

UNOFFICIAL ACTIVITY (UA) CHECKLIST

Unofficial Activities (UAs) 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.

Q: Does my activity/operation *have* to become a UA?

A: If your activity/operation's current assets (*cash, inventories, receivables, and investments*) are less than a monthly average of \$1,000 over a 3-month period, your activity/organization should become an UA. If your activity/operation does not wish to become a UA, it can become a Private Orgs; however, please note that there are significantly more requirements on POs. Also, please note there are additional provisions for units with over 300 members. (*see para 2.2*)

Before your UA can submit its documents for review, UA president/officer must be able to answer 'YES' to the following questions:	YES/NO:
Have the UA officers reviewed AFI 34-223 which governs POs and UAs?	Yes
Do your UA's documents ...	
Reflect the specific purpose of your UA?	Yes
Do you understand that...	
your UA's annual review documents must be updated every year by submitting to the 51 FSS/FSR in order to operate on base?	Yes
your UA must ensure an accurate accounting of point of contacts is given to the 51 FSS/FSR at all times (<i>e.g. in the case of PCS, separation, retirement, etc.</i>)	Yes
when your UA decides to dissolve or shut down, it must use its funds to satisfy any outstanding debts, liabilities, or obligations? <i>Para 12.1</i>	Yes
when your UA decides to dissolve or shut down, it must dispose of the residual balance as decided by the UA membership? <i>Para 12.2</i>	Yes
when your UA decides to dissolve or shut down, it must notify the FSS/CC of the intent to dissolve the UA by submitting a dissolution notification to the 51 FSS/FSR and/or the PO Coordinator and prepare a time-phased action plan to do so? <i>Para 12.3</i>	Yes
your UA must prominently display the following disclaimer on all print and electronic media mentioning your UA'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 UA is not part of the DoD? <i>Para 10.1.2.3</i>	Yes
your UA 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>	Yes
your UA may not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, or gender, gender identity, or sexual orientation? <i>Para 10.2</i>	Yes
If you have answered 'YES' to ALL of the above questions, you may now submit your UA's status request, proposed budget/financial statement, officer listing for review.	Yes

UA President Name

Date