

Name of Non-Federal Entity  
Address

Date

Director, Family and Morale, Welfare and Recreation  
Attn: Calvin Foster Jr., Non-Federal Entity Fundraising Coordinator  
DFMWR, 6850 Barron Avenue, Building 85  
Fort Moore, GA 31905

SUBJECT: Request for Permission to Operate as a Non-Federal Entity on Fort Moore

1. The **name of Non-Federal Entity** requests permission to operate as a private organization on Fort Moore.
2. **Name of Non-Federal Entity** will comply with appropriate Department of Defense, Department of Army, and MCoE directives, regulations, and guidance as required.
3. Enclosed for approval is a copy of the Organization's Constitution and Bylaws revised IAW the approved OSJA format provided by your office. The Constitution and Bylaws were approved by the members at the membership meeting held on **date**. (If your NFE/PO is affiliated with a National Organization, please include a copy of the National Charter/Constitution and Bylaws.)
4. Also enclosed is the current list of officers.

**Name**  
President

# CONSTITUTION OF THE XXXXXX

## ARTICLE I - NAME AND PURNFESE

Section 1: This Association will be officially known as and called the " " "

Section 2: The Association is established as a Non-Federal Entity pursuant to:

- a. DODI 1000.15, Non-Federal Entities on DOD Installations.
- b. DOD 5500.7-R, Joint Ethics Regulation.
- c. AR 210-22, Non-Federal Entities on Department of the Army Installations.
- d. Maneuver Center of Excellence Policy memoranda regarding Non-Federal Entities.

Section 3: The Association exists on the military installation at the discretion and with the consent of the Installation Commander or his designee.

Section 4: The purpose of the Association is to **[You should insert the purpose of your association, for example “the purpose of XXXX is to promote esprit de corps and cohesion amongst the senior leader of XXXX Regiment by discharging certain social obligations, including hail/farewells, births, deaths, and marriages”]** This Constitution supersedes all previous constitutions.

## ARTICLE II - GENERAL PROVISIONS

Section 1: The Association will be self-sustaining and will receive no financial assistance from any non-appropriated fund instrumentality in the form of contributions, repairs, services, dividends, or other donations of money or other assets.

Section 2: The Association will be a non-governmental association, established and operated by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Government. The Association is not established nor operated pursuant to authority vested in the Army or any official thereof.

Section 3: The Installation Commander or his designee may withdraw his consent for the Association to operate on the installation at any time. Consent for the Association to operate on the installation will automatically cease two years after being granted unless the Association applies for and receives revalidation within that one-year period.

Section 4: The programs and activities conducted will not prejudice or discredit the military service or any agency of the United States Government.

Section 5: We will not use the name of any DOD component, unit, or installation in our name. If we want to include such in our name, we will: **[Non-Federal Entities may include the name or abbreviation of the DOD Component, organizational unit, or installation in their name, provided they take effective steps to ensure that their status as a Non-Federal Entity is apparent and unambiguous. Such steps include, at a minimum:]**

- a. Not use a seal, logo, or insignia of any DOD component, organization, unit or installation on the Association's letterhead, correspondence, or in its title.
- b. Not use the name so that it may mislead members of the public to assume the Association is in fact an organizational unit within the Department of Defense.
- c. Receive prior approval for such use by the head of the appropriate DOD organization. At Fort Moore the approval authority is the commander of MCoE and Ft. Moore or his designee.
- d. Use a prominent disclaimer on all print and electronic media confirming that the Association is not part of the Department of Defense.

Section 6: The Association will not compete with any appropriated or non-appropriated fund activity that offers similar programs or services.

Section 7: The Association will reimburse the Army for any utility expenses incurred by the Army as a result of the operation of the Association, unless it would cost the Army more to bill and collect than it costs to provide the utility.

Section 8: The Association will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

Section 9: The Association will not seek to deprive individuals of their civil rights.

Section 10: The Association will not engage in the distribution or sale of alcoholic beverages at any time.

Section 11: The property of this Association will consist of such articles as may properly come into its possession. The property shall be accounted for by the Treasurer in accordance with generally accepted accounting principles. Should this Association either dissolve or cease to be allowed to operate on Fort Moore, Georgia, this Association will remove all the Association's property from Fort Moore within 10 working days of dissolution or receipt of notice to cease activities on Fort Moore. After that time, the Association's property will be considered abandoned on the installation by the Association and may be acquired or disposed of by the installation under applicable DoD, Army, federal, State, and or local laws, regulations, etc.

Section 12: All records of this Association, excluding permanent files and the uncompleted checkbook, shall be kept on a calendar year basis, and held at least three (3) years after which time they may be destroyed. The checkbook will be placed with related records when it is completed, using the applicable provisions of AR 25-400-2 series as a guide.

Section 13. In no event shall the United States Government be held liable, in fact or in spirit, for any actions taken or indebtedness incurred by the Association or the members of the Association.

### ARTICLE III - OFFICERS AND GOVERNING BODY

Section 1: Elected officers of the Association shall be the President, Vice President, Recording Secretary, and Treasurer.

Section 2: Appointed officers may be chairpersons of each standing committee. The President shall appoint them.

Section 3: Nominations, elections, terms of office, and duties are outlined in the Bylaws.

Section 4: The Association shall be administered under the supervision of the Executive Board in accordance with the approved Constitution and Bylaws and other applicable government directives.

Section 5: The Executive Board will consist of the elected officers, standing committee chairpersons and designated group representatives. All members of the Executive Board will be entitled to vote.

Section 6: The Executive Board shall carry out the purposes and objectives of the Association by approving the transaction of routine business in accordance with the approved Constitution and established policies and shall make and enforce such Bylaws as are necessary for the government of this Association.

Section 7: At the end of the Association year, all outgoing officers and chairpersons of standing and special committees shall submit to the Recording Secretary a written report. One copy will go to the incoming President, one copy to the appropriate officer and/or committee chairpersons, and one copy to the Association files.

### ARTICLE IV - MEMBERSHIP OR PATRONAGE

Section 1: Membership in this Association will be voluntary. Active membership will be open to all soldiers of XXXX and their family members and Associate membership will be open to all retired or civilian members of XXXX and their family members, which associate members may not hold elective office in the Association, vote on Association matters, or otherwise participate in the management of the Association.

Section 2: The XXXX will advertise and solicit membership by: XXXX [discuss how you will advise prospective members of the Association while ensuring membership is voluntary

**and without coercion].** Membership in the Association will not be discussed in official business meetings, and the Association secretary and/or treasurer will strictly maintain lists of members and non-members. Under no circumstances will such lists be posted in public view in the workplace.

Section 3: Membership discrimination based on race, color, sex, religion, age, disability, or national origin will not be permitted. The use of male pronouns in this document is a matter of convenience and in no way implies any intent to discriminate against women.

Section 4: All members shall be required to read the Constitution and Bylaws as a condition for membership.

#### ARTICLE V - METHOD OF FINANCING

Section 1: The revenue necessary to pursue the objectives of the Association shall be derived from dues and from revenue-producing activities conducted by the Association when required, approved, and conducted under the guidance and supervision of the Executive Board. All revenue-producing activities shall have prior approval of the Installation Commander or his designee. We understand that gambling in federal buildings is prohibited and that raffles on post have been restricted as a matter of policy. Raffles conducted off post will be in conformance with Georgia law and with the approval of the county sheriff.

Section 2: The dues of this Association are established by the Association's Bylaws, but may be amended annually by a simple majority vote of the Executive Board. No dues will be refunded upon departure or reassignment of any member.

#### ARTICLE VI - ACTIVITIES

Section 1: In support of its purpose, the Association plans to **[In this article, the association describes the activities it plans to carry out in support of its purpose. Examples include bake sales and parties.]**

#### ARTICLE VII - INCOME TO MEMBERS

Section 1: Income shall not accrue to individual members except through wages and salaries as employees of the Association or as award recognition for service rendered to the Association or the military community.

#### ARTICLE VIII - MEETINGS AND QUORUMS

Section 1: General Membership Meetings

a. The General Membership will meet in January or in the first month of the Association's fiscal year and at the request of any member. At each meeting, the Treasurer will render a financial status report.

b. One half of the active members of the Association will constitute a quorum. A simple majority vote shall govern.

#### Section 2: Executive Board Meetings.

a. The President shall determine how often the Executive Board will meet. Special meetings of the Executive Board may be called at the request of any board member.

b. One half of the members of the Executive Board will constitute a quorum. A simple majority vote shall govern.

Section 3: All meetings will be conducted according to the then current Robert's Rules of Order (Revised Edition). The President will have the final authority to decide points of order.

### ARTICLE IX - ADOPTION AND AMENDMENTS

Section 1: This Constitution and any Bylaws hereto will become effective upon adoption by a simple majority vote of the General Membership present at a duly constituted regular or special meeting and upon approval of the Installation Commander or his designee. This Constitution will then supersede all previous constitutions and amendments except that it will not affect officers elected, specific agreements, or contracts entered into under the terms of previous constitutions until such terms of agreement or contracts have reached their expiration date.

Section 2: Notice of amendments to the Constitution must be made at a regular membership meeting prior to presentation for a vote at a regular or special meeting of the general membership.

Section 3: Amendments to the Constitution must be approved by a simple majority vote of the General Membership present at a duly constituted regular or special meeting. **[Another option is to use the following instead of the first sentence: Amendments to the Constitution must be approved by a simple majority vote of the members of the Executive Board present at a duly constituted regular or special meeting.]**

Section 4: Bylaws may be amended by a simple majority vote of the Executive Board present and voting in a duly constituted meeting. A member desiring to propose an amendment shall present the proposed amendment in writing with his/her signature to the Executive Board. The board shall consider the amendment at its next meeting.

### ARTICLE X - INSURANCE

Section 1: **[WHICHEVER IS CORRECT, EITHER:**

The Garrison Commander (GC) or the GC's DFMWR designee has been furnished with a "Declaration Page", "Policy", and a "prepaid in-full" receipt for one (1) year's coverage as proof of "umbrella" liability insurance in the amount of \$XXXXXX; which amount the GC or the GC's DFMWR designee deemed as sufficient for protection against public liability, claims,

property damage claims, or other legal actions arising from Association activities, one or more of the Association's members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and or responsibility of the Association. Should that amount of insurance coverage be insufficient, the Association members may be held personally liable for debts, claims, and legal actions that arise as a result of the activities of the Association or one or more of its members acting on its behalf. Therefore, individual Association members could be sued, judgments could be rendered against them, and their assets (e.g., land, homes, cars, bank accounts, other personal and or real properties) could be seized and or their salaries and incomes (military and or civilian) garnished to pay the judgments.

## **OR**

The GC or the GC's DFMWR designee granted the Association a waiver of the requirement for "umbrella" liability insurance for protection against public liability, claims, property damage claims, or other legal actions arising from Association activities, one or more of the Association's members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and or responsibility of the Association. Therefore the Association members may be held personally liable for debts, claims, and legal actions that arise as a result of the activities of the Association or one or more of its members acting on its behalf. Therefore, individual Association members could be sued, judgments could be rendered against them, and their assets (e.g., land, homes, cars, bank accounts, other personal and or real properties) could be seized and or their salaries and incomes (military and or civilian) garnished to pay the judgments.]

Section 2: The Association members may be held personally liable for debts, claims, and legal actions that arise as a result of the activities of the Association or one or more of its members acting on its behalf. All members shall be required to sign a statement acknowledging their individual personal liability in the event Association assets are insufficient to discharge all Association liabilities. The Association shall ensure that all State and jurisdictional laws are met.

Section 3: Fidelity bonding will be purchased for members or employees handling monthly cash flow exceeding \$500. Such bonding will be in an amount equal to the normal maximum amount of cash handled.

## ARTICLE XI - DISSOLUTION

Section 1: Upon dissolution of the Association by an affirmative majority vote of the General Membership, without any provision to meet again in the future, the funds in the treasury at the time shall be used to meet any outstanding debts, liabilities, or obligations. The balance will be disposed of as determined by the membership with the proviso that members can only dispose of the assets in a manner consistent with the purposes of the Association for which the funds were raised initially. No part of the remaining assets may inure as income to the members. This liquidation may result in a personal liability on the part of individual members. In the event that Association liabilities exceed Association assets, individual members will be personally liable for his pro rata share of the Association's outstanding liabilities.

This Constitution was approved by a simple majority vote of the General Membership present at a regular meeting held on \_\_\_\_\_ . In witness whereof the following officers affix their signatures.

President \_\_\_\_\_

Vice President \_\_\_\_\_

Recording Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_



**BYLAWS  
OF THE  
XXXX**

**ARTICLE I DUTIES OF THE OFFICERS**

Section 1: The duties of the officers shall be those implied by respective titles, those prescribed by the Constitution of the Association, and those specified by these Bylaws. Officers may hold the same office for consecutive terms.

Section 2: The Association, its officers, and its members will comply with all provisions of the following regulations:

- a. DODI 1000.15, Non-Federal Entities on DOD Installations
- b. DOD 5500.7R, Joint Ethics Regulation
- c. AR 210-22, Non-Federal Entities on Department of the Army Installations
- d. Maneuver Center of Excellence Policy memoranda regarding Non-Federal Entities

Section 3: President -The President shall preside at the meetings of this Association and of the Executive Board and shall be a member (ex-officio) of all committees. He shall, with the Treasurer, review all contracts and obligations authorized by the Executive Board. The President shall cosign all disbursements (checks) in excess of three hundred dollars (\$300.00). The President shall appoint all standing and special committee chairmen, unless otherwise stated in the Bylaws.

Section 4: Vice President -The Vice President shall assist the President and perform the duties of the President in his absence. He shall perform any other duties that the President may assign. Should the office of the President be vacated, he shall assume the duties of that office. The Executive Board shall then appoint a Successor to this office as prescribed by Section 7 of this article.

Section 5: Recording Secretary -The Recording Secretary shall keep a record of all meetings of the Association and their proceedings. He shall keep a record of the minutes of the Executive Board. He will submit a rough draft of these minutes to the President for approval. Executive Board minutes will include the names of all board members in attendance at each session. He shall post minutes of the Executive Board meetings in a conspicuous place as determined by the Executive Board for the information of the General Membership. In the event the Association holds a meeting or conducts activities in any given month, the secretary will forward the minutes and monthly financial statement to the Directorate of Family and Morale, Welfare and Recreation (DFMWR), Maneuver Center of Excellence, ATTN: IMBE-MWN, Fort Moore, Georgia 31905, by the 15th of the following month. He shall be responsible for administering

any telephone votes as per Article II, Section 2, of the Bylaws and for properly entering such action and its results in an addendum to the minutes to be read the next scheduled Executive Board meeting. He shall be responsible for maintaining the permanent file as stated in Article II, Section 12, of the Constitution. He shall deliver to his successor all records and files of the Association. If the President and Vice President are absent from the Executive Board meeting, he shall call the meeting to order and preside until the Board Members make the election of a temporary chairman. The Recording Secretary shall maintain a historical file, consisting of the following permanent records:

- a. Original Constitution with all current revisions.
- b. Original Bylaws with all current revisions.
- c. Records of approval of Constitution, Bylaws, and all amendments.
- d. Current list of members.
- e. A copy of the last audit, if required.

Section 6: Treasurer -The Treasurer shall collect all accounts receivable, such as dues and any other funds accrued by the various committees. He shall disburse the Association's funds as directed by the Executive Board. He shall present a financial report to the Executive Board each month. The records of account will be open to inspection by the members of the Association. He shall use the general provisions of AR 37-1, Chapter 32. He shall sign all contract obligations and disbursements authorized by the Executive Board. He shall post a copy of the financial report in a conspicuous place monthly. He shall present a written financial report at the last general meeting of the year. He shall ensure that all necessary audits are performed IAW AR 210-22, paragraph 3-3. He shall use a single-**entry** accounting system to keep an itemized account of all receipts, disbursements, and all supporting vouchers and records.

Section 7: With the exception of the office of the President, whose succession is assured in this Article, vacancies occurring in any of the offices shall be filled by the Executive Board with a simple majority vote of the members present and voting in a duly constituted meeting.

Section 8: These Bylaws supersede all previous Bylaws.

## ARTICLE II - ELECTIONS AND VOTING

Section 1: The officers designated by Article III of the Constitution shall be elected from and by the General Membership at the January meeting for a term of one year (calendar). All active members present are entitled to vote.

Section 2: The President will have the authority to conduct a vote by telephone of the voting members of the Executive Board in the event of the requirement of an immediate decision of such urgency to preclude a called meeting per Article VIII, Section 2a, of the Constitution. A quorum of the voting members must be polled. A simple majority of those members polled is

required to reach a decision. The telephonic vote is to be administered solely by the Recording Secretary. Each voting member must be informed that this is a voting procedure and must be read the motion under consideration in its complete form. The polling should be conducted with dispatch. All telephonic votes are to be reflected in the minutes as stipulated in Article I, Section 5, of the Bylaws. The minutes will include the exact wording of the motion, the names of those voting members who could not be contacted, and an exact accounting of the vote.

### ARTICLE III - DUES AND FEES

Section 1: **[In this article the association establishes its dues structure. Some associations provide for a choice of periodic or lump sum payments. Some associations establish a fee structure to pay for certain on-going association activities. Large up-front dues create potential pitfalls of: 1) having too much \$ on hand requiring fidelity bonding, and 2) having individuals who will not be in the association very long pay more than their share. If you don't refund the unused portion, there may be issues of fairness]**

### ARTICLE IV - COMMITTEES

Section 1: Standing and special committees may be created, changed, or abolished at the direction of the President with the approval of the Executive Board.

Section 2: Committee chairmen shall appoint their own committee members. Each standing committee shall be present or be represented at every board meeting and will make a report in writing, annually, or as otherwise directed, to the Executive Board.

### ARTICLE V - FINANCES AND TAXES

Section 1: The Treasurer's books shall be audited IAW AR 210-22, paragraph 3-3.

Section 2: The Executive Board shall not incur any financial obligations that extend beyond its term in office.

Section 3: In no event shall the United States Government be held liable, in fact or in spirit, for any actions taken or indebtedness incurred by the Association or the members of the Association.

Section 4: The Executive Board may authorize any single expenditure of funds in an amount of \$300.00 or less. The General Membership must approve expenditures over \$300.00.

Section 5: The Executive Board shall expressly approve all expenditures essential for the operation of this Association and shall ensure that all disbursements are within the purpose for which this Association was established, in accordance with sound business practices, and within the budget.

Section 6: The Association year shall run from the date of the installation of officers in January to the installation of officers the following January. The fiscal year and the membership year shall run from January through December.

Section 7: The Association is **[OR is not]** not a tax-exempt organization. **[In this paragraph the association should discuss its tax status. Many Non-Federal Entities qualify as tax exempt under section 501(c) of the Internal Revenue Code. The association will contact the proper tax officials to ensure compliance with all tax laws and will obtain private counsel when such assistance is needed. Before claiming your tax exempt status, you should have applied to and received approval from the IRS of the status you intend to claim.]**

Section 8: The Association shall be responsible for ensuring applicable fire and safety regulations, environmental laws, local, State, and Federal tax codes, and any other applicable statutes and regulations complies within the operation of the Association.

#### ARTICLE VI – AWARDS AND GIFTS

Section 1: **[In this article you may establish what awards and or gifts the association may give. Common provisions include farewell gifts, baby gifts, hospitalization flowers, and condolence flowers. Many associations establish eligibility criteria and dollar limits in these articles.]**

#### ARTICLE VII - HIRING AND SUPERVISION OF EMPLOYEES

Section 1: The Association will comply with applicable laws that apply to private sector employment. The Association’s employment practices will not discriminate based on sex, age, religion, race, color, national origin, marital status, lawful political affiliation, labor organization membership, or physical handicap.

#### ARTICLE VIII - DUTIES OF EMPLOYEES AND EMPLOYEES' BENEFITS

Section 1: **[If the association has employees, then this article is used to establish duties and benefits for employees. If not needed, simply list the heading and in Section 1 put the words "Not Applicable."]**

These Bylaws were approved by a simple majority vote of the General Membership present at a regular meeting held on \_\_\_\_\_. In witness whereof the following officers affix their signature.

President \_\_\_\_\_

Vice President \_\_\_\_\_

Recording Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Dated: \_\_\_\_\_

The below listed are the officers of the Association:

**President:**

Name printed: \_\_\_\_\_

Address printed: \_\_\_\_\_  
\_\_\_\_\_

Telephone # printed: \_\_\_\_\_

Email: \_\_\_\_\_

**Vice President:**

Name printed: \_\_\_\_\_

Address printed: \_\_\_\_\_  
\_\_\_\_\_

Telephone # printed: \_\_\_\_\_

Email: \_\_\_\_\_

**Recording Secretary:**

Name printed: \_\_\_\_\_

Address printed: \_\_\_\_\_  
\_\_\_\_\_

Telephone # printed: \_\_\_\_\_

Email: \_\_\_\_\_

**Treasurer:**

Name printed: \_\_\_\_\_

Address printed: \_\_\_\_\_  
\_\_\_\_\_

Telephone # printed: \_\_\_\_\_

Email: \_\_\_\_\_

Audit Report

**NAME OF NON-FEDERAL ENTITY**

AUDIT REPORT

For the period beginning:

(xx/xx/xxxx)

and ending:

(xx/xx/xxxx)

FUND BALANCE

Beginning Balance	Ending Balance
\$0.00	\$0.00

DESCRIPTION

BEGINNING BALANCE

\$0.00

Income

Donations	0.00
-----------	------

Fundraiser	0.00
------------	------

Dues	0.00
------	------

0.00

Expenditures

Events	0.00
--------	------

Refund	0.00
--------	------

Awards	0.00
--------	------

	0.00
--	------

	0.00
--	------

0.00

ENDING BALANCE

0.00

AUDITOR COMMENTS:

This audit was made in accordance with current regulation and includes tests of the accounting records and internal controls. In our opinion, subject to the following comments and exceptions cited in this report, the fund examined reflects the results of operations in accordance with applicable directives and the established rules and procedures of the **NON-FEDERAL ENTITY**. Signatures **CAN NOT INCLUDE** NFE Officer List Bored Members.

**Signature**

**Print**

**Date**


**NAME OF NFE**

Financial Statement

**For Period:**

xx/xx/xxxx - xx/xx/xxxx

Does the PO have a checking account?                      YES \_\_\_\_\_                      NO \_\_\_\_\_

**Previous Balance Ending:** \_\_\_\_\_

**PO REVENUE:**

Type Revenue	How Raised (back sales, car wash, donations, etc.)	Date Received	Location of Fundraiser	Amount Raised
Fundraiser				
Donation				
Membership Dues				

Total Revenue for Reporting Period: \_\_\_\_\_ **\$0.00**

**PO EXPENSES:**

Type of Expense	Amount of Expense
Office Supplies	
Award	
Bank Fee	
Printing	
Refreshments	
Other (identify):	

**Total Expenses for Reporting Period:** **\$0.00**

**Net Income:** **\$0.00**  
(Total Revenue less Total Expenses)

**Ending Equity Balance:** **\$0.00**  
(Beginning Balance plus Net Income)



# Statement of Account

Last statement: July 31, 2023  
 This statement: November 30, 2023  
 Total days in statement period: . . .

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Direct inquiries to:  
 888-796-6887

AMERICAN SOCIETY MILITARY COMPTROLLERS  
 41 AVERY DR  
 FORT MITCHELL AL 36856-0000

## Summary of Account Balance

Account	Number	Ending Balance
Non-Profit Checking		\$2,254.17

### Non-Profit Checking Account Number

Beginning balance	2,269.17	Low balance	2,254.17
Deposits/Credits	0.00	Average balance	2,254.17
Withdrawals/Debits	15.00	Average collected balance	2,254
Ending balance	2,254.17		

### Other Debits

Date	Transaction Type	Description	Amount
08-31	Service Charge	Dormant Acct Fee	5.00
09-30	Service Charge	Dormant Acct Fee	5.00
10-31	Service Charge	Dormant Acct Fee	5.00

### Balance Summary

Date	Amount	Date	Amount	Date	Amount
07-31	2,269.17	09-30	2,259.17		
08-31	2,264.17	10-31	2,254.17		



**CRITERIA MATRIX FOR LIABILITY REQUIREMENT FOR NON-FEDERAL ENTITIES/PRIVATE ORGANIZATIONS**

	<b>Liability/Fidelity Insurance Required</b>	<b>Waiver Consideration For Liability Insurance</b>
	<b>High Risk</b>	<b>Medium/Low Risk</b>
<b>Purpose/Operation</b>	Purpose involves conducting activities that may pose a risk to members or participants	Purpose is primarily administrative in nature
<b>Use of Government Facility</b>	*Occupies a dedicated facility *Operates an ongoing business *Storage of NFE/PO assets (equipment and inventory)	*Occasional use for such activities as meetings *Storage of NFE/PO supplies
<b>Activities/Fundraising</b>	Risk of injury to members or participants (i.e. shooting matches, sporting events, carnivals)	*Minimal risk of injury to members or participants (i.e. bake sales, hotdogs sales)
<b>Financial Status</b>	Monthly cash flow exceeds \$500	Monthly cash flow is less than \$500

\*Areas not covered in the above matrix will be evaluated on a case-by-case basis and a determination made with concurrence by the SJA.

The information provided by the Non-Federal Entity/Private Organization known as The Survivors of the Fallen Heroes on the NFE/PO's Request for Waiver of Requirement for NFE/PO Liability Insurance was subjected to the above Criteria Matrix and determination made that:

\_\_\_ some or all NFE/PO activities involve a Low Risk of injury to NFE/PO members or non-NFE/PO participants

\_\_\_ some or all NFE/PO activities involve a Medium Risk of injury to NFE/PO members or non-NFE/PO participants

\_\_\_ some or all NFE/PO activities involve a High Risk of injury to NFE/PO members or non-NFE/PO participants

And therefore the requested waiver:

\_\_\_ is granted to the NFE/PO

\_\_\_ is not granted to the NFE/PO

Date: \_\_\_\_\_

Signature of: \_\_\_\_\_  
Darryle L. Jones, Director, Family and MWR  
GC's Designee

# Request for Waiver of requirement for Non-Federal Entity Liability Insurance

Name of Non-Federal Entity (NFE): \_\_\_\_\_

**Instructions:** Prior to using this form, you must read the below warning and the additional following instructions for this form.

**Warning:** Your failure to provide sufficient details as instructed will result in a denial of your request for waiver of liability insurance requirement and denial of approval for the NFE to operate on Fort Moore, Georgia.

**Confirmation:** My below signature affirms that I have read both the above and the following form instructions and warning.

Prepared by: (name signed) \_\_\_\_\_

(name printed) \_\_\_\_\_

Date prepared: \_\_\_\_\_

Describe in Detail (see instructions paragraph 3.c. and Examples in 3.c.)

1. **NFE Action** (see instructions paragraph 3.a):

2. **Things Used for NFE Action** (see instructions paragraph 3.b.):

## Instructions for Request for Waiver of requirement for Non-Federal Entity Liability Insurance

A NFE seeking to operate on Fort Moore, Georgia, must accomplish various actions, including but not limited to:

1. **Either** furnish the GC or the GC's DMWR designee with a "Declaration Page", "Policy" **and** a prepaid in-full receipt for one (1) year's coverage as proof of "umbrella" liability insurance in an amount the GC or the GC's DMWR designee deems as sufficient for protection against public liability, claims, property damage claims, or other legal actions arising from NFE activities, one or more of the NFE's members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and or responsibility of the NFE.
2. **Or** request and receive from the GC or the GC's DMWR designee a waiver of the requirement for such insurance. In making that request the NFE must provide the following information using the above portion of this form labeled "REQUEST FOR WAIVER OF REQUIREMENT FOR NON-FEDERAL ENTITY LIABILITY INSURANCE. "
3. If a NFE requests a waiver of the requirement for such insurance:
  - a. Describe in detail **ALL the actions** (including but not limited to, routine and non-routine administrative, fund raising, social activities, etc.) that are done or may be done by the NFE **AND OR** those acting on behalf of the NFE. (In other words, tell us what the NFE does.)
  - b. Describe in detail **ALL the things** (including, but not limited to, "for sale" food and non-food items, vehicles, structures, tents, tools, appliances, tables, chairs, other furnishings, equipment, etc.) that are used or may be used to perform **ALL the actions** described in the responses to the above paragraph 2.a. The fact that those things may be rented, owned, borrowed, or otherwise gotten for use, must not limit your response to this paragraph 2.b. (In other words, tell us how the NFE conducts operations.)
  - c. Describe in detail **means** describe each of the above "actions" and "things" sufficiently to know exactly what the "actions" and "things" are not just some general category descriptions (say "swimming pool party" not "social event", say "chainsaw" not "tool")

**EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO:**

- (1) NFE regular monthly meetings using folding chairs and tables, VFW #1313's hall, electronic audio-visual equipment, no refreshments provided.
- (2) NFE funds receiving, depositing, withdrawing, accounting of and for money, checks, bills, expenditures, using a combination safe, FDIC insured bank, checks, deposit slips, bank accounts and NFE accounting records.
- (3) NFE county fair food selling booth using vehicles (to move equipment, supplies, persons), "for-sale" member made hamburgers and commercially bought "soft drinks", tents without flooring, hammers, gas fired grills, kitchen cleaning chemicals and mops, folding tables, and chairs.
- (4) NFE picnic using member made hamburgers and commercially bought "soft drinks"; darts and dart boards; volley balls, net, and polls; footballs; basketballs and portable goals; baseballs, bats, helmets, and bases; tents without flooring; the Moore Club's swimming pool; horse-riding, hunting, fishing, and skiing equipment; hammers; gas fired grills; kitchen cleaning chemicals and mops; folding chairs and tables.

## NFE Meeting Minutes

(Name of NFE)  
(Address of NFE)

1. The meeting of the (Name of NFE) was called to order on (date and time) at (location).
2. The following personnel and members were present:
  - a. Members Present:
  - b. Guest Present:
3. OLD BUSINESS:
  - a. The minutes of the last meeting were read and approve (or approved with the following changes).
  - b. The financial report was presented and approved (or approved with the following changes).
4. NEW BUSINESS:
  - a.
  - b.
5. DISCUSSIONS:
  - a.
  - b.
6. The meeting was adjourned at (date and time). The next meeting will be held (date and time) at (location).

Signature of Secretary:  
Name of Secretary:  
Position Title: Secretary  
Date Signed:

Signature of President:  
Name of President:  
Title of Position: President  
Date Signed:

Attachment  
Financial Report

# Commanders Installation License Request Form

SUBMITTED BY: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

1. Non-Federal Entity Name: \_\_\_\_\_

2. Non-Federal Entity Point of Contact (PoC): \_\_\_\_\_

*(Person Authorized to Short-Term Installation License)*

3. Non-Federal Entity Address: \_\_\_\_\_

4. Non-Federal Entity Phone Number: \_\_\_\_\_

5. Non-Federal Entity Email: \_\_\_\_\_

6. Purpose of Visit: \_\_\_\_\_

7. Date(s) Requested for Visit: \_\_\_\_\_

8. Total Number of Visitors (*Over the Age of 21*): \_\_\_\_\_

9. Total Number of Visitors (*Under the Age of 21*): \_\_\_\_\_

10. Locations Desired for Use and Occupation: \_\_\_\_\_

\_\_\_\_\_

Government Points of Contact			
Title	Name	Phone	Email
Realty Officer	Tim Stone	(706) 545-1998	<a href="mailto:Timothy.i.stone.civ@army.mil">Timothy.i.stone.civ@army.mil</a>

# NON-FEDERAL ENTITY FUNDRAISING REQUEST

Non-Federal Entities should provide this form a minimum of 45 working days in advance of the fundraiser event. Submit to Building 85, 6850 Barron Avenue, Family and MWR HQs.

Name of Non-Federal Entity: \_\_\_\_\_

Is the Non-Federal Entity approved to operate on this Installation?   YES      NO

Event Time/Date(s)?: \_\_\_\_\_

Type of Event, (i.e., car wash, bakesale): \_\_\_\_\_

Location: \_\_\_\_\_

Approval to use location by (first, last name & phone #): \_\_\_\_\_

Items (types of food/drinks/merchandise), Services, Activities offered:  
\_\_\_\_\_

Funds will be used for: \_\_\_\_\_

Number of Fundraisers held on Fort Moore thus far (PTO indicate # held off school premises):  
\_\_\_\_\_

If expected to receive unsolicited donations from off-post businesses or request for exception to policy, list here:  
\_\_\_\_\_

I certify that all sales taxes will be collected and submitted in a timely manner to the state of Georgia.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Requestor Position: \_\_\_\_\_ Telephone #: \_\_\_\_\_

NFE Address: \_\_\_\_\_

Current Date: \_\_\_\_\_

OFF POST SOLICITATION IS PROHIBITED IN CONJUNCTION WITH AN ON-POST FUNDRAISER. THIS INCLUDES ADVERTISING IN CIVILIAN MEDIA THAT TARGETS NON-DOD AFFILIATED INDIVIDUALS. UNSOLICITED DONATIONS MAY BE ACCEPTED. EXCEPTION TO POLICY MAY BE GRANTED BASED ON EXTENUATING CIRCUMSTANCES AND SJA LEGAL OPINION, THE BELOW IS TO BE COMPLETED BY APPOINTED PERSONNEL.

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### CONCURRENCE/NONCONCURRENCE

(Concur/Nonconcur) Non-Federal Entities Coordinator, FMWR

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(Concur/Nonconcur) Preventive Medicines, (if involves sales of hot food)

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(Concur/Nonconcur) AAFES Manager, (If location is at AAFES or competes with AAFES)

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(Concur/Nonconcur) Commissary Manager (If at Commissary)

---

(Concur/Nonconcur) Facility Manager (e.g., if at MWR Activity)

---

(Concur/Nonconcur) FMWR (If competes with FMWR)

---

(Concur/Nonconcur) Ethics Counselor (Will submit to Approval Authority)

---

(ETP Approved/Disapproved) Garrison Commander

DATE