

PRIVATE ORGANIZATIONS (PO) CHECKLIST

Private Organizations (PO's) 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 installations with the written consent of the installation commander. PO's are not Federal entities and are not treated as such. Personal and professional participation in PO's is governed by DoD 5500.7-R, *Joint Ethics Regulation* (AFI 34-223 Section A 1 – 1.2). Small unofficial activities such as coffee and flower funds are generally not considered PO's.

Q: Does my activity/operation have to become a PO?

A: If your activity/ operation's current assets (cash inventories, receivables, and investments) exceed a monthly average of **\$1,000 over a 3- month period**, your activity/ organization MUST become a PO. If your activity/ operation has assets that average over \$1,000 over a 3-month period and the activity/operation does not wish to become a PO, it must discontinue on-base operations or reduce its current assets below the \$1,000 threshold.

***Monthly limitations for unofficial unit-affiliated activities may be increased dependent on the size of the unit (Additional \$100 for every 50 unit members over 300). Maximum of \$5,000 monthly average. AFI 34-223 Para 2.2.2

Please include and reflect *all* of the below information from the following sections in the text of your PO's Constitution, Bylaws, and other documents to verify clear understanding:

	YES	NO	Initials
Have the PO officers reviewed AFI 34-223 (Dec 18) , Private Organizations (PO) Program, in its entirety?	<input type="checkbox"/>	<input type="checkbox"/>	
Address the nature, function, objectives, <i>Para 9.2.1 Art II Section 1. & 2.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Address membership eligibility, <i>Para 9.2.1 Art III</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Address sources of income. <i>Para 9.2.1 Art IV</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide certification to FSS/FSR indicating that PO members understand their personal financial liability for obligations of the PO. <i>Para 9.2.2</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Describe the responsibilities of PO officers for asset accountability, liability satisfaction, and sound financial and operational management. <i>Para 9.2.3 Art V, VI, VII & ByLaws</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide specific guidance on disposition of residual assets upon dissolution? <i>Para 9.2.4 Art VIII</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Certification must be resubmitted every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first. <i>Para 9.3</i>	<input type="checkbox"/>	<input type="checkbox"/>	
That PO's must have liability insurance unless the Installation Commander waives the requirement. This will need to be reviewed annually. <i>Para 10.15 Art IX</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Notes for PO:

PO officers and members must report any signs of fraud or other improprieties to the FSS/CC/CL. <i>Para 10.18</i>
That PO's must furnish their own equipment, supplies, and other materials. <i>Para 11</i>
Your PO must prominently display the following disclaimer on all print and electronic media mentioning your PO's name, "THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS," in order to confirm that your PO is not part of the DoD. <i>Para 10.1.2.3</i>
It must be clear to the public that the PO is not representing the installation or the Air Force. PO's should consult with their local Force Support POC and local installation Judge Advocate before engaging in fund raising off the installation <i>Para 10.11</i>
PO's and unofficial activities/organizations may not sell or serve alcoholic beverages on Air Force installations. <i>Para 10.14</i>
Installation Commander or designee must approve the fundraising event. The number of fundraising events can not exceed three per calendar quarter. <i>Para 10.10.2</i>
Upon dissolution, PO's must dispose of the residual balance as decided by the PO membership. <i>Para 12.2</i>
PO's must notify the FSS/CC/CL of the intent to dissolve the PO and prepare a time-phased action plan to do so. <i>Para 12.3</i>

AFI 34-221 Para 9.2.2 & 9.4

Primary PO Officer Name and Position	Signature and Date
Alternate PO Officer Name and Position	Signature and Date

375 AMW/FSS Private Organization Office Representative/ Signature	Date

375 AMW/JA Recommendation	Legally Sufficient	<input type="checkbox"/> Y	<input type="checkbox"/> N	
Remarks:				
Name	Signature and Date			