



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

IMSG-ZA

15 DEC 2015

MEMORANDUM FOR Garrison Commander-Approved Private Organizations

SUBJECT: USAG Stuttgart Command Policy Letter #32 – Private Organizations

1. References.

a. DoD Directive 5500.07-R, (The Joint Ethics Regulation (JER)), 17 November 2011.

b. Army Regulation (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. Army in Europe Regulation 210-22 (Private Organizations and Fundraising Policy), 13 August 2010.

f. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities), 24 September 2010.

2. This memorandum revokes all prior Private Organizations policy memorandums.

3. Applicability. All approved Private Organizations (PO) that operate on USAG Stuttgart. This memorandum does not apply to Family Readiness Groups and unit informal funds.

4. Initial Application Requirements. POs must obtain USAG Stuttgart Garrison Commander approval prior to operating on-post. To obtain approval, POs must comply with the requirements in Reference c., para. 2-1(a). The PO Coordinator, who is also the POC in paragraph 10 of this memorandum, will provide templates and application process guidance. Initial applications to operate on-post must be sent through the PO Coordinator. Approval to operate on-post also constitutes a two-year, revocable license to fundraise on the Army real estate listed in the Enclosure, when a PO complies with paragraphs 5, 6 and 7 of this memorandum.

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5. Reporting Requirements. No later than 31 January of each year of operation, POs shall submit an annual report to the PO Coordinator containing the items listed in Reference c., paragraph 2-1c. (1)(a) – (f).

6. Revalidation to Operate Requirements. Approval to operate on-post expires every two years. To continue on-post operations, POs must obtain Garrison Commander revalidation approval. To request revalidation, POs shall submit requests to the PO Coordinator no less than 90 days before the expiration of their two-year approval. If a PO fails to timely submit their revalidation request, the POs permission to operate will automatically terminate. In the event of termination for failure to revalidate, the PO must submit an initial application to operate on-post IAW the requirements of paragraph 4 of this policy letter.

7. On-Post Fundraising. POs may only fundraise on US Army Europe Garrisons with the approval of the Garrison Commander, or the Commander's authorized representative. In USAG Stuttgart, the Director, Family, Morale, Welfare, and Recreation (DFMWR), is the Garrison Commander's authorized representative. Fundraiser requests must include the following:

- a. The PO's name and the dates, times and locations of the fundraiser.
- b. A detailed description of the fundraising activity to be conducted and the purpose of the fundraiser.
- c. A list of at least three (3) PO members that will supervise the event and a disinterested person to inspect the fundraiser expenditures and income.
- d. A summary of the fundraiser's potential risks and the names of at least two certified food handlers who will be present, if food will be handled.
- e. If requesting facility use, the PO must obtain written verification of facility availability and the consent of the facility manager.
- f. The requesting PO shall submit fundraiser requests to the PO Coordinator at least four (4) weeks prior to the event or any pre-ticket sales or advertising.
- g. The PO Coordinator will obtain legal reviews for all fundraising requests.
- h. After legal review, the PO Coordinator will forward requests to the DFMWR for approval.

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i. After receiving approval, the PO Coordinator will send approval documentation to the requesting PO. POs shall maintain this approval letter throughout the fundraiser.

j. The PO shall submit an after-action report to the PO Coordinator within 30 days of the fundraiser.

8. Law and Ethics. I encourage all PO members to read and be familiar with the References contained in this memorandum. The following is a non-exhaustive list of the laws governing PO activity:

a. DoD employees shall not conduct any PO business during duty hours.

b. DoD employees shall not endorse any POs in their official capacity. DoD employees shall not use their official titles, positions, or organization names in connection with PO activities. This prohibition applies to express and implied statements of endorsement. Fundraising may only be carried out in one's personal, private capacity, and not as a DoD employee.

c. Fundraising methods shall not involve the sale or transfer of AAFES or commissary items to individuals who lack SOFA status.

9. Failure to comply with this memorandum may result in revocation of permission to operate on-post.

10. The POC for this memorandum is George Heatherington at DSN 421-2622, Comm. 0711-729-2622, Comm. Fax 0711-729-2738 or at george.b.heatherington.naf@mail.mil.



GLENN K. DICKENSON
COL, MI
Commanding

Encl.

Available Army Real Property Fundraising Locations

Kelley Barracks

In front of the Commissary
Gazebo "A" between 3305/3306
Gazebo "B" between 3308/3309
Gazebo "C" across from 3315
Gazebo "D" adjacent to APO/CMR
YS Sports Fields – **w/ YS Events**
Kelley Fitness Center – **W/ Events**

Patch Barracks

In front of the Commissary
In front of the AAFES Shoppette
J-Mall
Grassy area adjacent Post Office
Huskey Field – **w/Events**
Patch Fitness Center – **w/Events**
Patch Middle School

Robinson Barracks

In front of the Commissary
Community Center, Bldg 151
YS Sports Fields – **w/YS Events**
Golf Course – **No Food Sales**
RB Elementary School

Panzer Kaserne

The PX
Panzer Fitness Center – **w/Events**
LTA Sports Fields – **w/Events**
Bowling Center – **No Food Sales**
Stuttgart High School
Stuttgart Elementary School
Alexander M. Patch Elementary School