



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09154-0401

AMIM-SGG-ZA

31 May 2022

MEMORANDUM FOR All Private Organizations within the USAG Stuttgart Area of Responsibility

SUBJECT: USAG Stuttgart Command Policy Letter #14, Private Organizations

1. REFERENCES:

- a. DoD 5500.07-R, Joint Ethics Regulation, incl. changes 1-7.
- b. AR 405-80 (Management of Title and Granting Use of Real Property).
- c. AR 210-22, Private Organizations on Department of the Army Installations.
- d. AR 600-29, Fund-Raising within the Department of the Army.
- e. AER 210-22, Private Organization and Fundraising Policy.
- f. IMCOM-Europe Policy Letter #9, Facility Support to Private Organizations.
- g. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities.
- h. U.S. Army Garrison Stuttgart Private Organizations, Policies and Procedural Handbook, 2022 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 has been delegated to the USAG Stuttgart Deputy to the Garrison Commander, Robert A. Gwinner, III. The approval authority for fundraiser requests has been delegated to the Family and MWR Director, Joseph Johnson.

5. PRIVATE ORGANIZATION COORDINATOR: The PO Coordinator is Ms. LaPresha Jackson.

6. **PO REQUIREMENTS:** POs should review, understand and follow all guidance set forth in the PO Handbook. Templates, samples and forms to be used are located in that document. All applications to operate on-post or any requests regarding POs operating in Stuttgart must be sent through the PO Coordinator.

7. **ANNUAL REPORTING:** IAW AR 210-22, Chapter 2, page 2, in addition to information required when approval is requested, approved POs must submit updated documents annually (see PO Handbook, Section "Annual Reporting Requirements"). To reduce the possibility of missing any document updates, these documents will be sent to the PO Coordinator from each PO during the month of January each year. The final due date for all documents is January 31. Any organization not complying with this deadline may have the organization's Approval to Operate revoked.

8. **YOUTH ORGANIZATIONS:** In addition to the documents required by AR 210-22, AER 210-22 and the PO Handbook, all Youth-Oriented Private Organizations, including Parent-Teacher Associations (if minors participate in their fundraisers) must ensure that all of their adult leadership and members who supervise youth complete the Youth Protection training. The Boy Scouts of America online 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 Youth-Oriented Private Organizations are required to maintain the current training certificates and submit them to the PO Coordinator. All new PO officers must complete the training immediately after elections.

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 submit all documents noted in the "Special Guidelines for Scouting Organizations" section of the PO Handbook to the PO Coordinator during the month of January each year. The final due date for all documents is January 31.

10. **USE OF SPACE:**

a. All POs operating in USAG Stuttgart will sign a License to Use USAG Facilities located in the PO Handbook (Form 6).

b. All POs who occupy any space within the Garrison, must have a written approval letter. The signed Space Assignment approval letter must be kept in the PO files and a copy should be posted on any storage space. See Form 4 (Space Assignment Request) of the PO Handbook.

c. An approved Space Renewal Request must be signed and submitted with each renewal packet (every two years). Scouting Organizations must submit the Space Renewal Request by 31 January every year. See Form 5 of the PO Handbook.

d. Any PO occupying space (other than pure storage space) must have a signed lease or Memorandum of Understanding (MOU) with the Garrison. The lease will specify obligations by both parties. Leases must be renewed each year in September.

e. IAW IMCOM-Europe Policy Letter #9, approved POs in the Tier III category may only receive space or facility support on a reimbursable basis, unless an exception to current DOD policy is approved at the appropriate level.

11. ON-POST FUNDRAISING: POs may occasionally fundraise upon request IAW AR 600-29, para. 1-7(4).

a. Occasional has been defined as two fundraisers each quarter, or a total of eight in one fiscal year.

b. As an exception to the policy mentioned in 11a, organizations formed and operated in conjunction with DODDS that operate under the administrative supervision of a school faculty or staff member may conduct fundraising events on school grounds or during school activities with the approval of the school principal. The exception to this policy includes an exception to the "occasional" fundraising limitations articulated in AR 600-29 and AR 210-22 for the above-mentioned fundraising events on school grounds. The school principal must ensure that the funds raised are adequately controlled and used for the purposed stated in the fundraising event. The exception to policy found in AER 210-22 does not apply to fundraising events located in places other than school grounds or at school activities during the school year.

c. POs may fundraise at fundraising locations approved by the Garrison Commander, which are specified in the PO Handbook.

d. Fundraiser requests must be submitted at least 30 days prior to the intended date of the fundraiser. If the PO is unable to meet the 30 day timeline they can submit a late waiver request indicating why the request could not be turned in on time (See Appendix, Form 2 in the PO Handbook). Only one late waiver request will be accepted per PO, per fiscal year. At no time will a request be granted if the event date is less than 10 days away.

12. AUDITS AND RECORDS: As required in AR 210-22, para 3-3, a PO must be audited at their own expense every two years and upon change of treasurer. The Auditor must perform duties cited in the PO Handbook on page 15. Any PO operating with approval authority in USAG Stuttgart, with total combined annual deposits over \$100,000, must be audited by a Qualified Auditor (a public accountant or certified public accountant licensed by a State or other recognized licensing jurisdiction). If the PO has difficulty finding a Qualified Auditor or if the PO prefers not to incur that expense, they may complete and submit the following to the PO Coordinator as an alternative option:

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a. An Audit Cover Letter (see Appendix, Sample VIII in the PO Handbook) signed by the PO President and three members who hold no office.

b. A Summary of Income and Expenses (see Appendix, Sample IX in the PO Handbook) for each account based on bank statements during the audit period. The Summary of Income and Expenses must be signed by the PO President and three members who hold no office.

c. A Check Register (a list of all deposits and expenses) for each transaction. The list must be signed by the PO President and three members who hold no office. The list will contain the name of the recipient organization, purpose of payment, date payment was made, and dollar amount.

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 Andrea G. Stauffer at DSN 596-3303, Comm. 09641-70-596-3303, or email at andrea.g.stauffer.naf@army.mil.

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Commanding