  DISAPPROVED date

## INSTRUCTIONS

Submit all documents to 87 FSS/FSRA org box 87FSS.Private.Organization@us.af.mil PO/UA monitor, who will then route

All official Private Organizations (PO) and unofficial Private Organizations/Activities (UA) must be 100% compliant in order to conduct a fundraiser on Joint Base McGuire Dix Lakehurst (JB MDL):

100% Compliancy:

### Required Annually

Financial statements/reviews, and audit reports

Annual gross revenue for calendar year

List of officers to include email and phone number (annual or when changes are made)

Annual Review due at the POs year end (usually at election time)

Proof of Liability Insurance if applicable

### Required Bi-Annually

Re-Establish as a PO

Constitution and Bylaws (bi-annual or when changes are made)

### As required by your Constitution or at least annually

Meeting Minutes

Tax Exempt approval from IRS (if applicable)

1. Appropriate coordination and approval are required on all establishing or re-establishing a PO requests. Requests must include the attached request form as well as list of officers, constitution and by-laws, and financial records/statement.

2. No rank, DoD insignia or Wing letterhead to be used by requestor or in any documentation provided by requestor. PO/UAs may not use the seals, logos, or insignia of the DoD or any DoD Component, DoD organizational unit, or DoD installation on their letterhead, correspondence, titles, or in association with their programs, locations, or activities (AFI 34-223).

3. All activities must be coordinated through 87 FSS, 87 ABW/JA, and 87 MSG/CC. Private Organizations are governed by AFI 34-223, and AFI 36-3101, **which should be reviewed in addition to these instructions.**

a. For establishment of a PO, AFI 34-223, *Private Organizations Program*, paragraph 9, requires a written constitution, bylaws or similar documents that:

- i. Address the nature, function, objectives, membership eligibility, and sources of income of the PO.
- ii. Notify all members of their personal financial responsibility.
- iii. Describe the responsibilities of PO officers for asset accountability, liability satisfaction, and sound financial and operational management.
- iv. Provide specific guidance on how to dispose of residual assets remaining in the PO treasury after satisfaction of outstanding debts.
- v. Be updated every two years or when there is a change in the purpose, function, or membership eligibility of the PO.

b. AFI 34-223, paragraph 10.11, requires POs to have continuous liability insurance coverage. This requirement can be waived by the installation commander or the mission support group commander upon designation. Insurance coverage is required unless the activities of the PO are such that risk of liability is negligible. If granted a waiver, the organization may still be required to obtain insurance for events, depending on the liability risk of the event.

c. AFI 34-223, paragraph 10.11, requires PO members are made aware that they are jointly and severally liable for the obligations of the PO, and their understanding of liability must be documented.

d. Joint Ethics Regulation, paragraph 3-300a states: "DoD employees may voluntarily participate in activities of non-Federal entities as individuals in their personal capacities, provided they act exclusively outside the scope of their official positions." Thus, DoD employees may only participate in the private organization if they do so in their personal capacities. They cannot create the appearance of acting in any official capacity while participating.

e. POs are responsible to acquire tax exempt status from the IRS and NJ State Tax Office (if applicable).

4. POs may use the name or abbreviation of the DoD, an Air Force organizational unit, or the installation in the PO name, provided the PO's status is apparent and unambiguous and there is no appearance of official endorsement, and the PO receives written approval from the installation commander before using the name. Any use of the name or abbreviation of an Air Force organizational unit, or the installation must not mislead members of the public to assume a PO is an organizational unit of the Air Force.

5. Logistical Support - Private Organizations must furnish their own equipment, supplies, and other materials. AFI 34-223 para 11.1.1 A Private Organization must reimburse for services (to include utilities) when it uses a facility or space on a non-exclusive, other-than-occasional basis unless a separate directive or instruction authorizes non-reimbursable support. And para 11.1.2 The Air Force mandates an approved out-grant (i.e., lease or license) when a Private Organization has exclusive use of a facility, space, or land area.

6. Finally, in accordance with AFI 34-223, paragraph 10.1.2.3. POs must prominently display the following disclaimer on all print electronic media mentioning the PO's name confirming that the PO is not part of the DoD: - "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."

#### **COORDINATION**

Once a complete corrected packet has been submitted to 87 FSS/FSR, the approval process can take up to thirty (30) days. Please plan accordingly.

Without PO NAME Approval

- A. 87 FSS/FSR
- B. 87 FSS/CC
- C. 87 ABW/JA
- D. 87 MSG/CC

With PO Name Approval

- A. 87 FSS/FSR
- B. 87 FSS/CC
- C. 87 ABW/JA
- D. 87 MSG/CC
- E. JB MDL/CC