

USAG Fort Bragg, North Carolina Non-Federal Entity (NFE) Application

Per Army Regulation 210-22, all Non-Federal Entities (NFE) must obtain approval to operate from USAG Commander or his/her delegated authority. Each application must receive legal review prior to finalizing a response. The process may take up to 60 days from when completed application packet is recieved.

TYPE of APPLICATION	Date of Application
NFE Name (must match IRS Letter):	Tax ID# (Must match IRS Letter):
NFE Mailing Address	Telephone Number
Physical Address on Fort Liberty if Applicable	Lease# (If applicable)

Section A: NFE BOARD MEMBERS LIST

Position/Title:	Position/Title:	Position/Title:
Officer Name	Officer Name	Officer Name
Officer Phone	Officer Phone	Officer Phone
Email:	Email:	Email:
Position/Title:	Position/Title:	Position/Title:
Officer Name	Officer Name	Officer Name
Officer Phone	Officer Phone	Officer Phone
Email:	Email:	Email:

Section B: DOD COMPONENT DISCLOSURE

Initials Is Entity using a DoD name or abbreviation of the DoD Component, organization Unit or Installation in its name? If yes please attach written authorization from DoD component (i.e.: 82nd ABN Division, Fort Bragg, 20th Engineering, etc.) Entity may include their request for the use of the name Fort Bragg along with their application so they both may be reviewed simultaneously.

NFE's using DoD name or abbreviation must prominently display the following disclaimer on all print and electronic media mentioning the entity's name, confirming that the entity is not a part of the DoD: **"THIS IS A NON – FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."** This disclaimer must also be provided in appropriate oral communications and public announcements when the name of the entity is used.

Section C: ACKNOWLEDGE AND UNDERSTANDING

Initial items #1-8 indicating your understanding that when operating on Fort Bragg the listed below is a requirement of all registered NFE's.

Initials	<ol style="list-style-type: none"> 1. NFE understands that the installation nor the Government will have any liability for the NFEs actions or debts. 2. NFE Acknowledges the Senior Command or his designee may revoke permission to operate at any time. 3. NFE acknowledges that approval to operate expires within two years and may be renewed biennially upon an NFE's request, subject to Senior Command's approval. Revalidation will include documentation identifying changes. Revalidation must be submitted no less than 90 days before the date of expiration. 4. NFE confirms current and future NFE personnel and volunteers who have regular contact with children under 18 years of age on the installation have undergone appropriate background checks. 5. NFE will neither propagate extremist activities, nor advocate violence against others, or the violent overthrow of the Government 6. NFE activities will not seek to deprive individuals of their civil rights. 7. NFE will not engage in any form of partisan political activity as defined by DoDD 1344.10. 8. NFE understands approval is granted or denied based on local conditions, demonstrated need for the NFE's services, compatibility with the Army's interest and policies, and legal review.
-----------------	--

Section D: Question 1 of 4

1. What is the NFE's purpose, function, objective (including planned use of funds), and activities?

USAG Fort Bragg, North Carolina
Non-Federal Entity (NFE) Application Continuation Pg 2 of 2

Section D: Continued

1. Continued (Optional)

2. Explain the membership eligibility for all management functions (including accountability of assets, coverage, and limitation of insurance and disposition of remaining assets on breakup of the NFE.

3. If this is a revalidation, note any fundraising, special events or meetings conducted on Fort Liberty property in the past two years. Specify if fundraising occurred.

4. What is the extent of the NFE's members' personal liability for debts of, or claims against, the NFE. This must be specified.

Section E: Signatures

Submitted By (Print Name/Title)

Signature

Date

The NFE and its President have read the Fort Bragg NFE SOP and Army Regulations; NFE understands their roles and responsibilities for maintaining approval to operate as an NFE within USAG Fort Bragg. If the NFE or any member of the NFE fails to comply with the requirements, NFE's registration may be revoked.

President's Printed Name

President's Signature

Date

Section F Checklist



Checklist below is so NFE's ensure these have attached required documentation and for their convenience should they require additional space for questions noted on page 2.

Completed NFE Application (Answered ALL Questions)

Articles of Incorporation/Constitution & Bylaws

IRS Letter noting tax determination and Tax ID #

Certificate of Liability Insurance

Print-screens of media showing NFE's organization noting they are not DoD.

Certificate of Fidelity Bond if organization manages \$500.00 or more per month. If NFE does not handle this amount per month please note it.

Financial Audit. NFEs with gross annual revenue of \$1000.00 or more will arrange for an audit at least once every 2 years, at their own expense, and will provide the audit to the Army Installation NFE point of contact. (on change of NFE treasurer, an audit will be conducted, regardless of the time elapsed since last audit. (See AR 21022 5-3).

If affiliated with a national, regional, or state organization, the NFE will include evidence of affiliation.

Letter addressed to Garrison Commander requesting approval for use of name (Fort Bragg)

Letter demonstrating DoD Component commander authorized use of name (i.e. 82nd ABN Division, 20th Engineering, etc.)