

PRIVATE ORGANIZATION (PO) REFERENCE GUIDE
Fort Belvoir, VA

Summary. This Reference Guide provides a compilation of the major rules, policies and procedures relating to the Private Organization Program at Ft Belvoir. It is meant to assist customers and the garrison staff in understanding and implementing the Private Organization Program. Due to the complexity of the Private Organization Program, the information in this Reference Guide is not all-inclusive; commanders, supervisors, and staff associated with the Private Organization Program are encouraged to contact their Staff Judge Advocates or Ethics Counselors when issues concerning private organizations arise to ensure they are acting properly, and to contact the Directorate of Morale Welfare and Recreation with other questions about the program.

Suggested Improvements. The proponent of this Reference Guide is the Ft Belvoir Family and Morale, Welfare, and Recreation (FMWR) Directorate. Users are invited to send comments and suggested improvements to the US Army, Fort Belvoir FMWR, 5820 21st Street, Suite 109, Fort Belvoir VA 22060-5937.

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CHAPTER 1 INTRODUCTION

1-1. INTRODUCTION. Private organizations play an important role in creating a positive community environment and improving the quality of life on Army installations. Private organizations offer a wide variety of valuable activities and services which provide avenues of support, esprit de corps, relaxation, and social interaction which would not otherwise be available. All individuals living and/or working on our installations are encouraged to participate in recognized private organizations. However, it is important that individuals who elect to participate in these private organizations do so on their own free will without coercion or pressure from commanders and supervisors.

1-2. REFERENCES.

a. AR 210-22, Private Organizations on Department of the Army Installations, is the primary regulation governing the operation of private organizations on Army installations.

b. Appendix A, References, contains a list of applicable regulations and publications which provide guidance on the operation of private organizations on Army installations.

1-3. RESTRICTION ON GUIDANCE.

This Reference Guide applies to private organizations and informal funds that operate on the installation. There are special organizations that operate under different guidance. To access information on those types of organizations please see the references listed below:

- a. Army gift funds (see AR 1-100).
- b. Chapel organizations operating as extensions of the Army Chapel Program (see AR 165-1).
- c. Credit unions and banking offices or institutions.
- d. American Red Cross (see AR 930-5).
- e. United Services Organization, Inc. or USO (see AR 930-1).
- f. Labor organizations subject to section 71, title 5, United States Code (USC) or 5 USC 71.

g. Association of Supervisors and Managers (see DOD 1400.25-M, Subchapter 251).

h. Civil Air Patrols (see Air Force Reg 46-6).

i. Army Emergency Relief (see AR 930-4).

1-4. RESPONSIBILITIES.

a. Garrison Commander.

(1) Grants permission to private organizations to operate on post, and ensures that they comply with all applicable regulations.

(2) Ensures that military and civilian personnel working on the installation comply with restrictions concerning official and unofficial relationships with private organizations.

(3) Establishes procedures for and approves private organization fundraising and use of installation assets.

b. Garrison Private Organization Program Manager. Assigned to the Directorate of Family and Morale, Welfare and Recreation, administers the Private Organization Program at the installation as delegated by the Garrison Commander.

c. Garrison Staff Judge Advocates (SJA). Provides legal advice to the Garrison Commander and his/her staff. The SJA may designate military and civilian staff to act on his/her behalf. The SJA may not provide legal guidance to private organizations directly; however, the SJA may provide legal interpretation to questions concerning the installation's relationship with private organizations posed by the Garrison Commander and his/her staff.

d. Ethics Counselor. Provides guidance to the Garrison Commander and his/her staff, as well as military and civilian employees concerning the application of and compliance with DOD 55007-R, Joint Ethics Regulation (JER).

e. Directorate of Public Works. Executes or processes appropriate real estate documents to grant private organizations use of land, buildings, and other real property as appropriate.

1-5. GENERAL PRINCIPLES.

a. Private organizations are separate from the installation and are therefore not entitled to the immunities and privileges given to government entities, nor are they endorsed by the Army. They may receive only limited government support. Private organizations are operated on a financially and operationally self-sustaining basis.

b. Government personnel who become members of private organizations do so in a capacity that is separate from their official government work. They may not use their official position to influence the work of a private organization. Neither soldiers nor civilian employees will be assigned to work for private organizations as an official duty.

**CHAPTER 2
APPROVAL TO OPERATE ON FORT BELVOIR**

2-1. APPROVAL PROCESS.

a. Before operating on Ft Belvoir, private organizations must request and receive written permission from the Garrison Commander. Information that the organization is required to submit with their request is listed on a checklist at Appendix G of this guide.

b. Approval to operate as a private organization on the installation is usually for 2 years and automatically expires on 30 September, not more than 2 years from date of approval, unless revalidated by the Garrison Commander.

2-2. REVALIDATION.

a. The revalidation process is similar to the initial approval process.

b. Private organizations should submit revalidation requests to the Garrison Commander no less than 90 days before the expiration of their approval to operate on the installation. This will allow adequate time for the required review process.

c. Requests will include documentation of any changes in private organization’s activities, objectives, organization, constitution, membership, and so forth.

2-3. REPORTING REQUIREMENTS.

a. In addition to information required when approval to operate is requested, approved private organizations will provide the following on a routine basis at least quarterly to the Garrison Private Organization Program Manager

(1) Minutes or summaries of private organization meetings.

(2) Financial statements.

(3) Any major changes in the private organization’s activities, objectives, organization, constitution, membership, constitution and bylaws, and management functions.

(4) Names, addresses, and phone numbers of officers.

(5) A copy of audit reports.

(6) A copy of any correspondence about applicability of Federal, State, or local laws.

b. The Garrison Private Organization Program Manager will maintain a file for each private organization:

2-4. TERMINATION OF OPERATIONS.

a. The Garrison Commander may withdraw approval for a private organization to operate on the Army installation at any time by notifying the organization in writing.

b. A private organization may notify the Garrison Commander in writing if it no longer desires to operate on the installation.

**CHAPTER 3
POLICIES**

3-1. FUNDING FOR PRIVATE ORGANIZATIONS.

a. All private organizations are self-sustaining. The Government assumes no obligation for any private organization, unless there exists a contractual relationship.

c. Private organizations will not receive financial assistance from the installation.

3-2. USE OF GOVERNMENT RESOURCES.

a. Ft Belvoir may not provide services to Private organizations, such as legal, audit, transportation, postal, printing, information management activities, clerical, financial, copying, management, and procurement services.

b. Ft Belvoir may allow private organizations to use Army real estate (including utilities and in-place equipment) under license or lease agreements, per AR 405-80 and JER, when in the best interests of Ft Belvoir.

(1) License. Use may be granted by means of a revocable-at-will license when private organization use is occasional, non-regular, regular part-time, or full-time. Use may not restrict the normal use of the facility by other users.

(2) Lease. Use may be granted by lease when the private organization is guaranteed sole use of a facility on a full-time basis, or for a specific period. Rent is determined by the US Army Corps of Engineers District Engineer.

(3) The Directorate of Public Works will process all requests for licenses or leases. Private organizations should submit requests to the DPTMS or to the DFMWR Private Organizations Program Manager, who will staff the request to DPW, and if necessary to the DPTMS.

c. Requesting use of facilities: Generally, all units, government organizations, and private organizations seeking to use facilities on Ft Belvoir must send requests to the Directorate of Plans, Training, Mobilization and Security (DPTMS). DPTMS will staff requests to the appropriate garrison staff directorate. Routine use of FMWR facilities for the purposes that those facilities are intended are exempt from the requirement to process through DPTMS and may be submitted directly to those facilities or through the DFMWR. Installation staff are cautioned that if use of a facility by any organization will involve more than one directorate, that the request must be re-routed through DPTMS for tasking to the affected directorates. An example is a request to use a fitness facility as a starting point for a fun-run that will require the Directorate of Emergency Services to temporarily close a road. Generally, off-post private organizations may not use space on Ft Belvoir.

3-3. FUND-RAISING.

a. Fund-raising on all Army installations is governed by AR 600-29.

b. Private organizations and informal funds will submit requests to conduct fundraisers to the DFMWR Private Organizations Manager, at least 3 weeks prior to the date and include the type and location of fundraiser, how/where the funds will be used, name, email address and phone number of the POC.

c. An organization or unit informal fund supports an organization composed primarily of DOD employees and may fund-raise only among its own members, for the benefit of its own members, when the fund and the fundraising activity is approved by the commander of that organization or unit. See para 4-3 for more on informal funds.

d. Private organization fund-raisers will not be conducted in the workplace. Members of the private organization who are on official government duty time will not participate in fund-raising activities.

f. Food sales of non-prepackaged foods are prohibited.

g. Family Readiness Groups must also request approval to raise funds. (See paragraph 4-2 for more information on Family Readiness Groups.)

3-4. SOLICITATION OF DONATIONS TO PRIVATE ORGANIZATIONS.

To help eliminate the confusion between the FMWR Commercial Sponsorship Program and private organizations seeking donations the following rules for the solicitation of donations of funds, goods, or services from local businesses by private organizations apply on Ft Belvoir.

(1) Private organizations will not use donor's names or logos on advertisements or other printed material used to promote on-post events for which the donation is sought. Only the FMWR may provide vendor recognition in their event advertisements and printed materials.

(2) The private organization will prominently display a disclaimer stating that the private organization is a non-federal entity and is not affiliated, sponsored or endorsed by Ft Belvoir or the Army.

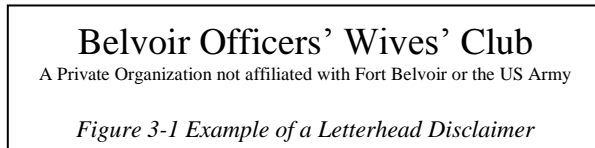
b. An example of a prominent disclaimer that could be used by private organizations soliciting donations from the local community is at Figure 3-1. This disclaimer will be completed by the private

organization and local merchant. A copy will be kept on file by the private organization.

c. Government employees (military and civilian) face significant limitations on seeking donations on behalf of a private organization. They may raise funds for a private organization in their personal capacity and on personal time, but they may not use their official title, position, or authority to fundraise, nor may they solicit subordinates or prohibited sources.

3.5. USE OF THE FORT BELVOIR NAME.

Private organizations may not include the “Fort Belvoir” name or abbreviation in their name. Use of the name “Belvoir” may be approved as it describes a geographical area rather than the actual Ft Belvoir installation. Private organizations shall use a prominent disclaimer on all printed and electronic media confirming the private organization is not a part of Ft Belvoir. An example of a prominent disclaimer in a private organization’s letterhead is at Figure 3-1.



3-6. PROHIBITION ON THE USE OF THE FT BELVOIR AND OTHER DOD SEALS, LOGOS, AND INSIGNIAS. To prevent the appearance of an official sanction or support by Ft Belvoir or DOD, a private organization is prohibited from using the seal, logo, insignia or the like used by any DOD component, organizational unit, or installation to identify any of its programs, units, locations, or activities. This includes use on any signs, letterhead, correspondence, advertising or in its title.

3-7. COMPLIANCE WITH REGULATIONS AND LAWS.

a. Private organizations are not exempt from State or local laws because they operate on Federal property. This includes compliance with fire and safety regulations, environmental laws, tax codes, and other applicable statutes and regulations. This also includes compliance with laws that apply to private sector employment if the organization has paid employees.

d. Private organizations will obtain any required licensing, certification, or registration if required by State, and local authorities where the installation is located

c. Private organizations will obtain a statement of their tax status from their Internal Revenue Service (IRS) district office, especially if exempt from federal income tax under section 501 of the Internal Revenue Code.

3-8. INSURANCE.

a. Liability Insurance.

(1) Private organizations will obtain insurance as protection against public liability, claims, property damage claims, or other legal actions arising from the private organization activities.

(2) Because the activities of some private organizations have a low liability risk factor, the requirement to have liability insurance may be waived by the Garrison Commander with the concurrence of the SJA after completing a risk assessment. If waived, the private organization is still responsible for any liability claims or judgments against it.

b. Organizations who’s members or employees handle a monthly cash flow exceeding \$1000 will obtain fidelity bonding equal to the normal maximum amount of cash handled.

3-9. ALCOHOLIC BEVERAGES. Private organizations will not sell or distribute alcoholic beverages at any time. A private organization may contract with an FMWR activity to serve alcoholic beverages.

3-10. AUDITS. Private organizations with gross annual revenue of \$1,000 or more will arrange for an audit at least once every 2 years, at their own expense. On change of private organization treasurer, an audit will be conducted regardless of the time elapsed since the last audit.

3-11. CONSTITUTION AND BYLAWS.

a. For a private organization to be approved to operate on Ft Belvoir, the private organization must submit a constitution, bylaws or other authorization document. A sample Constitution is at Appendix C. This document must include:

b. If affiliated with or governed by a national, regional, or state organization the private organization may submit the parent organization’s constitution and bylaws.

3-12. MEETING MINUTES.

a. Private organizations will provide minutes or summaries of all meetings on a routine basis (but not less than quarterly) to the Garrison Private Organization Program Manager.

b. A sample format for a private organization's meeting minutes is at Appendix D.

3-13. FINANCIAL REPORTS.

a. Private organizations will provide a report of their financial status on a routine basis (but not less than annually) to the Garrison Private Organization Program Manager.

b. A sample format for a private organization's financial statement is at Appendix E.

3-14. EMPLOYMENT PRACTICES.

a. Private organizations will comply with laws that apply to private sector employment.

b. Private organizations are not permitted to operate on Army installations if their employment practices discriminate based on: sex, age, religion, race, color, national origin, marital status, lawful political affiliation, labor organization membership, or physical handicaps.

3-15. MEMBERSHIP PRACTICES.

a. Private organizations will not unlawfully deny membership, unlawfully exclude from participation, or otherwise subject to unlawful discrimination, any person because of race, color, creed, sex, disability, or national origin.

b. Exceptions to the above paragraph:

(1) Religious, cultural, or ethnic private organizations when membership is not restricted or discriminatory and similar religious, cultural, or ethnic private organizations are approved without preference.

(2) Certain private organizations that restrict membership to one sex, such as women's and men's sports clubs, women's and men's civic associations, and boy scouts and girl scouts.

3-16. PROHIBITED ACTIVITIES.

a. Any private organization conduct that may discredit the Army, DOD, or the Federal government or impose a financial obligation on the Army or NAFI activities.

b. A private organization will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

c. A private organization will not seek to deprive individuals of their civil rights.

d. A private organization is not created, operated or administered for a commercial or monetary purpose, except for authorized investment clubs.

e. Private organizations may not duplicate or compete with authorized MWR or AAFES activities.

3-17. PERCEPTION OF PREFERENTIAL TREATMENT. All levels of the chain of command must make overt efforts to dispel the perception of endorsement or preferential treatment of specific private organizations. While many organizations provide benefits to the military community and improve the quality of life for our soldiers, the JER prohibits the chain of command from endorsing any private organization, regardless of the good it does for the community.

3-18. LEGAL ADVICE.

a. Commanders, supervisors, and staff are encouraged to contact their legal advisors or ethics counselors in the supporting Staff Judge Advocates Office when issues concerning private organizations arise.

b. Private organizations are not authorized legal support from the SJA. However, the SJA may answer questions which relate to the relationship of the private organization with the installation.

CHAPTER 4 SPECIAL TYPES OF PRIVATE ORGANIZATIONS

4-1. FAMILY READINESS GROUPS.

a. Family Readiness Groups (FRGs) are not private organizations. They are organizations belonging to military units which provide avenues of mutual support for Soldiers and family members. They are operated in accordance with AR 608-1. If a bona

fide need exists for funds to support a FRG's programs, the Installation Commander or designated DFMWR Private Organizations Program Manager, with the responsible unit commander's concurrence, may authorize the FRG to conduct fundraising events in accordance with local procedures (see para 3-3) to earn funds for the required purpose. When conducting fundraising events, Family Readiness Groups are considered informal funds. They are required to follow the fundraising rules established for informal funds and private organizations. Since Family Readiness Groups are special command-sponsored programs, Family Readiness Groups are not required to complete the private organization registration process outlined in AR 210-22, paragraph 2-1. It is important to remember that Family Readiness Groups are not in the business of collecting and maintaining funds, but are established to provide their unit's family members with activities and support that will enhance the flow of information, morale, and esprit de corps within the unit. Therefore, funds maintained by a Family Readiness Group should not exceed \$10,000.

b. Family Readiness Groups are not authorized to participate in the FMWR Commercial Sponsorship Program.

4-2. RECREATIONAL AND EDUCATIONAL PRIVATE ORGANIZATIONS.

a. Private organizations operating as bona fide extensions of APF or NAF recreational activities need not complete the private organization registration process requirements of AR 210-22, paragraph 2-1, although they are subject to all other provisions of this regulation. These organizations include:

(1) Bowling leagues, little league organizations, and other recreational private organizations that operate in coordination with the MWR staff (see AR 215-1).

(2) Organizations formed and operated in conjunction with schools on an installation that operate under the administrative supervision of the school facility/staff member (examples include, but are not limited to, school drama clubs, language clubs, sports team booster clubs, National Honor Societies, and Key Clubs).

b. Recreational and educational private organizations must comply with paragraph 3-3 (Fundraising) of this guide.

4-3. INFORMAL FUNDS

a. Commanders may authorize Informal funds such as office coffee funds, cup and flower funds, picnic funds, etc. These funds may operate on Ft Belvoir without formal authorization because of their limited scope. These funds are governed by AR 600-20, Army Command Policy, and the JER. Only one individual within the organization is to be responsible for fund custody, accounting, and documentation. Annually, this individual's supervisor is advised of the fund's financial status.

b. Normally, funds to run an informal fund come from donations from its participants; e.g., each participant in a coffee fund donates \$5 per month to pay for the fund's supplies. At the Garrison Commander's discretion, informal funds may be allowed to do other types of fundraising. Informal funds must comply with paragraph 3-3 (Fundraising) of this guide.

c. Military units may fundraise ONLY internally in support of unit informal funds that are properly constituted under AR 600-20 or other authority appropriate to the military service. Units may not solicit or accept gifts or donations in support of an informal fund from individuals who are not members of the unit. The unit commander is required by AR 600-20, para 4-21 to monitor and approve the operations of a unit informal fund.

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REFERENCES

Section I**Required Publications**

AR 1-100	Gifts and Donations
AR 1-221	Attendance of Military and Civilian Personnel at Private Organization Meetings
AR 210-22	Private Organizations on Department of the Army Installations
AR 215-1	Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities
AR 360-61	Community Relations
AR 405-80	Management of Title and Granting Use of Real Property
AR 600-29	Fundraising Within the Department of the Army
DODI 1000.15	Private Organizations on DOD Installations
DOD 5500.7-R	Joint Ethics Regulation

Section II**Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this guide.

AR 1-101	Gifts for Distribution to Individuals
AR 11-2	Management Control
AR 25-1	The Army Information Resource Management Program
AR 58-1	Management, Acquisition and Use of Administrative Motor Vehicles
AR 210-7	Commercial Solicitation on Army Installations
AR 210-135	Banks and Credit Unions on Army Installations
AR 600-20	Army Command Policy
AR 700-83	Army Support to United Seamen's Service
AR 870-20	Museums and Historical Artifacts
AR 930-1	Army Use of USO Services
AR 930-4	Army Emergency Relief
AR 930-5	American National Red Cross Service Program and Army Utilization
DA Pam 608-47	Guide to Establishing Family Support Groups
10 USC 2544	World and National Boy Scout Jamboree Support
10 USC 2545	International Transportation for Girl Scout Events
10 USC 2548	Support for Annual Conferences and Conventions of National Military Associations

Section III**Referenced Forms**

DA Form 11-2-R Management Control Evaluation Certificate Statement

APPENDIX A*References*

APPENDIX B

MANAGEMENT CONTROL EVALUATION CHECKLIST (extract from AR 210-22)

B-1. Function. The functions covered by this checklist include the operation of private organizations on Army installations. They include key controls for obtaining permission to operate, maintaining proper documents for oversight and good standing. Also, restrictions on Army personnel, checking for inappropriate or questionable operation compliance with applicable laws and regulations regarding fundraising, use of Federal property, participation and membership by Federal employees and taking prudent actions to avoid situations injurious to Army interests.

B-2. Purpose. The purpose of this checklist is to assist HQDA, and its field operating agencies, MACOMs, and installations in evaluating the key management controls outlined below. It is not intended to cover all controls.

B-3. Instructions. Answers must be based on the actual testing of management controls (such as documented analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

B-4 Test Questions.

- a. Do private organizations on the installation have permission to operate from the Installation Commander?
- b. Does the command maintain documents needed for oversight and necessary to attest that private organizations are in good standing?
- c. Does the installation adhere to restriction on use of Army personnel, military and civilian?
- d. Are there instances that could be construed as soldiers or civilian personnel working for private organizations, as part of their official duty?
- e. Are instances of inappropriate or questionable private organization activities or government employee behavior corrected when detected?
- f. Does private organization use of government real estate conform to AR 405-80 requirements?
 - (1) Is there a license or lease agreement for property rights granted to private organizations?
 - (2) Does the Army receive income due from private use of Federal property?
- g. When private organizations conduct fundraisers and are give logistical support for activities, is there a process for approving fundraising and private organization support requests, including SJA reviews, to ensure compliance with DOD 5500.7-R (Joint Ethics Regulation)?
- h. Do private organizations comply with audit and other oversight requirements?
- i. Is there command and personnel compliance with rules governing Government employee participation in private organization activities?
- j. Do local ethics classes for Army personnel include discussions about proper relationships with private organizations?
- k. Are there periodic inspections of private organization documentation maintained by the command to determine accuracy and compliance?
- l. Are there periodic inspections to determine military and civilian personnel compliance with rules of ethics?
- m. Is there comprehensive enforcement of recommendations resulting from management control evaluations, Inspector General inspections, and the like?

Management Control Evaluation Checklist

APPENDIX B

SAMPLE FORMAT FOR A CONSTITUTION

(Name of Private Organization)
P.O. Box 1234
Fort Excellence, GA 12345-6789

ARTICLE I -- Organization Name and Purpose (Please see cautions in para 3-5 and 3-6 about use of Ft Belvoir name or symbol)
(Purpose: Explain why your PO should have a relationship with Ft Belvoir, what your goals are and why these may only be attained through your status as a Ft Belvoir PO)

ARTICLE II -- General Provisions (Include all statements required by AR 210-22 such as non-discrimination clauses and non-extremists clauses, adhere to all government (Federal, State, and local) laws and regulations, government hold harmless clauses, etc.)

(Also include facility or space requirements, periods of use and duration over one year)

ARTICLE III -- Functions/Activities and Operating Procedures (Clearly state your PO's nature, functions, objectives, and activities to include planned use of funds. Please also note that government personnel will not be assigned to work for POs in their official capacity)

ARTICLE IV -- Membership (An explanation of your PO membership eligibility requirements – please note para 3-14 of this guide)

ARTICLE V -- Officers and Governing Body (Attach names, with addresses and phone numbers, and indicate if your PO is sponsored by or sponsors any other PO—if so describe the relationship) (Also indicate if your PO requires any special status of officers, such as active duty, retired or otherwise)

ARTICLE VI -- Duties of Officers

ARTICLE VII -- Elections and Voting (Frequency, method, eligibility, etc)

ARTICLE VIII -- Standing Committees (Identify committee roles, how those committees perform their roles within ethical boundaries practiced by Ft Belvoir and DoD)

ARTICLE IX -- Funding Sources (Prove that your PO is self-sustaining through dues, contributions, charges, fees or other sources. Include a statement of your PO's liability and whether assets are or are not sufficient to cover all liabilities; that all state laws are followed; and a statement that addresses the extent to which PO members' are personally liable for debts of or claims against the PO. See para 3-10 on audits required)

ARTICLE X -- Taxes (A statement that the PO complies with all local, state, and federal taxes, including employee withholding; include certification of section 501 tax exemption status if applicable, signed or attested by an officer of the PO).

ARTICLE XI -- Insurance Coverage (The PO must secure adequate insurance as protection against public liability, claims, property damage or other legal actions brought against the PO, or its members or property. The PO must provide fidelity bonding for employees who handle cash in excess of \$1000.)

ARTICLE XII -- Meetings and Quorums (Identify frequency and intended locations of meetings, and what constitutes a quorum)

ARTICLE XIII -- Amendments. (Include procedures for amending the constitution to include number of voting members required to approval)

ARTICLE XIII -- Dissolution (Describe in detail the disposition of assets and equipment or supplies should the PO be dissolved. Include the following or similar statement: "If the organization is dissolved, all funds in the treasury at the time will be used to meet outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership as approved by a majority vote. If assets are not sufficient to cover all liabilities, the members of the organization will be personally responsible for these liabilities".)

Signature of President
Name of President
Position Title (President)
Date Signed

Signature of Secretary
Name of Secretary
Position Title (Secretary)
Date Signed.

APPENDIX D

SAMPLE FORMAT FOR MEETING MINUTES

(Name of Private Organization)
P.O. Box 1234
Fort Excellence, GA 12345-6789

1. The meeting of the (Name of Private Organization) was called to order on (date and time).
2. The following personnel and members were present:
 - a. Members Present:
 - b. Guest Present:
3. OLD BUSINESS:
 - a. The minutes of the last meeting were read and approve (or approve with the following changes).
 - b. The financial report was presented and approved (or approved with the following changes).
4. NEW BUSINESS:
 - a.
 - b.
 - c.
5. DISCUSSIONS:
 - a.
 - b.
 - c.
6. The meeting was adjourned at (date and time). The next meeting will be held (date and time) at (location).

Signature of Secretary
Name of Secretary
Position Title (Secretary)
Date Signed

Signature of President
Name of President
Title of Position (President)
Date Signed

Attachment
Financial Report

Sample Format for Meeting Minutes

APPENDIX D

SAMPLE FORMAT FOR A FINANCIAL REPORT

(Name of Private Organization)
 P.O. Box 1234
 Fort Excellence, GA 12345-6789

FINANCIAL REPORT
 For the Month of August 2006

Operating Funds Available as of 1 August 2006 \$ 2,514.33

OPERATING FUNDS:

Change Fund	\$ 146.00	
Decorations	\$ 72.00	
1 st VP (Luncheons)	\$ 380.38	
1 st VP (Programs)	\$ 2.51	
Membership	\$ 72.50	
Ways & Means (Consignment)	\$ 183.20	
<u>Ways & Means</u>	<u>\$ 558.85</u>	
Total Operating Income		\$ 1,415.44

OPERATING EXPENSES:

Child Care	\$ 28.00	
Entertainment	\$ 146.00	
Decorations	\$ 57.23	
1 st VP (Luncheons)	\$ 409.47	
Historian	\$ 55.94	
Membership	\$ 288.32	
Newsletter	\$ 61.42	
Recording Secretary	\$ 25.26	
<u>Ways & Means (Consignment)</u>	<u>\$ 309.88</u>	
Total Operating Expense		<u>\$ 1,381.59</u>

Operating Funds Available as of 31 August 2003 \$ 2,548.18

Submitted by:

Verified by:

Signature of Treasurer
 Name of Treasurer
 Position Title (Treasurer)
 Date Signed

Signature of Person Verifying Report (Normally the Vice President or President)
 Name of Person Verifying Report
 Position Title (Title of Person Verifying Report)
 Date Signed

Sample Format for a Financial Report

APPENDIX F

SAMPLE FORMAT FOR AN AUDIT REPORT

(Name of Private Organization)
P.O. Box 1234
Fort Excellence, GA 12345-6789

AUDIT REPORT
For the Period (*Beginning Month & Year*) thru (*Ending Month & Year*)

FUND BALANCES

	<u>Beginning Balance</u>	<u>Ending Balance</u>
Balance in Checking Account	\$ 525.31	\$ 498.76
Balance in Saving Account	\$ 125.00	\$ 125.00
Cash on Hand (change & petty cash funds, etc.)	<u>\$ 100.00</u>	<u>\$ 100.00</u>
Total	<u>\$ 750.31</u>	<u>\$ 723.76</u>

(NOTE: Beginning balances should equal ending balances on last audit)

FUND REVIEW

BEGINNING BALANCE \$ 750.32

INCOME (*List income by major categories*)

Dues	\$ 250.00	
Contributions	\$ 50.00	
<u>Meal Fees</u>	<u>\$ 350.00</u>	
Total Income		\$ 650.00

EXPENDITURES (*List expenditures by major categories*)

Supplies	\$ 126.56	
Donations	\$ 200.00	
<u>Meals</u>	<u>\$ 350.00</u>	
Total Expenditures		\$ 676.56

ENDING BALANCE \$ 723.76

AUDITOR COMMENTS:

(Make any comments or exceptions in regards to the audit of these funds and their internal controls.)

This audit was made in accordance with current regulations and includes tests of the accounting records and internal controls. In my (our) opinion, subject to the above comments and exceptions cited in this report, the fund examined reflects the results of operations in accordance with applicable directives.

<u>Signature of Audit Committee Member</u>	<u>Name of Audit Committee Member</u>	<u>Dated Signed</u>
<u>Signature of Audit Committee Member</u>	<u>Name of Audit Committee Member</u>	<u>Dated Signed</u>
<u>Signature of Audit Committee Member</u>	<u>Name of Audit Committee Member</u>	<u>Dated Signed</u>

Format for an Audit Report

APPENDIX F

Checklist for Private Organization Application

APPENDIX G

CHECKLIST, INFORMATION REQUIRED TO APPLY TO OPERATE
ON FT BELVOIR AS A PRIVATE ORGANIZATION

___ Request to be allowed to operate on Fort Belvoir.

___ Charter, articles of agreement, constitution, bylaws, or other authorization documentation. If affiliated with a national, regional or State organization, the PO will include documentation of the parent organization.

___ Any other documentation that states the PO's nature, functions, objectives (including planned use of funds), and activities.

___ An explanation of membership eligibility and responsibilities for all management functions (including accountability of assets, coverage and limitation of insurance and disposition of remaining assets on breakup of the PO).

___ A statement of the PO's liability, if assets are not enough to cover all PO liabilities. The statement of liability will include a provision that all State and jurisdictional laws are met. Also, it will address the extent of the PO members' personal liability for debts of, or claims against the PO.

___ Agreement to reimburse the Army for utility expenses, unless use is incidental (would cost more to bill and collect than it costs to provide the utility).

___ A statement that neither the installation nor the Government will have any liability for the PO's actions or debts.

___ A statement that the PO will neither propagate extremist activities nor advocate violence against others, or the violent overthrow of the Government.

___ A statement that the PO activities will not seek to deprive individuals of their civil rights.

In addition to the above, POs are required to submit the following on a routine basis to the Director of MWR. Copies of the latest documents should be submitted with the initial application for permission to operate on Ft Belvoir:

___ Minutes or summaries of latest PO meetings (quarterly)

___ Latest Financial Statements (quarterly)

___ Names, addresses, and phone numbers of officers (quarterly)

___ A copy of latest financial audit report (every 2 years or when change of Treasurer.

___ A copy of any correspondence about applicability of federal, state, or local laws.

___ A statement of tax (or tax-exempt) status.

___ Revalidations must include documentation of any changes in PO activities, objectives, organization, constitution, membership and so forth.

___ Information required for the real estate document: how frequently will the organization be using what pieces of land, or structures and for how long

APPENDIX G

Appendix H is deleted

APPENDIX I

CASE STUDIES OF PROPER AND IMPROPER CONDUCT

The following case studies on proper and improper conduct in regards to private organizations are provided to assist both members of private organizations and installation staff members in properly deal with private organizations.

I-1 CASE. The Fort Green Chief of Staff, a member of the local chess club, calls the DMWR and asks that the chess club's application to hold a fundraising event on the installation be moved to the top of the pile.

VIOLATION. Use of public office for personal/private gain, conflict of interest; acting as an agent for a private organization before the Federal government. 18 USC 205 and JER para 3-204.

I-2. CASE. During a membership campaign for the National Enlisted Association of America (NEAA), the 802d Military Intelligence Brigade Command Sergeant Major gives a cocktail party to recognize the new president of the NEAA. She has invited all senior enlisted personnel living within 50 miles. After a toast to the guest of honor, she has an official photograph taken and hands each guest a printed pocket calendar listing NEAA membership benefits and the local chapter's telephone number and address.

VIOLATION. Appearance of official participation in a membership drive; misuse of government resources. JER para 3-210 and 3-305.

I-3. CASE. In the Division Commander's outer office, a display contains information about professional organizations. Included are a "please take one" sign and brochures for 5 military-related associations and 10 technology-oriented national organizations.

OKAY. Such displays are permissible when displays are open to contributions from other similar organizations.

I-4. CASE. After arriving at a new duty assignment, LTC Jones is asked by his new commander, an officer in the Assembly of Uniformed Service Members (AUSM), to explain why he is not a member of AUSM.

VIOLATION. Coercion for the benefit of a private organization. CFR 1635.702(a).

I-5. CASE. The Director of Resource Management at Fort Blue accepts an honorary membership in the Omertown Rotary Club (ORC). The club's membership includes local businessmen and businesswomen who are contractors with Fort Blue.

VIOLATION. Cannot accept honorary memberships in an organization because of your official position; appearance or actual conflict of interest because of contractors doing business with the installation and the individual's duty position. JER para 3-302.

I-6. CASE. The Fort Smith Chief of Staff accepts an appointment to the Board of Directors for the local Chamber of Commerce that was offered because of his duty position.

VIOLATION. You cannot serve as a director of an organization that was offered because of your official position. JER para 3-301. And you cannot serve as a director of an organ capacity without approval of t Army. JER para 3-202.

I-7. CASE. The Civilian Personnel Officer at Fort Oshkosh solicits subordinates to join the Toastmasters Club via e-mail and at staff meetings.

VIOLATION. Misuse of public office, appearance of official endorsement. 5 CFR 2635.702; JER para 3-205 and 3-230.

APPENDIX I

CASE STUDIES ON PROPER AND IMPROPER CONDUCT

I-8. CASE. The Commander of XXX Corps allows his duty position to be used on the letterhead of the Humane Society of the United States.

VIOLATION. Improper endorsement. 5 CFR 2635.702; JER 3-205.

I-9. CASE. The Garrison Commander at Fort Blue, a member of the Aviators Association of America (AAA), actively participates in the association's activities. He also decides who in the command will attend the AAA's national convention in an official capacity.

VIOLATION. Appearance of conflict of interest. 5CFR 2635.502; JER para 3-204.

I-10. CASE. An Assistant Secretary of the Army, who previously soldiered in an Armored Division, provides to the Society of Army Tankers (SAT) an official photograph and letter on official letterhead pointing out the benefits of membership in the Society. The letter and photo will be used in membership drives.

VIOLATION. Improper use of office. 5 CFR 2635.702; JER para 3-205 and 3-210.

I-11. CASE. Major Smith is a member of the Association of American Cavalryman that sponsors a car wash to raise funds. Major Smith helps wash cars during his off-duty time.

OKAY. Fundraising in a personal capacity during non-duty hours is permissible. 5 CFR 2635.808(c); JER para 3-300.

I-12. CASE. Captain Day, a finance officer, has her supervisor's approval and is writing a paper that she will present at the national conference of the Organization of Army Comptrollers (OAC). The topic is related to her official position and preparation of the paper has not interfered with her official duties. She has used government equipment to prepare the paper.

OKAY. Use of government equipment under these circumstances is permissible. JER para 3-300.

I-13. CASE. Colonel Johnson is the treasurer of the local chapter of the Military Intelligence Association of America (MIAA) and is responsible for MIAA's monthly billing statements for dues. He tasks his secretary to prepare the billing statements during duty hours on government equipment.

VIOLATION. Misuse of government resources and time. 5 CFR 2635.704 and 705; JER para 3-305b.

I-14. CASE. The Deputy Commanding General at Fort Green attends a fundraising banquet held on behalf of the local American Society for the Prevention of Cruelty to Animals (ASPCA). He is in uniform and sits at the head table, and makes a speech encouraging contributions.

VIOLATION. No official support of fundraising for private organizations. 5 CFR 2635.808; JER para 3-210.

CASE STUDIES ON PROPER AND IMPROPER CONDUCT

I-15. CASE. Colonel Yoke, Commander of the 3399th Armor Brigade, declared a Friday as a training holiday so the military community could participate in a private organization sponsored picnic on the installation's lake front.

VIOLATION. Endorsement of a private organization, misuse of government resources. 5 CFR 2635.705; JER par 3-205.

I-16. CASE. Colonel Ping, assigned to HQ, TROOPCOM, is an active member of the Oshkosh State College Graduate School Alumni Association (OSCGSAA). He visits the Commander of MDW in an effort to convince him to reverse a recent denial of the association's request for certain support. After discussing his concerns with the MDW Commander, Colonel Ping flies back to Atlanta and completes a travel voucher for per diem and transportation expense reimbursement.

VIOLATION. Using appropriated funds and official time for personal business, government employee acting as an agent for a non-Federal agency, using government position to further personal interests. 18 USC 205; 5 CFR 2635.702 and .705; JER para 3-204.

I-17. CASE. Sergeant Lee conducts door-to-door solicitation for the American Cancer Society (ACS) during its annual fundraising drives. Several junior enlisted personnel with whom the sergeant works live in the area he canvasses. In the process of the solicitation, he knocks on doors and pitches ACS and its need for money. The sergeant does not knock on doors of enlisted personnel with whom he has an official relationship. Another volunteer in the community does that. Assume the Garrison Commander has given the ACS permission to solicit door-to-door.

OKAY. Only if door-to-door solicitation is approved by the Garrison Commander. Avoided coercion, fundraising in personal capacity and during non-duty time is authorized. 5 CFR 2635.808(c); JER para 3-300a.

I-18. CASE. A unit commander appoints a unit point of contact for the local Military Spouses Organization (MSO) membership drive.

VIOLATION. Misuse of position, misuse of government resources, endorsement of a private organization, official participation in membership drive. 5 CFR 2635.702 and .705; JER para 3-205 and 3-210.

I-19. CASE. The Assistant Secretary of the Army for International Affairs, ASA(IA), is the treasurer of the Federal Officers/SES Organization of Federalists (FOSOF). In her capacity, she approves TDY for several members of her staff to attend the FOSOF annual symposium.

VIOLATION. Conflict of interest; 18 USC 208, 5 CFR 2635.402; JER 3-203.

I-20. CASE. The Garrison Commander at Fort Purple has allowed sole or exclusive use of Army facilities by the Association of Community Members (ACM) without initiating a license or lease agreement.

VIOLATION. No license or lease. AR 405-80.

APPENDIX I

CASE STUDIES ON PROPER AND IMPROPER CONDUCT

I-21. CASE. Captain Blue, Commander, A Company, is a member of the National Association of Officers (NAO). He directs his soldiers to accept donations (i.e., sell) raffle tickets for the NAO's major fundraising event during duty hours while in a duty status.

VIOLATION. Misuse of position and government resources. 5 CFR 2635.702 and .705; JER para 3-305. May also be in violation of State law concerning gambling and lotteries. Raffles outside of MWR are not authorized on Fort Belvoir.

I-22. CASE. Colonel Crawford, Director of Public Works, is the president of the local chapter of the National Association of the Army (NAA). NAA is having computer problems, so Colonel Crawford asks one of his subordinates with computer experience to assist NAA in fixing its problems. The subordinate uses his lunch hour or leave to go to the NAA headquarters and works on their computers.

VIOLATION. Misuse of position. 5 CFR 2635.702; JER para 3-305b.

I-23. CASE. At his weekly staff meeting, the Commander, XXX Corps, a member of the National Officers Association (NOA) announces that his command will provide speakers and other limited support (including the loan of a sound system and soldiers necessary to operate it) for the NOA's upcoming regional conference. He has decided that the conference will be useful for the local military community and will not detract from mission accomplishment.

OKAY. Assuming all other criteria in JER, para 3-211 are met; also mere membership in an organization does not create a conflict or an appearance of conflict of interest issue unless an "active participant." Should consult with the SJA prior to approving use of government resources.

I-24. CASE. The G2 at XXX Corps is the treasurer of the local chapter of the Electronic Surveillance Association (ESA). He decides who in his office attends ESA's national conference by selecting those individuals who have done the most work in the ESA during the year.

VIOLATION. Conflict of interest; misuse of personnel, resources, and position. 18 USC 208; 5 CFR 2635.702, .704, and .705; JER para 3-305

I-25. CASE. LTC Speer, Acting Director of Resource Management at Fort Oshkosh, used Army letterhead and his official signature block to strongly encourage membership amongst his subordinates in the Comptrollers Of America Association (CAA). The Chief of Staff is made aware of LTC Speer's actions, and advises LTC Speer and all members of his staff that this type of endorsement is improper. LTC Speer apologizes to his subordinates for the error.

OKAY. Good leadership; the Chief of Staff recognized the misuse of official position and that an Army official may not endorse a private organization. Took positive action to correct the error. LTC Speer then took positive action with his subordinates to correct his error.

Abbreviations and Terms

Abbreviations:

AAFES - Army and Air Force Exchange Service	MOA - Memorandum of Agreement
ACS - Army Community Service	MOU - Memorandum of Understanding
AER - Army Emergency Relief	MWR - Morale, Welfare, and Recreation
AF - Appropriated funds	NAF - Nonappropriated Funds
AFAP - Army Family Action Plan	NAFI - Nonappropriated Fund Instrumentality
AFCEA - Armed Forces Communications and Electronics Association	NCOA - Noncommissioned Officers Association
AFTB - Army Family Team Building	NMA - National Military Association
APF - Appropriated Funds	NMFA - National Military Family Association
AR - Army Regulation	NSIA - National Security Industry Association
AUSA - Association of the United States Army	OCONUS - Outside the Continental United States
BSA - Boy Scouts of America	OGE - Office of Government Ethics
CFC - Combined Federal Campaign	PAM - Pamphlet
CFSC - US Army Community and Family Support Center	PAO - Public Affairs Office
CONUS - Continental United States	SER - Southeast Region
DA - Department of the Army	SERO - Southeast Regional Office
DAEO - Designated Agency Ethics Official	SJA - Staff Judge Advocate
DCA - Director of Community Activities	US - United States
DMWR - Director of Morale, Welfare, and Recreation	USC - United States Code
DOD - Department of Defense	USO - United Services Organization
DODI - Department of Defense Instruction	
FOIA - Freedom of Information Act	
GSA - Girl Scouts of the United States of America	
HQDA - Headquarters, Department of the Army	
IMA - Installation Management Agency	
IRS - Internal Revenue Service	
JER - Joint Ethics Regulation	
MACOM - Major Command	

GLOSSARY

Abbreviations and Terms

Agent – an individual who represents a private organization in dealing with the Federal government.

Active Participant – an Army employee who regularly participates in the management, operations, and programs of a private organization in their off-duty time. An individual is not an active participant of a private organization if they only pay their dues, read the monthly newsletter and attend an occasional function.

Appropriated Funds – funds available from Congressional appropriates.

Army Employee – any soldier (officer or enlisted) or civilian employee (APF or NAF) working for the US Army.

Audit – an official examination, verification, and correction of account books that show the financial status of a private organization.

Army Installation – a location, facility, or activity assigned to, owned, leased, controlled, or occupied by the Department of the Army.

Commercial Sponsorship – the acceptance of funds, goods or services by the Army in exchange for advertising opportunities for the company or corporation. Commercial Sponsorship may only be solicited/accepted by the MWR Commercial Sponsorship program and only accepted in support of MWR, AFAP, and AFTB programs and events. Private organizations are not allowed to solicit or accept commercial sponsorship.

Constitution and Bylaws – a document that outlines the basic purpose of a private organization and the means on how the private organization operates.

Co-Sponsored Event – an event or program jointly put on by the Army and a private organization. Considered an Army event. The Army may endorse participation in the event and provide support within the guidelines established by the JER.

Disclaimer – an unambiguous statement that a private organization is not endorsed or affiliated with DA or DOD.

Donation – an individual or vendor giving funds, goods, or services without the expectation of receiving advertising opportunities in return. Private organizations may solicit donations from off-post vendors and companies if allowed by the Garrison Commander.

Double Entry Accounting System – a system in which both elements of each transaction (debits and credits) are:

- (1) Recorded separately; and
- (2) Recorded during the period of occurrence.

Endorsement – an Army official encouraging membership or participation in a specific private organization.

Fidelity Bonding Insurance – insurance to protect a private organization from loss of funds through the embezzlement by private organization members or employees. Bonding normally will equal the maximum amount of cash handled in a month.

Financial Report – a summary of the status of a private organization finances. Covers a set period, which is normally a month.

GLOSSARY

Abbreviations and Terms (continued)

Fundraising – the raising of funds for a private organization by soliciting cash contributions, in-kind donations of services or goods, or grants from members or non-members of the private organization.

Informal Funds – funds such as office coffee funds, cup and flower funds, picnic funds, etc. These funds operate on the installation provided they are authorized by the Commander.

Investment Club – a membership organization that pools stated amounts of funds to invest in stock or other securities. Usually, group members pledge a regular amount to be paid into the club on a scheduled basis, such as monthly or annually. Some clubs have a committee that gathers information on securities, selects the most promising, and recommends that the club invest in them. Other clubs rotate the investigator responsibilities among all their members. Most require all members to vote for or against all investments, sales, exchanges, and other transactions.

Joint Ethics Regulation – a DOD document which outlines appropriate and inappropriate standards of conduct by DOD personnel.

Legal Advice – because the laws and regulations concerning non-Federal entities are somewhat complex, commanders, supervisors, and staff are encouraged to contact the installation's legal advisors and/or ethic counselors in the supporting Staff Judge Advocate's Office when issues concerning private organizations arise to ensure they are acting properly. Private organizations are not authorized direct legal support from the SJA.

Liability Insurance – insurance to protect the private organization and its members from public liability, claims, property damage claims, or other legal actions arising from private organization activities, one or more of its members acting on behalf, or the operation of any equipment, apparatus, of device under the control and responsibility of the private organization.

Liaison – an individual appointed by the Commander to inform a private organization on the concerns of the Command and report back to the Commander on the actions and concerns of the private organization. The Liaison does not take an active part in the management or operations of the private organization. The liaison is mainly an observer.

Membership – individuals that belong to a private organization. Membership, by itself, does not make one an "active participant" as described above.

Minutes – a written summary of a meeting of a private organization's membership or officers.

Managerial Fiduciary Responsibility – persons charged with a legal duty to direct or manage an organization. This means service as an officer of a private organization (president, vice-president, secretary, treasurer) or in the role of a member of the board of directors/trustees that includes voting authority for organizational matters, or as a general partner in a partnership. It generally does not include persons who perform advisory roles, or serve in topical committee chair positions. One who exercises fiduciary responsibility for a private organization also would be considered an "active participant". An individual may exercise fiduciary responsibilities under State law, but not be an officer, director, or trustee (e.g. an accountant, auditor or attorney retained by a private organization). In such cases, the individual still would be an "active participant".

GLOSSARY

Abbreviations and Terms (continued)

Management of a Private Organization – legal responsibility for making decisions, including financial decisions, for the private organization. Used synonymously with managerial fiduciary responsibility.

Mutuality of Interest – a demonstrated substantive interest in a subject matter by both the government and a private organization. This is an essential ingredient to any co-sponsorship.

Nonappropriated Fund Instrumentality – it acts in its own name to provide, or assist other DOD organizations in providing MWR and other programs for military personnel, their families, and authorized civilians. As a fiscal entity, it maintains custody of and controls over its NAFs. It is also responsible for the exercise of reasonable care to administer, safeguard, preserve, and maintain prudently those APF resources made available to carry out its function. It is not incorporated under the laws of any State or the District of Columbia and enjoys the legal status of an instrumentality of the United States.

Nonappropriated Funds – cash and other assets received by NAFIs from sources other than Congressional appropriates. NAFs are Government funds used for the collective benefit of those who generate them. These funds are separate and apart from funds that are recorded in books of the Treasurer of the United States.

Official Capacity or Participation – official capacity refers to direct participation with a private organization for the purpose of representing the interests of the Department of Defense or the Federal government. Official participation means that one or more of the following may be said of your participation with the organization: (1) it is derived from your Federal position, title, or authority; (2) it entails official positions or policies of the Department of Defense; (3) it occurs on official time; and (4) it involves expenditure of appropriated funds or nonappropriated funds. Official participation normally does not include taking an administrative role in a private organization, unless specifically required by Federal statute.

Perception of Preferential Treatment – granting special treatment toward one private organization. DOD policy is that all private organizations should be treated the same. If one private organization is allowed to do something, the Commander must be prepared to allow all private organizations to do the same thing.

Personal Capacity or Participation – personal capacity refers to participation in a private organization in one's private capacity. Personal participation means that your participation in the organization is not derived from your federal position, title, or authority; does not entail official positions or policies of the government; does not occur on official time; and does not involve the expenditure of appropriated funds or nonappropriated funds.

Private Organization – a self-sustaining, non-Federal entity, incorporated or unincorporated, which is operated on Army/DOD installations with the written consent of the Garrison Commander or higher authority, by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government or its instrumentalities.

Prohibited Activities – any private organization conduct that may discredit the Army, DOD, or the Federal government; impose a financial obligation on the Army or NAFI activities; duplicating or competing with authorized Army, NAFI (MWR or AAFES) activities. Distribution or sale of alcoholic beverages by a private organization.

GLOSSARY

Abbreviations and Terms (continued)

Prohibited Source – as defined by 5 CFR 2630.203d, a prohibited source may be any person who (1) seeks official action by the Department of Defense, (2) does business or seeks to do business with the Department of Defense, (3) conducts activities regulated by the Department of Defense, (4) has interests that may be substantially affected by performance or nonperformance of an employee’s official duties, or (5) is an organization with a majority of whose members are described above.

Qualified Auditor – a public accountant or certified accountant licensed by a State or other recognized licensing jurisdiction.

Represent on Behalf of a Private Organization – refers to knowingly attempting to influence an official action on a matter in which the Federal government has an interest by making a communication to, or appearance before, a Federal official or employee. The term does not include the communication of technical information.

Single Entry Accounting System – often called a combined journal system. A simple system of recording transactions on a cash basis. No inventories or accounts receivable or payable are kept.

Special Status Private Organization – a private organization which is authorized limited support as specified in federal statute or DOD policy or directive.