

## Quarter 3 TIDBITS: July-September 2019

### **(3 July 19) End of TidBit Distribution to Unofficial Activities and Army Soldier and Family Readiness Group Informal Funds**

This private organization tidbit will be the last one to be distributed to JBSA unofficial activities (UA) and Army Soldier and Family Readiness Group (SFRG) informal funds. UA and SFRG informal fund points of contact will receive separate notification should this office receive guidance specific to their organizations.

### **(12 July 29) Are You the 1%?**

As of today, there is only one JBSA recognized private organization authorized to sell school/unit memorabilia. If your organization wishes to sell school/unit memorabilia, please see the attached email titled Private Organization Sale of Memorabilia: Updated Requirements.

Should you have questions about your JBSA-Lackland private organization sale of school/unit memorabilia, please contact Haley Flanagan, [haley.flanagan@us.af.mil](mailto:haley.flanagan@us.af.mil) <<mailto:haley.flanagan@us.af.mil>> or (210) 671-6042.

Questions concerning all other private organizations, should be directed to me.

### **(19 July 19) 2019 TidBits Now Located on JBSAToday**

The private organization tidbits for 2019 are now available on the website. The links are titled as follows:

JBSA PO Tidbits CY 19 CQ1 and  
JBSA PO Tidbits CY 19 CQ2.

- Access <https://jbsatoday.com> <<https://jbsatoday.com>>
- Scroll down to the bottom of the page
- Select the Private Organizations link
- To access documents, please scroll down.

Tidbits will continue to be posted by quarter.

### **(26 July 19) Installation Air Show 2020**

Please note that the air show scheduled to take place on JBSA this fall is now scheduled to take place on Kelly Field fall of 2020.

### **(2 Aug 19) 2019 Reporting Requirements for JBSA Authorized Private Organizations**

Private organizations (PO) which have applied for and obtained authorization to operate on Joint Base San Antonio (JBSA) are required to meet the following reporting requirements:

- During the organization's fiscal year
- Any change of officers as changes occur
- Any change of treasurer as the change occurs

- Quarterly financial statements (by the 15th of the month following end of the quarter).
- Meeting minutes (within 30 days of meeting date).

Annually, each PO are required to 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 PO's fiscal year.

- Balance sheet for the end of the fiscal year
- Income and expense statement for the fiscal year
- List of current elected officers
- Copy of treasurer acceptance statement
- Copy of current liability insurance certificate (or approved waiver of insurance requirement)
- Revised constitution and by-laws (update required every two years)

Documents are to be submitted to your JBSA PO coordinator (502 FSS/FSR).

Forms are available on <https://jbsatoday.com> <<https://jbsatoday.com>> .

- Access the website
- Scroll down to the bottom of the page
- Select the Private Organizations link

### **(9 Aug 19) Change of Location for JBSA-Lackland Food Handler's Training**

\*\* Food Handler's training is required for everyone that is requesting to conduct a fundraiser which involves food on JBSA-Lackland. Details are below\*\*

When: 1st Wednesday of every month

Where: Bldg 7206 Room 212 (Bio conference room)

\*Please email SrA Limon, Abegail ([abegail.f.limon.mil@mail.mil](mailto:abegail.f.limon.mil@mail.mil) <<mailto:abegail.f.limon.mil@mail.mil>> ) A1C Castro, Alberto ([alberto.j.castro3.mil@mail.mil](mailto:alberto.j.castro3.mil@mail.mil) <<mailto:alberto.j.castro3.mil@mail.mil>> ) or SSgt Deleon, Seoany ([seoany.g.deleon.mil@mail.mil](mailto:seoany.g.deleon.mil@mail.mil) <<mailto:seoany.g.deleon.mil@mail.mil>> ) to SIGN-UP for future trainings!\*

Not everyone working at the fundraiser event is required to have Public Health Food Handler's training. One POC for the event may attend the training and then brief the rest of the personnel that will be working. The Public Health trained POC must be on site the duration of the event.

### **(16 Aug 19) Coming Soon – Quick Guide to FUBU Unofficial Activities on JBSA Today**

A link to the Quick Guide to “For Us, By Us” (FUBU) Unofficial Activities will soon be available on our website. This guide compares what formal private organizations can legally do against what FUBUs can legally do.

- Access <https://jbsatoday.com> <<https://jbsatoday.com>>
- Scroll down to the bottom of the page
- Select the Private Organizations link
- To access documents, please scroll down.

Please feel free to direct others to our website.

## **(23 Aug 19) Fundraising Off the Installation**

There have been reports of JBSA authorized (formal) private organizations fundraising off the installation without consulting with the appropriate offices as stated in AFI34-223, paragraph 10.11.

AFI34-223, paragraph 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 their local Force Support POC and the local installation Judge Advocate before engaging in fundraising off the installation.

Note: Even though these off-installation requests are not required to undergo the same processing procedure as on-installation requests, we ask that you complete the JBSA fundraising request form and send it, with any proposed advertising, to your JBSA private organization coordinator. We will consult with the appropriate Judge Advocate's office for you and then contact you via email.

JBSA Private Organization Coordinators:

Haley Flanagan: JBSA-Lackland private organizations  
Email: [haley.flanagan@us.af.mil](mailto:haley.flanagan@us.af.mil) <<mailto:haley.flanagan@us.af.mil>>  
Phone: (210) 671-6042 DSN 473-6042

Lois York: JBSA-Fort Sam Houston private organizations, JBSA-Randolph private organizations Coordinator, JBSA-Fort Sam Houston/Randolph Private Organizations  
Phone: (210) 671-6044 or DSN 473-6044  
[lois.york@us.af.mil](mailto:lois.york@us.af.mil)

## **(30 Aug 19) Meeting Minutes**

There is no designated format for private organization (PO) meeting minutes for those POs which have obtained authorization to operate on the installation. We do see the same issues frequently however, and ask that you use the following guidelines when preparing your PO meeting minutes:

DON'T

- Use official military letterhead.
- Use official military emblems, logos or seals.
- Use an official military unit name.

DO

- Use your PO letterhead if your PO has one.
- Use your PO emblem, logo or seal if your PO has one.
- Ensure the official PO name is used.
- Ensure the meeting minutes reflect the date of the meeting.
- Ensure the meeting minutes reflect the start and end time of the meeting.
- Ensure the meeting minutes reflect the location of the meeting.

- Ensure organization account balance is provided to the membership. (This does not alleviate the requirement to submit financial statements.)
- Have at least one of the elected officers take responsibility (sign) the meeting minutes.
- Ensure that copies of meeting minutes are submitted to your PO coordinator within 30 days of the meeting date.

Please feel free to contact your JBSA PO coordinator should you have questions in regard to meeting minutes.

### **(9 Sept 19) Request for Review Template**

As a reminder, two reviews are required of JBSA-recognized private organizations, the annual review and the biennial review.

### **(20 Sept 19) Do you know?**

Do you know that:

1. Private organizations are self-sustaining special interest groups, set up by individuals acting exclusively outside the scope of any official capacity as members of the Air Force or Federal Government, to include contractors, Air Reserve and Air National Guard members?
2. Unofficial activities are now classified as “for us, by us” organizations and are now under each unit commander’s purview?
3. The Director, Air Force Services (AF/AIS) provides policy for the Air Force’s private organization program?
4. The Commander, Air Force Services Agency (AFSVA/CC) publishes operational guidance for the Air Force’s private organization program?
5. On Joint Base San Antonio, approval authority for the establishment of private organizations was delegated to the 502d Force Support Group Commander?
6. On Joint Base San Antonio, the 502d Force Support Squadron Director monitors the private organization program?
7. There is a requirement for an annual review of each private organization’s folder to ensure reporting compliancy?
8. Assistance from installation legal offices for private organizations is limited?
9. Department of Defense personnel may not be on official duty time when developing constitution, bylaws or similar documents in support of private organization activities?
10. Private organizations are to prominently display the a specific disclaimer on all print and electronic media mentioning the private organization’s name confirming that the private organization is not part of the Department of Defense?

11. Private organizations must furnish their own equipment, supplies and other materials and do not generally get either appropriated funds or non-appropriated funds support?

12. A private organization must notify the 502d Force Support Squadron of the intent to dissolve the private organization?

In need of information in regard to private organization operation on Air Force/Air Force led installations? Air Force guidance is published as AFI 34-223, Private Organizations (PO) Program, 13 December 2018.

### **(27 Sept 19) 502d Force Support Group Admin Law**

The legal office which holds the responsibility for the JBSA private organization program is the 502d Force Support Group (502 FSG/JA) Admin Law Office. Should other legal advisors have questions about installation private organizations or “for us, by us” activities, including their fundraising activities, they should contact the 502 FSG/JA Admin Law office through the reception desk at (210) 808-0169.