



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS  
1741 Marshall Road  
FORT BLISS, TX 79916-3803

AMIM-BLW (210-22a)

23 May 2021

MEMORANDUM FOR Private Organizations (POs) and Fundraising, Fort Bliss, TX 79916

SUBJECT: PO and Fundraising Standard Operating Procedures (SOP)

**1. GOVERNING REGULATIONS:**

These regulations establish policy, procedures, and responsibilities for the operation of POs on Department of Defense (DoD) installations and their fundraising activities. Previous policies, handbooks, and SOP's are rescinded.

- a. Army Regulation (AR) 210-22, POs on Department of the Army (DA) Installations, 22 October 2001.
- b. AR 600-29, Fundraising with the DA, 07 June 2010.
- c. DoD Instruction 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations, 24 October 2008.
- d. DoD5500.7-R, Joint Ethics Regulation, Ethical Conduct and Ethical Guidance, 29 November 2007.

**2. INTRODUCTION:**

- a. The Directorate of Family and Morale, Welfare and Recreation (DFMWR) Headquarters PO Advisor administers oversight for the Fort Bliss Garrison according to established DoD policy.
- b. POs are self-sustaining, non-Federal entities that operate on DoD installations only with the written consent of an authorized approving authority and will operate in compliance with all governing regulations. PO members act solely outside the scope of any official position that they may occupy in the U.S. Government or its instrumentalities.
- c. Neither Department of the Army, Installation Management Command nor U.S. Army Garrison Fort Bliss (USAG Fort Bliss) will assume liability for any PO actions and/or debts.
- d. POs are common interest groups, not official organizations of the U.S. Government, and their membership may determine specific functions and expenditures in compliance with governing regulations. DA personnel acting in an official capacity may neither influence nor require any PO to support specific activities. Neither Soldiers nor Civilian employees will be assigned to work for POs as an official duty.

**3. APPROVAL AUTHORITY:**

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a. Requests from POs for approval to operate on the USAG Fort Bliss installation must be submitted in accordance with (IAW) AR 210-22 and DoD Instruction 1000.15 and submitted to the Installation PO Advisor. The PO Advisor for USAG Fort Bliss can be reached at CIV: 915-568-3724.

b. A PO wishing to operate at USAG Bliss will be granted approval for a period not to exceed two years. An operating permit will be issued at the DFMWR office tasked with oversight located in Building 11 Pershing Road.

#### 4. ESTABLISHING AN OPERATING PERMIT ON USAG BLISS:

a. The following documents will be submitted to the DFMWR office:

- (1) A memo requesting approval for your private organization to operate.
- (2) PO's constitution, by-laws, and articles of agreement (also a statement of liability will include a provision that all Federal, State, and local Jurisdictional laws are met). If affiliated with a national, State, or regional organization, the documentation of the parent organization must also be included.
- (3) Statements of the organization's nature, objectives, activities, and defining membership eligibility. Also explanation of all management functions within the
- (4) Proof of current/valid insurance (including coverage and limitation details).
- (5) A list of current board members with current contact information.
- (6) Minutes from organization's last board meeting.
- (7) Organization's most recent bank statement.
- (8) Organization's tax status (501C IRS Letter).
- (9) Organization's most recent audit information.
- (10) A memo detailing management responsibilities (including accountability of assets and disposition of PO's assets upon breakup of PO).
- (11) A memo stating the following:
  - ❖ The PO will reimburse the Army for utility expenses, unless use is incidental and billing costs would exceed the bill.
  - ❖ The POs activities will not seek to deprive individuals of their civil right.
  - ❖ The PO will not propagate extremist activities nor advocate violence against others or violent overthrow of the U.S. Government.
  - ❖ The PO will hold harmless and indemnify Fort Bliss and the Federal Government from any liability arising from or by conduct of the organization's activities.

- ❖ The POs will accept liability, if assets are not enough to cover all PO's liabilities. Also, address the extent of member's personal liability for any debts or claims against the PO.

b. After a completed request is received, it will be reviewed by both the Office of the Staff Judge Advocate (OSJA) and the Director of FMWR.

c. Once approved an original copy of your PO's operation permit will be issued at the DFMWR PO Advisor office. The entire process takes approximately 6-8 weeks for completion.

d. POs **must update** contact information of officers, liability insurance (expires yearly), minutes or summaries of PO meetings, financial statements, audits, and any correspondence about applicability of federal, state, or local laws **yearly**. Major changes to PO activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds and management functions must also be updated **yearly at minimum**.

#### 5. RENEWAL OF AN OPERATING PERMIT ON USAG FORT BLISS:

a. Renewal of the operation permit is required every two years. Please note that this permit does not grant automatic permission for events or fundraisers in the Fort Bliss footprint: all requests will need to be submitted for individual approval through the PO Advisor 90 days prior to expiration.

b. The following necessary documents should be submitted to the approval authority for renewal every two years:

(1) A memo requesting approval for your private organization to operate and documenting any changes to the PO during the previous operating period. (See item 4d above).

(2) Organization's constitution, bylaws, and articles of agreement (national if applicable).

(3) Statements of the organization's nature, objectives, activities, and defining membership eligibility.

(4) Proof of current/valid insurance.

(5) A list of current board members with current contact information.

(6) Minutes from organization's last board meeting.

(7) Organization's most recent bank statement.

(8) Organization's tax status (501C IRS Letter).

(9) Organization's most recent audit information.

(10) A memo detailing management responsibilities.

(11) A memo stating the following:

- ❖ The PO will reimburse the Army for utility expenses, unless use is incidental and billing costs would exceed the bill.
- ❖ The POs activities will not seek to deprive individuals of their civil right.
- ❖ The PO will not propagate extremist activities nor advocate violence against others or violent overthrow of the U.S. Government.
- ❖ The PO will hold harmless and indemnify USAG Fort Bliss and the Federal Government from any liability arising from or by conduct of the organization's activities.
- ❖ The POs will accept liability, if assets are not enough to cover all PO's debts. Also, address the extent of member's personal liability in the event of any debts or claims against the PO.

c. After a completed request for a renewal of the operation permit is received, it is reviewed by both the OSJA and the Director of FMWR.

d. Once approved, an original copy of your PO's renewed permit will be issued at the DFMWR PO Advisor office. The entire process takes approximately 6-8 weeks for completion.

## 6. FUNDRAISING, EVENTS, AND PROCEDURES:

a. If an organization with registration in good standing wishes to conduct any fundraiser or event within the USAG Fort Bliss footprint, a written request signed by the president or other designee detailing the 5 w's (who, what, when, where, why) must be submitted 6-8 weeks in advance. This process may require concurrence from other installation entities to include the OSJA, therefore the request must be submitted in a sufficient time to accomplish all authorizations needed. Requests turned in less than 30 calendar days prior to the event will be returned with no action taken.

b. Once approved, the PO will be notified that the event is authorized and corresponding documentation will be made available for the record.

c. Fundraising is not authorized inside the federal workplace. The following areas are designated as approved fundraising sites on USAG Bliss and available to be requested:

- ❖ AAFES Express Locations
- ❖ AAFES PX
- ❖ Freedom Crossing
- ❖ Commissary
- ❖ Old Fort Bliss Replica Museum
- ❖ Balfour Beatty Housing Areas
- ❖ McGregor Range
- ❖ Underwood Golf
- ❖ Bowling Center
- ❖ Fort Bliss Rod & Gun
- ❖ Centennial Banquet Center
- ❖ William Beaumont Army Medical Center (WBAMC)
- ❖ Biggs Park
- ❖ Pershing Pub

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d. Fundraising activities may include the use of "poppies" or other similar tokens used amongst veteran's organizations. The use of collection boxes, information tables, and door prizes are also authorized.

e. Car washes and raffles are not authorized on USAG Fort Bliss.

f. Religious fundraising is authorized only at church facilities and in connection with religious services IAW AR 165-1.

g. Soldier and Family Readiness (SFRG) groups registered with the MWR Army Community Service office in USAG Bliss and military units may request fundraisers as mentioned in 6a above **when** the event is planned for an area outside of their footprint. All other requests (Inside their own footprint) will be submitted through SFRG/chain of concern.



ANTHONY LOVETT  
Director, Family and Morale,  
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