

REQUEST FOR VALIDATION/REVALIDATION TO OPERATE AS A PRIVATE ORGANIZATION (PO) ON CARLISLE BARRACKS, PA

Each checklist item will be initialed by the agent for the Private Organization (PO).

- | | | |
|-----|-----|---|
| YES | NO | |
| ___ | ___ | PO has a charter, articles of agreement, constitution, bylaws, or other documentation attached. (AR 210-22, 2-1a(2)(a)) |
| ___ | ___ | The PO is affiliated with a national, regional, or State organization. <u>If YES then-</u> documentation of parent organization is included. (AR 210-22, 2-1a(2)(a)) |
| ___ | ___ | <i>This is a renewal request:</i> The request for revalidation was submitted no less than 90 days before expiration of the 2-year approval. (AR 210-22, 2-1d(3)) |

The following additional requirements must be affirmatively stated in the PO's Constitution, Bylaws or other supporting documents attached to the request. In each case the agent of the PO **will** indicate where these statements/requirements are located within the documents submitted. When identifying the location you must indicate the document, page and paragraph number. If this requirement is not clearly stated you must explain on a separate sheet how your document meets the requirements of AR 210-22.

PO	FMWR	Document, Page and Paragraph
<p>The following must be IN WRITING in the Constitution, Bylaws, or other PO documentation. <u>As an alternative, items 1a-1j may be met by the board members signing the statement sheet at enclosure 1.</u></p>		
1. ___	___	<p>a. Neither Carlisle Barracks nor the Government will have any liability for the PO's actions or debts. (AR 210-22, 2-1a(1)(a))</p> <p>_____</p> <p>b. The installation commander may revoke permission to operate at any time. (AR 210-22, 2-1a(1)(b))</p> <p>_____</p> <p>c. The PO agrees to reimburse the Army for utility expenses, unless use is incidental. (AR 210-22, 2-1a(2)(e))</p> <p>_____</p> <p>d. The PO will not propagate extremist activities nor advocate violence against others or the violent overthrow of the Government. (AR 210-22, 2-1a(2)(f))</p> <p>_____</p> <p>e. The PO's activities will not seek to deprive individuals of their civil rights. (AR 210-22, 2-1a(2)(g))</p> <p>_____</p> <p>f. The PO will not engage in the distribution or sale of alcoholic beverages at any time. (AR 210-22, 3-1d)</p> <p>_____</p>

- g. The PO will not conduct activities that—
 - (1) Discredit the Army, DoD, or the Federal Government.
 - (2) Impose a financial obligation on the Army or any NAFI.
 - (3) Duplicates and/or compete with any authorized Army of NAFI activity.
 (AR 210-22, 3-1b)
- h. The PO is not created, operated or administered for a commercial or monetary purpose (except for investment clubs).
(AR 210-22, 3-1c)
- i. Nature, function, and objectives (including planned use of funds) of the PO.
(AR 210-22, 2-1a(2)(b))
- j. The PO’s assets cover all of the PO’s liabilities. If this statement is not true then see requirement of paragraph 3a below.
(AR 210-22, 2-1a(2)(d))

The following must be **IN WRITING** in the Constitution, Bylaws, or other PO documentation. Document, Page and Paragraph

PO FMWR
2. ___ ___

- a. Explanation of membership eligibility.
(AR 210-22, 2-1a(2)(c))
- b. Explanation of management responsibilities, including:
(AR 210-22, 2-1a(2)(c))
 - (1) Accountability for assets;
 - (2) Coverage and limitation of insurance;
 - (3) Disposition of any residual assets on breakup of the PO.

3. ___ ___

- a. **If paragraph 1j is not true** then PO must provide a statement of the PO’s liability. The statement must include a provision that states all State and local laws are met and a statement as to what extent the PO members’ personal liability is for the debts of, or claims against, the PO.
(AR 210-22, 2-1a(2)(d))
- b. PO will obtain adequate insurance as protection against public liability, claims, property damage claims, or other legal actions arising from PO activities, one or more of the PO’s members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the PO. If the PO does not have insurance the PO must explain why no insurance is required.
(AR 210-22, 3-2a)

Statement of liability is required

- YES (attached)
- NO

Insurance policy is attached

- YES
- NO (if no, explanation is attached)

c. Fidelity bonding will be purchased by an organization for members or employees handling monthly cash flow exceeding \$500.00 (Bonding will be equal to the normal maximum amount of cash handled.)
(AR 210-22, 3-2b)

Fidelity bonding policy is attached
 YES
 NO (cash flow does not exceed \$500.00)

The PO is responsible to ensure that the following items have been provided to FMWR.

Checked by FMWR only	
<input type="checkbox"/>	POs are responsible for complying with fire and safety regulations, environmental laws, tax codes, and other applicable statutes and regulations. FMWR has received documents that show compliance as required. (AR 210-22, 3-1e)
<input type="checkbox"/>	PO members do not receive income from PO except as wages if an employee of the PO or as an award for service. (Investment club members may keep the return on their investments). (AR 210-22, 2-1b(3))
<input type="checkbox"/>	POs with gross annual revenue of \$1,000 or more will arrange for an audit upon the change of the PO treasurer and at least once every two years. FMWR: This PO IS <input type="checkbox"/> IS NOT <input type="checkbox"/> required to provide an audit. Check left column if provided. (AR 210-22, 3-3)
<input type="checkbox"/>	PO's employment practices do not discriminate based on sex, age, religion, race, color, national origin, marital status, lawful political affiliation, labor organization membership, or physical handicap. (AR 210.22, 3-6)
The following documents must be submitted to FMWR annually (include a copy of any of these items with initial validation if completed). FMWR: check if submitted as required. (AR 210-22, 2-1c)	
<input type="checkbox"/>	Names, addresses, and phone numbers of officers;
<input type="checkbox"/>	A copy of any correspondence about applicability of Federal, State, or local laws;
<input type="checkbox"/>	Any major changes in PO activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds, and management functions;
<input type="checkbox"/>	Minutes or summaries of PO meetings;
<input type="checkbox"/>	Financial statements; and
<input type="checkbox"/>	A copy of audit reports.

PJA will review the application for all of the above requirements and the following:

None of the following is used by the PO:

a. The name or seal of DoD or a DoD component;

b. The seal, insignia, or other identifying device of Ft. Leavenworth; or

c. Any other name, abbreviation, seal, logo, insignia, or the like used by any DOD Component to identify any of its programs, locations, or activities such that it implies endorsement.

PJA review completed on _____.
(date)

STATEMENT SHEET

We the undersigned board members of _____
agree to the following affirmative statements as required by AR 210-22.

Neither Carlisle Barracks nor the Government will have any liability for the PO’s actions or debts. (AR 210-22, 2-1a(1)(a))

The installation commander may revoke permission to operate at any time. (AR 210-22, 2-1a(1)(b))

The PO agrees to reimburse the Army for utility expenses, unless use is incidental. (AR 210-22, 2-1a(2)(e))

The PO will not propagate extremist activities nor advocate violence against other or the violent overthrow of the Government. (AR 210-22, 2-1a(2)(f))

The PO’s activities will not seek to deprive individuals of their civil rights. (AR 210-22, 2-1a(2)(g))

The PO will not engage in the distribution or sale of alcoholic beverages at any time. (AR 210-22, 3-1d)

The PO will not conduct activities that—

Discredit the Army, DoD, or the Federal Government.

Impose a financial obligation on the Army or any NAFI.

Duplicates and/or compete with any authorized Army of NAFI activity.

(AR 210-22, 3-1b)

The PO is not created, operated or administered for a commercial or monetary purpose (line through this provision if PO is an investment club). (AR 210-22, 3-1c)

The PO’s assets cover all of the PO’s liabilities (line through this requirement if not true and attach Statement of Liability). (AR 210-22, 2-1a(2)(d))

If not clearly spelled out in a Constitution or By-Laws the Nature, function, and objectives of the PO are attached on separate sheet. (AR 210-22, 2-1a(2)(b))

Minimum of two signatures with title is required. The signatures are chosen by PO

Signed the _____ day of _____, 20____:

President

Vice President

Treasurer

Secretary

Chair, Board of Directors