



Private Organizations



What is a Private Organization?

- A PO is a self-sustaining, non-federal entity, incorporated or unincorporated, established on a U.S. military installation with written consent of the Garrison Commander or higher authority (DoD definition)
- There are presently 35 POs in U.S. Army, Japan -- 30 are at Camp Zama; 5 are at Torii Station. Our POs are quite diverse and include Masonic organizations, Scouting units, professional organizations, sports groups, etc.
- They are operated by individuals acting outside any official capacity as officers, employees, or agents of the federal government. Must be a clear delineation between what an individual does in their official capacity and what they do as a PO member
- AR 210-22 provides the Army's policy on POs



Private Organization List



ZAMA PRIVATE ORGANIZATIONS

- Akasaka Press Center Employees Association
- Army Aviation Association of America
- ARNN Elementary School PTO
- Association of the US Army (AUSA)
- Boy Scout Troop #31
- Boy Scout Troop #34
- Clara B. White Court No.11 Heroines of Jericho
- Cub Scout Pack #34
- Delta Sigma Theta Sorority, Inc.
- Fil-Am Association
- Hui 'O Hawaii
- Japan Engineering District Civilian Council
- John J. Story Assembly No. 91
- Latino American Club
- Military Council of Catholic Women
- Operating Location C Community Club
- Preventive Medicine Tomodachi Association
- Pride of the Orient Lodge #55
- Rising Sun Lodge #151
- Sagamihara Masonic Lodge #13
- Signal Corp Regimental Association
- Top 3 Club
- Upsilon Lambda Lambda
- USA Girl Scouts Zama
- Veterans of Foreign War Post #9612
- Zama American High School PTO
- Zama Community Spouses' Association
- Zama Sportsmen's Club
- Zeta Phi Beta Sorority, Inc. Phi Eta Zeta Chapter
- Zama Music Boosters Organization

TORII PRIVATE ORGANIZATIONS

- Army Community Group of Okinawa
- Sergeant Audie Murphy Association Okinawa Chapter
- Special Forces Association Chapter II
- Torii Reach Out Association Okinawa Chapter
- Okiflyers



What Private Organizations Can Do? (AR 210-22)



- **Conduct PO business on a military installation**
- **Conduct fundraising activities on an installation (with Garrison Commander approval)**
- **Conduct membership drives/campaigns**
- **May be authorized use of Army real estate by Garrison Commander – either through lease or license agreement**
- **May obtain an on-post bank account**
- **Can receive unlimited donations, which are used as the membership desires**
- **Typical uses of PO funds include: donations to charities, membership events, youth scholarships, holiday coupons/gift certificates, and social events with Japanese counterparts**



What Private Organizations Can't Do



- Present appearance of official sanctioning or support by DoD
- Engage in activities that duplicate or compete with authorized Army or NAFI activities
- Distribute or sell alcoholic beverages
- Receive preferential treatment (what the Army permits one to do, it must permit other similar organizations to do)
- Receive financial assistance or other assets from the government or a NAFI. Assets can not be transferred to a PO unless there is a legislative authority (e.g., DODI 1015.9 for overseas scouting activities)



What Private Organizations Can't Do (Cont.)



- **Coerce others to join the PO**
- **Discriminate or deny membership based on race, color, creed, etc.**
- **May not use on-post legal, audit, transportation, postal services for business or commercial purposes, printing, information management activities, clerical, financial, copying, management, and procurement services**
- **POs cannot use commercial sponsorship to fund PO events or programs [AR 215-1, para 11-8m]**



Garrison Commander (GC) Responsibilities



- Provides POs written approval to conduct their activities on an installation. Authorization to operate and renewals are granted for a two-year period
- Ensures compliance by POs with Army and Joint Ethics Regulations (JER). Garrison Commanders may terminate or suspend a PO if it does not adhere to Army policies and procedures
- Renders approval on PO requests for real estate leases and licenses when deemed in the best interest of the Army
- Approves all PO fundraising events
- The GC may approve non-USAG-J POs to operate and conduct fundraising events on USAG-J installations on a case-by-case basis. Requests should be in writing and include justification.



Staff Judge Advocate Responsibilities



- **Reviews all requests for legal sufficiency before support is granted to a PO. Reviews are conducted on:**
 - Initial permissions to operate
 - Renewal requests
 - Real estate agreements
- **Advise Commanders, the DFMWR PO Coordinator, and Army personnel (both military and civilian) on non-internal PO matters**
- **Provide advice and training to Army employees (military and civilian) on PO participation**
- **Review all fundraising events/requests when indicated by DFMWR**

SJA Officers (operating in an official capacity) are not authorized to provide legal advice to POs on internal PO operating issues



Financial Management Division Responsibilities



- In Japan, Financial Management Branch, DFMWR is the proponent office responsible for exercising administrative oversight of POs on behalf of the USAG-J Garrison Commander
- Financial Management responsibilities include:
 - Monitoring POs to ensure compliance with applicable regulations
 - Processing of all PO requests thru the Staff Judge Advocate Office for Garrison Commander approval
 - Ensuring the timely submission of all pertinent documents
 - Coordination/processing of all private organization fundraising requests
- Maintain files on all POs



PO Authorization Requirements



(per AR 210-22)

- **A copy of the organization's constitution and bylaws signed by the President and ratified by elected officers of the general membership**
- **If not addressed in the constitution or bylaws, the following four statements are required:**
 - **A statement providing information on the PO's nature, functions, objectives (to include the planned use of generated funds), and activities**
 - **A statement providing information on membership eligibility and the PO's responsibilities for all management functions. POs must obtain adequate insurance against public liability, claims, property damage, and other legal actions. Additionally, fidelity bonding coverage is required for members or employees handling monthly cash flow exceeding \$500**



PO Authorization Requirements (cont.)



- A statement of the organization's liability, if assets are not enough to cover all liabilities. It must also address the extent of the organization's members' personal liability for debts of, or claims against, the private organization
- A statement that the organization will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government and will not seek to deprive individuals of their civil rights
- An agreement to reimburse the Army for utility expenses, unless use is incidental (would cost more to bill and collect than it costs to provide the utility)



Reporting Requirements



- In addition to the information required for PO approval, approved POs must supply the following:
 - Approved minutes/summaries of PO meetings (submitted within one quarter after approval by the PO)
 - Financial statements (quarterly)
 - Any major changes in the PO activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds, and management functions (within one month after the change transpires)
 - Names, addresses, and phone numbers of the officers (annually or upon change of President or Treasurer)
 - Copies of audit reports if annual receipts total \$1,000 or more; required every two years (within one month after completion of audit; note: audits are also required with change of Treasurer)
 - Requests for revalidation (submitted 90-days before expiration)
 - A copy of all audit reports [AR 210-22, para 3-3]



MWR Warehouse Requisition Surcharge



- **MWR levies a 12.5% surcharge on all items that are procured from the MWR warehouse; the charge is present to offset MWR's shipping, handling, and processing costs**
- **MWR does not charge POs operating fees, event set-up fees, or any other assessment besides the 12.5% warehouse requisition fee**
- **Whatever profits a Private Organization earns during an event stays with the respective PO**



Need Assistance?



- **DFMWR Financial Management will assist any individuals/organizations that have questions on private organization matters or those wishing to become a private organization**
- **Current points of contact are:**
 - **Mr. Scott Weber, Chief, Financial Management Branch, DFMWR, USAG-J, tel: 263-5572, Room # B210, Bldg #102, Camp Zama**
 - **Ms. Maria “Joy” Manrique, Private Organization Coordinator, DFMWR, USAG-J, tel: 263-5316, Room #B102, Bldg #102, Camp Zama**
 - **Mr. Yutaka Shingaki, Private Organization Coordinator, DFMWR, USAG-J, tel: 644-4495, Room 226, Bldg #236, Torii Station**