

ADMINISTRATIVE STANDARD OPERATING PROCEDURE (SOP)
PRIVATE ORGANIZATIONS ON DEPARTMENT OF THE ARMY INSTALLATIONS

1. PURPOSE

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

2. APPLICABILITY

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

3. REFERENCES

AR 210-22, Private Organizations on Army Installations, 22 Oct 2001.
DoDI 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations, 24 October 2008.

4. RESPONSIBILITIES

a. The Directorate of Family and Morale, Welfare and Recreation (DFMWR) has oversight and responsibility to ensure compliance of POs on Fort Bragg.

b. The Financial Management Branch (FMB) will implement this SOP through the appointed DFMWR liaison who will monitor PO requests, ensure submission to the Staff Judge Advocate (SJA) for legal review and maintain PO files with required documentation.

5. PROCEDURES

a. POs must request and receive written permission from the Commander through the appointed DFMWR Liaison, before operating on Army installations. POs must submit an official memorandum requesting to operate on the Installation and state the purpose of the organization and its contribution to Fort Bragg and the military community. Included with the memorandum requesting to operate on the installation, the PO must furnish the documentation listed in AR 210-22, paragraph 2-1 (enclosure 1) and the same required documentation must be specified in their constitution and by-laws. The following documentation must be provided; a copy of their current constitution and by-laws, proof of liability insurance, any parent organization documentation and a list of the current officers with addresses, phone numbers & e-mail (enclosure 2). 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. The application process takes approximately 3-4 weeks to obtain approval to be recognized as a PO authorized to operate on Fort Bragg.

b. POs operate on a self-sustaining basis, except where support is authorized in DoDI 1000.15 and AR 210-22. A statement of acknowledgment must be signed by the PO Officer/chairman, stating that they have read and understand the regulations and SOP.

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c. There are three types of POs:

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

(2) 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.

(3) Type III - Independent POs that are locally controlled by common interest groups and have no formal association with outside or parent organizations. Examples include the Bragg N Barn Thrift Shop and the Fort Bragg Area Community Foundation.

d. 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. 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 DFMWR, FMB, 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 for a period of one year.

e. 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 and their PO approval status could be revoked.

f. POs are authorized to engage in two fund-raising events on the installation per quarter, provided they adhere to the appropriate regulations and receive approval from DFMWR. Request for fundraisers must be submitted in writing to DFMWR, FMB at least 10 working days prior to the event.

g. 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.

h. DoDI 1000.15 and AR 210-22 prohibit official participation in the management or control of private organizations, except in those instances when necessary to perform oversight responsibilities.

i. 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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6. REPORTING REQUIREMENTS

a. POs must maintain current records at all times with DFMWR, FMB 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 for one year.

b. Upon change of board members, provide DFMWR, FMB with a current roster of board members to include name, mailing address, e-mail address and phone numbers.

c. Organizations with gross annual revenue of \$1,000 or more will arrange for an audit at least once every 2 years, at their own expense. Audits are due to DFMWR, FMB 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 revocation 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:

(1) 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.

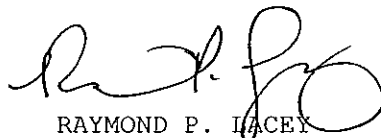
(2) Private organizations using a single-entry accounting system are audited as follows; with income only from contributions, dues, and assessments, audits may be conducted by either a PO member who holds no office and is at least 18 years of age or by a qualified auditor.

(3) 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.

7. SUMMARY

POs must be in compliance with Army Regulations. DFMWR, FMB will issue a reminder memorandum to the PO, 90 days prior to their revalidation due date. In addition, memorandums will be issued to delinquent POs who fail to comply with regulatory requirements and 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 giving notice that the organization has lost PO status for one year on the installation.

8. Point of contact at DFMWR, Financial Management Branch, is Ms. Sharon Gore at sharon.d.gore2.naf@mail.mil or (910)396-2296.



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

Private Organization AR 210-22 Checklist

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

___ Charter, articles of agreement, constitution, by-laws, or other authorization documentation acceptable to the Installation Commander. If affiliated with a national, regional or State organization, the PO will include documentation of the parent organization. (2-1(2) (a))

___ Any other documentation that states the PO's nature, functions, objectives (including planned use of funds), and activities. (May be included in the above document) (2-1(2) (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. 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). (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. (2-1(2) (f))

___ Statement that PO activities will not seek to deprive individuals of their civil rights. (2-1(2)(g))

___ Proof of insurance (3-2(a))

___ Fidelity bonding purchased by an organization for members or employees handling monthly cash flow exceeding \$500. (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. Sharon Gore, sharon.d.gore2.naf@mail.mil or mailed to the following address:

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

Please allow two weeks for a response.

Private Organization (PO) Application

(Please check box below for new or revalidation)

☐

New

☐

Revalidation

Date: _____

Name of Organization: _____

Briefly list PO's major purpose/mission _____

Briefly list any major changes in PO activities, membership requirements, officers, objectives, organization, constitution, by-laws, use of funds and management functions: _____

List all annual fundraising activities: _____

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: _____