



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

**INSTALLATION PRIVATE ORGANIZATIONS PROGRAM
STANDARD OPERATING PROCEDURES**

PRIVATE ORGANIZATIONS (POs)

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

2. Establishment.

a. Any PO wishing to be established and officially sanctioned to operate on Fort Gordon will submit a letter of request to the Garrison Commander, thru: Support Services Division, DFMWR. The following documents must be provided to the PO Coordinator to include in establishment action summary:

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

(2) Local Charter, Constitution or Bylaws. Also attached at (TAB B) 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.)

(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laws governing the liability of national headquarters of POs generally apply to all local chapters unless specifically superseded by laws of States where local chapters are established.

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

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

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(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.

(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.

b. 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.

3. The PO Coordinator, NAF Support Division, will be notified each time there is a change of officials (submit new officers list).

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 (IG).

5. Monthly reporting to the PO Coordinator is required to continue operation on the installation. 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. New board of officials serving at the time 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. Reporting to PO Coordinator will include:

a. Annual activity report for the preceding year (within 30 days of the start of the New Year).

b. Annual per calendar year audit. Due to PO Coordinator NLT 45 days after the end of the calendar year. POs with gross annual revenue of \$1,000 or more will be audited at least once every two years or upon change of treasurers, whichever occurs first. 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) The auditor or audit committee (3 or more) may be a club member(s) not holding an office. (Sample format for audit is at TAB C).

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6. POs will designate in writing whether they will hold monthly or quarterly meetings. 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. If there is no meeting for the month POs will state in writing and will 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.
7. POs affiliated with a national organization must have the authority to amend/change local Constitution and Bylaws to meet local command requirements.
8. POs holding special events, resale or fundraising on post must obtain prior approval of DFMWR and may be required to pay for utilities (water, electricity, etc.). POs will not compete with any APF 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 (AER) or Combined Federal Campaign (CFC) time frame. Fundraising on the installation without proper approvals could lead to the dissolution of the PO.
9. It is mandatory for PO officials to attend the Staff Judge Advocate Ethics training on private organization annually.
10. 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 to the PO Coordinator for inclusion in permanent file.
11. Amendments/revisions to national governing documents must be provided to the PO Coordinator for information.
12. 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), on post.

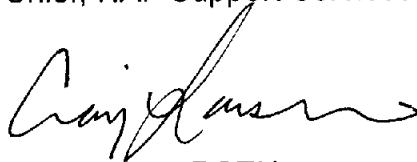
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13. Any PO dissolved either as a result of direction by this headquarters or by membership decision may not be considered for reestablishment for 12 months following date of discontinuance.

14. Point of Contact for this SOP is the PO Coordinator at 706-791-2611.



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Chief, NAF Support Services Division



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Director, Family and MWR