

4TH FSS Initial/Annual Officer Checklist

Private Organization: _____

Date: _____

Initial/Annual Officer Checklist

Initials

1. I understand that 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.	
2. All officers reviewed AFI 34-223, Private Organizations Program in its entirety	
3. Our Constitution & ByLaws state the nature, function, objective, membership eligibility, and sources of income	
4. Our Constitution & ByLaws is current (Every two years)	
Date: _____	
5. We have a current Officer Listing (Annually)	
Date: _____	
6. We have a current Insurance Waiver (Annually)	
Date: _____	
7. We have submitted a recent Financial Statement (Quarterly)	
Date: _____	
8. We have submitted recent Meeting Minutes (Monthly)	
Date: _____	

I understand that....

Initials

9. If our PO has a gross revenue of over \$250,000, then a Certified Public Accountant must perform an annual audit.	
10. If our PO has gross revenues over \$100,000 but less than \$250,000, then an accountant is required to perform an annual audit.	
11. If our 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.	
12. Our 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.	
13. Our PO must have liability insurance unless the Installation Commander waives the requirement. This will need to be reviewed annually.	
14. All paperwork, correspondence (including fundraisers) are due to the Private Organizations Monitor (4FSS/FSR).	
15. PO officers and members must report any signs of fraud or other improprieties to the FSS/CC/CL.	
16. PO's must furnish their own equipment, supplies, and other materials.	
17. PO's and unofficial activities/organizations may not sell or serve alcoholic beverages.	

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We have reviewed AFI 34-223 & AFI 36-3101 and will obey the following rules:

Initials

<p>18. Disclaimer Required for Print/Electronic Media/Donation Letters: I understand that private organizations must prominently display the following disclaimer on all print & electronic media mentioning the private organizations' name confirming that the private organization is not a part of DoD: “This is a private organization. It is not a part of the Department of Defense or any of its components & it has no governmental status.”</p>	
<p>19. Uniform: I understand that fundraisers may not be conducted in members official capacity. Therefore, private organization members will not wear uniform during the fundraiser without the 4FSS/CC or delegee’s advanced approval.</p>	
<p>20. Use of Government E-mail or Equipment: I understand that AFI 33-119, Air Force Messaging, governs the use of government equipment 3.9. 2.1, email. states “In accordance with the DOD 5500.7-R, Joint Ethics Regulation (JER), August 30, 1993, Commanders may authorize, on a limited basis, the use of Air Force E-mail to non-Federal employees as logistical support of an event sponsored by a non-Federal entity, except for fundraising & membership drive events when the Commander determines all of the following...”therefore, the use of government e-mail to advertise is prohibited”.</p>	
<p>21. Advertising: I understand that I cannot advertise any fundraising event until the request is approved by the authority designated by 4 FSS/CC.</p>	

 Private Organization Officer
 Digital Signature or
 Print and Sign Name

 Private Organization Monitor
 Digital Signature or
 Print and Sign Name

 Resource Manager
 Digital Signature or
 Print and Sign Name