

# UNOFFICIAL ACTIVITY (UA) CHECKLIST

Unofficial Activities (UAs) 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.

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

A: If your activity/operation’s current assets (cash, inventories, receivables, and investments) are less than a monthly average of \$1,000 over a 3-month period, your activity/organization should become an UA. If your activity/operation does not wish to become a UA, it can become a Private Orgs; however, please note that there are significantly more requirements on POs. Also, please note there are additional provisions for units with over 300 members. (see para 2.2)

<b>Before your UA can submit its documents for review, UA president/officer must be able to answer ‘YES’ to the following questions:</b>	<b>YES/NO:</b>
Have the UA officers reviewed <b>AFI 34-223, Private Organizations (PO) Program which governs POs and UAs?</b>	Yes
<b><i>Do your UA’s documents ...</i></b>	
Reflect the specific purpose of your UA?	Yes
<b><i>Do you understand that...</i></b>	
... your UA’s annual review documents must be updated every year by submitting to 375 FSS/FSR and/or the Private Org Coordinator in order to operate on base?	Yes
... your UA must ensure an accurate accounting of point of contacts is given to the Private Org Coordinator at all times (e.g. in the case of PCS, separation, retirement, etc.)	Yes
... when your UA decides to dissolve or shut down, it must use it funds to satisfy any outstanding debts, liabilities, or obligations? <i>Para 12.1</i>	Yes
... when your UA decides to dissolve or shut down, it must dispose of the residual balance as decided by the UA membership? <i>Para 12.2</i>	Yes
...when your UA decides to dissolve or shut down, it must notify the FSS/CC of the intent to dissolve the UA by submitting a dissolution notification to the 375 FSS/FSR and/or the Private Org Coordinator and prepare a time-phased action plan to do so? <i>Para 12.3</i>	Yes
...your UA must prominently display the following disclaimer on all print and electronic media mentioning your UA’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 UA is not part of the DoD? <i>Para 10.1.2.3</i>	Yes
...your UA 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>	Yes
... your UA may not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, or gender, gener identity, or sexual orientation? <i>Para 10.2</i>	Yes
...your UA must have liability insurance unless the Installation Commander waives the requirement? <i>Para 10.15</i>	Yes

**If you have answered ‘YES’ to ALL of the above questions, you may now submit your UA’s status request, officer listing, insurance waiver request/proof of insurance for review.**

\_\_\_\_\_  
UA Officer Name

\_\_\_\_\_  
Date