



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 319TH AIR REFUELING WING
GRAND FORKS AIR FORCE BASE, NORTH DAKOTA

12 Jun 09

MEMORANDUM FOR PRIVATE ORGANIZATIONS

FROM: 319 MSG/CC

SUBJECT: Private Organization Operation on Grand Forks AFB

1. Guidance for the formation and operation of a Private Organization (PO) on Air Force installations is published in AFI 34-223, and Interim Changes. To properly operate, we would like you to be aware of the requirements in the change.
2. Mr. Neil Sauve from the 319th FSS is our monitor for Private Organizations. A guide has been published and distributed to all POs, which includes the new requirements and those in the basic instruction. A checklist is also included to ease the processes as well as routing samples for fund-raising requests, insurance waivers, constitution and by-laws approval, etc. If your PO does not have a guide, please contact Mr. Sauve at 7-6992 to obtain one.
3. Some of the requirements to operate are as follows:
 - a. "Occasional fund-raiser" is defined as no more than two per calendar quarter.
 - b. POs may not use "319th" or reference any "official" DOD designation, such as "AFB" as a part of their official name. PO's may not use the seal, insignia, or any identifying device of an Air Force installation or unit. If your constitution is written that way, it must be re-accomplished.
 - c. Your constitution must be updated every two years, as well as whenever a change of purpose or change of officers occurs.
 - d. All fund-raiser requests must be coordinated through 319 FSS/FSR, and 319 ARW/JA, prior to requesting approval by the 319 MSG/CC. If the fund-raiser involves food sales, the request also must go through Public Health, 7-5511. When approval is granted, a copy of the approved request must be provided to 319 FSS/FSR.
 - e. The Installation Commander must approve all requests for waiver of insurance requirements, and all insurance waivers must be reevaluated annually.
 - f. Any change of officers needs to be reported to 319 FSS/FSR immediately, with new phone number and or e-mail address.
 - g. All meeting minutes must be provided to 319 FSS/FSR (E-mail is preferred).
 - h. Tax exemption or non-profit status is an issue between the PO and the tax agency involved. Neither 319th FSS nor the Legal Office can be an agent for the PO.
 - i. Unofficial Organizations (those having chosen not to become a registered Private Organization) that request approval for fund-raisers will be asked for rationale why they are not registered before approval is granted.

j. POs with annual gross revenues of \$5,000 or more must comply with financial reporting requirements.

k. Requests for fund-raisers during the Combined Federal Campaign and the Air Force Assistance Fund drive will be reviewed on a case-by-case basis, but will generally be disapproved.

1. Complete an annual audit during the February-March time frame. The Private Organization monitor will provide guidance and assistance.

4. All POs must comply with the requirements of AFI 34-223 and its Interim Change in order to operate on Grand Forks AFB. Please contact Mr. Sauve if you have any questions regarding these guidelines.

JOHN E. MICHEL, Colonel, USAF
Commander, 319th Air Refueling Wing