

# 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*.

In accordance with DAFI 34-106 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 DAFI 34-106 Private Organizations Program and HQ USAF/A1S Guide to 51 FSS/FSR, Osan AB.

	YES	NO	N/A	Initials
Have the PO officers reviewed <b>DAFI 34-106</b> , Private Organizations (PO) Program, in its entirety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Your PO's constitution, bylaws, and other documents should include all of the below information:</b>				
Address the nature, function, objectives, membership eligibility, and sources of income. <i>Para 4.3.1</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide certification to FSS/FSR indicating that PO members understand their personal financial liability for obligations of the PO. <i>Para 4.3.2</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Describe the responsibilities of PO officers for asset accountability, liability satisfaction, and sound financial and operational management. <i>Para 4.3.3</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide specific guidance on disposition of residual assets upon dissolution? <i>Para 4.3.4</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 4.4</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Does your PO understand....</b>				
that if your PO has a gross revenue of over \$250,000, then a Certified Public Accountant must perform an annual audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 5.2.1</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

that PO's <b>must</b> have liability insurance unless the Installation Commander waives the requirement. This will need to be reviewed annually. <i>Para 5.16</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
that PO officers and members <b>must</b> report any signs of fraud or other improprieties to the 51 FSS/CC. <i>Para 5.19</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
that PO's <b>must</b> furnish their own equipment, supplies, and other materials. <i>Para 6.1</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>When a PO decides to dissolve or shut down:</b>				
PO <b>must</b> use its funds to satisfy any outstanding debts, liabilities, or obligations. <i>Para 7.1.1</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upon dissolution, PO's <b>must</b> dispose of the residual balance as decided by the PO membership. <i>Para 7.1.2</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PO's <b>must</b> notify the FSS/CC of the intent to dissolve the PO and prepare a time-phased action plan to do so. <i>Para 7.1.3</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If you want to fundraise on base:</b>				
Your PO must <b>prominently</b> display the following disclaimer on all print and electronic media mentioning your PO's name, <b>"THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS"</b> in order to confirm that your PO is not part of the DoD. <i>Para 5.2.2.3</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fundraising Request must be submitted at least 3 weeks prior to the event date. Do read "Osan AB PO handbook" before you submit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>51 FSS/FSR</b>	<b>Signature</b>

<b>51 FW/JA Recommendation</b>	<b>Remarks:</b>
Recommend Approval	
<b>Name</b>	<b>Signature</b>

# 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 DAFI 34-106, 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 DAFI 34-106, 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.

Type president's name (Do not type rank or unit symbol here)  
President

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

KIM, MYONG CHOL, KGS-11  
Deputy Resource Management