



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

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9 September 2021

MEMORANDUM FOR Support Services Division, Directorate of Family and Morale, Welfare and Recreation (DFMWR)

SUBJECT: Installation Private Organizations Standard Operating Procedures

1. The Garrison Commander has been delegated as the approving authority by the Senior Mission Commander on all matters concerning Private Organizations (POs). The following guidance augments provisions of Army Regulation 210-22, Installations Private Organizations on Department of the Army Installation.

2. Establishment.

a. Any PO wishing to be established and officially sanctioned to operate on Fort Gordon will submit a request packet to the Garrison Commander, thru: Support Services Division, Directorate of Family and Morale, Welfare and Recreation (DFMWR). The following documents must be provided to the PO coordinator to include in the establishment action summary:

(1) Letter of Request. Letter of request must be signed.

(2) Local Charter, Constitution or Bylaws, which is a list of clauses required in governing documents. Governing documents will, at a minimum:

(a) Define membership eligibility. The majority of membership will be composed of the Department of Defense employees or family. Organizations will not unlawfully deny employment or membership, unlawfully exclude from participation, or otherwise subject to unlawful discrimination, any person because of race, color, creed, disability, or national origin.

(b) Set forth responsibilities for all management functions. These functions include accountability of assets, coverage and limitation of insurance, and disposition of remaining assets upon breakup of the PO.

(c) Include a statement of the PO's liability if assets are not enough to cover all PO liabilities. The statement of liability will meet all State and jurisdictional laws. It will also address the extent of PO members' personal liability for debts of, or claims against, the PO. State laws governing the liability of national headquarters of POs generally apply to all local chapters unless specifically superseded by laws of States where local chapters are established.

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(3) National Constitution and Bylaws and/or Articles of Incorporation (if affiliated with national organization as a sub-chapter).

(4) List of organization officials' or officers' names, physical addresses, email addresses, cell and work phone numbers.

(5) Statement of Federal Tax Status (income tax not sales tax). Requirement may be satisfied by providing Federal Tax Exempt Statement or application for same (Federal Form 1024). If not tax exempt, PO will be required to show proof of filing annual tax returns.

(a) POs will comply with all Federal, State, and local tax laws and codes, to include employment laws. POs will obtain adequate insurance as protection against public liability, claims, property damage claims, or other legal actions arising from PO activities.

(b) POs are not exempt from State or local laws because they operate on Federal property. Private Organizations will obtain licensing, certification, or registration of PO activities if required by State, local or foreign authorities where the installation is located.

(6) Request to incorporate installation name if use is desired. POs must take effective steps to ensure their status as a PO is apparent and unambiguous. To prevent the appearance of an official sanction or support by DoD, a PO will not include the name, abbreviation, logo or seal or the acronym of any DoD component or instrumentality. This includes the seal, insignia, or other identifying device of the local installation.

(7) Fidelity bonding will be purchased by an organization for member's handling monthly cash flow exceeding \$500. If a POs monthly cash flow fluctuates, they will take the overall total of income for the entire year and divide that number by 12. If the amount is over \$500, they require the fidelity bond (bonding will be equal to the normal maximum amount of cash handled).

b. OSJA will have no more than 10 business days to review all private organization documentation. After two weeks, if no review is conducted, the packet will be push forward to the Garrison with a memorandum of record.

c. Official sanction will be given in the form of a letter and must be maintained in a permanent file, available for viewing by officials during revalidations and/or inspections.

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3. The PO coordinator, Non-Appropriated Fund (NAF) Support Division, will be notified each time there is a change of officials (submit new dated officers list). Failure to submit an updated officers list prior to the official officer's change will result in a memorandum of record sent up through the chain of command to the Garrison office.

4. POs will be revalidated every two years by the Garrison Commander and are subject to random inspections by the PO coordinator and/or Inspector General.

5. Monthly Reporting

a. Monthly reporting to the PO coordinator is required to continue operation on the installation. POs will designate in writing whether they will hold monthly or quarterly meetings.

b. Minutes of all meetings will be provided to the PO coordinator within 10 working days of the following month and will include financial statements. If the 10th falls on the weekend the documents are due the following Monday. Bank statements must be included when submitting the financial statement.

c. POs will state in writing if there is no meeting for the month. POs must still include the monthly financial statement. Minutes will include the Presidents wet signature or Vice President's signature in the absence of the President. The financial statement will include the Treasurers wet signature as well as the Presidents wet signature or Vice President's signature in the absence of the President.

d. It is the responsibility of the PO officials to maintain the mandatory records, document the required reports and provide the records to new officials as new officials are appointed. This will ensure reports are rendered during times of transitions.

e. New board of officials serving at the time when reports become due will not excuse the PO from filing reports dealing with prior year matters such as financial audits, activity reports, etc. Failure to report may result in PO suspension and/or dissolution on the installation.

6. Annual Reporting

a. At the beginning of every calendar year the PO coordinator will conduct a yearly review for each organization. This review will include:

- (1) Organization Marks
- (2) Last Revalidation Date
- (3) Next Revalidation Date

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- (4) Liability Insurance Expiration
- (5) Fidelity Bond Expiration Date
- (6) Late Monthly Submissions
- (7) Extension Request
- (8) Ethics Training
- (9) Annual Activity Reports.
- (10) Annual Audit Reports.

b. All reports for the preceding year are due to PO coordinator within 30 days of the start of the New Year.

c. Per calendar year audits are due to PO coordinator NLT 45 days after the end of the calendar year or upon change of treasurers, whichever occurs first. Audits must cover all time periods the organization is operational. The following provisions apply:

(1) POs using a double-entry accounting system, regardless of source of income over \$1,000, will be audited by a qualified auditor (qualified auditor: public accountant, certified public accountant or having experience, paid or volunteer, in finance and accounting).

(2) POs using a single-entry accounting system, can be audited by an auditor or audit committee of three PO members in good standing who held no office title during the audit period. POs will include financial and/or bank statements with the audit conducted.

7. Any PO whose financial activities raise concerns will have no more than fourteen days to answer and correct the issue. There must be documented proof of where the error occurred, how it was fixed, and plans to ensure the error does not occur again. Failure to provide these documents by the suspense date given will be recorded and sent up to the Garrison Commander for review.

8. POs affiliated with a national organization must have the authority to amend/change local constitution and bylaws to meet local command requirements.

9. POs holding special events, resale or fundraising on post MUST obtain prior approval from DFMWR and may be required to pay for utilities (water, electricity, etc.). POs will not compete with any Appropriated Fund OR NAF activities unless authorized by DFMWR. POs will not engage in the resale of alcoholic beverages at any time. No fundraising may be conducted during annual Army Emergency Relief or Combined Federal Campaign period. Fundraising on the installation without proper approval could lead to the dissolution of the PO.

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10. It is mandatory for PO officials/officers to attend the Staff Judge Advocate ethics training on private organization annually.

11. Proposed changes/amendments to local constitutions and bylaws must be staffed through DFMWR to the Garrison Commander for approval prior to enactment. Attached to the proposals should be a copy of PO minutes in which the changes were approved. POs should not consider proposed amendments/revisions to be in effect until official written approval of the Garrison Commander is received through DFMWR. Where revisions/amendments are made to constitutions and bylaws, the governing documents will be retyped not less than annually to incorporate changes/amendments into one document to preclude oversight in recommended actions. The retyped documents will be furnished PO coordinator for inclusion in permanent file.

12. Amendments/revisions to national governing documents must be provided to the PO coordinator for information.

13. POs may be allowed to use Army real estate (including utilities and in-place equipment) under a license or lease agreement, per AR 405-80, Management of Title and Granting Use of Real Property and DOD 5500.07-R, The Joint Ethics Regulation, when in the best interest of the Army. All rental spaces on the installation are operated by the Department of Public Works on the installation. Random inspections will be conducted by the Safety Office on the installation.

a. License. Use may be granted by means of revocable-at-will license when PO use is occasional, non-regular, regular part-time, or full-time. The license may permit storage of equipment and supplies if it does not interfere with, nor restrict, the normal use of the facility by other users. Per AR 405-80, these grants may be without charge and may include utilities, in-place equipment, and janitorial services without charge, when the use granted is incidental to other users of the facility. Licenses may be for up to seven consecutive days or not to exceed 30 non-consecutive days in any 12 month period.

b. Lease. Use may be granted by lease when the PO is guaranteed sole use on a full-time basis, is guaranteed use for a specific period, or stores in-place equipment or supplies that impair or restrict normal use of the facility by other users. Rent in the continental United States is determined by the U.S. Army Corps of Engineers district engineer.

14. Workers Comp. Any PO who has employees or volunteers must submit proof of workers comp insurance. All PO's are responsible for obtaining any and all insurances to include workers comp or employee based insurances.

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15. The OSJA office will review all PO request for legal sufficiency before any support is granted.
16. POs are responsible for complying with fire and safety regulations, environmental laws, tax codes, and other applicable statutes and regulations.
17. POs may be discontinued by the membership or the Garrison Commander, who may withdraw permission to operate on the Department of the Army installation at any time. Failure to comply with established guidelines, policies and/or reporting requirements may result in dissolution (revocation of installation sanction or loss of fundraising rights), on post.
18. POs will receive no special treatment because they promote military goals or support from a military service member or community.
19. Any PO member will not use their or their spouses' military titles, offices, or positions in connection with personal PO participation or to officially endorse an organization or its activities.
20. Any PO that lacks and/or loses confidence or trust of the Garrison Commander on the Installation will be dissolved immediately by the decision of the Garrison Commander. This can happen at any time, without warning.
21. Any PO dissolved by direction of the Garrison Commander, this headquarters or by membership: A PO may not be considered for reestablishment for at least 12 months following date of discontinuance. At that time, a complete application must be re-input, and any prior incidents will be taken into account while reviewing the PO to be officially sanctioned.
22. Point of Contact for this SOP is the undersigned or the PO Coordinator at 706-791-2611.



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