

MEMORANDUM FOR 316 MSG/CC

FROM: Private Organization Name

SUBJECT: Permission to Operate a Private Organization on Joint Base Andrews, MD

1. Request permission for the PO Name to operate as a private organization (PO) in accordance with AFI 34-223, *Private Organizations Program*, on Joint Base Andrews, MD.
2. We are an organization with the goal of XXXXXXXX and organize such activities agreeable to the association membership, which will benefit all the Joint Base Andrews XXXXXXXX. All fundraisers will be coordinated with the 316th Force Support Squadron Commander at least three weeks prior to the planned event for approval or disapproval and will be limited to no more than three per calendar quarter.
3. We understand that per AFI 34-223, this permission must be renewed “every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first and must be reviewed by the installation Staff Judge Advocate.”
4. Per AFI 34-223, paragraph 10.15, POs must have liability insurance unless the Installation Commander waives the requirement. This waiver authority may be delegated to the Mission Support Group Commander. Insurance should be required unless the activities of the PO are such that the risk of liability is negligible. PO members must be made aware that they are jointly and severally liable for the obligations of the PO, and their understanding of the liability must be documented. Insurance waivers must be reevaluated annually.
5. Per AFI 34-223, paragraph 10.2, POs “may not discriminate on the basis of age (over 40 years), race, religion, color, national origin, disability, ethnic group, or gender (including pregnancy, gender identity and sexual orientation).” Per paragraph 2-301 of the Joint Ethics Regulation, DoDD 5500.7-R, POs are also prohibited from using any federal government communication systems or equipment, including telephones and email, to conduct their unofficial activities.
6. Per AFI 34-223, paragraph 10.1.2.3, POs must use the following disclaimer in all print and electronic media mentioning the PO’s name: “THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.” This disclaimer must also be provided in verbal communication and public announcements.
7. Your favorable consideration is greatly appreciated.

CAPITALIZE NAME (No rank)

President, PO Name

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1st Ind, 316 MSG/CC

MEMORANDUM FOR PO NAME

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Approved/Disapproved

MINDY A. DAVITCH, Colonel, USAF  
Commander, 316th Mission Support Group  
*Add digital signature box for MSG Commander.....*  
*delete this line*

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