

USAG Rheinland-Pfalz
NON-FEDERAL ENTITY (NFE) APPLICATION

As of 7 May 2025

1. NAME OF ORGANIZATION:

*NFEs must obtain approval to operate from the USAG Commander or his/her delegated authority. Each application must undergo a legal review prior to approval. NFE Liaison is responsible for submitting this documentation to the JAG Office. **Legal reviews may take 30-90 days to process.***

2. REQUEST FROM NFE:

_____ **ESTABLISHMENT**

_____ **REVALIDATION**

THIS COMPLETED APPLICATION INCLUDES:

SIGNED COPY of CONSTITUTION AND BYLAWS (WITH CHARTER IF APPLICABLE)
VALID PROOF OF INSURANCE
OFFICER LISTING – SOFA STATUS, EMAILS, ADDRESSES & PHONE NUMBERS
SOFA STATUS MEMO
BANK ACCOUNT REQUEST (ESTABLISH OR RENEWAL)
REVALIDATION ONLY (IN ADDITION TO ALL DOCUMENTS LISTED ABOVE)
FINANCIAL AUDIT
MEETING MINUTES (3 CONSECUTIVE MONTHS)
BANK & TREASURER REPORTS (3 CONSECUTIVE MONTHS)

4. BRIEFING:

- Approval to Operate as an NFE for USAG-RP is valid for 2 years, unless terminated by either party.
- All NFEs must include the following statements in their Constitution and Bylaws:
 1. **AER 210-22, 5(b)** – Membership Eligibility
 2. **AR 210-22, 2-2b(6)** – Non-extremist activities
 3. **AR 210-22, 5-5** – Will not unlawfully deny membership. (If PO membership is based on Sex, then they must comply with AR 210-22, 5-5(2a-c).
 4. **AER 210-22, 4a, 5c** – SOFA Status of members and Officers. At least 51% of members must have SOFA status. President or Vice President and Treasurer must have SOFA status.
 5. **AR 210-22, 2-1a(1)** – NFE Liability
 6. Will not personally profit from PO Income
 7. May be renewed bi-annually upon NFEs written request
 8. Dissemination of assets upon termination or closure.
 9. **AR 210-22, 3-3(e1-2)** – Revocable Privileges
- All NFEs must have adequate and valid proof of insurance at all times.
- All NFEs must comply with the tax laws of the country where they operate. (AR210-22, para 5-4). The organization is required to obtain private counsel to ensure compliance to Host Nation requirements.
- NFEs may fundraise on an occasional basis. Fundraising requests should be submitted on the Event Application NLT 45 days prior to the event. Application requires favorable legal review and approval before event can be held.

3. REQUIREMENTS:

Once approved to operate, NFEs are required to submit the following documents to the NFE Liaison on a quarterly or annual basis, depending on the document.

Quarterly Requirements:

- 1. Meeting Minutes**
- 2. Bank Statements**
- 3. Internal Treasurer**

Reports due at the end of each quarter as defined below:

Quarter	Months	Due Date
1st	Oct, Nov, Dec	10-Jan
2nd	Jan, Feb, Mar	10-Apr
3rd	Apr, May, Jun	10-Jul
4th	Jul, Aug, Sept	10-Oct

Annual Requirements:

- 1. Insurance** – due date dependent on policy terms
- 2. Financial Audit** – due bi-annually or when the Treasurer or Funds Custodian changes.
- 3. Officer Listing** – After PO Elections as indicated in Constitution and Bylaws.

5. REGULATIONS:

DoD 5500.7-R, Joint Ethics Regulation (JER)
AR 210-22, Private Organizations on Department of the Army Installations
AER 210-22, Private Organization and Fundraising Policy
AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities
DoD Instruction 1000.15, Private Organizations on DoD Installations
AR 600-20, Army Command Policy
AR 600-29, Fundraising within the Department of the Army

6. The _____ is aware of AR 210-22 and AER 210-22. The _____ will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government. The _____ activities will not seek to deprive individuals of their civil rights. The _____ is aware of the USAREUR policy on equal opportunity and will adhere to and enforce these policies.

7. We have read the NFE SOP and Regulations and understand our organizational roles and responsibilities for maintaining approval to operate as an NFE within the jurisdiction of the US Army Garrison Rheinland-Pfalz. If we, or any member of our organization, fails to comply with these requirements, this authorization will be terminated.

President's Name:

President's Signature:

Treasurer's Name:

Treasurer's Signature:

Submit all documentation to USAG-RP, Rheinland-Pfalz, NFE Private Organization Liaison by
email: usarmy.rheinland-pfalz.id-europe.mbx.private-orgs@army.mil