



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09107-0401

IMSG-ZA

7 July 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Stuttgart Command Policy Letter #32, Private Organizations

1. References.

- a. DoD 5500.07-R, Joint Ethics Regulation, incl. changes 1-7, 17 November 2011.
- b. AR 405-80 (Management of Title and Granting Use of Real Property), 10 October 1997.
- c. AR 210-22, Private Organizations on Department of the Army Installations, 22 October 2001.
- d. AR 600-29, Fund-Raising within the Department of the Army, 7 June 2010.
- e. AER 210-22, Private Organization and Fundraising Policy, 13 August 2010.
- f. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010.
- g. U.S. Army Garrison Stuttgart Private Organizations, Policies and Procedural Handbook, 2018 Edition.

2. This memorandum revokes all prior Private Organizations (PO) policy memorandums.

3. Applicability. All approved Private Organizations that operate within USAG Stuttgart. This memorandum does not apply to Family Readiness Groups and Unit Informal Funds.

4. Approval Authority. The Approval Authority for Private Organizations operating within USAG Stuttgart is the USAG Stuttgart Garrison Commander.

5. Private Organization Coordinator. The PO Coordinator is Mr. George Heatherington.

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6. Initial Application Requirements. POs must obtain approval from the Approval Authority prior to operating on-post. To obtain approval, POs must comply with the requirements referenced in AR 210-22, para. 2-1(a). Templates, samples, and application process guidance provided in the PO Handbook, which will be provided by the PO Coordinator. Initial applications to operate on-post must be sent through the PO Coordinator. Approval to operate on-post constitutes a two-year, revocable license to fundraise on Army real property in approved locations.

7. Revalidation to Operate Requirements. Approval to operate on-post expires every two years. To continue on-post operations, POs must obtain a revalidation approval in compliance with AR 210-22, para.2-1(d). Full details are available in the PO Handbook Appendix, Sample VII, page 43.

8. Youth Organizations. In addition to the required documents required by AR 210-22, AER 210-22 and the PO Handbook, all Youth-Oriented Private Organizations must insure that all of their adult leadership and volunteers, regardless of position, complete a Youth Protection training. This training will be taken within 90 days of the signing of this policy letter. The Boy Scouts of America on-line Youth Protection training, which can be found at <http://www.scouting.org/Training/YouthProtection.aspx> can be taken by persons who are not a registered member of the Boy Scouts of America. The training certificates are valid for two (2) years. All Private Organization officers are required to maintain a current training certificate that is filed with the PO Coordinator.

9. Scouting Organizations. All Scouting Organizations (Boy Scouts of America, Girl Scouts of the United States of America) who desire to operate on-post as a Private Organization, will initially, and every 2 years thereafter, submit to the Approval Authority all documents noted on page 11 of the PO Handbook for revalidation.

10. All POs operating in USAG Stuttgart will sign a License to Use USAG Facilities with the Approving Authority, located in the PO Handbook, Sample IV, pages 38-39.

11. On-Post Fundraising. POs may occasionally fundraise upon request IAW AR 600-29, para. 1-7(4).

a. IAW AER 210-22, para. 15, POs must obtain written approval from the Garrison Commander prior to all events, following established guidelines set forth in the PO Handbook.

b. POs may fundraise at fundraising locations approved by the Garrison Commander, which are specified on page 22 of the PO Handbook.

12. Law and Ethics. All PO members should read and be familiar with the references contained in this memorandum.

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13. Failure to comply with this memorandum may result in revocation of approval to operate within USAG Stuttgart.

14. The POC for this memorandum is George Heatherington at DSN 421-2622, Comm. 0711-729-2622, Comm. Fax 0711-729-2738 or [usarmy.stuttgart.imcom.mbx.private-org@mail.mil](mailto:usarmy.stuttgart.imcom.mbx.private-org@mail.mil).

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