MEMORANDUM FOR 316 MSG/CC

FROM: XXXXXX Booster Club

SUBJECT: Permission to Operate a Private Organization on Joint Base Andrews, MD

1. Request permission for the XXXXXXXXXXXXX (name of PO) to operate as a private organization (PO) in accordance with AFI 34-223 on Joint Base Andrews, MD.

2. Request permission to operate under (Wing/Unit) name in accordance to AFI 34-223. (Only required if PO is using Wing or Unit name)

3. We are an organization with the goal of XXXXXXXX and organize such activities agreeable to the association membership, which will benefit all the Joint Base Andrews XXXXXXXX. All fundraisers will be coordinated with the 11th Force Support Squadron Commander at least three weeks prior to the planned event for approval or disapproval and will be limited to no more than two per calendar quarter.

4. We understand that per AFI 34-223, Private Organization Program, this permission must be renewed “every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first.”

5. Per AFI 34-223, paragraph 10.15, POs must have liability insurance unless the Installation Commander waives the requirement. This waiver authority may be delegated to the Mission Support Group Commander. Insurance should be required unless the activities of the PO are such that the risk of liability is negligible. PO members must be made aware that they are jointly and severally liable for the obligations of the PO, and their understanding of the liability must be documented. Insurance waivers must be reevaluated annually.

6. Per AFI 34-223, paragraph 10.2, POs “may not discriminate on the basis of age, race, religion, color, national origin, disability, ethnic group, or gender.” Per paragraph 2-301 of the Joint Ethics Regulation, DoDD 5500.7-R, POs are also prohibited from using any federal government communication systems or equipment, including telephones and email, to conduct their unofficial activities.

7. Per AFI 34-223, paragraph 10.1.2.3, POs must use the following disclaimer in all print and electronic media mentioning the PO’s name: “This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.” This disclaimer must also be provided in verbal communication and public announcements.

8. Your favorable consideration is greatly appreciated.

CAPITALIZE NAME

President, XXXXX Booster Club (No rank)

Subject:

1st Ind, 316 MSG/CC

MEMORANDUM FOR XXXXX BOOSTER CLUB

Approved/Disapproved

NICHOLE K.A. SCOTT, Colonel, USAF

Commander, 316th Mission Support Group