

## Quarter 2 TIDBITS: April-June 2019

### (5 Apr 19) Fundraising Guidance for "For Us, By Us" Activities

Today's tidbit is in regard to the changes current unofficial activity/organization fundraising according to AFI34-223, Private Organizations (PO) Program, 13 December 2018 and AFI36-1301, Fundraising, 9 October 2018. Please keep the following items in mind when planning "for us, by us" fundraising:

-- AFI34-223, para. 9.1: As a general rule, unofficial activities' fundraising efforts are considered "for us, by us" fundraising within the meaning of Joint Ethics Regulation Section 3-210. As such, commanders may advertise and support their fundraising efforts through the use of official communication systems (to unit members) and by allowing unit personnel to support such efforts while in a duty (but not to interfere with) status. On the other hand, unofficial activities are still Federal entities and may not solicit gifts from outside sources or engage in off base fundraising.

-- AFI34-223, para. 10.8: Unofficial activities/organizations must not engage in activities that duplicate or compete with activities of the Army and Air Force Exchange Services or Force Support Squadron non-appropriated fund Instrumentalities.

-- AFI34-223, para. 10.9: Unofficial activities/organizations will not operate amusement machines, slot machines, lotteries, raffles, games of chance, or other gambling-type activities, (except as authorized in paragraph 10.20, below); nor will they engage in frequent or continuous resale activities either directly or indirectly through third parties.

-- AFI34-223, para. 10.9.1: The prohibition against frequent or continuous resale activities does not preclude collective purchasing and sharing of purchased items by members of unofficial activities so long as there is no actual resale.

-- AFI34-223, para. 10.10.1: Unit commanders may approve unit unofficial activity fundraisers on the installation within the unit and only for the unit's personnel. Fundraising outside the unit requires Installation Commander or designee approval.

-- AFI34-223, para. 10.11: Fundraisers conducted by unit unofficial activities off the installation are not appropriate.

-- AFI34-223, para. 10.11: Unofficial activities should consult with their local Force Support POC and the local installation Judge Advocate before engaging in fund raising off the installation.

Note: The 502d Force Support squadron POC (JBSA private organization coordinator) will contact the appropriate legal office.

-- AFI34-223, para. 10.13: Unit unofficial activities operating on Air Force installation are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to or encouraging use of any commercial business concerns. The only exception to this policy is when an unofficial activity/organization conducts an approved fundraising event through a third party.

-- AFI34-223, para. 10.14: At the discretion of the installation commander, Non-appropriated Fund Instrumentalities-operated Morale Welfare and Recreation programs may secure the aid of volunteers or persons providing gratuitous services to assist in the sale of Morale, Welfare and Recreation-procured alcoholic beverages. Non-appropriated Fund Instrumentality operated Morale Welfare and Recreation programs may also enter into contractual agreements with unit unofficial activities or installation Private Organizations, under which the military unit unofficial activity (such as a booster club) or Private Organization provides qualified personnel to assist the Non-appropriated Fund Instrumentality in selling alcoholic beverages at Morale, Welfare and Recreation events in exchange for a fee. Fees paid to military unit booster clubs or Private Organizations are deposited into the appropriate accounts; units will not require Airmen to participate in the event. (T-1). This may also apply to events,

such as open houses or other special installation events. All personnel assisting the Non-appropriated Fund Instrumentality Morale Welfare and Recreation program to sell alcoholic beverages at such events receive appropriate "Dram Shop" training as outlined within AFI 34-219, Alcohol Beverage Program.

-- AFI34-223, para. 10.17: Unit unofficial activities must comply with all applicable federal, state, local, and foreign laws governing like civilian activities.

-- AFI34-223, para. 10.19: Unofficial activities actions must not prejudice or discredit the United States Government or conflict with governmental activities.

-- AFI34-223, para. 10.19.1: Unit unofficial activities may not directly solicit cash donations for their organization on base.

-- AFI34-223, para. 10.19.1.1: Force Support Squadrons may not co-sponsor events with unofficial activities/organizations for the purpose of obtaining commercial sponsorship, contributions, donations, gifts, advertising or generating revenue for them.

--AFI34-223, para. 10.19.1.2: In accordance with AFI 34-108, Commercial Sponsorship and Sale of Advertising, commercial sponsorship is not authorized to support unit unofficial activities (such as social funds). These entities are not authorized to partner with a Morale, Welfare and Recreation program to gain access to sponsorship benefits.

-- AFI34-223, 10.19.1.3: Unit unofficial activities may accept gifts and donations from outside sources. Unit unofficial activities will not solicit gifts.

-- AFI34-223, 10.19.1.3.1: Unit unofficial activities are prohibited from actions which might make it appear that the installation is endorsing or giving special treatment to the donors involved.

-- AFI34-223, para. 10.20: Unit unofficial activities are not authorized to conduct raffles.

Additionally,

-- AFI36-3101, para. 5.3.4: "For Us, By Us" Activities. Joint Ethics Regulation Section 3-210 also permits unit-based "for us, by us" fundraising for the support of unit members and their family members.

-- AFI36-3101, para. 5.3.4.1. Funds collected for refreshments or meals, in advance of events (such as Air Force-hosted conferences or meetings) from attendees and in situations when Appropriated Funds may not be used, are a form of this temporary holding of personal funds. Often, such collections are referred to as "landing fees" or similar title. Workplace (desk-to-desk) collections are allowed in such circumstances.

-- AFI36-3101, para. 5.3.4.2: Small cash collections to assist unit members with personal misfortune (e.g., flowers for a co-worker upon death of a loved one, funds to help offset lodging expenses after a house fire) are a form of "for us, by us" fundraising. However, such funds collections are best addressed through the use of the rules in 5 Code of Federal Regulations 2635 Subpart C (Gifts between Federal Employees). Regardless, such collections should be completely voluntary, anonymous (e.g., passing around collection envelope), and the nominal amount solicited from unit employees should not exceed \$10. Workplace (desk-to-desk) collections are allowed in such circumstances. If the unit member to be assisted is one's supervisor, Airmen may not contribute more than \$10 to the collection.

AFI36-3101, para. 5.3.4.3: The most common and best example of "for us, by us" fundraising is to collect funds for unofficial unit social events (e.g., hail & farewells, holiday parties, military balls) when funds must be collected and paid in advance to make arrangements for venues, catering, etc. Such fundraising can also help offset the per ticket price for junior members of the unit. Such funds collections are often referred to as social funds, flower funds, coffee funds, etc.

AFI36-3101, para. 5.3.4.4: Such funds collections should be for the minimal amount of time necessary to plan and execute the social event. Per Air Force Instruction 34-223, if these unofficial activities/social funds collect and

maintain a balance of more than \$1000 over a three-month period, the unofficial unit activity must apply to the Installation Commander for recognition as a Private Organization, unless all funds were collected for, and will be expended on, an upcoming (within six months after the third month that the activity/fund has had a balance of more than \$1000) unit social event.

AFI36-3101, para. 5.3.4.5: Although Air Force Instruction 34-223 does not govern unit unofficial activities/social funds, unit commanders can look to the instruction for illustrative guidance on appropriate fiscal controls. At a minimum, unit commanders should implement two-person accountability for all funds collected (one officer, one noncommissioned officer recommended) regardless of whether or not a bank account is actually created to hold such funds.

AFI36-3101, para. 5.3.4.6: “For us, by us” fundraising should normally be planned and executed to take place primarily where funds collected can come from unit members and their family members. A bake sale or lunchtime food sale, however, is often welcomed by other units and advertising can inform all installation Airmen who might have an interest in participating in such sales. Contractor employees should not be targeted by advertising to participate in the fundraising event, but may on an unsolicited voluntary basis, elect to purchase goods or services of value at the unit fundraiser. An event that uses an installation facility, outside the unit, such as a car wash using the installation car wash complex, may target the installation-wide community so long as all tenant units have similar opportunity to engage in similar fundraising events. No fundraising events whatsoever may take place in Federal workplaces other than in common areas. Workplace (desk-to-desk) collections are not allowed in such circumstances.

AFI36-3101, para. 5.3.4.7: Because unit commanders may support and endorse “for us, by us” fundraising events, they may allow military unit members to set up, execute and clean up from such events during the duty day and while in uniform. Because of concerns of coercion and favoritism, supervisors should not act as sellers of goods/services during the event. As such, these events should be of a very limited duration (e.g., the lunch hour) and a time of day and location where there is acceptable impacts on mission and unit routine. Unit commanders may authorize the use of official communications systems (e.g., official email) to advertise such unit fundraising events. However, caution should be used so that the source of the email (e.g., Commander, Command Chief, Supervisors) does not go beyond official support and endorsement and make participation in the event non-voluntary or compulsory.

AFI36-3101, para. 5.3.4.8: Unit unofficial activities/social funds can be officially supported and endorsed (including through the use of on-duty personnel and official communications systems), but must confine their activities to the “for us, by us”, unit marketplace for raising funds.

AFI36-3101, para. 5.3.4.9: All other fundraising activities, including unit unofficial activities/social fund fundraising, should generally be scheduled for a time of year so as to not adversely impact the Air Force Assistance Fund and Combined Federal Campaign. Because of the timing of the Combined Federal Campaign, unit fundraising to support holiday parties may occur during the Combined Federal Campaign. Regardless, however, such ad hoc fundraising may not take place in a manner that seeks to mimic, or would substantially detract from, or cause confusion with, the Air Force Assistance Fund and Combined Federal Campaigns. Only those two official campaigns may authorize payroll deduction contributions.

Lastly, venues not authorized as fundraising activities on Joint Base San Antonio include the following:

- Carwashes
- Civilian Clothing Days (Dress Down Days)
- Donation boxes.
- Flea Markets / Yard Sales
- For Profit Snack Bars / Coffee Funds
- Gas –n- Go Events
- Jail and Bail Events (Lock-ups)
- Sale of Government Parking Spaces

## **(12 Apr 19) Quick Guide for "For Us, By Us" (FUBU)**

According to paragraph 9.1., AFI34-223, unofficial activities' fundraising efforts are considered "for us, by us" (FUBU) fundraising with these activities falling under the purview of each unit commander. Legal has been kind enough to provide us with a Quick Guide to FUBU Unofficial Activities which has been attached for your information. The guide itself will be provided to you when complete.

## **(19 Apr 19) Revisiting Updated Regulations on Private Organization Fundraising**

AFI34-223, Private Organizations (PO) Program, 13 December 2018 and AFI36-3101, Fundraising, 9 October 2018 are attached for your information.

Installation Recognized Private Organizations Fundraising:

-- Private organizations (PO) are not considered "for us, by us" (FUBU) fundraising entities within the meaning of Joint Ethics Regulation (JER) 3-210(a)(6). AFI34-223, 1.3.1

-- Service members may not perform activities for POs while in an official duty status. AFI34-223, 1.3.2

-- The Installation Commander or designee, per paragraph 5.4, approves PO occasional on-installation events for fundraising purposes (e.g, bake sales, dances, carnivals or similar functions). AFI34-223, 10.10

-- Occasional fundraising is defined as not more than three per calendar quarter on the installation. The length of the fundraiser is fact dependent. AFI34-223, 10.10.2

NOTE: Local instruction requires that all on –installation fundraising requests are to be submitted on the attached JBSA Fundraising Request Form (v1.2 2019).

-- POs must not engage in activities that duplicate or compete with activities of the Army and Air Force Exchange Service (AAFES) or Force Support Squadron (FSS) non-appropriated funds (NAFIs). AFI34-223, 10.8

-- POs may conduct fundraising events off the installation so long as it is clear to members of the public that the PO is not representing the installation or the Air Force. AFI34-223, 10.11

-- POs should consult with their local Force Support point of contact and the local Judge Advocate before engaging in fundraising off the installation. AFI34-223, 10.11

NOTE: Consultations should come directly to the JBSA PO coordinators. The JBSA PO coordinators will, in turn, consult with the appropriate legal office.

-- POs operating on an Air Force installation are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns.

The only exception to this policy is when a PO conducts an approved fundraising event through a third-party (e.g., the spouses club conducts an art sale as an approved fundraiser and contracts with an art dealer (third party) to provide the artwork to be sold). AFI34-223, 10.13

-- POs will not sell or serve alcoholic beverages on Air Force installations. AFI34-223, 10.14 (includes exception)

-- POs must have liability insurance unless the Installation Commander (or designee) waives the requirement. AFI34-223, 10.15

-- POs may not directly solicit cash donations for their organization on base. AFI34-223, 10.19.1

- POs may raise funds through approved on base fundraising events as described in AFI34-223, 10.10 and 10.11
- In accordance with AFI34-108, Commercial Sponsorship and Sale of Advertising, commercial sponsorship is not authorized to support POs (such as social funds). AFI34-223, 10.19.1.2
- POs may accept gifts and donations from outside sources. AFI34-223, 10.19.1.3
- POs will not solicit direct monetary gifts or donations (as distinguished from the sale of items of value) on base. AFI34-223, 10.19.1.3
- Off-base solicitations must clearly indicate that they are for a PO and not for the base or any official part of the Air Force. Donor/gift recognition may not be made publicly. Oral recognition of the gift or donation can only be made to members of the PO or those present at an event benefiting from the donation/gift. AFI34-223, 10.19.1.3
- Fundraising raffles may be conducted on an Air Force installation by those POs that are composed primarily of Department of Defense personnel or their family members. AFI34-223, 10.20
- Raffles must comply with State and local laws of the jurisdiction in which the installation is located and comply with any applicable requirements of such laws, (e.g., securing required licenses or permits). AFI34-223, 10.20.4
- Official communication systems should not be used to advertise PO fundraiser events. AFI34-223, 11.1.3

NOTE: Texas raffle laws require that POs hold a current 501c status.

NOTE: Additional Air Force raffle requirements can be found in AFI34-223

NOTE: Additional installation-recognized PO fundraising information is available in AFI36-3101, 5.5.

#### Installation Unofficial Activities:

- As a general rule, unofficial activities' (UAs) fundraising efforts are considered FUBU fundraising efforts within the meaning of the JER Section 3-210. AFI34-223, 9.1
  - As such, commanders may advertise and support UA fundraising efforts through the use of official communication systems (to unit members) and by allowing unit personnel to support such efforts while on duty (but not to interfere with mission) status. AFI34-223, 9.1
  - UAs are still Federal entities and may not solicit gifts from outside sources or engage in off base fundraising. AFI34-223, 9.1
  - UAs must not engage in activities that duplicate or compete with activities of the AAFES or FSS NAFIs. AFI34-223, 10.8
  - UAs will not operate amusement machines, slot machines, lotteries, raffles, games of chance or other gambling-type activities. AFI34-223, 10.9
  - UAs will not engage in frequent or continuous resale activities either directly or indirectly through third parties. AFI34-223, 10.9
  - Unit commanders may approve unit UA fundraisers on the installation within the unit and only for the unit's personnel. Fundraising outside the unit requires Installation Commander or designee approval.
- AFI34-223,10.10.1
- Fundraisers conducted by unit UAs off the installation are not appropriate. AFI34-223, 10.11
  - UAs should consult with their local Force Support POC and the local JA before engaging in fundraising off the installation. AFI34-223, 10.11

NOTE: Inquiries should come directly to the JB SA PO coordinators. The JB SA PO coordinators will consult with the appropriate legal office.

-- Unit UAs may not directly solicit cash donations for their organization on base. AFI34-223, 10.19.1  
-- Unit UAs may raise funds through approved on base fundraising events as described in AFI34-223, 10.10 and 10.11.

-- In accordance with AFI34-108, Commercial Sponsorship and Sale of Advertising, commercial sponsorship is not authorized to support unit UAs (such as social funds). AFI34-223, 10.19.1.2

-- Unit UAs will not solicit gifts. AFI34-223, 10.19.1.3

-- Unit UAs are not authorized to conduct raffles. AFI34-223, 10.20

NOTE: Additional FUBU fundraising information is available in AFI36-3101, 5.3.4.

## **(26 Apr 19) What it Means to be a JBSA Private Organization in Good Standing**

Did you know? 89% of private organizations authorized to operate on Joint Base San Antonio (JBSA) are not reporting compliant.

In order to conduct activities on JBSA, a private organization (PO) must be approved/authorized to operate on the installation.

-- In order to become recognized as a PO, organizations must submit an application. An application is a packet of specified documents and are as described below. Requestors are responsible for maintaining a copy of their entire submission. During the coordination process the packet will be routed through 502 FSG/JA and 502 FSS/CL and then to the 502 FSG/CC for final approval. The approved documents will be returned to 502 FSS/CL for filing which will then provide a copy of the approval to the requestor.

-- If the organization is seeking PO status, a proposed constitution and/or by-laws must be submitted to the appropriate 502 FSS/FSR (JBSA private organization coordinator) accompanied by a list of elected officers and a treasurer acceptance statement (Attachments 1, 4 and 5). If a PO does not carry the recommended liability insurance coverage, it will also submit a letter requesting a waiver of insurance requirements at this time (Attachment 6). The constitution must address the nature, function, classification, objectives, membership eligibility and sources of income of the PO. It must notify all members of their personal financial responsibility. It must describe the responsibilities of PO officers for asset accountability, liability, satisfaction and sound financial and operational management. Finally, it must provide specific guidance on how to dispose of residual assets remaining in the PO treasury after satisfaction of outstanding debts.

A private organization must also be in good standing.

-- During the operating year, POs must provide the following information to 502 FSS/CL (JBSA private organization coordinator):

a. Any change of officers as changes occur (attached as JBSA PO Elected Officers)

b. Any change of treasurer as change occurs (attached as JBSA PO Treasurer Acceptance Statement).

c. Quarterly financial statements - by the 15th of the month following end of the quarter (attached as JBSA PO Financials Template)

\*Financial Statements. Typically, two different reports are associated with the financial statements: a balance sheet and an income and expense statement

(1) Balance Sheet. The balance sheet accounts for total assets (e.g. cash, accounts receivable, property, etc.) and is a statement of financial condition (assets versus liabilities and net worth) at a specific point in time.

(2) Income and Expense Statement. This statement provides a financial breakdown of revenue (e.g. dues, sales, fees, etc.) and expenditures (e.g. donations, awards, luncheons, etc.) for the period, usually monthly. Use an income and

expense statement, either on an accrual or cash basis, to show actual monetary events that have occurred during the period.

d. Meeting minutes (within 30 days of meeting date).

-- Annually, at the end of the PO's operating year, each PO must provide a report to the base PO coordinator. The purpose of this report is to ensure that the activity has implemented guidelines to safeguard and account for funds, as well as to update records with current officers, constitution, etc. This report is due within 30 days after the end of the fiscal year. Each activity determines when their fiscal year will conclude. Typically, it is either 30 September or 31 December, but can be any month.

All documents are to be submitted to the PO coordinator (502 FSS/FSR) to coordinate for approval; the following documents must be submitted:

- Balance sheet for the end of the fiscal year (attached as JBSA PO Financials Template)
- Income and expense statement for the fiscal year (attached as JBSA PO Financials Template)
- List of current elected officers (attached as JBSA PO Elected Officers)
- Copy of treasurer acceptance statement (attached as JBSA PO Treasurer Acceptance Statement)
- Copy of current liability insurance certificate or waiver of insurance
- Revised constitution and by-laws (update required every two years)

### **(3 May 19) Use of Seals, Logos or Insignia**

To prevent the appearance of an official sanction or support by the Department of Defense, AFI34-223, 10.1.1 states that private organizations may NOT use the seals, logos, or insignia of the Department of Defense or any Department of Defense Component, Air Force or Department of Defense organizational unit, or Air Force and Department of Defense installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities.

Translation: Official seals, logos or insignia of your organizational unit may NOT be used in private organization letterhead, correspondence, titles, meeting minutes, treasurer acceptance statement or in association with private organization programs, locations or activities.

### **(10 May 19) Points of Contact for JBSA-Randolph Public Health**

If you need to coordinate a fundraising request with public health on JBSA-Randolph, your primary point of contact is SRA Haleigh Kendall at 210-652-1876 or [haleigh.r.kendall.mil@mail.mil](mailto:haleigh.r.kendall.mil@mail.mil) <<mailto:haleigh.r.kendall.mil@mail.mil>> .

### **(17 May 19) JBSA Fundraising Request Form v1.2 2019**

The Joint Base San Antonio fundraising request form has been revised. If your formal private organization fundraises on the installation, please do the following:

- go to [www.jbsatoday.com](http://www.jbsatoday.com)
- scroll down to the bottom of the page
- select the PRIVATE ORGANIZATIONS link
- scroll down to FEATURED LINKS
- select the FUNDRAISING REQUEST FORM link
- download the JOINT BASE SAN ANTONIO PRIVATE ORGANIZATION FUNDRAISING REQUEST FORM (v1.2 2019)
- delete/destroy all prior versions

### **(23 May 19) Use of Hap Arnold Wings**

According to AFI34-223, 10.1.1, private organizations may not use the seals, logos, or insignia of the Department of Defense or any Department of Defense Component, Air Force or Department of Defense organizational unit, or Air Force and Department of Defense installation on organization letterhead, correspondence, titles or in association with organization programs, locations or activities.

This includes the use of Hap Arnold Wings. The Hap Arnold Wings is a logo to be used only for historical purposes and is not for use by any private organization. Per the Air Force Branding and Trademark Licensing Team, unlicensed use of trademarks can result in civil fines and other penalties, to include criminal punishment when authorized by law.

For additional information, please visit [www.trademark.af.mil](http://www.trademark.af.mil) <<http://www.trademark.af.mil>> .

### **(31 May 19) Reminder of New Guidance on Formal Private Organization Fundraising**

AFI34-223, Private Organization Programs was updated last December. With this update came changes in private organization fundraising so please keep the following in mind:

#### Formal Private Organizations

-- 10.9. Private Organizations will not operate amusement machines, slot machines, lotteries, games of chance or other gambling-type activities nor will they engage in frequent or continuous resale activities either directly or indirectly through third parties.

Note: See 10.20 below for raffle information.

-- 10.10.2. Occasional fundraising is defined as not more than THREE per calendar quarter.

Note: Anywhere on the installation.

-- 10.11. Private organizations may conduct fundraising events off the installation so long as it is clear to members of the public that the organization is not representing the installation or the Air Force (THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.) Private organizations should consult with

### **(3 June 19) SALE OF MEMORABILIA: Update Requirements**

It has come to our attention that school/unit memorabilia/souvenir sales is considered fundraising but the occasional sales limitation does not apply to this type of sales. Consequently, this type of fundraising can happen year around. Starting for July, we will be requiring a quarterly fundraising request form to be completed and routed for authorization; please attach mockups of anything you are selling, front and back, for any memorabilia/souvenir sales (t-shirt, sweatshirts, coins, mugs, etc.). All requests are required to be coordinated with the Joint Base San Antonio (JBSA) Army and Air Force Exchange Service (AAFES) point of contact (POC) and school/unit memorabilia/souvenirs will have to be purchased through the appropriate AAFES approved vendor.

AFI 34-223, 10.10.2.1. The occasional sales limitation for funding does not apply to unit unofficial activity or Private Organization sales of Air Force School or unit souvenirs, memorabilia to members of the school or unit involved. This is contingent on the Army and Air Force Exchange Services or Force Support Squadron resale activities electing not to provide this service and the Private Organization chartering documentation authorizing resale under these circumstances.

-- 10.8. Private Organizations and unofficial activities/organizations must not engage in activities that duplicate or compete with activities of the Army and Air Force Exchange Services or Force Support Squadron Nonappropriated Fund Instrumentalities.



JBSA AAFES POC:  
Estella Estrumse  
Spvy., Administrative Assistant  
Lackland Randolph Exchange  
Office 210 674-8917  
[estrumse@aafes.com](mailto:estrumse@aafes.com)  
Visit our online store! [www.shopmyexchange.com](http://www.shopmyexchange.com)

Vendors:  
-- JBSA-FORT SAM HOUSTON  
Gary Martin  
210-383-5800  
[Martin7144@msn.com](mailto:Martin7144@msn.com)

-- JBSA-LACKLAND (and temporarily JBSA-RANDOLPH)

PC Gear LP/Lackland T-Shirt Shop  
Cindy Deharo, Manager  
Cell: 210-330-9102 or 210-269-8832  
Desk: 210-492-3215 x-203  
Email: [Orders@LacklandShirtShop.com](mailto:Orders@LacklandShirtShop.com)

Victoria A. Reyes  
Bldg.10345 Femoyer-Bldg.7038 Stewart-7019 W Plaza  
Lackland AFB - San Antonio - Texas  
210-492-3215 Ext. 204/ 214-497-1577  
[victoria\\_pcgear@att.net](mailto:victoria_pcgear@att.net)

JBSA authorized private organizations selling memorabilia/souvenirs other than those belonging to a school or unit are still required to coordinate with AAFES by following the same procedures as stated above.

### **(7 June 19) Use of Private Organization Titles in Government Email Signature Blocks**

AFI-34-223, 10.1., Private Organizations must prevent the appearance of an official sanction or support by the Department of Defense.

-- If you are currently using your private organization title in your official signature block, it should be deleted.

-- If you are using your official title in your private organization correspondence, it should be deleted.

Incorrect Example:  
JANE DOE, MSgt, USAF  
Superintendent, 123 FSS  
President, Worldwide Booster Club  
Correct Example:  
JANE DOE, MSgt, USAF

Superintendent, 123 FSS  
Jane Doe  
President, Worldwide Booster Club

This information has received legal review.

## **(28 June 19) Do You Know Who Your JBSA Private Organization Coordinator Is?**

There are currently two private organization (PO) coordinators on Joint Base San Antonio (JBSA), Mrs. Haley Flanagan and Mrs. Lois York.

-- If your JBSA authorized PO supports the JBSA-Lackland military community, a JBSA-Lackland entity or resides on JBSA-Lackland, Mrs. Flanagan is your PO coordinator.

-- If your JBSA authorized PO supports the JBSA-Fort Sam Houston military community, a JBSA-Fort Sam Houston entity or resides on JBSA-Fort Sam Houston, I am your PO coordinator.

-- If your JBSA authorized PO supports the JBSA-Randolph military community, a JBSA-Randolph entity or resides on JBSA-Randolph, I am your PO coordinator.

-- If your JBSA PO supports an entity which resides on all three major operating locations, I am your PO coordinator.

-- If your correspondence concerns our electronic distribution lists, please contact me.

-- If your PO is a "for us, by us" unofficial activity or an Army SFRG Informal Fund, please send inquiries to [502FSS.FSRR.PrivateOrgs@us.af.mil](mailto:502FSS.FSRR.PrivateOrgs@us.af.mil).

Note: There is no need to send emails to both of us at our individual email addresses. If you submit correspondence to [502FSS.FSRR.PrivateOrgs@us.af.mil](mailto:502FSS.FSRR.PrivateOrgs@us.af.mil), both of us will have access to it.