



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

AMIM-HMW-N

11 July 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #19 Private Organizations (Non-Federal Entities)

1. References.
 - a. Department of Defense Instruction (DoDI) 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations, 24 Oct 08
 - b. Army Regulation (AR) 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, 12 May 22
 - c. Command Policy #, Fundraising
2. Purpose. To establish procedures and provide guidance to Private Organizations on United States Army Garrison (USAG) Humphreys.
3. Applicability. This policy applies to members of all Services, DoD civilian employees, and Family members assigned to USAG Humphreys.
4. General.
 - a. Private organizations are a self-sustaining organization, incorporated or unincorporated, that is not an agency or instrumentality of the Federal government. This policy addresses only those entities that operate on DoD installations with the express consent of the Garrison Commander (GC). Membership of these organizations consists of individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government.
 - b. Installations must process applications as consistently and expeditiously as possible, but the process should not exceed 60 days.
5. Procedures to establish a private organization. Private organizations requesting access to the installation will send the application packet to usarmy.humphreys.imcom.mbx.fmwr-private-orgs@army.mil.
 - a. All initial requests and revalidations will be reviewed by the primary installation legal advisor. Approvals are for two years, unless canceled by either party. Revalidation requests must be no less than 90 days before expiration of current approval.
 - (1) A charter, articles of agreement, constitution, and bylaws.

(2) The private organization's purpose, functions, objectives (including planned use of funds), and activities.

(3) An explanation of membership eligibility and responsibilities for all management functions (including accountability of assets, coverage, and limitation of insurance, and disposition of remaining assets on breakup).

(4) A statement of the private organization's liability if assets are not enough to cover all private organization liabilities.

(5) Agreement to reimburse the Army for utility expenses, unless use is incidental (would cost more to bill and collect than it costs to provide the utility).

(6) A statement that the private organization will neither propagate extremist activities, nor advocate violence against others, or the violent overthrow of the Government.

(7) A statement that private organization activities will not seek to deprive individuals of their civil rights.

(8) Private organizations must provide a statement that they will not engage in any form of partisan political activity as defined by DoDD 1344.10.

b. Notification of termination by either party will be in writing.

6. Reporting Requirements. Private organizations will provide the following to Family and Morale, Welfare and Recreation (MWR) quarterly.

a. Minutes or summaries of meetings.

b. Financial statements.

c. Any significant change in activities, objectives, organization, constitution, membership, and bylaws.

d. Name, address, email, and phone number of officers.

e. A copy of audit reports will be provided every two years or at change of treasurer.

7. Insurance.

a. Private organizations will obtain and show proof of insurance as protection against public liability, claims, property damage claims, or other legal actions arising from the private organization activities.

b. Private organizations whose members handle a monthly cash flow exceeding \$500 will obtain and show proof of fidelity bonding. Bonding will be equal to the normal maximum amount of cash handled.

8. Audits. Private organizations will arrange for an audit at least once every two years, at their own expense. An audit will be conducted on change of treasurer regardless of the time elapsed since the last audit.

a. Private organizations with financial statements audited annually by their national headquarters may submit a copy of that audit instead.

b. Private organizations using a double-entry accounting system will have audits done by a qualified auditor. A qualified auditor is considered a public accountant or certified public accountant licensed by the State or other recognized licensing jurisdiction.

c. Private organizations using a single-entry accounting system are audited as follows.

(1) With income only from contributions, dues, and assessments, audits may be conducted by either a private organization member who holds no office and is at least 18 years of age or by a qualified auditor.

(2) When a private organization engages in resale or other fundraising activities, the audit is performed by either an appointed committee of three private organization members who hold no office and are at least 18 years of age or by a qualified auditor.

(3) Audits of private organizations should also determine if expenditures were authorized in accordance with the established rules and procedures of the private organization.

9. Membership practices. Private organizations will not unlawfully deny membership, unlawfully exclude from participation, or otherwise subject to unlawful discrimination, any person because of race, color, creed, sex, disability, or national origin.

10. Fundraising. The GC is the approval authority for fundraising that occurs outside a unit or organization's area of control or that occurs in a garrison's publicly accessible areas, such as events at a commissary or military exchange. Requests for fundraising will be submitted in accordance with Command Policy #XX, Fundraising.

11. Prohibited activities.

- a. Any private organization conduct that may discredit the Army, DoD, or the Federal government; impose a financial obligation on the Army.
- b. Private organizations will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.
- c. Private organizations will not seek to deprive individuals of their civil rights.
- d. Private organizations are not created, operated or administered for a commercial or monetary purpose, except for authorized investment clubs.
- e. Private organizations will not engage in the distribution or sale of alcoholic beverages at any time.
- f. Private organizations will not conduct any activities under an expired status.
- h. Limitations on Army personnel support is available in AR 210-22, chapter 4-3.

12. Point of contact is the Directorate of Family and MWR, NAF Support at DSN 755-1058.



KRISTIN E. STEINBRECHER
COL, AD
Commanding

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USAG Humphreys MWR Website