



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

AMIM-HMW

2022 .03. 17

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #19, Administration of Private Organizations

1. References.

- a. DoD 5500.7-R, Joint Ethics Regulation (JER), 17 November 2011.
- b. DoDD 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations.
- c. AR 11-2, Management Control Program, 31 August 2015.
- d. AR 210-22, Private Organization 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 #23, Fundraising

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 It remains in effect until rescinded or superseded.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. Responsibilities:

a. Director, Family and MWR Responsibilities.

- (1) Maintain list of operating POs.
- (2) Ensure all prospective POs are given copies of AR 210-22, and this policy

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Memorandum.

(3) 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.

(4) Ensure all applications for permits meet the requirement in paragraph 8.

(5) Ensure the POs make reports for the minutes of PO meetings and annual financial statements.

(6) 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.

(7) 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.

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

(9) Process requests for permission to engage in fundraising activities and requests for installation support and services for the Commander, USAG Humphreys, in accordance with the enclosed USAG-Humphreys PO Fundraising Request Form.

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

(11) Conduct an annual review of all approval packets of POs operating on the installation to ensure completeness.

b. Command Staff Judge Advocate Responsibilities.

(1) 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.

(2) Review all proposals for fundraising activities to ensure full compliance with applicable regulatory and procedural requirements. Provide written legal review before fundraising proposal is forwarded to the Commander, USAG Humphreys for approval.

8. 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. (If affiliated with a national, regional or State organization, the POs will include documentation of the parent organization.)

(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 POs 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.

(4) A current listing of locally-elected officers to include their name, email, address and telephone number.

(5) An agreement to reimburse the Army for utility expense, unless use is incidental (would cost more to bill and collect than it costs to provide the utility.)

(6) A copy of tax-excepts status (if required)

(7) Proof of liability insurance and Bonding

(8) Constitution and by-laws checklist

c. Reporting Requirement. POs will supply the following on a quarterly basis to DFMWR, as required by the installation commander.

(1) Minutes or summaries of PO meetings.

(2) Financial Statements.

(3) Any major changes in PO activities, membership requirement, officers, objectives, organization, constitution, bylaws, use of funds and management functions.

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(4) Names, addresses, and telephone numbers of officers.

(5) A copy of audit reports.

d. Revalidation. Approval expires automatically 2 years from the date of last approval, unless revalidated. To accommodate timely revalidation, private organizations must submit revalidation packet ninety (90) calendar days prior to expiration date. PO will not conduct any activities under an expired status.

e. Insurance.

(1) Private organizations will obtain adequate insurance as protection against public liability, claims, property damage claims, or other legal actions arising from PO activities, one or more of the PO's members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the PO.

(2) Fidelity bonding will be 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.)

f. Audits. 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. (On change of PO treasurer, an audit will be conducted, regardless of the time elapsed since the last audit.) Organizations with financial statements audited annually by their national headquarters may submit a copy of such an audit to USAG Humphreys, DFMWR.

(1) Private organizations using a double-entry accounting system will have audits done by a qualified auditor.

(2) Private organizations using a single-entry accounting system are audited 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 and 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.

g. Taxes. Private organizations will comply with all Federal, State, and local tax laws and codes. (The PO will contact the proper tax officials to ensure compliance.)

(1) Certain types of POs (such as religious, educational, or scientific) may qualify for exemption from Federal Income Tax. The organization has the responsibility to report certified proof of exemption to USAG Humphreys, DFMWR.

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(2) When a parent organization controls taxes for local chapters, the local PO will furnish a statement to this, but must be signed by an official of the parent organization's headquarters.

h. Compliance with State of local laws. POs are not exempt from State or local laws because they operate on Federal property. Private organizations will obtain licensing, certification, or registration of PO activities if required by State, local, or foreign authorities where the installation is located.

i. Employment and Membership Practices. Private organizations will comply with applicable laws that apply to private sector employment and will not discriminate based on sex, age, religion, race, color, national origin, marital status, lawful political affiliation, labor organization membership, and disability. In official capacity, Army employees, both military and civilian, will remain neutral in dealing with PO's. There will be no preferential treatment or even appearance of favoritism.

9. Fundraising. All PO Fundraising requests will follow the procedures listed in Reference 1f.

10. General Restrictions. Ensure POs do not engage in the following:

a. Provide educational services or child care services.

b. 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 Morale, Welfare, and Recreation (MWR) establishment, or the Defense Commissary Agency, unless explicit written approval is obtained from the agency's authorized representative.

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

d. Include any name, abbreviation, seal, logo, insignia, or the like used by any DOD component to identify any of its programs, locations, or activities.

e. Conduct activities that may discredit the Army, DOD, or Federal Government.

f. Impose a financial obligation on the Army or any NAFI.

g. Distribution or sale of alcoholic beverages, tobacco, pharmaceuticals, or narcotics at any time.

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h. Coerce and/or extort individuals or other organizations to provide monetary or other support any means.

11. PO Revocation. A PO may be discontinued (ceased-terminate) anytime by the membership of the organization itself. The Garrison Commander may also at any time terminate for the PO to operate within Humphreys. Notification by either party will be done in writing.

12. 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. POs operating on Army installations are required to obtain a license or lease to utilize space or facilities on installation real property.

13. Point of contact is the DFMWR, NAF Support Manager at DSN 755-2686.

Encl  
Humphreys Fundraising Request Form



SETH C. GRAVES  
COL, AG  
Commanding

DISTRIBUTION:  
USAG Humphreys Website

# USAG Humphreys Fundraising Request Form

Financial Management Branch, Family and MWR, DSN 755-2289 / 050-3355-2289

Request Date: \_\_\_\_\_

**Note: Requests need to be submitted 21 working days in advance of the event to follow adequate time for review and approval**

1. Organization Name: _____	2. Category: <input type="checkbox"/> SFRGs <input type="checkbox"/> POs
3. POC Information (Name/Phone/Email): _____	4. Name & Signature from Commander/Verifying Officials _____
5. Date/Time/Detail of Location: _____	6. Previous Fundraiser Date: _____

## 1. Details of the Fundraiser

a. Description of fundraiser: _____
b. Items to sell: _____
c. Purpose of fundraiser: _____
d. Plans to run fundraiser: _____
e. Raised funds be used for: _____

## 2. Organizations conducting fundraisers will not: Acknowledged:

Sell any alcoholic beverages and conduct fundraising in an official capacity or in military uniform	POC Initial
Conduct fundraising activities off the installation in any manner that violates Korean Law or the Status of Forces Agreement (SOFA)	POC initial
Conduct raffles, lottery, or door prize fundraisers without prior, separate, written approval from DFMWR and a legal review from the Consolidated Legal Office	POC Initial
Conduct drawings that include or target non-SOFA persons and Conduct door-to-door activities	POC Initial
Charges fees to enter USAG-H installation or use facilities and Conduct fundraisers for personal gain	POC Initial
Conduct fundraisers for educational services or child care services	POC initial
Conduct a prohibited fundraising activity. A prohibited fundraising activity is any practice that involves compulsion, coercion, or other action that is contrary to the concept of true voluntary giving	POC initial
If the event involves food, you will need copies of current food handler's cards on site and submitted with this request	
POs must be in approved status and good standing including reporting requirement, insurances and other responsibilities of POs	
We request authorization to hold a fundraising event on USAG Humphreys area. If approved, we further expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss and liability, however caused, arising out of, or in any way connected to this event, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee of the organization, rather than the Army, would be liable.	POC initial

## 3. Required Signatures

<b>a. Location Manager Name &amp; Title</b> _____	<b>b. Contact Information</b> _____	<b>c. Signature</b> _____
d. <input type="checkbox"/> <b>Approved</b> <b>Remarks:</b> _____		
<input type="checkbox"/> <b>Denied</b>		

**2. SJA- Legal Reviewer Name/ Rank:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

The fundraising activity is in compliance with AR 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01. AR 600-29, Fund Raising within the Department of the Army, 7 Jul 10. AR 165-1, Religious Activities Army Chaplain Corps Activities, 23 June 15.

**Approved**  **Denied** **Reviewer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**3. Director, Family and Morale, Welfare, and Recreation:**

**Approved**  **Denied** **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

Approved / Disapproved	<b>WILLIAM A. COLE</b> Deputy to the Garrison Commander
<b>** Approved request form must be posted to the public during the event as proof of approval**</b>	