



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 75TH MISSION SUPPORT GROUP  
HILL AIR FORCE BASE UTAH



18 November 2017

MEMORANDUM FOR ALL PRIVATE ORGANIZATIONS

FROM: 75 MSG/CC

SUBJECT: Private Organization (PO) Requirements

1. Private Organizations are authorized to operate when it is determined the PO makes a positive contribution to the quality of life on Hill AFB. This privilege can be revoked for the following reasons: The PO is no longer making a positive contribution; the PO prejudices or discredits the United States government; the PO's actions conflict with government activities, or the PO does not comply with the requirements of AFI 34-223, *Private Organization Program*, AFI 36-3101 *Fundraising within the Air Force*, or the Private Organization Guide.

2. The POs of Hill AFB make a tremendous contribution to the quality of life of our employees and our goal is to continue their operation. One area of concern is the documentation required in AFI 34-223. Please ensure the following information is forwarded to our PO monitor as required:

a. **Constitution /by-laws** must be reviewed every two years. Send updated documents two months before expiration or a request to continue operation under previously approved documents two weeks before expiration.

b. **Financial statements** are due 30 days after the POs established fiscal year ends (or as requested). Please provide statements as formatted in the PO Guide.

c. **CPA audits** are required if gross annual revenues are \$250,000.00 and above. Financial review by an accountant (CPA not required) if gross annual revenue is \$100,000.00, but less than \$250,000.00. See the PO Guide. Required audits must be provided within 60 days of the closure of the fiscal year.

d. **Minutes of meetings** are due monthly or quarterly as defined by the constitution/by-laws. A copy of the minutes or a notice of no meeting being held is required two weeks after the meeting.

e. **Proof of insurance or an insurance waiver request** is required. Proof of insurance is due annually when it expires. Requests for waiver must be submitted one month before expiration.

f. **A list of the officers** is required annually with the financial statements or within two weeks of any POC changes.

g. **Tax exempt approval from the IRS** is required one-time. A copy of the form or notice of non-exempt status is kept on file.

3. POs not submitting documents by the due date will be temporarily suspended and given 30 days to submit the missing documents. If the documents are not provided within the 30 days, the PO will be permanently suspended and must resubmit for approval to be a PO.

4. Please work closely with our PO monitor, Ms. Monika Johns, 75 FSS/FSR, 775-6793 or e-mail [75FSS.FSRBL@us.af.mil](mailto:75FSS.FSRBL@us.af.mil) .

GABRIEL N. LOPEZ, Colonel USAF  
Commander

3 attachments:

1. AFI 34-223
2. AFI 36-3101
3. 2012 Private Organization Guide