

# ANNUAL REVIEW ONLY

## PRIVATE ORGANIZATIONS (PO) CHECKLIST

Private Organizations (POs) 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 PO?**

A: If your activity/operation’s current assets (cash, non-resale inventories, receivables, and investments) exceed a monthly average of \$1,000 over a 3-month period, your activity/organization MUST become a PO. If your activity/operation does not wish to become a PO, it must discontinue on-base operations or reduce its current assets below the \$1,000. *(see AFI 34-223, para 2.2 for more info)*

<b>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:</b>	YES/NO:
Have the PO officers reviewed <b>AFI 34-223, Private Organizations (PO) Program?</b>	
<b><i>Do your PO’s constitution, bylaws, and other documents ...</i></b>	
...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>	
<b><i>Do you understand that...</i></b>	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 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