



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BAVARIA  
UNIT 28130  
APO AE 09114

AMIM-BAG (100)

MEMORANDUM FOR All Non-Federal Entities in USAG Bavaria

SUBJECT: USAG Bavaria Policy Memorandum #35, Non-Federal Entity (NFE) Policy to Operate on USAG Bavaria Military Installations

1. References:

- a. Department of Defense Directive (DoDD) 1344.10, Political Activities by Members of the Armed Forces.
- b. Department of Defense Instruction (DoDI) 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations.
- c. DoDI 4525.09, Military Postal Service.
- d. DoDI 5035.05, DoD Combined Federal Campaign – Overseas.
- e. DoDI Regulation 5500.07-R, Joint Ethics Regulation, Change 7.
- f. AR 1-10, Fundraising within the Army.
- g. AR 15-6, Procedures for Administrative Investigations and Boards of Officers.
- h. AR 58-1, Management, Acquisition, and Use of Motor Vehicles.
- i. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations.
- j. AR 405-80, Management and Title and Granting Use of Real Property.
- k. AE Regulation 210-22, Private Organizations and Fundraising Policy.
- l. AE Regulation 600-700, Identification Cards and Individual Logistic Support.
- m. DoD Manual 1402.05, Background Checks on Individuals in Department of Defense Child Development and Youth Programs.
- n. IMCOM-E Policy Letter #9, Facility Support to Private Organizations.

AMIM-BAW (100)

Subject: Command Policy Letter #35 - Non-Federal Entity (NFE) Policy to Operate on  
USAG Bavaria Military Installations

o. AR 930-4, Army Emergency Relief.

2. Non-Federal Entities (NFE) play an important role in creating a positive community environment and improving the quality of life on Army installations by offering a wide variety of activities and services that provide avenues of support, esprit de corps, relaxation, and social interaction which would not otherwise be available. All individuals living and/or working on our installations are encouraged to participate in recognized NFEs, however, it is important that individuals who elect to participate must do so of their own free will without coercion or pressure from commanders and supervisors.

3. Enclosure (1) to this policy establishes procedures and responsibilities for the operation of NFEs on USAG Bavaria Military installations.

4. Point of contact is the Directorate, Family and MWR, at DSN 526-9030 or email: [usarmy.bavaria.imcom-fmwrc.list.po-frg@army.mil](mailto:usarmy.bavaria.imcom-fmwrc.list.po-frg@army.mil)



STEPHEN C. FLANAGAN  
COL, SF  
Commanding

8 Enclosures:

1. Process
2. References
3. NFE Checklist
4. Space Requirement Request
5. License to Use Facility
6. Fundraising Event Request
7. After Action Report
8. Facility Request

## Enclosure 1: Process

### Command Policy Letter #35 - Non-Federal Entity (NFE) Policy to Operate on USAG Bavaria Military Installations

1. Non-Federal Entities (NFE) play an important role in creating a positive community environment and improving the quality of life on Army installations by offering a wide variety of activities and services that provide avenues of support, esprit de corps, relaxation, and social interaction which would not otherwise be available. All individuals living and/or working on our installations are encouraged to participate in recognized NFEs, however, it is important that individuals who elect to participate must do so of their own free will without coercion or pressure from commanders and supervisors.

2. This policy establishes procedures and responsibilities for the operation of NFEs on USAG Bavaria Military installations.

3. General Principles.

a. Types of Non-Federal Entities.

(1) Type I – Federal sanctioned NFEs that provide recognized services to the Department of Defense. Examples are the American Red Cross (ARC) and Credit Unions.

(2) Type II – NFEs that have national headquarters with local chapters and conduct activities of common interest to a voluntary membership. Examples are Boy Scouts and Girl Scouts of America and the United Services Organization (USO).

(3) Type III – Independent NFEs locally controlled by common interest groups with no formal association with outside parent organizations. Examples are Spouses groups and the Veterans of Foreign Wars (VFW).

(4) Recreational and Educational – NFEs operating as bona fide extensions of appropriated or non-appropriated fund recreational or educational activities. Examples are Bowling Leagues and-, Key Clubs.

(a) Recreational NFE operating in coordination with Directorate of Family and Morale, Welfare and Recreation (DFMWR) activities, such as Bowling leagues.

(b) Organizations formed and operated in conjunction with DFMWR Family services that operate under the administrative supervision of Army Community Service.

(c) Organizations formed and operating in conjunction with the Department of Defense Education Activity (DODEA) that work under the administrative supervision of school faculty/staff members, such as school drama clubs, language clubs, Key Clubs.

Enclosure 1: Process

Command Policy Letter #35 - Non-Federal Entity (NFE) Policy to Operate on USAG Bavaria Military Installations

b. European Theater Requirement. Within the European theater, minimally 51% of NFE members must have SOFA status. Individuals with SOFA status include U.S. and sending States' military and civilian personnel, their accompanying dependent Family members, and contractor employees with status under agreements between the U.S. Government and the HN (article 71, 72, or 73 of the NATO SOFA SA for Germany).

c. Limitations on Non-Federal Entities.

(1) NFEs are not part of the military and therefore not entitled to immunities and privileges given to government entities.

(2) NFEs are not endorsed by the Army.

(3) NFEs cannot conduct activities that may discredit the Army, DoD, or the Federal Government.

(4) NFEs may not duplicate or compete with authorized Army or Non-appropriated Fund Instrumentalities (NAFI) activities and will not impose a financial obligation on the Army or a NAFI.

(5) NFEs cannot receive financial assistance from a NAFI in the form of contributions, repairs, services, dividends or other donations of money or other assets.

(6) NFEs must comply with fire and safety regulations, child abuse prevention laws and policies, environmental laws, United States and Host Nation tax codes, and other applicable international agreements, statutes, and regulations.

(7) NFEs will not engage in the distribution or sale of alcoholic beverages, tobacco, pharmaceuticals, or narcotics at any time.

(8) NFEs cannot use Army legal, audit, transportation (see AR 58-1, para 2-3 and 6-2f. for exceptions), printing, information management activities, clerical, financial, copying, management and procurement services. However, the Installation may provide the following services on a space available basis:

(a) Intra-theater delivery service (IDS) in accordance with DODI 4525.09.

(b) Military postal service facilities

(c) Logistical support according to the Joint Ethics Regulation, chapter 3-211.

(d) Authority for NFE to establish a bank account with on-post Defense Finance and Accounting Service (DFAS) contracted banking institute.

## Enclosure 1: Process

### Command Policy Letter #35 - Non-Federal Entity (NFE) Policy to Operate on USAG Bavaria Military Installations

4. Ethical Considerations. NFEs are unofficial activities and United States (US) Military and Department of Defense (DoD) Civilian Employees will remain neutral in dealing with NFEs while acting in their official capacity; there will be no preferential treatment or appearance of favoritism. US Military Members and DoD Employees will not be assigned to work for a NFE as an official duty. US Military Members and DoD Civilian Employees who become members of NFEs do so in a separate capacity from their official government work.

a. The Joint Ethics Regulation (JER) prohibits the use of an official position to direct the operations of, endorse, or grant preferential treatment of any NFE; U.S. Military Members and DoD Civilian Employees are prohibited from representing any NFE to the Government, any government body or employee.

b. U.S. Military Members and DoD Civilian Employees who are officers or active participants in a NFE are subject to strict requirements when supporting NFEs in official capacities.

c. US Military Members and DoD Civilian Employees may not conduct NFE business on government time or use government personnel, supplies, vehicles, equipment, email accounts or other services without proper authority, as defined by appropriate regulatory guidance.

d. US Military Members and DoD Civilian Employees cannot endorse or appear to endorse membership drives or fundraising for NFEs except as allowed by other regulations i.e., Army Emergency Relief (AER) and Combined Federal Campaign (CFC).

## 5. Responsibilities.

a. Garrison Commander (GC). The GC is the approval authority for all NFE requests to operate on USAG Bavaria installations and may revoke permission to operate at any time.

b. Directorate of Family and Morale, Welfare and Recreation (DFMWR). The USAG Bavaria DFMWR serves as the NFE Administrator on behalf of the GC, and:

(1) Is the first stop for requests for NFE information, requests to operate, questions, concerns, and fund-raising requests.

(2) Initiates routing of all requests to operate on the installation and maintains a suspense status tracking system for each NFE.

(3) Maintains NFE files and monitors compliance with applicable guidelines.

Enclosure 1: Process

Command Policy Letter #35 - Non-Federal Entity (NFE) Policy to Operate on USAG Bavaria Military Installations

(4) Processes and either approves or denies fundraising/event requests.

(5) Receives and processes reports of NFE non-compliance and/or misconduct.

6. Application and approval process. A Non-Federal Entity (NFE) must have the Garrison Commander's written consent to operate on the installation, even if the NFE has permission to operate from another installation.

a. A newly petitioning NFE must submit a packet (Enclosure 2), containing the below listed documents, to the NFE Administrator's office.

(1) Written request for permission to operate, signed and dated.

(2) Statement or documentation identifying the NFE's nature, functions, objectives, planned use of funds and activities.

(3) Copies of both the Organization Charter and Articles of Agreement; or, if the NFE will operate under the umbrella of a parent or national level entity, copies of its Organization Charter and Articles of Agreement. Copies must be signed and dated by all current and/or proposed officers.

(4) A statement that the NFE will neither propagate nor promote extremist activities nor advocate violence against others or the violent overthrow of the Government.

(5) Statement that NFE activities will not seek to deprive individuals of their civil rights. NFE must state that they will not engage in any form of partisan political activity as defined by DoDD 1344.10.

(6) 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 the breakup of the NFE).

(7) A current listing of locally elected officers to include their names, emails, addresses, and telephone numbers. (U.S. Military Member's and DoD Civilian Employee's official emails, phone numbers, and duty addresses may not be used.)

(8) A copy of appropriate tax-exempt status.

(9) Proof of adequate insurance as protection against public liability claims, property damage claims or other legal actions arising from NFE activity.

(10) A statement acknowledging that neither the installation nor the Government will be liable for the NFE actions or debts.

Enclosure 1: Process

Command Policy Letter #35 - Non-Federal Entity (NFE) Policy to Operate on USAG  
Bavaria Military Installations

(11) A statement acknowledging NFE responsibility if assets are not enough to cover all its liabilities that includes a provision that all State and jurisdictional laws are met; the extent of the NFE members' personal liability for debts of, or claims against; verification that NFE members do not personally profit from NFE income, except through salaries and wages as NFE employee; do not receive award recognition for services rendered to NFE or community; and, do not receive membership in an investment club.

(12) Employer Identification Number (EIN) for banking privileges.

(13) Proof of fidelity bonding for members for NFE employees handling monthly cash flow exceeding \$500, equal to the normal maximum amount of cash handled.

(14) Confirmation that current and future NFE personnel and volunteers who have regular contact with children under 18 on the Installation have undergone appropriate background checks. As outlined in DOD Manual 1402.05.

(15) Statement acknowledging reporting and fund-raising requirements.

(16) Temporary space request, if applicable (Enclosure 3) that includes an agreement to reimburse the Army for utility expenses, unless deemed incidental (i.e., would cost more to bill and collect than it costs to provide the utility). If a facility is granted temporarily, the NFE must sign and post the facility license at Enclosure 4.

(17) Statement acknowledging that the NFE may only operate with GC's approval; that the GC is under no obligation to approve the request; and, that the GC may revoke approval to operate at any time.

b. NFE Administrator will route the completed application through the Legal Office for review, and then to the GC for consideration. The petitioning NFE will receive written notification of the GC's decision.

7. Reporting requirements.

a. Once approval is granted, the NFE Administrator will monitor the NFE compliance with this policy.

b. NFEs are required to submit the following to the NFE Administrator:

(1) Written notification of any major changes in NFE activities, membership, requirements, officers, objectives, constitutions, bylaws, use of funds and/or management functions within 30-days of the change.

Enclosure 1: Process

Command Policy Letter #35 - Non-Federal Entity (NFE) Policy to Operate on USAG Bavaria Military Installations

(2) Updated bylaws signed by the new officers within 5 business days of their appointment.

(3) Monthly Financial Statements signed and dated by both president and treasurer.

(4) Monthly Meeting Minutes signed and dated by the president and secretary.

(5) Written notification of dissolution of NFE within 5 business days of decision.

c. NFEs must attend a mandatory annual briefing scheduled by the NFE Administrator in coordination with the Legal Office.

d. Failure to report can result in suspension or revocation of NFE's approval to operate.

8. Revalidation and renewal process. Approval to operate is valid for 2-years. NFEs must submit a request for revalidation to have approval to operate renewed.

a. NFEs wishing to seek revalidation and renewal of their authority to operate are required to submit a request to NFE Administrator no less than 90 -days before the expiration date of their approval to operate.

b. Request must include the following:

(1) Changes in NFE activities, membership, requirements, officers, objectives, constitutions, bylaws, use of funds and/or management functions. (Enclosure 2).

(2) Audit results. NFEs with gross annual revenue of \$1,000 or more must be audited at least once every 2-years. Additionally, the NFE must be audited at the time of the change of Treasurer, regardless of the time elapsed since the last audit. NFEs audited biannually by their national headquarters may submit a copy of those audit results as part of annual reporting. Audits must meet the following criteria:

(a) NFEs using a double-entry accounting system will have audits conducted by a qualified auditor (a public accountant or certified public accountant licensed by a State or other recognized licensing jurisdiction). The auditor's certificate of credentials must be submitted with the audit.

(b) NFEs using a single-entry accounting system will be audited as follows:

If the NFE only receives contributions, dues, and assessments from internal members, a NFE member who holds no office and is at least 18 years of age or a qualified auditor may conduct the audit.



Enclosure 1: Process

Command Policy Letter #35 - Non-Federal Entity (NFE) Policy to Operate on USAG Bavaria Military Installations

If the NFE engages in external fundraising, the audit must be completed by an appointed committee of three NFE members who hold no office and are at least 18 years of age, or a qualified auditor.

(3) A copy of appropriate tax-exempt status. When a parent NFE controls taxes for local chapters, the local NFE will provide a statement to this effect, but it must be signed by an official of the parent NFE headquarters.

c. NFE Administrator will route the completed revalidation and renewal application through the Legal Office for review, and then to the GC for consideration. The petitioning NFE will receive written notification of the GC's decision.

9. Non-compliance and misconduct complaints. To remain in good standing, NFEs must adhere to the conditions, standards, and requirements defined as outlined in this policy. In the event if the NFE Administrator receives a report of non-compliance or a misconduct complaint, the following actions may be taken:

a. NFE Administrator will immediately notify the Garrison Commander in writing of the report of non-compliance or misconduct.

b. If the Garrison Commander believes that the Allegation(s) rise to the level requiring an investigation, the allegations will be investigated in accordance with Army Regulation 15-6 Procedures for Administrative Investigations.

(1) Once contacted, the NFE has seven (7) business days to respond to the Investigating Officer (IO). Failure to respond within 7 business days will result in formal notification from the NFE Administrator to the NFE President that the NFE's approval to operate has been suspended for 45 days; if the NFE has not complied within that time, its approval to operate will be withdrawn.

(2) The IO will complete the investigation and present results for legal review no later than fifteen (15) business days from receipt of NFE response. The results and recommendations must be presented to the GC by the twentieth business day.

(3) The NFE will be notified, in writing, of the investigative outcome and any corrective actions necessary. The GC will determine a timeline for NFE to demonstrate that corrective actions have been taken. The GC can withdraw approval to operate.

c. If the Garrison Commander does not believe that the allegations warrant an investigation he or she may direct other, less severe measures to correct the issue(s) identified.

Enclosure 1: Process  
Command Policy Letter #35 - Non-Federal Entity (NFE) Policy to Operate on USAG  
Bavaria Military Installations

10. Fundraising. There is no right to fundraise on USAG Bavaria installations, and fundraising activities will only be authorized occasionally.

a. The Director of Family and MWR has delegated authority to approve requests for fundraising and the NFE Administrator is the point of contact for all fundraising activity.

b. NFEs require advance approval for fundraising events and must receive approval from the NFE Administrative Office for all fundraising events.

c. Requests to conduct fundraising will be submitted to the NFE Administrator, at least 30 -days before to the event. The request (Enclosure 5) must identify who, when, where, how, what (items or service) and where of the fundraiser; the purpose for which the fundraiser is being held; and, if applicable, the facility manager's approval where the fundraiser is planned. An After-Action Report (AAR) is due no later than 14 -days after the event (Enclosure 6). Incomplete applications will be returned.

d. The following conditions apply to fundraising:

(1) Fundraisers will not be conducted in the workplace.

(2) Members of the NFE who are on official government duty time will not participate in fundraising activities.

(3) DoD personnel may not endorse a private organization fundraiser, personally solicit subordinates prohibit sources or require subordinates to participate in fundraising activities.

(4) Fundraisers are limited to individuals with NATO SOFA status. Funds may not be solicited or accepted from host nation citizens or other individuals without NATO SOFA status or individual logistical support under AE Regulation 600-700.

(5) Alcohol may not be sold or distributed.

(6) Fundraising events involving prepared food sales require personnel participating to be trained in Food Handling Procedures.

(7) NFE must have facility manager approval to conduct fundraisers in or on the facility grounds. The facility request form is at Enclosure 6.

(8) This policy does not cover NFEs participation in DFMWR events such as bazaars and Volksfests, these are covered by either formal agreement or contractual relationship

Enclosure 1: Process  
Command Policy Letter #35 - Non-Federal Entity (NFE) Policy to Operate on USAG  
Bavaria Military Installations

(9) All fundraising requests will be reviewed by the Office of the Staff Judge Advocate.

(10) NFE must have copy of approval at the location during fund- raising event.

(11) After- action reports need to be submitted not later than 14 business days after the event.



Enclosure 2: References

Command Policy Letter #35 - Non-Federal Entity (NFE) Policy to Operate on USAG Bavaria Military Installations

Department of Defense Directive (DODD) 1344.10, Political Activities by Members of the Armed Forces, 19 Feb 08.

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

DODI 4525.09, Military Postal Service, 24 May 22.

DODI 5035.05, DOD Combined Federal Campaign – Overseas, 21 Feb 08.

DoDI Regulation 5500.07-R, Joint Ethics Regulation, Change 7, 17 Nov 11.

AR 1-10, Fundraising within the Army, 16 Jan 23.

Army Regulation (AR) 15-6, Procedures for Administrative Investigations and Boards of Officers, 1 Apr 16.

AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 23 Mar 20.

AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, 12 May 22.

AR 405-80, Management and Title and Granting Use of Real Property, 10 Oct 97.

AE Regulation 210-22, Private Organizations and Fundraising Policy, is the regulation governing the operation of organizations on Army installations in Europe, 4 Apr 22.

AE Regulation 600-700, Identification Cards and Individual Logistic Support, 19 Dec 18.

DoD Manual 1402.05, Background Checks on Individuals in Department of Defense Child Development and Youth Programs, 24 Jan 17.

IMCOM-E Policy Letter #9, Facility Support to Private Organizations, 3 Jan 22.

Army Regulation 930-4, Army Emergency Relief, 19 May 19.



Enclosure 3: Non-Federal Entity Checklist

Command Policy Letter #35 - Non-Federal Entity (NFE) Policy to Operate on USAG Bavaria Military Installations

Non-Federal Entity (NFE) Checklist	
NFE Name: _____	
Type:	_____ Establishment _____ Renewal _____ Reporting
<b>1.</b>	<b>Charter, Articles of Agreement, Constitution, Bylaws</b>
	Parent organization or NATIONAL documentation (if applicable) Nature, function, objective of organization
	Planned use of funds; Activities Membership eligibility
	Responsibilities of all management functions and accountability of assets
	Disposition of remaining assets upon breakup
	NFE's liability if assets are not enough to cover all NFE liabilities
<b>2.</b>	<b>Required Information</b>
	(1) Written request for permission to operate, signed and dated.
	(2) Statement or documentation identifying the NFE's nature, functions, objectives, planned use of funds and activities.
	(3) Copies of both the Organization Charter and Articles of Agreement; or, if the NFE will be operating under the umbrella of a parent or national level entity, copies of its Organization Charter and Articles of Agreement. Copies must be signed and dated by all current and/or proposed officers
	(4) A statement that the NFE will neither propagate or promote extremist activities nor advocate violence against others or the violent overthrow of the Government.
	(5) Statement that NFE activities will not seek to deprive individuals of their civil rights. NFE must provide a statement that they will not engage in any form of partisan political activity as defined by DoDD 1344.10.
	(6) 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 NFE).
	(7) A current listing of locally elected officers to include their name, email, address, and telephone numbers. (U.S. Military Member's and DoD Civilian Employee's official email, phone numbers and duty addresses may not be used.)
	(8) A copy of appropriate tax-exempt status.
	(9) Proof of adequate insurance as protection against public liability claims, property damage claims or other legal actions arising from NFE activity. Policy #: _____, Name: _____, Expiration Date: _____
	(10) A statement acknowledging that neither the installation nor the Government will have any liability for the NFE actions or debts.
	(11) A statement acknowledging NFE responsibility if assets are not enough to cover all its liabilities that includes a provision that all State and jurisdictional laws are met; the extent of the NFE members' personal liability for debts of, or claims against; verification that NFE members do not personally profit from NFE income, except through salaries and wages as NFE employee; do not receive award recognition for services rendered to NFE or community; and, do not receive membership in an investment club.
	(12) Employer Identification Number (EIN) for banking privileges. EIN: _____
	(13) Proof of fidelity bonding for members for NFE employees handling monthly cash flow exceeding \$500, equal to the normal maximum amount of cash handled.
	(14) Confirmation that 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. As outlined in DOD Manual 1402.05. Background check authority: _____ Date: _____
	(15) Statement acknowledging reporting and fund-raising requirements.
	(16) Temporary space request, if applicable (Enclosure 5) that includes agreement to reimburse the Army for utility expenses, unless deemed incidental (i.e., would cost more to bill and collect than it costs to provide the utility).
	(17) Statement acknowledging that the NFE may only operate with GC's approval; that the GC is under no obligation to approve the request; and, that the GC may revoke approval to operate at any time.





### Space Requirement Request

Name of Non-Federal Entity: \_\_\_\_\_ Date: \_\_\_\_\_

MEMORANDUM FOR U.S. Army Garrison Bavaria, Attn: D, FMWR, NFE Administrator, Unit 28130, APO AE 09114

SUBJECT: Request for Required Space

1. \_\_\_\_\_ is requesting approval of space within the garrison for the exclusive purpose (as justified in paragraph 3). We understand that use of this space must be approved in writing by the Garrison Commander, can be revoked at any time due to mission requirements and is subject to inspection when requested. If the space is revoked, the Non-Federal Entity (NFE) has 14 days from notification to clear occupied space. Any items found in the space after 14 days will be removed and disposed of IAW DoD and Army guidelines on unclaimed property.

2. The NFE agrees to assume responsibility for all equipment located in the space utilized during occupancy and assume the cost of repair for any damage.

3. Justification for the space requirement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Name of NFE President: \_\_\_\_\_

Email/Tel: \_\_\_\_\_

-----  
Approval:

The NFE will be assigned space in the following area:

Installation Name:	Bldg#:	Room# (if app.):	Space will be used for:
_____	_____	_____	_____

\_\_\_\_\_

Director, DPW

\_\_\_\_\_

COL,  
Commanding



**LICENSE TO USE U.S. ARMY GARRISON BAVARIA FACILITIES**

**THE COMMANDER, U.S. ARMY GARRISON BAVARIA** hereby grants to:

\_\_\_\_\_ (Licensee) a license (License), for the real property listed in the USAG Bavaria Real Property records identifying the facility's location \_\_\_\_\_, and scope of authorized use. This License may be revoked at any time and is valid not to exceed 24 months.

This license is not subject to Title 10, United States Code, Section 2662.

**THIS LICENSE** is granted pursuant to Army Regulation (AR) 210-22, paragraph 5-3 d. (1), AR 405-80, paragraphs 2-13 & 4-33, and the Joint Ethics Regulation 3-211b., and is subject to the following conditions:

1. That the exercise of the privileges hereby granted shall be under the general supervision and subject to the approval of the Garrison Commander having immediate jurisdiction over the property, hereinafter referred to as "the Commander" and is subject to such rules and regulation as may be prescribed by the Commander.
2. That any property of the United States Government, the Department of Defense, the United States Army, or U.S. Army Garrison Bavaria (collectively the "Government") damaged or destroyed by the Licensee, incident to the exercise of the privileges herein granted shall be promptly repaired or replaced by the Licensee to the satisfaction of the Commander, or in lieu of such repair or replacement, the Licensee shall, if so required by the Commander, pay to the Government money in an amount sufficient to compensate for the loss sustained by the Government by reason of damage to or destruction of the Government's property.
3. That the Government shall not be responsible for damages to property or injuries to persons which may arise from or be incident to the exercise of the privileges herein granted, or for damages to the property of the Licensee, or for damages to the property or injuries to the person of the Licensee's officers, agents, servants, or employees or others who may be on said premises at their invitation or the invitation of any one of them, arising from Governmental activities on said premises, and the Licensee shall hold the Government harmless from any and all such claims.
4. That, upon the termination of this License, the Licensee shall, within such time as the Commander may designate, vacate the said premises, remove all the property of the Licensee therefrom, and restore the premises to a condition satisfactory to the Commander. If the Licensee shall fail or neglect to remove said property and so restore the premises, then, at the option of the Commander, said property shall either become the property of the Government without compensation therefor, or the Commander may cause the property to be removed and the premises to be restored at the expense of the Licensee, and no claim for damages against the Government or its officers or agents shall be created by or made on account of such removal and restoration work.
5. That the Licensee shall neither transfer this license nor sublet the said premises or any part thereof, nor grant any interest, privilege, or license whatsoever in connection with this license without permission in writing from the Commander.
6. This License is granted without charge and may include utilities, in-place equipment, and janitorial services without charge, as long as the use is incidental to US Government use. However, the Government shall be under no obligation to furnish utilities or services.
7. By using the Property, licensee agrees to be bound by the foregoing terms and conditions and covenants that the Licensee bears sufficient insurance to cover any damage or injury that may result from the use of any Government property.

**IN WITNESS WHEREOF** I have hereunto set my hand as Commander, USAG Bavaria this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

COL,  
Commanding

**THIS LICENSE**, together with the provisions and conditions thereof, is hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

X \_\_\_\_\_  
SIGNATURE OF LICENSEE (PO) ORGANIZATION'S AGENT

\_\_\_\_\_  
LICENSEE (PO) ORGANIZATION

DFMWR Compliance Verification Year: 20\_\_\_\_\_

Signature/Print: \_\_\_\_\_



## USAG Bavaria Fundraising and Events Request

### Fundraising/Event Specifics

Name of Organization: \_\_\_\_\_

Detailed Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fundraising Type: \_\_\_\_\_ Date/Time: \_\_\_\_\_

List Planned Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Necessary Supplies (include procurement location): \_\_\_\_\_

Location (attach location approval, when applicable): \_\_\_\_\_

### Guidelines

Fundraisers will not be conducted in the workplace.

Members of the NFE who are on official government duty time will not participate in fundraising activities.

DoD personnel may not endorse a private organization fundraiser, personally solicit subordinates or prohibit sources or require subordinates to participate in fundraising activities.

Fundraisers are limited to individuals with NATO SOFA status. Funds may not be solicited or accepted from host nation citizens or other individuals without NATO SOFA status or individual logistical support under AE Regulation 600-700.

Alcohol may not be sold or distributed.

Fundraising events involving prepared food sales require personnel participating to be trained in Food Handling Procedures.

NFE must have facility manager approval to conduct fundraiser in or on the facility grounds. Facility request form is at Enclosure 4.

This policy does not cover NFEs participation in DFMWR events such as bazaars and Volksfests, these are covered by either formal agreement or contractual relationship.

All fundraising requests will be reviewed by the Office of the Staff Judge Advocate.

NFE must have copy of approval at location during fund raising event.

After action reports need to be submitted not later than 14 business days after the event.

After Action Report is due not later than 14 days after the event.

Send request to **usarmy.bavaria.imcom-fmwrc.list.po-frg@army.mil** no later than 30 days before scheduled event, Tel: 09641-70526-9036, Bldg 539, Rm 110.

I understand guidelines and confirm compliance: \_\_\_\_\_

POC: \_\_\_\_\_ Phone/Email: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Enclosure 7: After Action Report  
Command Policy Letter #35 - Non-Federal Entity (NFE) Policy to Operate on USAG Bavaria Military Installations

**AFTER ACTION REPORT (AAR)**

AARs are due **NLT 14 calendar days** after the event and have to be sent to email address: [usarmy.bavaria.imcom-fmwrc.list.po-frg@army.mil](mailto:usarmy.bavaria.imcom-fmwrc.list.po-frg@army.mil). The report must include a summary of the event (including planning, execution, problems, how proceeds were of will be spent, and suggestions for the next event).

Name of Organization: \_\_\_\_\_

Type of Fundraiser: \_\_\_\_\_

Start Date of Event: \_\_\_\_\_ Date of Conclusion: \_\_\_\_\_

Name/phone number/email address of person submitting AAR:

\_\_\_\_\_

Financial Summary:

Total Collected\*: \_\_\_\_\_

Less Prepaid Expenses\*\*: \_\_\_\_\_

Less Cost of Goods Sold\*\*\*: \_\_\_\_\_

**Net Income:** \_\_\_\_\_

\***Total Collected** is total money collected from all sources during event

\*\***Expenses** include rented space, advertising, etc.

\*\*\***Cost of Goods Sold** is the cost of all goods purchased for resale, both before and during the event.

Funds will be used for: (detailed description of Usage of Funds)

\_\_\_\_\_

\_\_\_\_\_

Event Summary:

\_\_\_\_\_

\_\_\_\_\_

(Describe event, i.e. Outcome, Successes, Challenges, Suitability of location, etc.)

Continue on separate page, if necessary.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Event Coordinator)





**REQUESTING USE OF A FACILITY FOR AN EVENT**

*(Name of Non-Federal Entity/Informal Funds)*

Date

MEMORANDUM THRU (*Facility Name, Facility Manager's Name*)

MEMORANDUM FOR Commander, U.S. Army Garrison Bavaria, Attn: D, FMWR, NFE Administrator, Unit 28130, APO AE 09114-8130

SUBJECT: Request for Use of Facility

1. Request the use of (*name of the facility and/or specific area, building number, room number, etc*) during the period (*dates and times*). The (*name of the facility*) will be used to conduct the (*name of the event*).
2. (*enter organization Name*) understand that coordination with the facility manager does not constitute approval of the PO's event. Coordination assures the Garrison Commander that the facility manager can support your request. Further, (*enter organization Name*) will not start advertising this event until (*enter ORGANIZATION Name*) receives approval from the Director of Family and MWR.
3. (*enter ORGANIZATION Name*) agrees to assume responsibility for all equipment located in the space utilized during occupancy by the (*enter ORGANIZATION Name*) or for which a direct cause of its loss is attributable to an act of commission or omission by (*enter ORGANIZATION Name*). (*enter ORGANIZATION Name*) agrees to assume the cost of repair and/or replacement of damaged, lost, or stolen equipment within 10 working days following initiation of the report of survey. Funding for such repair or replacement shall be borne by the (*enter ORGANIZATION Name*).
4. POC is (\_\_\_\_\_) at (\_\_\_\_\_).

\_\_\_\_\_  
ORGANIZATION Officer's Name, Title and Signature

Facility \_\_\_\_\_ Concur \_\_\_\_\_ Non-Concur \_\_\_\_\_

\_\_\_\_\_  
Facility Manager's Name (Print)

\_\_\_\_\_  
Facility Manager's Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_

