

18TH FORCE SUPPORT SQUADRON OPERATING INSTRUCTION 34-223-1

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Private Organizations (PO) Program

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 18 FSS/FSRF
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Supersedes: N/A

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1. **SCOPE:** This Operating Instruction (OI) provides guidance and procedures for establishing and operating Private Organizations (POs) on Kadena Air Base (AB). This publication applies to all 18th Wing (18 WG) military, civilian, contract personnel and units assigned or attached to Kadena AB unless limited by waiver granted under host-tenant agreements. This publication does not apply to the Air National Guard or the United States (US) Air Force Reserve.

2. **REFERENCES:**

2.1. AFI 34-223, *Private Organizations (PO) Program*.

3. **POLICY:**

3.1. POs are self-sustained special interest groups for the purpose of uniting individual common interests outside the scope of any official position within the federal government. PO activities primarily benefit their members and operate on Kadena AB with the written consent of the 18th Mission Support Group Commander (18 MSG/CC).

3.2. POs comprised of military personnel will ensure that members do not imply that their official rank or position impacts their PO-related duties and functions. PO functions will be separate and distinct from official military duties and functions.

3.3. Unofficial Activities (UAs) are intended to be limited in scope and size of operations. Organizations hosting a fundraiser that generates in excess of \$750 will be required to submit the necessary paperwork to become a registered PO before continuing any fundraising activities on the installation.

4. **INSTALLATION COMMANDER:**

4.1. The 18 WG/CC delegates to the 18 MSG/CC the authority to:

4.1.1. Authorize the establishment and operation of a PO when he/she determines it will make a positive contribution to the quality of life of base personnel. The 18 MSG/CC may withdraw the authorization if the PO prejudices or discredits the US Government, conflicts with government activities or for any other reason or just cause.

4.1.2. Authorize contractor and subcontractor POs, when justified, as long as the interests of the Air Force are fully protected in the authorizing documents.

4.1.3. Approve requests for fundraisers and further delegates approval authority to the 18th Force Support Squadron Commander (18 FSS/CC).

5. FORCE SUPPORT SQUADRON COMMANDER/DIRECTOR:

5.1. The 18 FSS/CC/Deputy Director (DD) monitors and administers the PO program:

5.1.1. Ensures the membership provisions and the basis upon which the organization was permitted to operate on the installation continue to apply.

5.1.2. Advises the 18 WG/CC if changed conditions by the PO warrant further review, documentation and reconsideration for continued permission to operate on the installation.

5.1.3. Approves all fundraising events on Kadena AB.

5.1.4. Ensures the 18 FSS Resource Management (18 FSS/FSR) keeps a file on each PO. The 18 FSS/CC designates the 18 FSS/FSR to monitor activities and advise on PO related issues.

6. RESOURCE MANAGEMENT FLIGHT CHIEF:

6.1. The 18 FSS/FSR Finance (18 FSS/FSRF) PO Monitor will establish a file on all POs including:

6.1.1. Written constitution/bylaws.

6.1.2. Quarterly/annual financial statements.

6.1.3. Proof of liability insurance or approval of insurance waiver.

6.1.4. Current officers' roster and Point of Contacts (POCs).

6.1.5. Copies of PO meeting minutes.

6.1.6. Proof of new officers' orientation.

6.1.7. Proof of approval to operate.

6.2. POs will submit a copy of the income & expense report to the PO Monitor no later than the 20th day following the end of the quarter.

6.3. POs will submit copies of all meeting minutes to the PO Monitor for review no later than the 20th day following the end of the month.

6.4. POs will review and update these items on an annual basis by submitting revised documents or a

revalidation statement that the items are current and do not require revision.

6.5. POs will submit a revised list of officers' roster and POCs no later than 30 days from any personnel changes.

6.6. POs will submit the annual financial report to the PO Monitor for review no later than the 20th day following the end of the calendar year.

7. SETTING UP A PO:

7.1. The PO must submit a written constitution and bylaws, proof of liability insurance or a waiver of insurance and a current officers' roster or POC list to the PO Monitor who will review and coordinate with 18 FSS/FSR, 18 WG/JA and 18 FSS/CC before submitting to 18 MSG/CC for final approval.

7.2. Department of Defense (DoD) personnel acting in an official capacity may not execute such constitutions and bylaws or similar documents or submit them for approval with the exception of the individuals mentioned above who are part of the formal submission process.

7.3. The PO must address the nature, function, objectives, membership eligibility and sources of income for the PO within their constitution and bylaws. The PO must also identify the intended use of any funds generated from fundraising events. POs may raise funds to be donated to military related activities. However, fundraisers must directly relate to the function and purpose of the PO, as specified in the constitution and bylaws. Fundraising prices will be fair and bear a reasonable relationship to the cost of goods and services provided.

7.4. PO must notify all members of their financial responsibility.

7.5. PO must describe the responsibilities of PO officers for asset accountability, liability satisfaction and sound financial and operational management.

7.6. PO must provide specific guidance of how to dispose of the residual assets remaining in the PO treasury after satisfaction of outstanding debts in the event that the PO discontinues operations.

7.7. POs must be updated every two years or when there is a change in the purpose of the PO or change in officers.

7.8. PO presidents of a newly approved organization and incoming presidents of current POs will schedule an orientation briefing with the PO Monitor no later than 30 days from approval of the new organization or acceptance of office.

8. OPERATING A PO:

8.1. The 18 MSG/CC provides limited supervision over POs. Their control lies in the power to authorize and withdraw authorization for the organization to operate on the installation and to ensure compliance with the requirements of AFI 34-223 and this OI 34-223-1. The 18 MSG/CC does not

control or dictate internal activities or structure of POs.

8.2. The following POs are authorized to conduct continuous resale operations:

8.2.1. Kadena Enlisted Spouses Club (Thrift Store).

8.2.2. Kadena Officers' Spouses Club (Gift Corner).

8.3. Fundraising approval will be restricted to POs chartered on Kadena AB. POs will conduct no more than two fundraising events per quarter. The approval of small fundraising events may be granted to UAs/base sponsored programs (e.g. baseball teams, soccer teams, cheerleader groups, etc.) with 18 FSS/CC approvals. Events hosted by UAs with similar mission or organizational affiliation will be limited to two per quarter.

8.4. In order to promote fair and equitable fundraising opportunities for all POs and UAs, organizations are limited to one location per event (ex. one Shoppette vice both locations). All fundraisers must be coordinated with the building custodian. Additionally, in accordance with the intent of the AF guidance governing private organizations (AFI 34-223), the duration of fundraising events will be limited to no more than 2 consecutive calendar days (ex. Sat/Sun softball tournament).

8.4.1. The following guidance is provided for high demand interest fundraisers:

8.4.1.1. Haunted houses will only be authorized for one weekend per PO/UA and up to 3 POs/UAs can be approved for a particular weekend. The fundraiser must be conducted in a vacant building and not in a functional work area.

8.4.1.2. Road tax must be operated in a separate line for POs/UAs runners. The line must be clearly marked so that customers do not confuse the line as individual payment line.

8.4.1.3. Gift wrap and Black Friday which is normally held at the Base Exchange (BX) will only be allowed one per location per slot. Time and slots are controlled by the BX.

8.4.1.4. Candy grams (Valentine's Day) is limited to one per location.

8.4.1.5. FSS large events such as Rockin' the Block, America Fest, Tinsel Town and Comic Con will be based on first come, first serve and event slots managed by the Community Center.

8.5. POs must submit a fundraising request form no later than 15 business days prior to the scheduled event to the PO Monitor. The form must include:

8.5.1. The PO name (which cannot contain any WG, Group, Squadron, Flight, or DoD affiliation).

8.5.2. The date/time (start and end) and location of event.

8.5.3. The project officer's name and method of notification (cannot include rank, DSN or

government e-mail).

8.5.4. A detailed description of the proposed event (e.g. registration, number of acts, DJ, etc.).

8.5.5. The approval of the facility manager where the fundraising event will be held (e.g. The Exchange, 18 FSS facility, etc.).

8.5.6. How funds from the fundraising event will be used. Donations to charities outside of the Combined Federal Campaign/Air Force Assistance Fund or off-base entities are prohibited.

8.6. All project officer(s) submitting the required form (see Fundraising Guidance on Kadena AB and Kadena AB Fundraising Form) must clearly detail the potential monetary value to be earned prior to submitting to the PO Monitor.

8.7. All UAs must provide documentation of funds earned to the PO Monitor within two duty days after completion of the event. UAs that fail to submit the required information will have their fundraising privileges suspended in accordance with 8.18.1 to 8.18.4 of this OI.

8.8. Scouting POs are not allowed to solicit door-to-door without permission of the 18 WG/CC.

8.9. All food items must be from an approved source. If prepared and served foods (except for baked goods) will be sold, a public health certificate, coordinated with the 18th Medical Group Public Health Flight is required and must be attached to the fundraising request.

8.10. Any event that may compete against the Exchange resale items, current or not, must be endorsed by the Exchange.

8.11. Any event that may pose a risk of injury, fire hazard, involve the usage of the base water supply or expected to have participants of 300 or more must be endorsed by 18 WG Safety, 18 Civil Engineer Squadron (18 CES) Fire Protection Flight, 18 CES Environmental Office Base Water, 18 WG Antiterrorism Officer and 18th Security Forces Squadron. POs may also be required to purchase additional liability insurance if they sponsor a high-risk activity.

8.12. Any use of 18 FSS equipment, services or support to PO fundraising or other PO efforts will be assessed normal fees and charges.

8.13. POs will not assume proposed fundraising events will be approved.

8.14. POs will not invite civilian news media, to include Pacific Stars and Stripes, to report on the events on Kadena AB without first seeking approval from 18 WG Public Affairs.

8.15. Fundraising events shall not be conducted until the applicable PO official is in receipt of the written approval from the 18 FSS/CC. A copy of the approved fundraising request must be on site during the fundraising event.

8.16. POs and UAs may not sell or serve alcoholic beverages. POs will not set up “hooch bars” or recurring snack bar operations.

8.17. POs are not allowed to solicit door-to-door for gifts and donations on base for the organization; however, they can accept gifts and donations. Off-base solicitations must clearly indicate that the request is for a PO and not for any part of the DoD, USAF, or Kadena AB.

8.18. POs must not conduct events without prior approval. Failure to submit required documents to fundraise or to remain a PO will result in suspension of privileges as specified below:

8.18.1. First occurrence: Suspension of fundraising until file is current.

8.18.2. Second occurrence: Suspension of fundraising privileges for six months.

8.18.3. Third occurrence: Suspension of fundraising privileges for one year.

8.18.4. Fourth occurrence: Dissolution of the PO charter and suspended operation for one year.

9. LOGISTICAL SUPPORT:

9.1. POs will not be issued individual organizational e-mail accounts. The use of government e-mail for the purpose of fundraising is prohibited. PO members may use government e-mail accounts for PO operations in accordance with the provisions of AFMAN 33-152, *User Responsibilities and Guidance for Information Systems*. Permissible uses include the announcement of PO meeting dates and times and dissemination of meeting minutes. PO elected officials may not use their official office symbols or mailing addresses in connection with their PO duties. The use of the APO/FPO mailing systems by POs to ship items to Okinawa to be sold, given as prizes or used by the PO is prohibited per DoD mail regulations. Off-base postal facilities must be used for this type of activity.

10. DISSOLUTION OF A PO:

10.1. POs planning to dissolve must submit a time-phased action plan and request for dissolution to the PO Monitor. The PO Monitor will notify 18 FSS/CC of the POs intent to dissolve. The action plan should include a financial report showing liabilities, assets and a PO proposal to satisfy liabilities and distribute equipment and money.



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Attachment:

Fundraising Guidance on Kadena AB and Kadena AB Fundraising Form