



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100 YUMA, ARIZONA 85369-9100

IN REPLY REFER TO:

StaO 5760.1G
MCCS
101 OCT 2003

STATION ORDER 5760.1G

From: Commanding Officer
To: Distribution List

Subj: PRIVATE ORGANIZATIONS

Ref: (a) DoD INSTRUCTION 1000.15

Encl: (1) Classification of Private Organizations Sanctioned
Aboard Marine Corps Air Station, Yuma

1. Purpose. To establish policies and procedures relative to private organizations sanctioned by the Commanding Officer and to implement policies and instructions contained in reference (a).

2. Cancellation. StaO 5760.1F

3. Definitions

a. Private Organization. A generally self-sustaining, non-federal entity incorporated or not, and constituted or established and operated on Marine Corps Air Station (MCAS) Yuma, Arizona, with the written consent of the Commanding Officer, by individuals acting exclusively outside the scope of any official capacity as a member of the armed forces or employees of the government. Private organizations are not entitled to sovereign immunities and privileges accorded to nonappropriated fund instrumentalities (NAFI).

(1) Type 1 - Federally Sanctioned Private Organizations. Type 1 private organizations conduct service type operations and are recognized consistent with specific Marine Corps authority. See enclosure (1).

(2) Type 2 - Affiliated Private Organizations. Type 2 private organizations are authorized to operate aboard MCAS Yuma upon the written permission of the Commanding Officer and are operated as local affiliations of Chapters, Lodges, Posts or elements of national or state chartered organizations of the private sector. Type two private organizations engage in activities of special interest to a voluntary membership or group of participants.

(3) Type 3 - Independent Private Organizations. Type 3 private organizations are organized, established, operated and controlled locally by common interest groups conducting specific activities that fulfill certain accepted needs or wants of some members of the military families aboard MCAS Yuma. Type 3 organizations have no formal connection or affiliation with an organization outside the limits of MCAS Yuma.

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b. Certain unofficial activities may be conducted but need not be formally authorized as Type 3 private organizations due to the limited scope of their activities, membership or funds. These small informal activities and/or funds are defined as coffee messes, flower funds, plaque funds, etc., whose generating income does not normally exceed \$200.00 per month. Any activity generating income in excess of this amount needs specific authorization from the Commanding Officer to operate aboard MCAS Yuma and must comply with all provisions of this order. Coffee messes are not authorized to engage in the resale of food or other merchandise.

c. Chapel funds are administered consistent with the Chaplain's Manual and are not governed by this order.

4. Policy

a. Private organizations are not nonappropriated fund instrumentalities nor is there an official relationship between their activities and those of military personnel who are members or participants. They are not an integral part of this command due to the functions which they perform and the particular characteristics of these organizations which they provide for limited supervision, as opposed to the extensive supervision exercised over NAFI activities. However, their operation is of interest and concern to the Commanding Officer because of their location aboard MCAS Yuma, their relationship with elements of both the military and civilian community and the nature of their activities in support of certain recognized programs being conducted for the benefit of members of this Command.

b. A private organization will not utilize "Marine Corps Air Station" in its title.

c. Activities of private organizations will not in any way prejudice or discredit this Command or any other agency of the Federal Government.

d. A private organization will not engage in any activity which will compete with those of any nonappropriated fund instrumentalities aboard MCAS Yuma.

e. Membership discrimination based on race, color, national origin or sex will not be permitted. This will not prohibit, however, the establishment of cultural or ethnic private organizations, providing membership is not restricted or discriminatory on the above basis.

f. Neither appropriated fund nor nonappropriated fund instrumentalities shall assert any claim to the assets, or incur or assume any obligation of any private organization except as may occur out of contractual relationship. Property abandoned after the disestablishment of a private organization or donated by the private organization may be claimed by this Command consistent with applicable laws and regulations.

g. Adequate insurance, if appropriate, will be secured in order to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the organization or one or more of its members acting in its behalf. The protection of organizational assets, such as through fidelity or fire insurance, is the sole responsibility of each private organization's membership.

h. Guidance on sources of income to private organizations will be as follows:

(1) Except for minimal logistical support authorized consistent with paragraph 6, private organizations will be generally self-sustaining primarily through dues, contributions, service charges, fees or assessment of members. There will be no direct financial assistance from any NAFI activity.

(2) Private organizations will not engage in any resale activity unless specifically approved by the Commanding Officer. An exception is the Navy/Marine Corps Relief Thrift Shop which may sell used clothing and used merchandise. Occasional "sales" for fund raising purposes will normally be approved, but in no case will these "sales" be on a frequent or continuing basis.

(3) Uncontrolled solicitation of local businesses has potentially damaging effects on the excellent relations that exist between the Air Station and the civilian community. Accordingly, prior to soliciting any local business for contributions or services, private organizations will submit a written request to the Commanding Officer (ATTN: Director, MCCS) stating the reason for the request. Final approval will rest with the Commanding Officer.

5. Authority to Establish. No private organization will be established without prior written approval of the Commanding Officer. Request for establishment will include:

a. A written statement as to the nature, function and objectives of the private organization.

b. A copy of proposed constitution and by-laws, articles of agreement, charter or other authorization documents which provide for:

(1) Membership eligibility. Civilian membership in type 2 and 3 private organization is limited to not more than one third of membership strength. Civilian employees of the Department of Defense and members of military families may be included in this membership without limitation.

(2) Method of electing/appointing officials and designation of official responsibilities to include accountability for assets, satisfaction of liabilities, disposition of any residual assets upon dissolution, and otherwise assuring the Commanding Officer of sound financial responsibilities.

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(3) An understanding by all members as to whether they are personally liable if the assets are insufficient to cover all liabilities.

6. Logistical Support and Services

a. The amount and type of support provided a private organization varies according to type. Type 1 private organizations have federal sanction, provide important services to members of MCAS Yuma and thereby, receive certain support both reimbursable and nonreimbursable from the Command.

b. Types 2 and 3 private organizations should require only enough space in which to conduct meetings. If the use of the space, to include government owned equipment, is the only incidental to other uses of the facility, and provided its use will entail no added maintenance expenses, reimbursement is not required. However, if the private organization has exclusive use of the facility or space on a full-time basis, an outgrant document will be issued by the Commanding Officer and the private organization will be required to reimburse the Command for space occupied, utilities, maintenance and other support facilities.

c. Private organizations are responsible for furnishing or procuring equipment, supplies and other materials at their own expense. Government owned equipment may be loaned or rented to a private organization physically located aboard MCAS Yuma, when available. Neither nonappropriated nor appropriated funds will be used to repair, maintain or otherwise restore equipment used by private organizations. The repairs, maintenance and/or restoration will be by the user.

7. Administrative and Financial Management

a. Proposed changes to the constitutional by-laws, when acted upon favorably by the membership, will be submitted for review and approval by the Commanding Officer **before** taking effect.

b. At the direction of the Commanding Officer, the MCCA Director will conduct a review of private organizations:

(1) Financial records on an annual basis.

(2) Membership provisions and purposes (Constitution and By-Laws), every two years.

(3) Submit private organization financial records to MCCA Director on 15 July annually.

(4) Submit private organization current copies of Constitution and By-laws on 15 July every two years.

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8. Suspension of Operations. The Commanding Officer has the authority to suspend or revoke the authorization for continued operations of private organizations aboard MCAS Yuma. The Commanding Officer may immediately suspend operations of any organization pending completion of an appropriate investigation upon notification of suspected violation of applicable directive(s), financial mismanagement or other improprieties. Notification of suspension may be either written or verbal to be confirmed later in writing. Upon completion of the investigation, authority to operate may be reinstated dependent upon completion of corrective action or revoked as the circumstances warrant.

9. Dissolution. Sanctioned organizations may be dissolved at any time consistent with their constitution and by-laws. Upon decision to dissolve, an organization's assets will be considered "frozen" and no disbursement will be made without approval of the Commanding Officer. Written notice of intent to dissolve will be submitted immediately to the Commanding Officer. Within 15 calendar days of that decision, the organization will submit its financial records and a plan for distribution of assets and satisfaction of liabilities to the Command Audit Board. Upon completion of the Audit Board review, written approval to dissolve and to dispose of assets will be issued.

10. Staff Responsibility

a. The Director, Marine Corps Community Services, will exercise primary staff cognizance over the administration and operation of private organizations and will ensure staff coordination of appropriate matters.

b. All correspondence concerning private organizations and their operations would be addressed to the Commanding Officer, MCAS Yuma (ATTN: Director, MCCS).

11. Concurrence. The Commanding Officers of MAG-13, MAWTS-1, MACS-1, MWSS-371, CSSD-16, and VMFT-401 concur in and make this Directive applicable to their respective Commands.


J. J. COONEY

DISTRIBUTION: B

CLASSIFICATION OF PRIVATE ORGANIZATIONS
SANCTIONED ABOARD MARINE COPRS AIR STATION YUMA

Type 1

Federally Sanctioned

1. Navy Federal Credit Union
2. Armed Forces Bank
3. American Red Cross
4. Navy/Marine Corps Relief Society

Type 2

Affiliated

1. Boy Scouts of America
2. Cub Scouts of America
3. Girl Scouts of America
4. 4-H Club

Type 3

Independent

1. Spouses Club
2. Broken Gate Saddle Club