

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).

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

A: Unofficial Unit-Affiliated Activities (e.g. coffee funds) are not considered POs unless your activity/ operation's current assets (non-resale 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. *(see AFI 34-223, para 2.2 for more info)*

| | YES | NO | N/A | Initials |
|--|--------------------------|--------------------------|--------------------------|----------|
| Have the PO officers reviewed AFI 34-223 , Private Organizations (PO) Program, in its entirety? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Your PO's constitution, bylaws, and other documents should include all of the below information: | | | | |
| Address the nature, function, objectives, membership eligibility, and sources of income. <i>Para 9.2.1</i> | <input type="checkbox"/> | <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"/> | <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</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Provide specific guidance on disposition of residual assets upon dissolution? <i>Para 9.2.4</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Be updated 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"/> | <input type="checkbox"/> | |
| Does your PO understand.... | | | | |
| that if your PO has a gross revenue of over \$250,000, then a Certified Public Accountant must perform an annual audit. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| that if your PO has gross revenues over \$100,000 but less than \$250,000, then an accountant is required to perform an annual audit. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| that your PO 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. <i>Para 10.1.1</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| that if your PO has a gross revenue of less than \$100,000 but more than \$5,000 then the PO must provide an annual financial statement to FSS/FSR 20 days following the end of the fiscal year. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| 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</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| that PO officers and members must report any signs of fraud or other improprieties to the FSS/CC/CL. <i>Para 10.18</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| that PO's must furnish their own equipment, supplies, and other materials. <i>Para 11</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| When a PO decides to dissolve or shut down: | | | | |
| PO must use its funds to satisfy any outstanding debts, liabilities, or obligations. <i>Para 12.1</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Upon dissolution, PO's must dispose of the residual balance as decided by the PO membership. <i>Para 12.2</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| If your PO fundraises: | | | | |
| 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> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| PO's and unofficial activities/organizations may not sell or serve alcoholic beverages. <i>Para 10.14</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| PO Officer Name and Position | Signature and Date |
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| 375 AMW/JA Recommendation | Remarks: |
| Recommend Approval | |
| Name | Signature and Date |
| | |

Updated 14 Jan 2019