

How to Become a Private Organization (PO)

Once it is determined that your organization meets the requirements of a PO, a package must be created, requesting permission to operate on Keesler AFB. POs may not operate on Keesler AFB until they are granted permission.

The initial approval package will be reviewed by 81 FSS Resource Management (81 FSS/FSR), then reviewed by the Wing Attorney Advisor (81 TRW/JA). The final approval authority lies with 81 TRW/CC (Unless Delegated to the MSG/CC).

The following items are required in the package:

- 1.) SSS requesting approval from 81 TRW/CC (Unless Delegated to the MSG/CC)**
- 2.) Constitution and Bylaws**
 - a) Must be signed by President of the PO**
 - b) Coordinated through 81 FSS/FSR**
 - c) Coordinated through 81 TRW/JA**
 - d) Approved and signed by 81 TRW/CC unless delegated to the 81 MSG/CC**
 - e) Must be revalidated every two years or when a change occurs**

From AFI 34-223, "The constitution, bylaws, or similar documents must address the nature, function, objectives, membership eligibility, and sources of income of the PO; provide the certification to FSS/FSR indicating that PO members have been notified and understand their personal financial liability for obligations of the PO, as provided by law; describe the responsibilities of PO officers for asset accountability, liability satisfaction, and sound financial and operational management; and provide specific guidance on disposition of residual assets upon dissolution."

3.) Request for waiver of liability insurance (if applicable)

- a) Approved and signed by the 81 TRW/CC unless delegated to the 81 MSG/CC**

According to AFI 34-223, "POs must have liability insurance unless the Installation Commander waives the requirement."

This waiver will be granted if the PO does not engage in high-risk activities. If the waiver is approved, it is understood that in the instance the PO plans or partakes in a high risk activity, insurance must be obtained for that event.