

Barksdale AFB Establish/Renew Memo of Understanding for Private Organization

Read thoroughly and initial after each item

Responsibilities:

1. POs are self-sustaining special interest groups, set up by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. They operate on Air Force (AF) installations with the written consent of the installation commander. (DAFI 34-106, para 1.1)
2. POs are not Nonappropriated Fund Instrumentalities (NAFI), nor are they entitled to the sovereign immunities and privileges enjoyed by NAFIs or the AF. (DAFI 34-106, para 1.2)
3. Unofficial unit-affiliated activities (like coffee funds, sunshine funds and other small operations) are generally not considered POs. However, if their current assets (cash, inventories, receivables, and investments) exceed a monthly average of \$1,000 over a 3-month period, the activity/organization must become a PO, discontinue operations, or reduce its current assets below the \$1,000 threshold. NOTE: UAs may temporarily exceed the asset limit not to exceed 6-months, if the majority of assets will be expended on an upcoming large event. (DAFI 34-106, para 3.2)
4. A PO must submit all required documents to the 2 FSS Resource Management Office NLT 30 April every year. Required documents consist of Constitution & ByLaws (bi-annually), Annual Review Checklist, Liability Insurance or Waiver, Executive Council Listing, Memo of Understanding, Financial Balance Sheet/Budget, and Banking Statements (Annually). The constitution, bylaws, or similar documents must: Address the nature, function, objectives, membership eligibility, sources of income, certification PO members were notified and understand their personal financial liability for obligations of the PO, describe the responsibilities of PO officers and their role in asset accountability, liability satisfaction, and sound financial and operational management. (DAFI 34-106, para 4.1)
5. POs/UAs may not use the seals, logos, or insignia of the DoD or any DoD Component, DoD organizational unit, or DoD installation on organization letterhead, correspondence, titles, or in association with organization programs, locations or activities. (DAFI 34-106, para 5.2.1)
6. With approval, POs may use the name or abbreviation of the DoD, AF organizational unit or installation in their name provided that the status as a PO is apparent and unambiguous. Any use of the name or abbreviation of an AF organizational unit, or installation must not mislead members of the public to assume POs are an organizational unit of the AF. (DAFI 34-106, para 5.2.2)
7. POs/UAs may not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, or gender. POs may not haze or harass (either physically or mentally) as part of their initiation rites. (DAFI 34-106, para 5.3)
8. POs/UAs will not operate amusement machines, slots machines, lotteries, raffles, games of chance or other gambling-type activities. (DAFI 34-106, para 5.10)
9. POs/UAs may not sell or serve alcoholic beverages. (DAFI 34-106, para 5.15)
10. POs/UAs must comply with all applicable federal, state, local, and foreign laws governing like civilian activities. Some POs may qualify for tax-exempt status. It is the responsibility of the PO/UA to obtain proper tax-exempt information and forms through the regional Internal Revenue Service office and the state taxing authority. (DAFI 34-106, para 5.18)
11. POs are not authorized commercial sponsorship but may accept donations from outside sources. (DAFI 34-106, para 5.20.2 & 5.20.3)
12. POs must furnish their own equipment, supplies, and other materials. (DAFI 34-106, para 6.1)
13. When a PO/UA decides to dissolve or shut down, it must: Use its funds to satisfy any outstanding debts, liabilities, or obligations. Dispose of the residual balance as decided by the PO membership. Notify 2 FSS/FSR PO Monitor of the intent to dissolve the PO and prepare a time-phased action plan to do so. (DAFI 34-106, para 7)

Liability Insurance

1. POs must have liability insurance unless the Installation Commander or designee waives the requirement. Insurance should be required unless the activities of the PO are such that the risk of liability is negligible. PO members must be made aware that they are jointly and severally liable for the obligations of the PO (their understanding of the liability must be documented). The absence of liability insurance places their personal assets immediately at risk in the event of PO liability. Insurance waivers must be reevaluated annually. (DAFI 34-106, para 5.16)

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Section One - Organization/Contact Information		
Name of Private Organization/Unofficial Activity:		Date of Request:
PO/UA Representative/POC:	Phone:	Email Address:
Section Two - Private Organization Details		
Purpose of the Private Organization/Unofficial Activity:		Type of Request: UA RENEW
We will raise monies by: (please indicate how monies from a fundraiser will be used)		
Our membership will consist of: (# of Members)	Total assets at present time: (including cash, inventory, equipment etc)	
Meeting Location(s):	Frequency of meeting(s):	
Section Three - PO/UA Rules and Guidelines for Operating on Barksdale AFB		
1. IAW DAFI 34-106, Private Organizations (POs) Program, the 2 BW/CC has granted 2 MSG/CC approval authority for the establishment of POs to operate on Barksdale AFB.		
2. POs/UAs must remain in good standing (all mandated documents on file with PO Monitor) & renewal docs submitted NLT 30 April every year.		
3. POs/UAs will notify the PO Monitor within 30 days of key officer changes via e-mail (2FSS.FSR.PrivateOrg@us.af.mil) using the New Executive Council Memo.		
4. POs/UAs must submit fundraising request forms to the PO Monitor <u>no later than 20 business days prior to the scheduled event</u> . Fundraising is defined as any activity which intends to raise monies (includes donations from outside sources). POs will conduct no more than three fundraising events per quarter whether on or off Barksdale AFB.		
Section Four - PO/UA Representative's Signature		
The aforementioned organization, in section one, requests approval to operate as a PO/UA on Barksdale AFB. I certify that we, as executive council members, have read, understand and will comply with DAFI 34-106. Additionally, we will comply with all DoD fundraising guidance: AFI 36-3101, Fundraising; AFI 34-211, Army and Air Force Exchange Service Operations, and DoD 5500.7, Joint Ethics Regulation. I, as the PO/UA representative, have read and initialed all items, on page one, read section three and understand them fully.		
Private Organization Officer Name (PRINT)	Private Organization Officer Signature	Date
Section Five - Coordination & Authorization - Signatures obtained by FSS/FSR PO Monitor		
(Return signed approval request to 2 FSS/FSR - Bldg 4400 Rm 3600 NAF AO or 2FSS.FSR.PrivateOrg@us.af.mil		
PO Monitor, 2d Force Support Squadron	Comments:	
Recommend <input type="radio"/> Approval <input type="radio"/> Disapproval Legal Review Attached <input type="checkbox"/>	Comments:	
LANCE H. MCINNISH, Colonel, USAF Commander, 2d Mission Support Group	Comments: <input type="radio"/> Approved <input type="radio"/> Disapproved	