

## TALKING PAPER

### ON

#### PRIVATE ORGANIZATIONS ON FAIRCHILD AFB

##### I. **Overview of Private Organization/Unofficial Activity (PO) Program:**

- “POs are self sustaining, special interest groups set up by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the federal government.”
- Purpose of program is to ensure that PO programs do not conflict with Air Force goals. (See *Information Paper for Air Force Employees on Support of Fundraising for or by an Off-Base Non-Federal Organization*, included in packet)
- Air Force Instructions (AFIs) are established to meet this aim by ensuring the following:
  - a. PO activities do not compete with official Air Force activities (e.g., AAFES, Services Nonappropriated Fund Instrumentalities, the Combined Federal Campaign, and the Air Force Assistance Fund, among others), and are self-supporting
  - b. PO activities do not bring discredit on the Air Force or the Department of Defense (DoD): achieved by policies regulating PO behavior, such as nondiscriminatory membership criteria, etc
  - c. POs do not present the appearance that the Air Force or DoD are officially sanctioning or supporting their activities

##### II. **New website for Fairchild POs available:** <http://www.fairchildfun.com/privateorg.html>

- Contains templates for constitutions/bylaws, fundraisers, and off-base solicitation requests
- Contains Air Force Instructions (AFIs) governing POs and PO Guide; PO Guide is also contained in this package

##### III. **Fundraisers:** see template on above website if you are planning on conducting a fundraiser – you can submit either electronically or in person

##### IV. **Off-base Solicitations:** Air Force monitors and regulates these just to ensure that the goals of paragraph I above are met (see templates)

- Must have the following statement on all correspondence: “This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.”

##### V. **Important Points/Issues related to PO program in general:**

- Important to keep distinction clear between official Air Force positions and positions in private and unofficial organizations:
  - a. Must conduct activities in off-duty status and in civilian clothes
  - b. POCs must know that they are representing their PO, not their units!
  - c. Must even avoid appearance of Air Force endorsement: therefore, no uniforms allowed for fundraising or use of official position or title

- Important to take ownership over requests (e.g., fundraising, off-base solicitations, and requests to become POs)
  - a. If approval not received in time, may not continue with activity. Put request in with sufficient lead time; following up critical
- Unofficial Organizations must become POs when their *current assets* exceed a monthly average of \$1,000 for over three months OR reduce assets
- If AFIs not adhered to, ability to conduct activities on base may be revoked

**VI. All Items for Annual Reviews of Private Organizations to be Submitted by 1 April 2010:**

- Checklist of items needed for annual review contained in packets; please look through this list and send us any required information listed as soon as possible; we will let you know if your POs constitutions/bylaws must be updated. Please send required information for annual PO reviews to SSgt Burrows and CC Capt Griswold (see contact information below)

**VII. Points of Contact for PO Program:** Capt Griswold and SSgt Burrows are the POCs for the PO program on Fairchild AFB. They can be reached by email at [timothy.griswold@fairchild.af.mil](mailto:timothy.griswold@fairchild.af.mil) and [Joshua.burrows@fairchild.af.mil](mailto:Joshua.burrows@fairchild.af.mil) or by phone at 247-2838. Also please feel free to contact us to provide feedback on ways we can improve the PO program or if you have any questions about anything related to the PO program.