

Directorate of Family and Morale, Welfare, and Recreation (DFMWR)
Support Division, Resource Management Branch (RMB)
Fort Bragg, North Carolina

PRIVATE ORGANIZATIONS ON DEPARTMENT OF THE ARMY INSTALLATIONS

1. References:

a. Army Regulation (AR) 210-22, Private Organizations on Army Installations, 22 Oct 01.

b. Department of Defense Instruction (DoDI) 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on Department of Defense (DoD) Installations, 24 Oct 08.

2. Purpose: To provide information and guidance of Private Organizations (POs) authorized to operate on Fort Bragg.

3. Applicability: This SOP applies to all authorized POs operating on Fort Bragg.

4. Responsibilities:

a. DFMWR has oversight and responsibility to ensure compliance of POs on Fort Bragg.

b. RMB will implement this SOP through the appointed DFMWR, RMB liaison, who will monitor PO requests; ensure submission to the Staff Judge Advocate for legal review; and maintain PO files with required documentation.

5. Procedures for Private Organizations:

a. Request and receive written permission from the Commander through the appointed DFMWR, RMB liaison, before operating on Army installations. (Enclosure 1)

b. Submit an official memorandum requesting to operate on the Installation. PO must state the purpose of the organization and its contributions to Fort Bragg and the military community. This must be signed by the PO officers/chairman, stating they read and understood the regulations and SOP. (Enclosure 2 and 4).

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c. Furnish the documentation listed in AR 210-22, paragraph 2-1 and list on enclosure 3. The same required documentation must be specified in their constitution and by-laws. The following documentation must be provided:

(1) A copy of their current constitution and by-laws.

(2) A copy of IRS Letter issuing Tax ID.

(3) Proof of liability insurance.

(4) Any parent organization documentation and a list of the current officers with addresses, telephone numbers and e-mails submitted on enclosure 4.

(5) Additional optional information includes minutes from any of the last three membership meetings; the most recent financial statement or audit; and any non-profit Internal Revenue Service tax form 501C.

d. To be recognized as a PO authorized to operate on Fort Bragg, PO must be first approved by DMWR.

e. POs operate on a self-sustaining basis, except where support is authorized in DoDI 1000.15 and AR 210-22.

6. There are three types of POs:

a. Type I - Federally sanctioned POs that provide a recognized service to the DoD and its employees. Examples include the American Red Cross, Credit Unions, and other banking institutions.

b. Type II - POs that have national or state headquarters with local chapters, affiliations, or lodges and conduct activities of common interest to a voluntary membership. Examples include Boy Scouts and Girl Scouts of America.

c. Type III - Independent POs locally controlled by common interest groups, and have no formal association with outside or parent organizations. Examples include the Fort Bragg Wrestling Team and the Fort Bragg Area Community Foundation.

7. POs will not be approved to operate on the installation for the sole purpose of fund-raising, or for the use of facilities on post.

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8. PO approvals are valid for two years, unless cancelled by either party. In order to avoid a lapse in authorization as an approved PO, the PO must submit a written request for revalidation to the DFMWR, RMB at least 90 days prior to the two year expiration date. Failure to submit for revalidation will result revocation of the PO approval and authorization to operate on Fort Bragg.
9. PO records must be current with all required documents, prior to requesting approval for a fundraiser or event. A lapse in current records will result in the PO not being eligible to conduct fundraisers or events until the required, missing or lapsed paperwork is received.
10. POs are authorized to engage in fund-raising events on the installation, provided they adhere to the appropriate regulations and receive approval from DFMWR. Request for fundraisers must be submitted in writing to the DFMWR, RMB not less than 10 working days prior to the event. PO may either submit a memorandum for record including 5 W's or they may complete an event request form. (Enclosure 5)
11. POs are not entitled to, and will not receive Department of the Army endorsement by virtue of their contributions to the military installation. The Federal Government and its nonappropriated fund instrumentalities will not make any claim to PO assets, or incur or assume any PO obligation.
12. DoDI 1000.15 and AR 210-22 prohibit official participation in the management or control of POs, except in those instances when necessary to perform oversight responsibilities.
13. An official relationship will not be recognized between DoD personnel who are PO members or participants. Military and Civilian personnel may participate as members of authorized POs provided they act as individuals, outside of their official capacity as federal employees. Their membership is permissible as long as it complies with laws (including the Hatch Act and the Anti-Lobbying Act) and regulations that prohibit Soldiers and civilian employees from engaging in activities inconsistent with their federal employment.

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14. Reporting requirements:

a. POs must maintain current records at all times with DFMWR, RMB and submit minutes or summaries of meetings and financial statements by the 15th of the month, following the end of each quarter. Failure to maintain a current record will result in loss of status as an approved PO authorized to operate on Fort Bragg.

b. Upon change of board members, PO will provide DFMWR, RMB with a current roster of board members to include name, mailing and email address, and phone numbers. Upon change of treasurer, a current audit must be provided with the next quarterly report submissions.

c. Organizations with gross annual revenue of \$1,000 or more will arrange for an audit at least once every two years, at their own expense. Audits are due to DFMWR, RMB by 31 Jan following the audit year. An audit will be conducted upon PO treasurer, regardless of the time elapsed since the last audit. Failure to comply with audit requirements, will result in suspension of a POs approved status. Organizations with financial statements audited annually by their national headquarters may submit a copy of such an audit, rather than applying the following provisions:

d. Private Organizations using a double-entry accounting system will have audits done by a qualified auditor. Private organizations will not use Army services. This includes legal, audit, transportation, postal, printing, information management activities, clerical, financial, copying, management, and procurement services.

e. Private Organizations using a single-entry accounting system are audited as follows: with income only from contributions, dues, and assessments, audits may be conducted by either a PO member who holds no office and is at least 18 years of age or by a qualified auditor.

f. When a PO engages in resale or other fundraising activities, the audit is performed by either an appointed committee of three PO members who hold no office, or by a qualified auditor.

15. Summary: Private Organizations must be in compliance with Army Regulations. DFMWR, RMB will issue a reminder memorandum to the PO, 90 days prior to their revalidation due date. Memorandums will be issued to delinquent POs who are not current and in accordance with regulatory requirements, and will allow 30 days for the PO to comply. If the POs do not respond to the revalidation or delinquent notices within 30 days, a final memorandum will be issued providing due notice of suspension.

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16. Point of contact at DFMWR, RMB, is Ms. Berenice Torres at
(910)396-9004 or email at berenice.c.torres.naf@mail.mil.

A handwritten signature in black ink, appearing to read 'RPL', is positioned above the typed name.

RAYMOND P. LACEY
Director, Family and Morale,
Welfare and Recreation

Encls



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, FORT BRAGG
2176 REILLY ROAD, STOP A
FORT BRAGG NORTH CAROLINA 28310-5000

REPLY TO
ATTENTION OF

DATE _____

Directorate of Family and Morale,
Welfare and Recreation

PRIVATE ORG NAME
Attention: NAME OF PRESIDENT/CHAIRMAN
ADDRESS
CITY, STATE ZIP CODE

Dear Mr./Mrs _____,

On behalf of the Installation Commander, your request for the operation of the "PRIVATE ORGANIZATION NAME" as a Type 3 Private Organization under the provisions of the Army Regulation (AR) 210-22, Private Organizations on Department of Army Installations, 22 October 2001 and Department of Defense Instruction (DoDI) 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations, 24 October 2008, is approved. All officers of the association are required to review for familiarization and compliance. The Commander may revoke permission to operate on Fort Bragg as a PO at any time.

Your organization is required to maintain liability insurance, if it engages in activities or hosts events, as the DoD, Department of the Army, Fort Bragg, XVIII Airborne Corps, or any of their agencies, employees, or volunteers are not liable. AR 210-22, chapter 3.2 and DoDI 1000.15, enclosure 2.9 requires that all Private Organizations have adequate insurance to protect against public liability, property damage claims or other legal actions that may arise as a result of activities of the organization. Insurance must cover the members acting on its behalf, the operation of any equipment, apparatus or device under the control and responsibility of the Private Organizations.

This permit expires (DATE) _____. A request for revalidation must be submitted to the Resource Management Branch, 90 days prior to the expiration of the permit.

Point of contact for Private Organizations is the Directorate of Family and Morale, Welfare Recreation, Resource Management Branch 910-396-9004.

Candy S. Grimes
Financial Manager,
Private Organization and
Fund Raising Representative

Enclosure 1

PRIVATE ORGANIZATION LETTERHEAD

DATE: _____

Directorate of Family Morale, Welfare, and
Recreation Resource Management Branch

ATIN: Ms. Gore

P.O. Box 70059

Ft. Bragg, NC 28310

RE: Private Organization Checklist Requirements

To Whom It May Concern,

My name is _____, the current President for the Name of Organization. Our local chapter has been in existence since _____, but the sorority has been Incorporated since _____. Name of Private Organization, is a community service based organization. We pride ourselves on giving back to the community through our various community service projects and through awarding scholarships to deserving graduating high school seniors. Several members of our chapter have volunteered over the _____ years with the Name of programs and contributions to community including Fort Bragg.

As per request, I have included the following documents to review: Chapter Charter, constitution & bylaws, bonding insurance, & proof of insurance. Also, as per your instruction, we can ensure that we

1. Agree to reimburse the Army for utility expenses, unless is incidental
2. Will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government
3. Will not host activities that seek to deprive individuals of their civil rights
4. Have enough assets to cover liabilities or proper insurance coverage and neither the installation nor the Government will have any liability for our actions or debts. All state and jurisdictional law will be met when covering our liabilities.

If any other information is required, please contact me directly at _____ (Phone Number) or _____ (e-mail). Our EIN # is _____.

Sincerely,

Jane Doe, President
Private Organization Upsilon Kappa

Enclosure 2

Private Organization AR 210-22 Checklist

Please allow two weeks for a response.

The following documents and statements are required by AR 210-22 when a Private Organization (PO) applies to operate on post:

- A statement from PO's initial request to operate on the installation and, for revalidation, subsequent requests to continue.
- Charter, articles of agreement, constitution, bylaws, or other authorization documentation (Signed and dated) acceptable to the installation commander. If affiliated with a national, regional or State organization, the PO will include documentation of the parent organization.
- Updated Signed Constitution & Bylaws if operating under previously approved/submitted Constitution & Bylaws, PO must include in his/her statement to revalidate the Constitution and Bylaws currently operating under. (When Revalidating)
- Any other documentation that states the PO's nature, functions, objectives (including planned use of funds), and activities. If not included in the PO's Constitution and Bylaws
- A statement indicating that the installation commander may revoke permission to operate at any time. 2-1(1) (b).
- An explanation of membership eligibility and responsibilities for all management functions (including accountability of assets, coverage and limitation of insurance and disposition of remaining assets on breakup of the PO). (2-1(2) (c))
- A statement of the PO's liability, if assets are not enough to cover all PO liabilities. The statement of liability will include a provision that all State and jurisdictional laws are met. Also, it will address the extent of the PO members' personal liability for debts of, or claims against, the PO. (2-1(2)(d)).
- Agreement to reimburse the Army for utility expenses, unless use is incidental (would cost more to bill and collect than it costs to provide the utility) if not already included in the PO's Constitution and Bylaws. (2-1(2) (e)).
- A statement that the PO will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government, if not already included in the PO's Constitution & Bylaws. (2-1(2) (f)).
- Statement that PO activities will not seek to deprive individuals of their civil rights.. (2-1(2) (g))
- List of current PO Officers must be submitted with packet and if there is ever a change, a list of updated officers must be provided immediately (Names, addresses, phone numbers of officers and titles.)
- Copy of PO's IRS Letter assigning Employer Identification Number (EIN).
- Proof of Liability Insurance (3-2(a))
- In addition to proof of liability insurance, PO must provide **proof of Fidelity bonding** purchased by an organization for members or employees handling monthly cash flow exceeding \$500.00. (Bonding will be equal to the normal maximum amount of cash handled. Use as needed) (3-2(b))

Documents may be submitted by e-mail to Ms. Berenice Torres – Berenice.C.Torres.naf@mail.mil or mailed to the following address:

Directorate of Family and Morale, Welfare and Recreation
Financial Management Branch
PO Box 70059
Ft. Bragg, NC 28310

Private Organization (PO) Application

(Please check box below for new or revalidation)

New

Revalidation

Date: _____

Name of Organization: _____

Mailing Address: _____

Please complete this document and include it as an exhibit in your validation/revalidation request. Initial before items 1-7, complete items 8-11, list current PO officers and their contact information in the space provided, and sign the application.

___ 1. It is understood that neither the installation nor the Government will have any liability for the PO's actions or debts.

___ 2. It is understood that the installation commander may revoke the POs permission to operate on the installation at any time.

___ 3. It is understood that the PO will be liable in any event, even where the PO's assets are not enough to cover all PO liabilities.

___ 4. It is understood that the PO agrees to reimburse the Army for utility expenses, unless use is incidental.

___ 5. It is understood that the PO will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

___ 6. It is understood that PO activities will not seek to deprive individuals of their civil rights.

___ 7. It is understood that the PO has complied and continues to comply with all State and Jurisdictional laws.

___ 8. Please state the PO's nature, functions, objectives (including planned use of funds), and activities

___ 9. Include a copy of your charter, articles of agreement, constitution, bylaws, or other authorization documentation. If affiliated with a national, regional or state organization, please include documentation of the parent organization. If you do not have a Charter please specify below.

___ 10. Explain your PO's membership eligibility and who is responsible for all management functions (including accountability of assets, coverage and limitation of insurance, and disposition of remaining assets on breakup of the PO).

___ 11. What is the extent of your PO members' personal liability for debts of, or claims against, the PO? (Include insurance Documents)

___ 12. (For Revalidation/recertification only) Have any major changes occurred in the organization since its last certification? Yes _____ No _____

If yes, please explain below.

This application has been submitted by: _____ on _____
(Print Name & Position/Title)

I understand that if I fail to submit any of the documentation or include the statements noted above, our PO's application may be deemed incomplete.

I may be reached by phone _____ or by e-mail at _____

Signature of applicant: _____

**List your current officers
(include name, address and phone.) (Please print or type)**

President: _____

Address: _____

Phone: _____

Cell: _____

E-Mail: _____

Vice President: _____

Address: _____

Phone: _____

Cell: _____

E-Mail: _____

Secretary: _____

Address: _____

Cell: _____

E-Mail: _____

Treasurer: _____

Address: _____

Cell: _____

E-Mail: _____

Private Organization Event Request Form

If you are an approved Private Organization on Fort Bragg and you wish to conduct a Special Event on the Installation you must provide the following information for review and approval PRIOR to conducting the event. All information and special requests must be on this form and no changes will be made after turned in. You will be notified of decision in writing.

Date of Request:		MWR Rep Reviewer Name/Initials/Date
Event Name:		

Event Concept -What is the Event Purpose?

Event Information (5W's)

Who is your Organization?	
What type of Event is this? (Any Fees/donations associated or fundraiser)	<i>(Are your fees more than what organization paid to MWR facility?)</i>
What is the Number of Expectant Attendants:	<i>Depending on the answer provided, additional documentation or information may be requested. (i.e.: DES, Military Police, Environmental Health, DPTMS, etc)</i>
Where will the event take place? (Facility/park/ building)	
When will the event take place? (date/time) Has a reservation been made/paid for?	
Why should the event be conducted on the installation?	

Impact on Soldiers and Families

What does this event do/provide for our Soldiers and their Families?

Event POC Information

Name	
Title	
Phone Number	
Email	
Signature	

**Fort Bragg Directorate of Family and Morale, Welfare and Recreation (DFMWR) Private
Organization (PO) Event Request Routing**

1. An approved PO submits the event request form to FMWR Resource Management along with any supporting documents (i.e. maps and diagrams.)

2. FMWR Resource Management Branch will confirm that the submitting agency is an approved PO on the Installation and in good standing.

3. The PO event request is forwarded to Legal for review.

4. Legal will provide a written Legal Review back to FMWR Resource Management recommending approval or disapproval to the Garrison Commander.

5. FMWR Resource Management will send event form and legal review to FMWR Operations who will package forward the event packet to other Garrison Directorates, Garrison Support Agencies and FMWR Facility Manager of facility being requested, in order to obtain their comments/recommendations.

6. Once Directorates and Garrison Support Agencies recommendations are returned to FMWR Operations the packet will be forwarded to the FMWR Director for his recommended approval.

7. The Event packet will be forwarded to the Garrison Commander for his approval or disapproval.

8. The Event POC will be notified in writing of the decision and will be given any follow-up guidance at this point.