



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-MWN

3 August 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #27, Administration of Private Organizations

1. References:

- a. DoD 5500-7R, Joint Ethnics Regulation (JER), 30 August 1993.
- b. DoDD 1000.26E, Support for Non-Federal Entities Authorized to Operate on DoD Installations, 2 February 2007.
- c. AR 11-2, Management Control Program, 4 January 2010.
- d. AR 210-22, Private Organizations on Department of the Army Installations, 22 October 2001.
- e. AR 600-29, Fund-Raising within the Department of the Army, 7 June 2010.
- f. Command Policy #89, Fundraising Policy, 16 February 2016.

2. The proponent for this policy is the Directorate of Family and Morale, Welfare and Recreation (DFMWR).

3. This policy is effective immediately. It remains in effect until rescinded or superseded.

4. Purpose. To establish procedures and assign responsibilities for the administration of Private Organizations (POs) in USAG Humphreys.

5. Scope. These procedures shall apply to all POs operating or intending to operate on USAG Humphreys installations.

6. Concept. The consent of the Commander, USAG Humphreys, is a prerequisite for the operation of POs on USAG Humphreys.

7. PO Requirements for On-Post Operation:

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- a. Strict compliance with the provisions of this policy and AR 210-22.
 - b. Operating Permit. All applications for a PO operating permit will be submitted to DFMWR, and will include:
 - (1) A charter, articles of agreement, constitution, and by laws.
 - (2) Documentation defining membership eligibility (the majority of membership must be composed of DoD members and their dependents), management responsibility, accountability of assets, coverage and limitation of insurance, disposition of remaining assets upon breakup of the PO, and an assurance that no individual member of the PO will personally profit except through salary as a PO employee. Note: No PO will have more than four employees on USAG Humphreys.
 - (3) A statement of the PO's liability, if assets are not enough to cover all PO liabilities. This statement will also address the extent of the PO members' personal liability for debts of, or claims against, the PO.
 - c. PO operating permits must be revalidated every two years.
8. Fundraising. All PO Fundraising requests will follow the procedures listed in Reference 1f.
9. Director, DFMWR Responsibilities.
- a. Maintain list of operating POs.
 - b. Ensure all prospective POs are given copies of AR 210-22, and this policy Memorandum.
 - c. Ensure all prospective and active POs are aware of their responsibilities for proper operation on-post. Ensure these responsibilities are met IAW AR 11-2, Management Controls.
 - d. Ensure all applications for permits meet the requirement in paragraph 7, above.
 - e. Ensure the POs make reports for the minutes of PO meetings and annual financial statements.
 - f. Issue permits to POs for operation on the installation that automatically expire two years from the date of issue. Include a statement for PO authorization to establish a checking account with the local military banking facility.

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g. Review the financial statement audits of all POs. Forward the reports of all POs with gross revenues exceeding \$100,000 to HQDA, ATTN: DACF-RMM-M.

h. Forward an annually updated list of functioning POs to the Commander, 8th Army and the Resource Management Office, 8th Army.

i. Ensure POs do not engage in the following:

(1) Provide educational services or child care services.

(2) Compete with, or duplication of an Appropriated Fund Instrumentality, such as the Army and Air Force Exchange Service, a Non-appropriated Fund Instrumentality, such as a DFMWR establishment, or the Defense Commissary Agency, unless explicit written approval is obtained from the agency's authorized representative.

(3) Hold carnivals, bazaars, or other similar fund-raising events without prior approval by the Garrison Commander.

j. Process requests for permission to engage in fund-raising activities and requests for installation support and services for the Commander, USAG Humphreys, in accordance with the enclosed USAG-Humphreys PO Fundraising Request Form.

k. Staff all requests for permits through the USAG Humphreys and Area III Consolidated Legal Center.

10. Command Staff Judge Advocate Responsibilities.

a. Review all documents for permits submitted by PO or requests for logistical support and provide a legal review when requested by the command concerning questionable PO activities.

b. Review all proposals for fund-raising activities to ensure full compliance with applicable regulatory and procedural requirements. Provide written legal review before fund-raising proposal is forwarded to the Commander, USAG Humphreys for approval.

11. Installation Logistical Support of POs authorized to operate on-post. Use of installation space will be granted at the Area Commander's discretion. POs must furnish or procure equipment, supplies, and other materials at their own expense.

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12. Point of contact is the Director, DFMWR at 753-6096.

Encl
Sample Request for PO Fund-Raiser



SCOTT W. MUELLER
COL, AR
Commanding

DISTRIBUTION:
USAG Humphreys Website

OFFICE SYMBOL (This is your office symbol, not the DF&MWR)

DATE

MEMORANDUM THRU Financial Management Branch Manager (IMHM-MWN-FMB), DFMWR,
Unit #15228, APO 96271-5228

FOR Commander, United States Army Garrison Humphreys, Unit #15228, APO 96271-5228

SUBJECT: Request for Operate a Temporary Food Facility to Conduct a Fundraiser

1. Organization: (Name of Private Organization)
2. Type of Fundraiser: (BBQ, Bake Sale, etc)
3. When: (date or multiple dates)
4. Where: (exact location of event)
5. Time: (exact start and finish)
6. Purpose of Fundraiser or benefit to DOD community: (Explain how you plan to raise the money and who the money will benefit and whether the event is open to public or members only and All POs to submit the requested 14 days in advance of the fundraiser event. If you're running late, you need to fill out the several reasons for delay)
7. Site reservation was coordinated and approved by _____ on:
(You must coordinate with the location POC for use of any facility prior to submitting your request to conduct a fundraiser to MWR)
8. Additional Information. Include a detailed itinerary/description of complex or unusual fundraising events (i.e. event not similar to a BBQ or Bake Sale). Inadequate event description may result in a delay as the request might need to be returned to the POC.
9. Any and all individuals working behind a booth selling, preparing, and handling food will need to complete and pass a food handlers training course and must have the certificate available.
10. If approved, a copy of this request will be posted at the fundraiser site.
11. Point of contact for this event is _____ at DSN _____ / Cell _____ or email at _____.

Name of the Private Organization
Signature Block

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