

MEMORANDUM FOR 51 FSS/FSR

FROM:

SUBJECT: Request for Unofficial Activity Status

1. We desires status as an unofficial activity authorized to exist and operate as a self-sustaining special interest group on Osan AB, Korea. Our organization does neither generate nor maintain assets in excess of one thousand \$1,000 over a three (3)-month period. On-hand inventory is not included in current asset calculations. Should our assets exceed \$1,000 per month for more than three consecutive months, we will immediately make application for status as an authorized private organization IAW AFI 34-223, Private Organization (PO) Program.

2. So that 51 FSS/FSR may comply with his/her responsibility to monitor all private organizations at Osan AB, the following information will be provided:

- a. The financial statement of the previous year's financial activity will be submitted NLT 15 February of each year.
- b. The privacy act statement with names, duty phone, home phone, and PO Box or address of current officers and points of contact will be submitted each time an officer changes.
- c. We maintain a two (2)-person accountability system for all cash transactions and submit a Basic Annual Financial Report to unit commander detailing income and expenditures through the year.

3. We recognize that our status as an unofficial activity is with the express permission of the Installation Commander or designee. Except for the constitution and by-laws, if necessary, we will comply with the requirements of AFI 34-223.

4. All members of this Unofficial Activity agree to hold harmless and indemnify the United States and all DoD service components. Further, we realize that claims against the organization for injury or damage caused by our negligence can impose liability on each member in the event we lack insurance coverage or in the case where the claim exceeds our coverage.

5. The purpose of the activity is to

6. If you have any questions please contact

President