

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKLAHOMA 73503

USAFACFS Regulation  
No. 210-11

24 August 2000

Installations  
**OPERATIONS OF PRIVATE ORGANIZATIONS ON FORT SILL**

**1. PURPOSE.** To provide installation policy for on-post private organizations (POs). Regulation does not apply to Family Support Groups.

**2. SCOPE.** The procedures prescribed in this regulation are applicable to all registered Fort Sill private organizations.

**3. REFERENCES.**

- a. AR 215-1, Morale, Welfare and Recreation.
- b. DODD 5500.7-R, Joint Ethics Regulation (JER).
- c. DODI 1000.15, Private Organizations on DOD Installations.
- d. AR 930-4, Army Emergency Relief.
- e. AR 210-135, Credit Unions.
- f. AR 210-135, Banking Institutions.
- g. AR 930-5 American National Red Cross.

**4. DEFINITIONS.** Private organizations, through voluntary efforts, promote social, cultural, and welfare activities to the Fort Sill community.

**5. OFFICIALLY RECOGNIZED PRIVATE ORGANIZATIONS.**

a. Membership of on-post private organizations must be composed primarily of DOD employees and their dependents. The DOD membership of all private organizations will be in excess of 50 percent.

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\*This regulation supersedes USAFACFS Reg 210-11, 14 Aug 00.

b. Each officer in the on-post private organization should read and agree to comply with DOD Instruction 1000.15, Private Organizations on DOD Installations. Organizations applying for recognition should certify that all officers are familiar and agree to comply with the instruction, and that all newly elected officers will become familiar with the instruction.

c. Each PO must have command approval authorizing operation on the installation. Previously required revalidation is no longer necessary. However, update the following annually and submit to the PO coordinator:

(1) Newly elected board members to include names, addresses, work phone, and work e-mail addresses (if available) immediately upon change.

(2) Documentation indicating DOD membership remains in excess of 50 percent.

d. Submit applications for approval of a private organization to operate on Fort Sill to Directorate of Community Activities, ATTN: Private Organization Coordinator, Post Office Box 33007, Fort Sill, OK 73503. Include the following documents:

(1) A list of current officers names, addresses, work phone. Update and resubmit this information immediately upon reelection of new officers.

(2) A description of membership eligibility.

(3) Designation of management responsibilities, including the accountability for assets, satisfaction of liabilities, disposition of any residual assets on dissolution and other matters that show responsible financial management.

(4) Documentation indicating an understanding by all members as to whether they are personally liable if the assets are insufficient to discharge all liabilities.

(5) Information pertaining to the private organizations' tax status. Private organizations whose national organizations have tax exempt status covering the local chapter will provide that information with a signed or notarized statement.

e. Private organizations have no federal immunity and must comply with state laws. Oklahoma laws prohibit gambling; accordingly, private organizations may not conduct gambling events such as 49'er parties, Monte Carlo nights, bingo, or lotteries. Private organizations may not sell chances to win prizes; however, such chances may be given away. When this occurs, donations may be accepted.

f. Private organizations must comply with federal, state and local tax laws. Private organizations operating solely on Fort Sill are exempt from city tax laws. Private organizations whose dues are subject to state sales tax must file a sales tax report with the state tax authority as dues are collected. Private organizations must contact private counsel to ensure compliance with all tax laws.

g. Private organizations wishing to incorporate should apply to the Secretary of State for Oklahoma.

#### **6. FUNDRAISING OR SPECIAL EVENT APPROVAL.**

a. Private organizations must submit a request to the PO coordinator to conduct fundraising or special events a minimum of 45 days prior to the event, (see address in paragraph 5d above). Request must include type of event, date, time, proposed location, and point of contact with address and phone number. Under Army regulation, on-post commercial sponsorship is limited to MWR programs and events only. Private organizations are not authorized to solicit for commercial sponsorship or to accept unsolicited commercial sponsorship for an on-post fundraiser or special event. Commercial sponsorship is defined as an act of providing assistance, funding goods, equipment, or services to a MWR program(s) or event(s) by an individual, agency, association, company or corporation, or other entity (sponsor) for a specific (limited) period of time in return for public recognition or opportunities for advertising and other promotions. Private organizations may, however, seek **donations**. Pursuant to the Joint Ethics Regulation, fundraising off the installation for a specific event may reduce the amount of official support that can be provided to the event. If donations to the PO fundraiser or event are anticipated, submit a list of proposed donors to the PO coordinator for approval along with the event request. Private organizations are not allowed to authorize the posting of commercial ads and/or signage at events except when the PO is paying to rent an indoor MWR facility and the event is not open to the public. Private organizations are not allowed to authorize their approved donors to collect names for any purpose

or to conduct or solicit business during the event. Donor presence on the installation is limited to providing thanks to the donor's representative. Logistical support, if requested, is considered on a case-by-case basis. If logistical support is approved on a reimbursable basis, send an approved copy of the fundraising request to Directorate of Public Works, Business Management Division, for billing purposes. Note that private organizations may not conduct fundraising in the federal workplace to benefit civilian charities or off-post civilian organizations.

b. Fundraising on-post may only take place in the following approved areas:

- (1) Personal Quarters.
- (2) Entrances to retail buildings and areas when approved by the building manager, including, but not limited to, the PX, Commissary, Shoppettes and snack bars.
- (3) Officers' Club, when approved by the Club manager.
- (4) Observation Post, when approved by the manager.
- (5) Gunners Inn, when approved by the manager.
- (6) Fort Sill Museum, when approved by the Chief, Museum Division.
- (7) Impact Zone, when approved by the manager.
- (8) Cedar Lakes Golf Course, when approved by the manager.
- (9) Fort Sill Golf Course, when approved by the manager.
- (10) Twin Oaks Bowling Center, when approved by the manager.
- (11) Fort Sill Community Activity Center, when approved by Director of Community Activities.
- (12) Old Post Quadrangle, when approved by the Garrison Commander.
- (13) LETRA, when approved by the manager.
- (14) Fort Sill Polo Field, when approved by the Garrison Commander.

(15) Rinehart Physical Fitness Center, when approved by the Garrison Commander.

**7. GENERAL.**

a. DCA Memo, 8 May 00, subject: Catering Food and Beverages Products and Services at Morale, Welfare, and Recreation (MWR) Facilities.

(1) Beginning 1 May 2000, only Fort Sill Category C business activities (clubs and snack bars) will conduct food and beverage catering services in Fort Sill MWR facilities. Assist units, private organizations, and groups wanting to use MWR facilities for catered events in every way possible with catering for their functions. If a facility hosting the events does not, or cannot, accommodate the catering requirements, they will refer the customer to another MWR activity which can meet the catering needs (i.e., Fort Sill Golf Course and Fort Sill Community Activity Center refer customers to Gunners' Inn or Officers' Club.

(2) The introduction of food and beverage products or service into MWR facilities by "outside" agencies is prohibited. This includes donated items from outside vendors to individuals, units, and organizations. This policy does not preclude units, organizations, and authorized patrons from conducting "Pot Luck" events in selected MWR activities such as the Fort Sill community and those facilities that do not sell food and beverage items. Large golf outings held by private organizations at MWR golf facilities with a full field of 72 golfers or more that have paid the appropriate tournament fees, may have vendor donations for food and beverages based on the following.

(a) Catering fee will be charged for each distribution point.

(b) Introduction of food produced by vendors may be approved if MWR cannot provide the service and is an add-on to MWR catering for the event.

b. Only Fort Sill clubs and snack bars will conduct food and beverage catering services in Fort Sill MWR facilities. MWR facilities will assist units, private organizations and groups wanting to use MWR facilities for catered events in every way possible. If a facility hosting the event does not or cannot accommodate the catering requirements, then they will refer the

customer to another MWR activity that can meet the catering needs. The introduction of food and beverages service into MWR facilities by "outside" agencies is prohibited. This policy does not preclude units, organizations and authorized patrons from conducting 'potluck" events in selected MWR activities such as the Fort Sill Community Activity Center and those facilities that do not sell food and beverage items.

c. If approval is obtained from DCA and AAFES, private organizations can operate concession sales. Coordinate these sales through the PO coordinator.

d. Private organizations may participate in the post wide garage sales. Private organizations may also sell home baked items such as breads, brownies, cakes, candy, cookies, cupcakes, and pies. Individually wrap items.

e. Private organizations may not act as agents for off-post civilian organizations desiring to visit or conduct activities on the installation. This includes requests from off-post-civilian organizations such as youth groups, schools, churches, civic clubs, and charitable organizations.

f. Door to door solicitation on a military installation is prohibited. However, POs which have federally recognized charitable status, may request an exception to policy on a case-by-case basis.

g. Soldiers or government employees are not authorized to be employed by POs if such employment would constitute a conflict of interest. Battery commanders of soldiers seeking outside employment may require approval prior to commencing work.

h. Private organizations are not entitled to receive legal advice concerning their fundraising activities from government attorneys. However, government attorneys are authorized to assist the installation liaison in determinations of legality regarding fundraising.

(ATZR-P)

FOR THE COMMANDER:



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