

OSAN AB

INITIAL PO CHECKLIST

Private Organizations are self-sustaining special interest groups, set up by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. They operate on Air Force installations with the written consent of the installation commander. PO's are not Federal entities and are not treated as such. Personal and professional participation in PO's is governed by DoD 5500.7-R, *Joint Ethics Regulation (AFI 34-223, Section A 1 - 1.2)*.

In accordance with AFI 34-223 Private Organizations (PO) Program, we are not required to be formally established as a PO unless our current assets (*including cash, investments, and receivables*) exceed a monthly average of \$1,000 over a 3-month period. We understand that we must submit the Constitution and By-Laws biennial or sooner if there is a change in the purpose or scope of activities and along with all annual documents. We also understand that we must follow the guidance in AFI 34-223 Private Organizations Program and HQ USAF/A1S Guide to 51 FSS/FSR, Osan AB.

	YES	NO	N/A	Initials
Have the PO officers reviewed AFI 34-223 , Private Organizations (PO) Program, in its entirety?				
Your PO's constitution, bylaws, and other documents should include all of the below information:				
Address the nature, function, objectives, membership eligibility, and sources of income. <i>Para 9.2.1</i>				
Provide certification to FSS/FSR indicating that PO members understand their personal financial liability for obligations of the PO. <i>Para 9.2.2</i>				
Describe the responsibilities of PO officers for asset accountability, liability satisfaction, and sound financial and operational management. <i>Para 9.2.3</i>				
Provide specific guidance on disposition of residual assets upon dissolution? <i>Para 9.2.4</i>				
Be updated every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first. <i>Para 9.3</i>				
Does your PO understand....				
that if your PO has a gross revenue of over \$250,000, then a Certified Public Accountant must perform an annual audit.				
that if your PO has gross revenues over \$100,000 but less than \$250,000, then an accountant is required to perform an annual audit.				
that your PO may not use the seals, logos, or insignia of the DoD, or any DoD component, DoD organizational unit, or DoD installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities. <i>Para 10.1.1</i>				
that if your PO has a gross revenue of less than \$100,000 but more than \$5,000 then the PO must provide an annual financial statement to 51 FSS/FSR 20 days following the end of the fiscal year.				

that PO's must have liability insurance unless the Installation Commander waives the requirement. This will need to be reviewed annually. <i>Para 10.15</i>				
that PO officers and members must report any signs of fraud or other improprieties to the 51 FSS/CC. <i>Para 10.18</i>				
that PO's must furnish their own equipment, supplies, and other materials. <i>Para 11</i>				
When a PO decides to dissolve or shut down:				
PO must use its funds to satisfy any outstanding debts, liabilities, or obligations. <i>Para 12.1</i>				
Upon dissolution, PO's must dispose of the residual balance as decided by the PO membership. <i>Para 12.2</i>				
PO's must notify the FSS/CC of the intent to dissolve the PO and prepare a time-phased action plan to do so. <i>Para 12.3</i>				
If you want to fundraise on base:				
Your PO must prominently display the following disclaimer on all print and electronic media mentioning your PO's name, "THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS" in order to confirm that your PO is not part of the DoD. <i>Para 10.1.2.3</i>				
Fundraising Request must be submitted at least 3 weeks prior to the event date. Do read "Osan AB PO handbook" before you submit.				

51 FSS/FSR	Signature

51 FW/JA Recommendation	Remarks:
Name	Signature

Submission Checklist - Establishment

- ____ 1. Constitution and Bylaws (Must be updated every two years)
- ____ 2. Request for Insurance Waiver or Copy of Insurance Policy (Annual)
- ____ 3. Liability insurance waivers acknowledgement signed by all members (Annual)
- ____ 4. Financial Statement (Annual) - *More often is optional*
 - ____ 1) Annual Proposed Budget
 - ____ 2) Balance Sheet
 - ____ 3) Income and Expense Statement
- ____ 5. Minutes of meetings (Annual) - *More often is optional*
- ____ 6. Current List of PO Officers (Due whenever a board position changes) - *More often is optional*
- ____ 7. Annual PO Check List (Annual)

In accordance with AFI 34-223, Private Organizations (PO) Program we request an annual review so we may remain a private organization. We understand that we are not required to be formally established as a PO unless our current assets (*including cash, investments, and receivables*) exceed a monthly average of \$1,000 over a 3-month period. **We understand that we must submit the following documents annually. Constitution and By-Laws are reviewed every two year or sooner if there is a change in the purpose or scope of activities.**

We also understand that we must follow the guidance in AFI 34-223, Private Organizations (PO) Program and HQ USAF/A1S Guide and submit the above documents to 51 FSS/FSR.

If, at any time, we decide to discontinue our organization, we will immediately notify the 51 FSS/FSR PO Office.

President

All reviews have been completed by PO Coordinator, Deputy, and Cheif of RM of 51 FSS/FSR on

date

KIM, MYONG CHOL, KGS-11
Deputy Resource Management