



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, REDSTONE
4488 MARTIN ROAD
REDSTONE ARSENAL, ALABAMA 35898-5000

REPLY TO
ATTENTION OF

Directorate of Family and Morale,
Welfare and Recreation

All private organizations operating on Redstone Arsenal must submit the following documents in order to apply for a valid private organization operating permit in accordance with the requirements of Department of Defense Instruction (DoDI) 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD, Installations, October 24, 2008, and Army Regulation 210-22, Private Organizations on Department of the Army Installations, October 22, 2001. Each document is to be tabbed accordingly for easy access.

Tab 1- Letter of Application - The following statements should be verbatim in the letter of application.

The installation, the Garrison Commander, nor the Government will have any liability for (organization's name) actions or debts to include circumstances where this PO's assets may not be sufficient to cover all liabilities. (Organization's name) stipulates that all state and jurisdictional laws are met.

(Organization's name) understands that the Garrison Commander may revoke permission to operate at any time.

(Organization's name) will neither propagate extremist activities, not advocate violence against others or the violent overthrow of the Government.

(Organization's name) will not seek to deprive individuals of their civil rights.

(Organization's name) agrees to reimburse the US Army for any utility expenses, unless use is incidental (would cost more to bill and collect than it costs to provide the utility service).

(Organization's name) agrees to remove all private organization property from Redstone Arsenal if approval to operate is terminated.

Please include a paragraph requesting the Garrison Commander's approval to use the name or abbreviation of a DoD component, organizational units, or installation, if they are included in your organizations name.

Tab 2 - Organizational charter, articles of agreement, or constitution and bylaws.

Tab 3 - Proof of federal income tax status.

Tab 4 - Copy of last audit report. Please refer to the Southeast Region Private Organization Guide, page 28.

Tab 5 - Copy of the last monthly or quarterly meeting minutes.

Tab 6 - A yearly financial statement, only if gross revenue exceeds \$1,000 annually. Please refer to the Southeast Region Private Organization Guide, page 27.

Tab 7 - Proof of bonding, if cash flow exceeds \$500 monthly.

Tab 8 - Proof of insurance. If your organization does not have the required insurance and you feel that no insurance is the adequate amount of insurance to cover the activities of your PO, please send me an official letter, stating why you believe that no insurance is enough insurance to cover the activities of your PO. This letter will be submitted to the Staff Judge Advocate's office and he/she will make the recommendation to the Garrison Commander if there is no liability to the US Army by your organization not having the required insurance. This applies even if you had the insurance requirement "waived" in the past. This must be done each time the PO revalidates.

Tab 9 - List of current officers, daytime telephone numbers, email and home addresses.

Tab 10 - Documentation that states the PO's nature, functions, objectives (including planned use of funds), and activities/events/fundraisers.

Tab 11 - Copy of correspondence concerning compliance with all relevant state and local laws. Please refer to the Southeast Region Private Organization Guide, paragraph 3-8, for more information.

Submission of all documents is necessary to comply with PO regulatory requirements. Operating permits are granted for 2 years, however, request the following documents be provided to this office on an annual basis: new board members to include a daytime telephone number and email address, latest copy of meeting minutes, a yearly financial statement if annual revenue exceeds \$ 1000, proof of bonding and insurance, and recent audit report. If you no longer desire to operate as a PO on Redstone Arsenal please contact this office.

Sincerely,

Derrick E. Gould
Director, Directorate of Family and
Morale, Welfare and Recreation