

## **Revalidation.**

- a. POs having approval to operate may operate for 2 years, unless cancelled by either party.
- b. Approval expires automatically 2 years from the date of last approval, unless revalidated.
- c. Private organizations must submit revalidation requests to Support Services Division, Directorate of Morale, Welfare and Recreation no less than 90 days before expiration of the 2-year approval.
- d. Requests will include:
  - (1) Letter of request for continued operation.
  - (2) List of current officers with duty and home telephone numbers, physical address and email address. (Cannot use official email addresses for PO business)
  - (3) Annual audits.
  - (4) Annual activities report.
  - (5) Proof of liability insurance and/or fidelity bonding coverage.
  - (6) A copy of any correspondence about applicability of Federal, State, or local laws or non-profit status.
  - (7) Constitution/by-laws to include amendments.
  - (8) National's constitution and bylaws (if applicable).