



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
1 KARKER STREET
FORT BENNING, GEORGIA 31905-5000

Policy Memorandum 210-22-2

IMBE-MWN (210)

21 April 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Private Organizations

1. REFERENCES:

- a. DoDI 1000.15, Private Organizations on DoD Installations, 24 Oct 01.
- b. DoD 5500.7-R, Joint Ethics Regulation, 17 Nov 11 (with changes 1-7).
- c. DoD Regulation 7000.14-R, Financial Management Regulation, Volume 13, Oct 11.
- d. AR 1-100, The Army Gift Program, 27 Jul 15.
- e. AR 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01.
- f. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 Sep 10.
- g. AR 405-80, Management of Title and Granting Use of Real Property, 10 Oct 97.
- h. AR 600-29, Fund Raising Within the Department of the Army, 7 Jun 10.
- i. AR 608-1, Army Community Service Center (Chapter 4 and Appendix J), 13 Mar 13.
- j. MCoE Policy Memorandum 600-29-12, Fund Raising Activities on Fort Benning, 26 Oct 15.

2. PURPOSE: To set forth, in addition to the provision of AR 210-22 and other laws or regulatory sources, the requirements to operate private organizations (PO) on Fort Benning, Georgia.

3. POLICY:

- a. Private Organizations operating on Fort Benning, Georgia, must comply with all requirements outlined in paragraph 1 above and any other laws or regulatory sources.

b. The Commander, United States Army Maneuver Center of Excellence (MCoE) delegated to the Director of Family and Morale, Welfare and Recreation (DFMWR), responsibility to review, approve, and monitor PO activities to ensure compliance with regulation and policy.

c. The Commander, MCoE has delegated to the Garrison Commander (GC) the authority to disapprove a PO's request to operate on Fort Benning, Georgia.

d. Private organizations are not Nonappropriated fund (NAF) Instrumentalities and are not entitled to receive support from NAF.

e. Department of the Army (DA) endorsement of POs is strictly prohibited by DOD 5500.7-R, Joint Ethics Regulation, 17 Nov 11.

f. A Family Readiness Group (FRG) is an official entity of the Army, not a private organization. Individuals independent of the FRG may establish a PO to support shared goals and objectives. Such a PO may not receive special treatment. To prevent potential conflicts of interest, if such POs are established, board members/leaders of the PO may not also be leaders in the FRG. It is essential that the FRG remain separate and apart from any PO fundraising effort. Contact the Staff Judge Advocate (SJA) for guidance on the proper relationships between FRGs and POs affiliated with units.

g. DFMWR will:

(1) Provide guidance to individuals desiring to establish POs on Fort Benning. Prepare a two-year PO permit to operate once the SJA's Office reviews and approves all documentation submitted by the PO.

(2) Monitor POs operating on Fort Benning to ensure they meet all requirements timely. The DFMWR will conduct an inspection of all POs annually.

(3) Maintain a DFMWR-managed SharePoint site to display the status of all POs and to provide a single source for required documentation and references to include regulations, policy memorandums, and PO guides.

(4) Send termination-warning letters signed by the GC to POs who do not timely comply with requirements.

(5) Send revocation letters signed by the GC to terminate PO permits and their operation on the installation for failure to timely comply with requirements.

(6) Suspend POs from fund raising activity for six months for operating a fundraiser without a permit (1st offense).

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(7) Revoke a PO's permit to operate for conducting two fund-raising activities without permits within a 12-month period.

(8) Suspend POs from fund raising activity for overdue audits until the PO provides proof that the audit was performed.

(9) Provide copies of suspension/revocation letters from the GC to the Chief of Staff, the Inspector General (IG), and the associated major subordinate commander (e.g., 198th IN BDE, ARTB).

h. Private organizations will:

(1) Exist to enhance community activities for Soldiers, Families, and DA Civilians.

(2) Have a constitution and bylaws approved by the DFMWR and SJA, and reviewed by the IG.

(3) Contact the Directorate of Public Works (DPW), vernon.e.kennedy2.civ@mail.mil, or sabine.s.ford.civ@mail.mil, 706 545-5977, to obtain a determination of whether or not the PO requires a lease or license. The PO should request that DPW provide a determination of the PO's lease or license requirement via email, and provide DFMWR a copy of the request as a matter of record. If DPW determines that a license or lease is required, then the PO must formally request the real estate instrument from the DPW; the PO will provide DFMWR a copy for the official PO file.

(4) Raise funds only IAW AR 600-29 and MCoE Policy Memorandum 600-29-12.

(5) Submit list of current officers to DFMWR annually or when there is a change in officers.

(6) Submit financial reports and bank statements (to include zero or negative balances) on a monthly basis. Minutes of meetings will be submitted as they occur, or at least once a year to DFMWR.

(7) Have an audit upon change of treasurers regardless of time lapsed from last audit and at least every two years when the annual gross revenue exceeds \$1,000.

(8) Provide DFMWR with proof of liability insurance to include a copy of the declaration page of the policy and a receipt for payment of the insurance premium, or a letter signed by the GC or DFMWR designee granting a waiver of the liability insurance requirement.

(9) Provide DFMWR with most recent internal revenue service determination letter, tax return (if required), upon revalidating the association's annual permit to operate.

i. Private Organizations will not:

(1) Use Soldiers in uniform to support POs, e.g., setting up fund-raiser site, moving resale merchandise from storage to the sell site, guarding resale items, etc.

(2) Deposit FRG funds into the PO checking account.

(3) Duplicate other Family and Morale, Welfare and Recreation or AAFES activities.

j. The Joint Ethics Regulation, DoD 5500.7-R, paragraph 3.2, identifies certain permissible installation support for POs if the following circumstances exist as determined by the Garrison commander or Commanding General and the event is not a membership drive or fundraiser.

(1) Support does not interfere with Fort Benning's mission and in no way detracts from readiness.

(2) Community relations interests, public affairs interests or military training interests are served by the support.

(3) It is appropriate to associate the Army and Fort Benning with the event.

(4) The event is of interest and benefit to the local civilian community or Fort Benning.

(5) Fort Benning is able and willing to provide the same support to comparable events, meeting the above criteria, sponsored by other similar POs.

(6) The support is not prohibited by other laws or statutes.

(7) No admission fee (beyond that required to pay costs of sponsoring the event) is charged for the event or for the portion of the event sponsored by Fort Benning.

k. Certain activities conducted during PO-sponsored events are permissible only when monitored/conducted by DFMWR.

(1) Private organizations may not engage in dispensing or selling alcoholic beverages during events. AR 215-1 prohibits POs from selling or dispensing alcohol.

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(2) Private organizations may not seek commercial sponsorship of events without prior coordination with DFMWR's Marketing Department, Building 85. Military units and government organizations on post may not solicit donations of goods, money, or services from commercial sources including the Commissary and other on-post resources for any reason. DoD 5500.7, AR 1-101, and AR 215-1 establish this prohibition.

4. Private Organizations are included as one of the functional areas in the Staff Inspection Program (SIP). The DFMWR will inspect POs during the SIP and all others, at least once a year to ensure they comply with regulation and policies. The DFMWR reports inspection results to the major subordinate commander and also integrates results into the DFMWR PO management control program checklist.

5. SUPERSESSION: This policy memorandum supersedes MCoE Policy Memorandum 210-22-15, 26 October 2015.

6. PROPONENT: Margaret W. Pope, NAF Synchronization Cell, DFMWR, 706-545-6594.

FOR THE COMMANDER:

ANDREW C. HILMES
Colonel, Armor
Garrison Commander

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