



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY INFANTRY Center
FORT BENNING, GEORGIA 31905-5000

REPLY TO
ATTENTION OF

Policy Memorandum 210-22-4

IMSE-BEN-MWN (210)

10 JAN 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Private Organizations

1. REFERENCES:

- a. AR 210-22, Private Organizations on Department of the Army Installations, 22 October 2001.
- b. DoD 5500.7-R, Joint Ethics Regulation, 30 August 1993 (Fourth Amendment 6 August 1998).
- c. AR 600-29, Fund Raising Within the Department of the Army, 1 June 2001.
- d. USAIC Policy Memorandum 600-29-4, Fund Raising Activities on the Installation.
- e. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, 15 September 2005.
- f. AR 1-101, Gifts for Distribution to Individuals, 1 May 1981.
- g. AR 1-100, Gifts and Donations, 15 November 1983.
- h. DoDI 1000.15, Private Organizations on DOD Installations, 23 October 1997.
- i. DoD Regulation 7000.14-R, Financial Management Regulation, Volume 13, January 2004.
- j. AR 405-80, Management of Title and Granting Use of Real Property, 10 October 1997.

2. PURPOSE: To set forth, in accordance with AR 210-22 and other laws or regulatory sources, the requirements for the operation of Private Organizations (PO) on Fort Benning, Georgia.

3. POLICY:

- a. Private organizations operating on Fort Benning, Georgia, must comply with all the requirements of AR 210-22, the references in paragraph 1 above, and any other laws or regulatory sources.

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b. The Commander, United States Army Infantry Center (USAIC) and Fort Benning, Georgia, has delegated to the Director of Morale, Welfare, and Recreation (DMWR), responsibility to review, approve, and monitor PO activities to ensure compliance with policy and regulation.

c. The Commander, USAIC and Fort Benning, Georgia, 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.

f. Major subordinate commanders (MSC) will appoint a liaison for associated POs within their unit to protect Fort Benning's interest (e.g. monitor POs to ensure they comply with law and regulation). The unit liaison will also serve as the unit POC to DMWR on matters concerning POs. The unit liaison may be a member of a PO; however, they cannot be an officer of a PO.

g. A Family Readiness Group (FRG) is an official entity of the Army, not a PO. A PO may be established by individuals independent of the FRG, to support shared goals and objectives. Such a PO may not receive special treatment. To prevent potential allegations of conflicts of interest, if affiliated POs are established by units, the PO's leaders should not be the same individuals serving as FRG leaders. It is essential that the FRG remain separate and apart from any PO fund raising effort. Contact the Staff Judge Advocate (SJA) for guidance on the proper relationships between FRGs and POs affiliated with units.

h. DMWR will:

(1) Provide a briefing to all appointed unit liaisons, upon request, to describe their responsibilities in monitoring POs within their unit.

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

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

(4) Suspend POs from fund raising activity for overdue audits until proof is provided that the audit has been performed.

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(5) Provide copies of suspension/revocation letters from the GC to the Chief of Staff, the Inspector General (IG), and the associated MSC, e.g., ITB, RTB, etc.

i. Private organizations will:

- (1) Exist to enhance community activities for Soldiers, families, and DA civilians.
- (2) Have a constitution and bylaws approved by the DMWR and SJA, and reviewed by the IG.
- (3) Obtain either a license or lease from the Directorate of Public Works (DPW), Master Planning Branch, Bldg 6, when using government facilities for meetings, storage, and other PO related events.
- (4) Raise funds only IAW AR 600-29 and USAIC Policy Memorandum 600-29-4.
- (5) Coordinate with the unit PO liaison to provide required information.
- (6) Submit list of current officers to DMWR annually.
- (7) Submit financial reports (to include zero or negative balances) on a monthly basis and minutes of meetings as they occur, to DMWR.
- (8) Have an audit at least every 2 years when the annual gross revenue exceeds \$1,000.
- (9) Carry insurance coverage when PO activities expose members or the public to possible risks.
- (10) Have the following classes of membership:
 - (a) Active Membership will be limited to active duty members and/or family members.
 - (b) Associate Membership will be extended to retired or civilian members and/or family members. Associate members may not hold elective office, vote on PO matters or otherwise participate in PO management.
 - (c) Exceptions to these classes of membership will be requested in writing to the DMWR who will consider them on a case-by-case basis.

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j. Private Organizations will not:

- (1) Use Soldiers in uniform to support POs during duty hours, e.g., setting up fund raiser site, moving resale merchandise from storage to the sell site, guarding resale items, etc.
- (2) Deposit Family Readiness Group (FRG) funds into PO checking account.
- (3) Duplicate other Morale, Welfare, and Recreation (MWR) Programs.
- (4) Exceed five fund raising activities in a 12-month period.

k. Unit liaisons will:

- (1) Monitor POs within their unit to ensure they are providing all required documentation to DMWR in a timely manner.
- (2) Ensure that suspended/revoked POs do not continue to operate and conduct fund raisers.
- (3) Coordinate with DMWR on all matters relating to POs.

l. The Joint Ethics Regulation, DOD 5500.7-R, paragraph 3.2, identifies certain permissible installation support for POs if the following circumstances exist and the event is not strictly 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 the costs of sponsoring the event) is charged for the event or for the portion of the event sponsored by Fort Benning.

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

(1) Private Organizations may not engage in dispensing or selling alcoholic beverages during events. AR 215-1 prohibits POs from selling or dispensing alcohol. The PO must enter into a contract with MWR to perform this service. The Alcohol Interdiction Program mandates that only trained personnel engage in dispensing or selling alcoholic beverages.

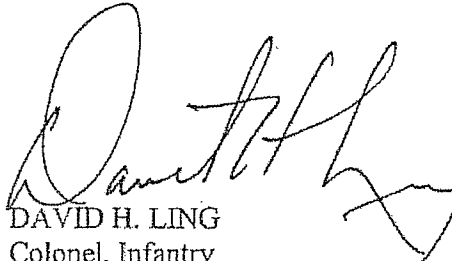
(2) Private Organizations may not seek commercial sponsorship of events without prior coordination with DMWR's Marketing Department, Bldg 2783, 2d Floor, (Mr. Brian Smith). Military units and government organizations on post are prohibited from soliciting donations of goods, money, or services from commercial sources for any reason. DoD 5500.7, AR 1-101, and AR 215-1 establish this prohibition.

4. POs will be one of the functional areas included in the Staff Inspection Program (SIP). Compliance with regulation and policies will be inspected at least once a year with results reported to the major subordinate commander and integrated into the DMWR management control program for POs.

5. This policy memorandum supersedes USAIC Policy Memorandum 210-22-2, 13 January 2004, same subject.

6. PROPONENT: Maggie Pope or Eli Cain, NAF Resource Management Division, DMWR, 545-7041.

FOR THE COMMANDER:



DAVID H. LING
Colonel, Infantry
Chief of Staff

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