

MEMORANDUM FOR 316 MSG/CC

FROM: [Private Organization Name]

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

1. In accordance with DAFI 34-106, *Private Organizations Program*, we request permission for the [PO Name] to operate as a Private Organization (PO) on Joint Base Andrews, MD.
2. The purpose of the [PO Name] is to [insert purpose/mission]. We organize activities consistent with this purpose and beneficial to the Joint Base Andrews [community/organization]. All fundraising activities will be coordinated with the 316th Force Support Squadron at least three weeks prior to the planned event for approval or disapproval and will not exceed the fundraising frequency limitations established in DAFI 34-106.
3. We understand that per DAFI 34-106, PO status must be renewed every two years, or sooner if there is a change in the organization's purpose, function, or membership eligibility. All renewal packages will be reviewed by the installation Staff Judge Advocate prior to approval.
4. In accordance with DAFI 34-106, paragraph 5.16, 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 DAFI 34-106, paragraph 5.3, PO may not discriminate, or give preferential treatment, in hiring practices or membership policies (including officership eligibility) based the following protected classifications: race, color, religion, sex, national origin, disability, age (40 and over), and retaliation for prior Equal Opportunity (EO) activities.
6. In accordance with DAFI 34-106, all print and electronic media produced by the PO must include the following disclaimer: "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 included in verbal communication and public announcements when representing the PO.
7. Your consideration of this request is appreciated.

[ALL CAPS NAME, no rank]

President, [PO Name]

(Do not sign until after legal review)

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DATE, Permission to Operate a Private Organization on Joint Base Andrews, MD (PG. 2)

1st, Ind, 316 MSG/CC

MEMORANDUM FOR PO NAME

Approved/Disapproved

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

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