

US-Army Garrison, Redstone
Redstone Arsenal, Alabama 35898-5000

20 AUG 2012

GARRISON SOP
NO. 210-7

PRIVATE ORGANIZATIONS
STANDARD OPERATING PROCEDURE (SOP)

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1. **PURPOSE:** To provide information and guidance on Private Organizations (POs) authorized to operate on Redstone Arsenal.

2. **APPLICABILITY:** This SOP applies to all authorized POs operating on Redstone Arsenal.

3. **POLICY:** Private Organizations through voluntary efforts, promote social, cultural, and general welfare activities for the betterment of the Redstone Arsenal Community.

4. **RESPONSIBILITIES:**

a. The Directorate of Family and Morale, Welfare and Recreation (DFMWR) has the overall responsibility of POs operating on Redstone Arsenal.

b. Resource Management Division (RMD) will implement the SOP through the appointed coordinator who will monitor the PO request, maintain the required documentation on PO records, approve or disapprove proposed activities, and send required documentation to Staff Judge Advocate (SJA) for legal review.

c. Every officer in each respective PO should be familiar with and must agree to comply with Army Regulation (AR) 210-22, Department of Defense Instruction (DoDI) 1000.15, Private Organization on DoD Installations and the Southeast Region Private Organization Reference Guide, August 2004.

This SOP supersedes Garrison SOP 210-7, 10 March 2008

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Organizations applying for revalidation should certify that all officers are familiar and agree to comply with the instructions and that all newly elected officers will become familiar with the instructions.

5. PROCEDURES:

a. Private Organizations that wish to operate on Redstone Arsenal are required to register with the PO Coordinator. The paperwork must be reviewed by the office of the Staff Judge Advocate (SJA) and approved by the Garrison Commander. The process takes approximately 60-90 days and must be completed before an organization is granted authorization to operate as a PO on Redstone Arsenal. Submit requests to the PO Coordinator, Directorate of Family and Morale, Welfare and Recreation (IMRE-MWN-M), 1500 Weeden Mountain Road, Redstone Arsenal, Alabama 35898. Refer to letter of application at enclosure 1. (Southeast Region Private Organization Reference Guide, August 2004)

b. Private Organizations that are currently registered on Redstone Arsenal must renew their status two years from the date of approval of their last request. This must be completed prior to expiration of the organization's most recent approval in order to continue uninterrupted operations on Redstone Arsenal. (Southeast Region Private Organization Reference Guide, August 2004)

c. Private Organizations must maintain a current record at all times with DFMWR, Resource Management Division (RMD) and submit minutes or summaries of meetings, financial statements, audits, insurance requirements, and current listings of board members to include names, addresses, daytime phone, and email addresses annually. Failure to maintain a current record will result in loss of status as a PO for one year. (Southeast Region Private Organization Reference Guide, August 2004)

d. Private Organizations may request a meeting place on post. All use of on-post facilities will be in accordance with AR 210-22. Approval is based upon availability of site within jurisdiction of the Garrison. Any PO requesting guaranteed sole use of a building will be required to enter into a lease agreement with the Garrison and pay rent and utilities. Under limited circumstances and with the Garrison Commander's permission, PO's may be granted use of installation space by license agreement. This license will provide written evidence that permission has been granted for the storage of equipment and supplies providing it does not interfere with, nor restrict, the normal use of the facility by other users. The PO's using DFWMR facilities are subject to fees in accordance with the established fee structure for those facilities. (Army Regulation 405-80)

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e. Private Organizations will not use Army services. This includes legal, audit, transportation, postal, printing, clerical, financial, copying, and procurement services. Private Organizations are allowed to place their flyers free of charge in specific areas designated by Family and MWR. All flyers need to be 8.5 x 11 or smaller and can be posted no more than 30 days prior to an event and no more than one flyer at a time in a location. Wording must be in good taste and will be a basis for approval by management. No hand-written signage will be allowed. All flyers must be removed within 24 hours of completion of events. Private Organizations are also authorized to advertise their current and upcoming events on the Family and MWR web page. For information on applicable fees please contact the Corporate Partnership Office 256-955-7250. (Southeast Region Private Organization Reference Guide, August 2004)

f. Private Organizations are authorized to hold special events and engage in fundraising on the installation subject to the Garrison Commander's prior approval. All fundraising must comply with the provisions of AR 600-29 and Garrison Policy 600-7 provided they adhere to the appropriate regulations and receive prior approval and do not compete with any Appropriated or Nonappropriated Fund activities as defined in AR 215-1, unless authorized by the Garrison Commander or his designee. Private Organizations will not engage in the distribution or resale of alcoholic beverages or conduct raffles at any time. Requests must be submitted to DFMWR, RMD, at least 20 working days prior to the event to allow for review by the SJA.

g. Private Organizations must comply with the reporting requirements of AR 210-22 prior to requesting approval for a fundraiser or event. If the information required is not current, the PO will not be granted permission to conduct the fundraiser or event.

h. Private Organizations are authorized to have fundraisers at the entrance to retail buildings and areas when approved by the Exchange's General Manager, Commissary Manager, Facility Manager, etc. This includes, but is not limited to the Exchange, Express Store, Firestone, and snack bars. All requests must be coordinated through the PO Coordinator. (Garrison Policy No. 600-7)

i. Private Organizations have no federal immunity and must comply with state laws. Alabama laws prohibit gambling; accordingly, Private Organizations may not conduct gambling events. Private Organizations may not sell chances to win prizes, commonly referred to as lotteries or raffles. (Southeast Region Private Organization Reference Guide, August 2004)

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j. Under the provisions of the DoDI 1000.15 and AR 210-22, PO's should prevent the appearance of an official sanction or support by the Department of Defense, United States Army, or Redstone Arsenal. Private Organizations may not use the seals, logos, or insignia of any DoD component, organizational unit, or installation on the letterhead, correspondence, or its title. Any use of the name or abbreviation of a DoD component or installation may not mislead members of the public to assume this association is an organizational unit of the DoD. If this association incorporates names or abbreviations of DoD Components, organizational units, or installations, it must receive prior written approval for such use by the Garrison Commander.

k. Private Organizations shall use a prominent disclaimer on all printed and electronic media confirming the private organization is not a part of the DoD. An example would be "Fort Excellence Officers Spouse's Club", a Private Organization not affiliated with Fort Excellence or the US Army." (Southeast Region Private Organization Reference Guide, August 2004)

l. Private Organizations will not conduct fundraisers in the workplace except in areas designated by the Garrison Commander. Members of the Private Organization who are on official government duty time will not participate in fundraising activities. It is permissible for government employees (military or civilian) to participate in fundraising events during non-duty time. (Southeast Region Private Organization Reference Guide, August 2004)

m. Private Organizations may not act as agents for off-post civilian organizations desiring to visit or conduct activities on the installation. This includes requests from off-post civilian organizations such as youth groups, schools, churches, civic clubs, and charitable organizations. (Garrison Policy No. 600-7)

n. Private Organizations are not permitted to have "sub-clubs" or "affiliated clubs". A "sub-club" or "affiliated club" would be a club that gains access to post through the parent organization's status, collects its own dues, has its own officers, operates under its own constitution and by-laws, and has a bank account separate from its parent organization. (Garrison Policy No. 600-7)

o. Private Organizations may solicit local businesses for support of their events on post. However, all solicitation efforts should be coordinated with the DFMWR Corporate Partnerships Office to avoid unnecessary and repeated solicitations of local businesses. Private organizations cannot misrepresent their affiliation/relationship with the installation in such a manner that the business believes that it is the installation and not the Private Organization that is soliciting. (Army Morale, Welfare and Recreation Sponsorship and Advertising Desk Reference -Third Edition)


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p. When a PO solicits a local business, request a disclaimer, such as the one at enclosure 2, be signed by the PO representative and the representative from the local business. A copy of this disclaimer will be returned to the PO Coordinator. (Southeast Region Private Organization Reference Guide, August 2004)

6. REFERENCES:

- a. AR 210-22, Private Organizations on Department of the Army Installations, 22 October 2001.
- b. AR 215-1, Morale, Welfare and Recreation and Recreation Programs and Nonappropriated Fund Instrumentalities 24 September 2010.
- c. DODI 1000.15, Private Organizations on DOD Installations, 24 October 2008.
- d. Southeast Region Private Organization Reference Guide, August 2004.
- e. AR 600-29, Fund-Raising Within the Department of the Army, 7 July 2010.
- f. Garrison Policy No. 600-7, 12 March 2008.
- g. AR 215-1, Chapter 11, 24 September 2010
- h. Army Morale, Welfare and Recreation Sponsorship and Advertising Desk Reference - Third Edition.

2 Encls



JOHN S. HAMILTON
COL, LG
Garrison Commander

DISCLAIMER

To Whom It May Concern

I/We _____ agree to participate in _____
(name of local business) (private organization event name)
hosted by _____ and provide a donation of services, goods,
(name of private organization)
displays, etc., free of charge on _____. I/We _____
(date of private organization event) (name of local business)
understand that this donation(s) is specifically for the benefit of _____
(name of private organization)
and not for _____ or the US Army. Participation by _____
(name of local installation, e.g., Redstone Arsenal) (name of local business)
does not indicate endorsement by _____ or the Department
(name of local installation)
of the Army.

Signature of Private Organization Representative

Printed Name of Private Organization Representative

Name of Private Organization

Date Signed

Signature of Local Business Representative

Printed Name of Local Business Representative

Name of Local Business

Date Signed

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