

**USAG Rheinland-Pfalz  
PRIVATE ORGANIZATION APPLICATION**

As of 7 March 2022

|                                 |   |
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| <b>1. NAME OF ORGANIZATION:</b> | <i>Private Organization's must obtain approval to operate from the USAG Commander or his/her delegated authority. Each application must undergo a legal review prior to approval. PO Liaison is responsible for submitting this documentation to the JAG Office. <b>Legal reviews may take 30-90 days to process.</b></i> |
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**2. REQUEST FOR PRIVATE ORGANIZATION:**  
 \_\_\_\_\_ **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)

**3. REQUIREMENTS:**  
 Once approved to operate PO's are required to submit the following documents to the PO Liaison on a quarterly and annual basis.

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 yearly or when the Treasurer or Funds Custodian changes.  
**3. Officer Listing** – After PO Elections as indicated in Constitution and Bylaws.

**4. BRIEFING:**

- Approval to Operate as a Private Organization for USAG-RP is valid for 2 years, unless terminated by either party.
- All PO's must include the following statements in their Constitution and Bylaws:
  1. **AR 210-22, 2-1a(2)(c)** – Membership Eligibility
  2. **AR 210-22, 2-1a(2)(f) & (g)** – Non-extremist activities
  3. **AR 210-22, 3-6 & 3-7a** – Will not unlawfully deny membership. (If PO membership is based on Gender, then they must comply with AR 210-22, 3-7b(2).)
  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(2)(d)** – PO Liability
  6. Will not personally profit from PO Income
  7. Incidental use of Utilities
  8. Dissemination of assets upon termination or closure.
  9. **AR 210-22, 2-1a(1)(b), 2-1e** – Revocable Privileges
- All POs must have adequate and valid proof of insurance at all times.
- All POs must comply with the tax laws of the country where they operate. (AR210-22, para 3-5). The organization is required to obtain private counsel to ensure compliance to Host Nation requirements.
- Private Organizations may fundraise on an occasional basis. Fundraising requests should be submitted on the USAG-RP Event Application NLT 30 business days prior to the event. Applications will receive legal review and approval by Family and MWR Director.

**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 Private Organization SOP and Regulations and understand our organizational roles and responsibilities for maintaining approval to operate as a Private Organization within 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.

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| President's Name: | President's Signature: | Treasurer's Name: | Treasurer's Signature: |
|-------------------|------------------------|-------------------|------------------------|

Submit all documentation to USAG-RP, Rheinland-Pfalz, Private Organization Liaison by email:  
[usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-unit-funds@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-unit-funds@army.mil)