

**Private Organizations and
Unofficial Activities Guide
September 2015**



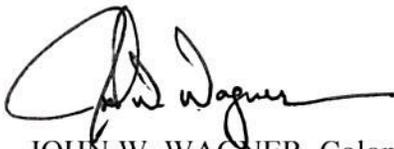
460th Space Wing

INTRODUCTION

Welcome to the Buckley Air Force Base Private Organization and Unofficial Activities Guide. This guide will acquaint you with some recurring challenges your private organization (PO) or unofficial activity (UA) may face during its initial organization and subsequent operation. This guide is designed to supplement the most recent version of the Air Force Services Private Organization Guide and Air Force Instructions. It does not constitute legal advice.

If you have questions, please direct them to the Force Support Squadron's PO Monitor. You may also contact your base legal office with general questions, but they may not represent or advise POs since they serve as the command's legal advisor on PO activities. The PO monitor will help keep you and your members in compliance with Federal and state laws and regulations.

We wish you great success and much personal enjoyment as you make selfless contributions of your valuable private time to the welfare of other Buckley personnel and their families by participating in the PO of your choice.

A handwritten signature in black ink, appearing to read "John W. Wagner". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

JOHN W. WAGNER, Colonel, USAF
Commander, 460th Space Wing
Buckley AFB Installation Commander

TABLE OF CONTENTS

I. Private Organizations	4
1. Sources of Authority	4
2. Approval to Operate and Organizational Documents	4
3. Restrictions on Private Organizations	5
4. Scholarships	10
5. Deactivation or Dissolution of a PO	10
6. Legal Support	11
II. Unofficial Activities	13
1. Sources of Authority	13
2. Constitution, Bylaws, and Accounting	13
3. Assets	13
4. Fundraising	13
5. Limitations	13
III. Professional Military Associations	14
IV. Final Comments	14
V. Templates	15

I. PRIVATE ORGANIZATIONS

1. SOURCES OF AUTHORITY

Under Air Force Instruction 34-223, Private Organization (PO) Program, 8 March 2007, self-sustaining special interest groups, such as Spouses' clubs, unit booster clubs, and professional associations, set up by people acting outside the scope of any official position they may have in the federal government, are considered to be private organizations. A PO is a separate entity, having no formal organizational lines connecting it to other POs, and it derives its authority from the club membership by common consent. Although a club is a private organization and not a business, its activities may subject it to state and federal laws and regulations. Further, because the club operates on an Air Force installation, its membership must comply with Air Force Instruction 34-223 which governs the basic responsibilities, policies, and practices of private organizations.

2. APPROVAL TO OPERATE AND ORGANIZATIONAL DOCUMENTS

a. Approval to Operate. A private organization can only operate on a base after approval by the host installation commander. To gain approval to operate, the PO submits its constitution, bylaws, or other similar documents to the installation PO Monitor, 460 FSS/FSR. The PO Monitor works for the 460th Force Support Squadron Civilian Leader and coordinates approval with other base agencies, such as the resource manager and legal office. The host installation commander may delegate authority to approve POs to the support group commander. AFI 34-223, paragraph 9, requires that, among other things, the nature, function, and objectives of the organization be contained in organizational documents. These documents must be updated every two years or when there is a change in the purpose of the PO, whichever comes first. A sample statement of purpose, which gives a good summary of the various roles of a typical PO, would be:

The PO is organized to provide a medium for effective coordination of social, charitable, and educational activities undertaken by members of the PO associated with Buckley Air Force Base. The PO will raise funds through dues, fees, and fundraisers. The funds so raised, in addition to excess funds generated by the PO's social activities, are used to provide college scholarships, and to make donations to civilian-oriented charitable organizations and to the United States Air Force for various projects which benefit the military community.

b. Withdrawal of Authority. A private organization may operate on a base only as long as it continues to make a positive contribution in terms of the quality of life of base personnel. The host installation commander may withdraw the PO's authorization to operate when it no longer makes a contribution; fails to comply with applicable laws, instructions or policies; prejudices or discredits the United States government; conflicts with government activities; or for any other reason or just cause.

3. RESTRICTIONS ON PRIVATE ORGANIZATIONS

Commanders provide limited control and supervision over Pos and ensure compliance with the provisions of AFI 34-223, but they are not charged with dictating its specific internal policies or activities. Those are left to the membership and its elected officers. There are some restrictions contained in the AFI, however, which govern all Pos:

a. Name. The Instruction prohibits the use of the following in a PO's title or letterhead:

- (1) The name or seal of the Department of Defense.
- (2) The seal, logos, or insignia of any DoD component or instrumentality.
- (3) The seal, insignia, or other identifying device of the local installation.

(4) Any other name, abbreviation, seal, logo, insignia, or the like, used by any DoD component to identify any of its programs, locations, or activities.

(5) POs operating on DoD installations may use the name or abbreviation of the Air Force organizational unit or installation in the PO name only if the below criteria are met:

(a) The status of the PO is apparent and unambiguous and there is no appearance of official sanction or support by DoD;

(b) The PO must have written approval from the host installation commander allowing the use of the name or abbreviation of the installation or organizational unit; and

(c) Use of the name or abbreviation of the installation or organizational unit must not mislead members of the public to assume the PO is part of the Air Force.

(d) POs must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not a part of DoD: **"This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status."**

b. Membership. Discrimination based on race, religion, creed, color, age, disability, national origin, or gender is prohibited (AFI 34-223, paragraph 10.2). POs may organize around a culture or ethnic focus as long as they do not restrict their membership on the basis of that culture or ethnicity.

c. Fundraising. POs must not engage in activities that duplicate or compete with any base MWR activities or the activities of any nonappropriated fund instrumentality, including the Army and Air Force Exchange Service (AAFES). With the exception of thrift shop sales of used clothing and other used merchandise, POs are generally prohibited from engaging in resale activities. POs may not engage in frequent or continuous resale activities or operate amusement or slot machines. However, the host installation commander may authorize (or the FSS/CL

or division chief may authorize, if the authority is delegated) continuous thrift shop sales operations and occasional sales for fundraising purposes like bake sales, dances, carnivals or similar occasional functions. This prohibition against frequent or continuous resale activities does not preclude collective purchasing and sharing of purchased items by PO members so long as there is no actual resale (see AFI 34-223, para 10.9).

NOTE: POs may sell unit souvenirs or memorabilia to members of the unit involved provided AAFES or Services do not object and the PO chartering documentation authorizes resale under those specific circumstances. The occasional sales limitation for funding does not apply to this type of resale operation.

Examples of fundraising activities that are commonly approved are bakes sales, burrito sales, sales of merchandise at sporting events, and other miscellaneous events. Under no circumstances may POs or UAs serve or sell alcohol at sporting events.

(1) Obtaining Approval. Fundraising activities may not be conducted on a continuing or frequent basis, and each must be specifically approved in writing by the host installation commander or his designee. Plan ahead to get approval well in advance of the date you want to conduct the activity. POs will submit a request by completing the electronic fundraiser request which can be found at <http://www.460fss.com/accounting.html>. Submit the request to the organizational mailbox located at: 460FSS.FSR.POSandFundraisers@us.af.mil. The PO Manager is responsible for routing the form for review and approval. The PO Manager is responsible for routing the form for review and approval. The PO Manager may be reached at 720-847-6997. Turnaround for approvals by 460 FSS will be accomplished within 14 days. If not, please call 460 FSS leadership at 720-847-6899.

(2) Raffles. AFI 34-223, paragraph 10.16, allows POs to conduct fundraising raffles on Air Force installations on an occasional, infrequent basis when authorized in advance by the host installation commander or designee. The provision does not cover Unofficial Activities (AFI 34-223, para 10.15.2). All requests to conduct raffles must be reviewed by the Staff Judge Advocate's office, and be approved by the 460 SW/CC as the host installation commander within 14 days of submission. For example, commanders may approve raffles when the proceeds would be used for new playground equipment at a child development center or new furnishings at a youth center; to fund scholarship programs for DoD personnel and their family members; to donate money to base scouting organizations; or to provide food, clothing, shelter, or other relief to needy DoD personnel or their families. The raffles must be for the benefit of DoD personnel or their family members and serve charitable, civic, or other community welfare purposes within the DoD community. Raffles may not be authorized to raise money for local or national groups such as a regional or national Heart or Cancer Association whose funds would not benefit primarily DoD personnel or their family members. Requests for approval must identify the purpose for which the funds are being raised and the intended beneficiaries of the proceeds, as well as how the PO will ensure the proceeds are used only for that purpose and those beneficiaries. Raffles to sponsor pending recreational, social, or entertainment purposes which benefit only individual PO members and/or their family members will not be approved.

Raffles must not violate the law of the city, county, state, or country in which the installation is located and must comply with any applicable requirements such as securing required licenses or permits, filing application documents and/or reports, and the like. All state requirements must be met prior to submission to 460 FSS. Colorado Secretary of State requirements must be completed prior to submitting the request for legal review.

State requirements include the following:

- (a) The bingo-raffle license application.
- (b) A roster of all bona fide, active members who will be assisting in your games of chance activities.
- (c) Copies of articles, bylaws, charter, rules, constitution and/or similar organizational documents. The documents must have been dated and executed at least 5 years ago and show membership qualifications and purposes.
- (d) Dated items in the organization's name. You must include at least one from each of the past five years to show organizational continuity. These items can be bank or audit statements, checks, corporate or other periodic reports, publications, tax returns, exemption certificates and/or other independent records of organizational existence.
- (e) The annual fee. Current fee is \$100.00

Additional information can be found at:

http://www.sos.state.co.us/pubs/bingo_raffles/bingoHome.html?menuheaders=1

The raffles may not be officially endorsed or supported, may not be conducted in the workplace, and will not be conducted by military members or civilian employees during their duty time.

(1) Food Sales. When holding a sale of food, check to ensure that you meet the requirements of AFI 48-116, Food Safety Program, or only sell prepackaged food and beverages prepared by approved food sources.

d. Prohibitions.

(1) Soliciting Funds. POs may not solicit funds for their organization on the installation. Solicitation of funds and asking for donations should not be confused with approved fundraisers such as a bazaar or auction. In a fundraiser, the person giving the money receives value for the money spent. POs may accept gifts as donations. They will not solicit gifts or donations on base. Off base solicitations must clearly indicate that they are for a PO or an unofficial activity and not the base or any official part of the Air Force. Donor/gift recognition may not be made publicly. Recognition can only be made to members of the PO or those present at an event benefiting from the donation/gift. POs are prohibited from actions which make it appear that the installation is endorsing or giving special treatment to the donors/givers involved.

(2) Games of Chance. POs may not conduct lotteries, Bingo or other games of chance, except raffles, as mentioned above.

(3) Alcohol. POs are prohibited from selling or serving alcoholic beverages (AFI 34-223, paragraph 10.10).

(4) Fundraising (AFI 36-3101). POs must submit their fundraising requests to the base PO monitor. The PO monitor will review the request and submit it to the host installation commander (or subordinate commander, if delegated) for approval.

(a) Fundraising activities may be restricted or prohibited during Combined Federal Campaign (CFC) or Air Force Assistance Fund (AFAF) drives. Additionally, fundraisers are limited to two per calendar quarter.

(b) No individual dollar goals or quotas may be established when raising money. Participation (whether by the buyer or seller) must be voluntary. Coercive practices are prohibited.

(c) A PO may not operate a snack bar (a resale activity) to create a major fund for mementos, going away gifts, etc. The commander does not have the authority to approve resale activities. However, they may sell food and drink items to its members at a small markup. The markup may only be large enough to sustain the existence of the sales activity, not to make money. Remember: Any facility that provides any kind of food service that operates under AFI 34-223 must comply with all the requirements of AFI 48-116, Food Safety Program, or they are restricted to serving prepackaged foods and beverages prepared in facilities operating according to that regulation.

(d) POs may not fundraise in the workplace, while on duty, or in uniform.

e. Financial Reporting. Private organizations must use budgets and financial statements as financial management tools (AFI 34-223, paragraph 10.6).

(1) Budget. The budget details financial plans for annual operations. It includes projected activities (income and expense) and capital purchases (equipment and property).

(2) Financial Statements. POs also must prepare an income and expense statement, which can be done either on an accrual basis or cash basis.

(3) IRS Compliance. All POs with non-profit status must be compliant with IRS restrictions and regulations governing 501(3)(c) organizations. Small exempt organizations, whose gross receipts are normally \$50,000 or less are required to electronically submit Form 990-N or 990-EZ annually. Failure to submit could result in the loss of tax exempt status. For assistance with establishing a 501(3)(c), please contact the legal office.

f. Audits. POs with annual gross revenues (sales income, dues, service charges, and donations) of less than \$100,000, but more than \$5,000, are not normally required to conduct an independent audit or financial review. However, they must submit annual financial statements to the 460 FSS/FRS 20 days following the end of the PO's fiscal year (AFI 34-223, paragraph 10.7.3). The host installation commander may require more frequent submissions. For those clubs with annual gross revenues of \$100,000 or more, but less than \$250,000, a financial review performed by an accountant once every year is required (AFI 34-223, paragraph 10.7.2). Finally, all POs with annual gross revenues of \$250,000 or more must have an annual audit done by a certified public accountant. Few POs, if any, fall into this category. All audits and reviews are at the PO's own expense.

g. Internal Controls. Private organizations must implement internal control procedures that ensure:

- (1) Adequate segregation of duties
- (2) Proper procedures for authorizations
- (3) Adequate documents and records
- (4) Physical control over assets and records
- (5) Independent check on performance

h. Liability. Private organizations must have adequate insurance to provide liability coverage against personal injury or property damage claims that may arise from their activities. The host installation commander determines their insurance needs based upon advice from the Staff Judge Advocate and the 460 FSS Civilian Leader. PO members must be made aware that they are jointly and severally liable for the obligations of the PO, and their understanding of the liability must be documented. The absence of liability insurance places the member's personal assets immediately at risk in the event of PO liability. The United States Air Force is not liable for any debts or damage caused by a member of a PO.

(1) Waiver. The host installation commander is authorized to waive the insurance requirement if she or he determines that the PO has an extremely low liability exposure. If your PO does receive a waiver, however, remember that it only releases you from complying with the regulation and will not protect the PO from liability should someone have a valid claim against you or if they successfully sue the PO.

(2) Special Events. A waiver of insurance normally only applies when NOT holding special events. Depending on what the event is, the commander may require you to obtain insurance. Additionally, some event contracts require insurance. If you desire a waiver for the special event, you should request the waiver at the same time you request permission to hold the event.

(3) Member Liability. Generally, members are personally liable for unsatisfied obligations of the PO. This may include any civil suit that results in liability for the PO.

(4) Fidelity Insurance. Fidelity insurance is an optional type of coverage to protect the PO against misappropriation or embezzlement by members. We recommend the PO consider purchasing the insurance if it deals in large amounts of cash-on-hand or large amounts of cash flowing through its bank accounts. At a minimum, the PO should have rules in effect which require multiple signatures for banking transactions.

i. Soliciting Gifts. The actions of a PO must not prejudice or discredit the Air Force. Solicitation by POs of gifts or money from local civilian merchants could be wrongly perceived as a request officially sanctioned by the Air Force. The Executive Branch ethics regulation (5 CFR 2635.202(a)) states that AF members and employees are prohibited from soliciting gifts from DoD contractors or their employees, or gifts that would be given to an employee because of their official position (i.e., gifts that would be based on their official status, authority or duties). Although care should be taken before accepting any donation to ensure there is no appearance of impropriety, extra care should be taken when the gift is for the social side of a PO, as opposed to a gift that merely passes through the organization and to a legitimate charitable recipient.

j. Logistical Support. Private organizations must furnish their own equipment, supplies, and other materials. Nonappropriated or appropriated funds will not be used to support them. Government-owned equipment, however, may be loaned or rented. POs may be provided space

for meetings without reimbursement if the use of the space is occasional and only a minor part of the space's other official uses. Exclusive use of space or facilities requires special approval, and reimbursement may be required. Air Force personnel may use official email to send messages on behalf of their POs in accordance with AFMAN 33-152, para 3.1.3.4. However, AFI 34-223, para 11.1.3 restricts this privilege when off-installation fundraisers and volunteer requests are the subject of the email message. Specifically, Air Force personnel may not use official email to advertise unofficial off-installation fundraisers and volunteer requests. Additionally, this provision prohibits the use of "official email, mail, computers, copiers, BITS, etc." in support of such activities. However, POs may provide notice of such fundraisers and volunteer requests using "daily bulletin boards or electronic public folders." See para 11.1.3.

4. SCHOLARSHIPS

a. Many POs have some type of scholarship program, and the funding of those scholarships is usually done using its general welfare or charitable funds to finance the program. The question about scholarships that is most often asked is whether members of the PO may receive one of the scholarships. The answer is YES. Scholarships may be awarded to members of the "Air Force family" or the general public and, therefore, members of the PO may receive a scholarship, but only if:

(1) The selection of the recipient is made by someone or a group other than the PO, and

(2) The scholarship competition is open to at least the entire "Air Force family" or a significantly large group encompassing more than just PO members.

b. Note the distinction between providing funds for scholarships and selecting the recipient. The PO may fund the scholarship no matter who the recipient is. However, it may not select one of its own members as the recipient. In order for a member to receive the scholarship, the foregoing rules must be complied with. Moreover, no other criteria can be imposed which would favor the selection of a PO member over nonmember applicants.

c. The restrictions listed above are designed to avoid the appearance of impropriety. Without an independent panel acting as a "buffer" between the PO and a member recipient, the award of a scholarship to a member would create such an appearance.

d. POs should consider submitting their scholarship application to the PO monitor for a legal review before it is distributed and the system for the selection of recipients. Such a review may clear up any potential misunderstandings.

5. DEACTIVATION OR DISSOLUTION OF A PO

a. General. In case of dissolution of a PO, the PO should do the following:

(1) Notify the FSS Civilian Leader or division chief of their intent to dissolve the PO.

(2) Prepare a time-phased plan to terminate the PO's operations.

(3) Revise the budget, if necessary.

(4) Limit expenditures to those required to liquidate liabilities or pay essential bills.

(5) Notify vendors of the pending dissolution and cancel outstanding orders.

(6) Funds in the treasury should first be used to satisfy any outstanding debts, liabilities, or obligations.

(7) The balance of the assets will be disposed of as determined by the membership. This is a topic that must be addressed in the PO's constitution or bylaws. Also, see below.

b. Distribution of Assets: If a PO has a tax exempt status, its earnings, income, or the results thereof are prohibited from inuring to the benefit of its individual members. Funds may not be divided among the members when a PO disbands or spent in a lavish manner on the members. Assets and money should be disposed of for the reason for which they were raised (e.g., scholarships), redistributed within the command, or given to a charitable organization (on or off base) with similar goals so long as the recipient reflects favorably upon the PO and the Air Force. This means that should an organization dissolve, its assets must be distributed for an exempt purpose or given to the federal, state, or local government for a public purpose. If the assets are distributed for any other purpose, the tax-exempt status is at risk. If the IRS challenges that status, each member may be liable for back taxes, interest, and penalties.

(1) There is no prohibition in Air Force regulations concerning the sale of assets to PO members. The primary guide should be the PO's constitution and bylaws. To ensure that there is not an appearance of impropriety or a violation of the tax-exempt status of the PO (which prohibits benefits from inuring to members) all sales must be arms-length, fair market value sales. There can be no discount, good deals to members.

(2) In order to ensure that the deal is arms-length, you may want to have an appraisal done by an independent third party. Self-appraisal, though not prohibited, may not be done by anyone making a purchase and is generally discouraged.

(3) Don't forget that local museums, military museums, and the like may have an interest in obtaining historic pieces concerning the base and the PO. Making gifts to these organizations can be a boon for public relations. Assets that would otherwise be abandoned may be acquired by the installation or another installation under the terms of AFI 51-601, Gifts to the Department of the Air Force, or by a NAFI.

(4) The bottom line in disposing of assets is to protect the integrity of the system, the PO, and the members. The appearance of wrongdoing may be just as bad as intentional wrongdoing.

c. Records. A potential problem is safeguarding the records after dissolution. It is possible that your organization could be audited for six years or more if the IRS believes that you failed to report income. An unfavorable audit could make the PO board and members personally liable for any deficiency. Make sure that the records are safely secured and that they can be located, if required.

6. LEGAL SUPPORT

Installation legal offices may provide **limited legal information, general guidance, and**

support to POs. This advice is generally rendered to the host installation commander, his designees or the FSS Civilian Leader in their role as approval authorities for PO operations and activities on base, as well as in their roles of monitoring PO activities to ensure compliance with Air Force instructions. The installation legal office and their lawyers are not allowed to enter into attorney-client relationships with the PO, or members of the PO acting in their official capacity. The legal office is available to answer questions regarding establishment of a PO, drafting of constitutions and by-laws, fundraising and other general questions related to the operation of a PO on the installation.

II. UNOFFICIAL ACTIVITIES

1. SOURCES OF AUTHORITY

Many organizations on base are not organized as POs but rather are unofficial activities with limited assets. Unofficial activities are small groups of individuals who are not required to be formally authorized as POs because of limited scope, membership, and funds. Although the organizations are not "official," they are still subject to control by the host installation commander. This control is exercised in such a way as to treat unofficial organizations in the same manner as POs when it comes to fundraising and approval for other activities. Unofficial activities are organizations with current monthly assets of less than \$1,000. Examples of these are unit coffee funds, flower funds, and other small operations.

2. CONSTITUTIONS, BYLAWS, AND ACCOUNTING

Although there are no formal constitution, bylaw, or formal accounting requirements, it is advisable to have written rules to follow covering, but not limited to, the following: membership requirements, dues (if any), how the money will be spent, and what will happen on dissolution of the organization. Although there are no formal accounting requirements or requirements that money be kept in a bank account, if large sums of money are being handled by the club, for accountability and accounting purposes, a bank account and some form of an accounting system are a good idea.

3. ASSETS

Monthly assets, including cash, inventories, receivables, and investments, may not exceed a monthly average of \$1,000 over a 3-month period. If they do, the activity must either:

- a. Become a PO,
- b. Discontinue operations, or
- c. Reduce its current assets below the \$1,000 threshold.

If gross receipts are \$5,000 a year, there may be tax consequences.

4. FUNDRAISING

Money may be raised by sales to members at a small markup, by dues, carnivals, dances, and by sales to nonmembers on an infrequent, nonrecurring basis. Fundraising sales must be approved by the host installation commander or a designee. See Chapter I above on rules for fundraising and prohibitions.

5. LIMITATIONS

Other limitations on unofficial activities:

- a. They may not hire employees.

b. They may not sell alcohol. This does not preclude members of these activities from collectively purchasing such beverages for their own consumption if the requirements of AFI 34-219, Alcoholic Beverage Program, are met.

c. No games of chance under any circumstance.

d. Fundraising activities may be restricted or prohibited during Combined Federal Campaign (CFC) or Air Force Assistance Fund (AFAF) drives.

III. PROFESSIONAL MILITARY ASSOCIATIONS

Professional Military Associations (PMA) are non-profit, non-commercial organizations that exist to support, promote and develop the interest of our Armed Forces and military professionals. These organizations have increased awareness of the Air Force mission with the American public and have fostered mutually beneficial relationships among government, industry and civic leaders. In limited circumstances, to the extent that the Joint Ethics Regulations allow, the Air Force may be able to assist with certain limited logistical support. All requests for assistance should be coordinated with the Staff Judge Advocate. Although, the Air Force is allowed to provide limited logistical support to PMA in some circumstances, this should not be construed as an endorsement or favoritism by the Air Force.

IV. FINAL COMMENTS

The comments and interpretations above are not all-inclusive. There are too many different situations that can arise to discuss them all in any guide. We hope that this guide is of some value in operating your PO and in avoiding embarrassing situations.

Also note that while most of the comments above apply world-wide, additional restrictions and unique tax laws and consequences may apply overseas. When in doubt, consult the local Staff Judge Advocate.

One problem we often see is the failure of POs to follow their constitution and bylaws. At a minimum, you must update the constitution and bylaws every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first. It is a good idea to annually go over the constitution and bylaws at a meeting. When was the last time you read your constitution and bylaws? Are they still meeting the needs of your PO? Are you following them? Your PO may not need to make changes every year or ever. But it is nice to be familiar with the limitations that have been placed on the operation of the PO. It is also important that the PO follow those limitations.

Finally, interpretations of what is legal and what isn't appear to change from base to base; they shouldn't. Everyone seems to have different ways to interpret the same words. There is no authorized way to "get around the rules." Remember, not only do we need to abide by the letter of the law, but we should also follow the spirit of the law.

V. TEMPLATES

The 460 SW/JA and 460 FSS maintain word-format templates of the following documents to assist you in forming and operating your private organization:

1. PO Constitution Template
2. PO By-laws Template
3. PO Insurance Waiver Request Template
4. PO Member Acknowledgment of Liability Template

Please contact 460 SW/JA or 460 FSS to receive these templates, which streamline the PO approval process. Additionally, the templates can be located at the 460 SW/JA sharepoint site: <https://eis.afspc.af.mil/unit/460sw/home/JA/default.aspx>