

OSAN AB - ANNUAL REVIEW PRIVATE ORGANIZATIONS CHECKLIST

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 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.

Before your PO can submit its constitution, bylaws, and other documents for review, PO president/officer must be able to answer 'YES' to the following questions:	YES/NO
Have the PO officers reviewed AFI 34-223, <i>Private Organizations (PO) Program</i> ?	
Do your PO's constitution, bylaws, and other documents ...	
address the nature, function, objectives, membership eligibility, and sources of income? <i>Para 9.2.1</i>	
provide certification to 51 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>	
<i>Do you understand that...</i>	YES/NO
your PO's constitution & bylaws must be updated every two years OR when there is a change, purpose, function or membership eligibility of the PO (whichever comes first)? <i>Para 9.3</i>	
your PO may dispose of its assets only in the manner outlined in its constitution, bylaws, or similar documentation?	
when your PO decides to dissolve or shut down, it must use its funds to satisfy any outstanding debts, liabilities, or obligations? <i>Para 12.1</i>	
when your PO decides to dissolve or shut down, it must dispose of the residual balance as decided by the PO membership? <i>Para 12.2</i>	
when your PO decides to dissolve or shut down, it must notify the 51 FSS/CC of the intent to dissolve the PO and prepare a time-phased action plan to do so? <i>Para 12.3</i>	
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>	
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>	
your PO 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>	
your PO must have liability insurance unless the Installation Commander waives the requirement? <i>Para 10.15</i>	

If you have answered 'YES' to ALL of the above questions, you may now submit your PO's written constitution, bylaws, and other documents for review.

PO Officer Name

Date

Checklist for Annual Review of PO Files

- _____ 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)

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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