



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5760.1D  
MCCS

**JUN 30 2023**

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5760.1D

From: Commander

To: Distribution List

Subj: PRIVATE ORGANIZATIONS OPERATING ABOARD MARINE CORPS INSTALLATIONS EAST  
INSTALLATIONS AND INFORMAL FUNDS

Ref: (a) MCO 5760.4C  
(b) DoD 5500.07-R, "Joint Ethics Regulations (JER)," November 17, 2011  
(c) DoD Instruction 1000.15, "Procedures and Support for Non-Federal  
Entities Authorized to Operate on DoD Installations," October 24,  
2008  
(d) SecDef memo of 23 December 2014  
(e) SecDef memo of 23 December 2014  
(f) SecNav memo of 6 March 2015  
(g) SecDef memo of 19 June 2020  
(h) MCIEAST-MCB CAMLEJO 5530.25B

Encl: (1) Non-Federal Entities Having Statutory Authorization for Particular  
Support  
(2) Sample Constitution and/or By-Laws  
(3) Checklist for Private Organizations and Informal Fund Activities  
(MCIEAST-MCB CAMLEJ/MCCS/5760.1/1)  
(4) Interview of Private Organizations (MCIEAST-MCB CAMLEJ/MCCS/5760.1/2)  
(5) Checklist of Required Documents for Private Organizations to Request  
to Operate  
(6) Checklist of Annual Renewal Requirements for Private Organizations  
(7) Private Organizations Compliance Checklist Acknowledgement Letter  
(Template)

1. Situation. To establish policy and procedural guidance for supporting private organizations (POs) authorized to operate aboard Marine Corps Installations East (MCIEAST) Installations, and informal funds pursuant to the references. Per reference (a), Department of Defense (DoD) policy requires that procedures be established for the operation of POs on DoD Installations to prevent official sanction, endorsement, or support except as authorized by reference (b). Unauthorized expenditures of appropriated funds (APF) or non-appropriated funds in support of these organizations are prohibited.

2. Cancellation. MCIEAST-MCB CAMLEJO 5760.1C.

3. Mission

a. This Order provides policy, guidance, information, and procedures concerning support for POs authorized to operate aboard MCIEAST Installations, and establishes policy and procedures for the operation of informal funds within MCIEAST.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

JUN 3 0 2023

b. Summary of Revision. References have been updated to ensure compliance with the most recent guidance provided by the Secretary of Defense regarding support for Non-Federal Entities (NFEs), of which POs are a subset.

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Reference (a) provides policies and instructions for POs, unofficial activities, and informal funds operating on Marine Corps Installations. This Order provides the guidelines upon which POs and informal funds shall operate aboard MCIEAST Installations. Pursuant to reference (b), care should be taken to avoid preferential treatment, or the appearance thereof, as well as unauthorized official sanction or endorsement of POs.

(2) Concept of Operations. A NFE is a self-sustaining organization, incorporated or unincorporated, that is not an agency of the Federal Government. They are established, operated, and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees, or agents of the Federal Government. Membership in these organizations consists of individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. NFEs include elements of state, interstate, Indian tribal, and local Government, as well as POs. This Order addresses only those POs that operate on MCIEAST Installations with the express consent of the Installation commander or higher authority. A MCIEAST Installation also includes any leased facility or other activity under MCIEAST command. Marine Corps Community Services (MCCS) concessionaires and military relief societies are excluded from this Order. Certain NFEs are also controlled by specific laws, regulations, or separate DoD/Marine Corps Memoranda of Understanding (MOU) with these organizations. Enclosure (1) contains a list of those NFEs having statutory authorization for particular support.

(a) As indicated in the preceding paragraph, POs are a subset of NFEs. A PO is any NFE validly authorized to conduct ongoing operations aboard a military installation, and is inclusive of both for-profit and non-profit organizations. Included are organizations such as spouse organizations, youth organizations, community service organizations, and recreation organizations other than those operated by MCCS. As stated, POs must obtain initial authorization to operate aboard MCIEAST Installations from the Commanding Officer (CO) of the respective installation. This request shall be initiated through the Private Organizations Coordinator, and will be routed to the Staff Judge Advocate's (SJA) Office for an initial legal review. This authority is non-delegable. After the initial authorization to operate is granted by the Installation commander, the Installation MCCS director shall be delegated authority to manage all matters related to authorize POs aboard the Installation.

(b) Installation commanders shall determine which POs may or may not operate aboard their installation. POs shall operate on a MCIEAST Installation only with the express written consent of the Installation commander, and must primarily benefit Service Members and their families. Any support provided to a PO authorized to operate aboard an installation shall be in accordance with the policies and guidance contained herein and in accordance with the references. Support for youth organizations and other POs which support the quality of life

JUN 3 0 2023

requirements of Marines, Sailors, and their families is encouraged, but only to the extent which commanders are able to provide it without mission interference and only in accordance with the limitations of the references and applicable law.

(c) The nature, function, and objectives of a PO covered by this Order shall be delineated in articles of incorporation, a written constitution, by-laws, charters, articles of agreement, or other authorization documents (hereinafter "by-laws") before receiving approval from the Installation commander to operate on the Installation. Enclosure (2) is a sample of by-laws. That document, or the MOU between the Installation and the PO, shall include a description of eligible membership and state that no person shall be discriminated against because of race, color, creed, sex, age, disability, national origin, sexual orientation, or otherwise subjected to unlawful discrimination. In addition, the by-laws, or the MOU between the Installation and the PO shall designate management responsibilities, including accountability for assets, satisfaction of liabilities, disposition of any residual assets upon dissolution, and any other documentation that shows responsible financial management and shall state that members understand they are personally liable, as provided by law, if the assets of the PO are insufficient to discharge liabilities.

(d) Installation commanders shall maintain a continuing review of facilities, programs, and services operated or provided by POs operating on MCIEAST Installations and ensure that membership provisions and purposes forming the basis for approval of each organization still apply and justify continuance. Substantial changes to those original conditions shall necessitate further review, documentation, and approval by the Installation commander for continued permission to operate on the Installation.

(e) Installation commanders will take the necessary action to withdraw consent for any PO operating on the military installation that is contrary to the provisions of the references, this Order, or that has failed to provide compliance documents as stipulated in enclosures (6) and (7), or for any reason deemed sufficient.

(f) POs operating on MCIEAST Installations may use the name or abbreviation of the DoD, a DoD Component, organizational unit, or installation in its name, provided that its status as a PO is apparent and unambiguous and there is no appearance of official sanction or support by the DoD or the Marine Corps. The PO must have approval from the appropriate DoD organization whose name is being used before using the name or abbreviation. Any use of the words "Marine Corps," "USMC," and unit or installation names or abbreviations, or any derivation thereof, must be coordinated with the Marine Corps Trademark and Licensing Office located within the Office of U.S. Marine Corps Communication at (703) 614-7678 for approval or disapproval. Any use of the name or abbreviation of a DoD Component, organizational unit, or installation must not mislead members of the public to assume a PO is an organization of the DoD. A PO must display the following disclaimer on all print and electronic media mentioning the PO's name confirming that it is not part of the 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." This disclaimer must also be provided in appropriate oral communications and public announcements when the name of the PO is used.

**JUN 30 2023**

(g) POs will not compete with MCCA activities and revenue generating businesses, or engage in retail activity, except with the express written consent of the Installation commander following consultation with the Installation MCCA director, SJA, and MCCA Regional Counsel. Installation commanders are authorized to eliminate duplication of services, particularly when these services are found to be in competition with the Installation's revenue generating activities.

(h) POs are prohibited from selling alcoholic beverages on any MCIEAST Installation. Those POs permitted to use Government facilities will not distribute or possess alcoholic beverages on any MCIEAST Installation unless authorized to do so.

(i) POs covered by this Order shall be self-sustaining, primarily through dues, contributions, service charges, fees, or special assessment of members. There shall be no financial assistance to such an entity from MCCA in the form of contributions, repairs, services, dividends, or other donations of money or other assets. Fundraising and membership drives are governed by reference (b), any applicable installation policy, and any applicable MCCA standing operating procedures pertaining to the administrative oversight of POs. POs will submit all requests for installation logistical support to the PO Coordinator for staffing and decision pursuant to procedures set forth in Chapter 8, paragraph 10 of reference (h).

(j) POs will remain in compliance with this Order at all times. If a PO is found to be in violation of this Order, the Installation commander will review the facts and circumstances in consultation with the Installation MCCA director and the SJA, and decide the appropriate course of action. Such actions may range from the issuance of a warning to immediate revocation of all base privileges.

(k) Requests by adult-led POs associated with schools (e.g., Parent Teacher Organizations, Parent Teacher Associations) to operate aboard the Installation must be routed through the school Superintendent for review and recommendation prior to approval by the Installation commander. The Superintendent's approval must accompany the initial request to operate. Student groups that operate under the administrative supervision of a school faculty/staff member (examples include, but are not limited to, school drama clubs, language clubs, National Honor Societies, and Key Clubs) are exempt from the procedural requirements of this Order. However, such student groups must route all requests for fundraising activities occurring aboard the Installation and off school property through the Installation commander for approval.

(l) Activities of POs covered by this Instruction shall not in any way prejudice or discredit the DoD Components or other Federal Government agencies. Personal and professional participation in POs by DoD employees is governed by reference (b). DoD personnel acting in an official capacity will not execute charters that serve as the legal basis for any PO or other private organization. Neither APF activities nor Nonappropriated Fund Instrumentalities (NAFIs) may assert any claim to the assets, or incur or assume any obligation, of any PO covered by this Instruction, except as may arise out of contractual relationships or as provided by law. Property shall not be abandoned on the Installation by a PO and may only be acquired by the DoD Installation by purchase or through donation agreed to by the DoD. Income from a PO or its activities shall not accrue to individual members of a PO except through wages

**JUN 3 0 2923**

and salaries as employees of the PO or as award recognition for services rendered to the PO or military community. This prohibition is not meant to preclude operation of investment clubs, in which the investment of members' personal funds result in a return on investment directly and solely to the individual members.

(m) Unless the requirement is waived in writing by the Installation commander following consultation with the SJA, POs shall have adequate insurance to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the PO or one or more of its members acting on its behalf, including the operation of any equipment, apparatus, or device under the control and responsibility of the PO. All PO members shall have a signed hold harmless agreement maintained by the organization, and a member of each PO's executive body shall attest that this requirement has been met during the annual MCCS review of the PO's authorization to operate aboard the Installation.

(n) Certain unofficial activities conducted on Marine Corps Installations do not need formal authorization because of the limited scope of their activities. Examples are office coffee funds and plaque funds. These funds are often improperly referred to as "unit funds;" however, these funds are not Government money and do not belong to a unit or the Marine Corps. The money in informal funds belongs to the members of the fund in their personal private capacity. No one may be required to donate to an informal fund. Following SJA review, commanders are authorized to establish office coffee/soda messes to generate money for an informal fund. Office coffee/soda messes may sell only soda, coffee, and other non-alcoholic beverages. Coffee/soda messes, or other similar activities no matter what they are called, shall not engage in the sale of food or other items. An informal fund that generates more than 350 dollars per month or has more than 1,000 dollars in the fund must have written authorization from the Installation commander to operate aboard the Installation.

b. Tasks

(1) Installation Commanders shall:

(a) Serve as approval authority for requests by POs to operate aboard the Installation. All requests must be in writing. Only the Installation commander is authorized to approve requests from POs to operate aboard the Installation. Installation commanders may revoke a PO's authorization to operate aboard the installation at any time in writing. The revocation may be signed by direction.

(b) Maintain and update a list of POs authorized to operate aboard the Installation no later than 1 January of each year. This list will be forwarded to the Command Inspector General (CIG), MCIEAST-Marine Corps Base Camp Lejeune (MCB CAMLEJ).

(c) Ensure widest dissemination of the contents of this Order to all POs authorized to operate on the Installation. Educate POs, subordinate commanders, staff, and tenant commanders on the requirements of this Order and any supplemental installation order concerning the presence of POs on the Installation.

**JUN 30 2023**

(d) Designate MCCS, in writing, as the staff section responsible for providing general administrative oversight of POs at the Installation.

(e) Direct a legal review of every PO and PO's request to operate aboard the Installation.

(f) For the purposes of PO logistical support requests made pursuant to section 3-211(b) of reference (b), designate non-Federal work areas in writing.

(g) Enter into a MOU with each PO authorizing its operation aboard the Installation. The MOU must include all the requirements listed in this Order and any other applicable regulations.

(h) Direct all POs operating aboard the Installation to produce an independent audit no later than 60 days after the end of their fiscal year, which includes a signed statement from the independent auditor attesting to the validity and accuracy of the financial records, point of contact information for the independent auditor, and a copy of the PO's balance sheet or profit and loss statement. A member of the PO's executive board must also attest, in writing, that the records provided to the independent auditor were full, complete, and accurate financial records. MCCS shall report any PO that earns income in excess of 1,000 dollars per on-installation fundraising event or more than 12,000 dollars a year to the Commanding General (CG), MCIEAST-MCB CAMLEJ.

(2) CIG shall:

(a) Include the requirements of this Order in the CG's Readiness Inspection checklist.

(b) Perform compliance inspections of POs operating aboard MCIEAST Installations using enclosures (3) and (4).

(c) Execute investigations as may be directed by the CG, MCIEAST-MCB CAMLEJ.

(3) Assistant Chief of Staff (AC/S), G-1 shall: Appropriately staff any recommendations for changes to this Order.

(4) AC/S, G-F shall: Coordinate with the command-designated MCCS representative and Naval Facilities Engineering Command on all real estate issues to ensure compliance with applicable references and directives. Although MCCS is required to maintain files on every PO authorized to operate on the Installation, G-F shall maintain records of real property out-grants. POs shall also maintain copies of all required real property out-grant documents.

(5) AC/S, MCCS shall: Create and maintain a file on every PO authorized by the Installation commander to operate aboard the Installation. This file must contain the PO's by-laws, the local SJA's written legal review of the PO's initial request to operate aboard the installation, the PO's written request to operate aboard the Installation, the Installation commander's authorization to operate aboard the Installation, and proof of insurance or Installation commander's written waiver, together with signed hold harmless agreements from each member of the organization's executive leadership, a copy of the IRS Determination Letter, and proof of the annual Form 990 tax filing. MCCS shall

**JUN 3 0 2933**

provide all current POs with a copy of enclosure (5), and provide organizations requesting to operate with a copy of enclosure (6). The PO Coordinator shall also provide each PO with a signed copy of enclosure (7) indicating the PO is aware of the due dates for all compliance items. For all religious based NFEs requesting to become a private organization, MCCS shall forward the package to the Installation Chaplain's office for review and recommendation. MCCS shall include the Installation Chaplain's written review to the SJA for legal review. When required, MCCS shall seek legal advice regarding PO issues from either the local SJA or MCCS Regional Counsel.

(6) AC/S, G-8 shall:

(a) Review audits submitted by CIG performing compliance checks on POs operating aboard MCIEAST Installations.

(b) Assist G-F with necessary expense determinations and other fiscal issues concerning POs.

(7) SJA shall: Conduct a written legal review of every PO's initial request to operate aboard the Installation.

(8) Installation Chaplain shall:

(a) Provide staff support to MCIEAST-MCB CAMLEJ on religious based NFE matters.

(b) Serve as the liaison to the PO coordinator for religious based NFEs desiring to use MCIEAST-MCB CAMLEJ for business and recreation purposes.

(c) Inform MCIEAST-MCB CAMLEJ Provost Marshall's Office (PMO) of religious NFEs that are approved to come aboard MCIEAST-MCB CAMLEJ facilities for recreational purposes, and the dates and times they will be aboard MCIEAST-MCB CAMLEJ Installations.

(d) Coordinate with the AC/S G8 to ensure required reimbursements are made for appropriated fund support rendered.

(e) Maintain accountability of religious based NFEs requesting religious support or operating on board MCIEAST-MCB CAMLEJ.

(f) Ensure the documentation requirements set out in reference (c) are met for each religious based NFE operating onboard MCIEAST-MCB CAMLEJ.

(g) Establish internal procedures for maintaining accountability and management of religious based NFE's in accordance with this order.

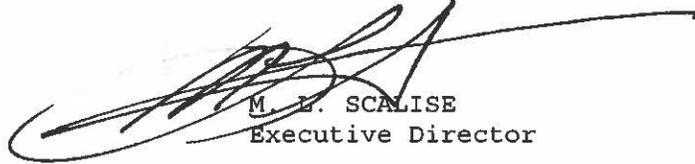
5. Administration and Logistics. Recommended changes to this Order should be forwarded to the CG MCIEAST-MCB CAMLEJ (Attn: AC/S, MCCS). Waivers from the policies in this Order must be authorized in writing by the Deputy Commandant, Manpower and Reserve Affairs (DC M&RA (MR)) or installation commander, when DC M&RA (MR) approval is not required. All policy waivers will be requested and issued through appropriate Marine Corps channels.

6. Command and Signal

**JUN 30 2023**

a. Command. This Order is applicable to all MCIEAST Installations. This Order does not apply to the activities of MCIEAST NAFIs, billeting funds, and chaplain's religious offering funds.

b. Signal. This Order is effective the date signed.



M. L. SCALISE  
Executive Director

DISTRIBUTION: A/B/C

JUN 30 1993

Non-Federal Entities Having Statutory Authorization for Particular Support

Non-Federal Entity	Authority
Certain Banks and Credit Unions	Chapter 1770 of 12 U.S.C.
United Service Organization	Section 220101 of 12, U.S.C. Memorandum of Understanding
Labor Organizations	Chapter 71 of 5 U.S.C. DoD 1400.25-M, subchapter 711
Combined Federal Campaign	Executive Order 12353 5 CFR 950 DoD Instruction 5035.01 DoD Instruction 5035.05
American Registry of Pathology	Section 177 of 10 U.S.C.
Henry M. Jackson Foundation for the Advancement of Military Medicine	Section 178 of 10 U.S.C.
American National Red Cross	Section 2552 of 10 U.S.C. Section 2602 of 10 U.S.C. Memorandum for Secretary of the Army
Boy Scouts Jamborees	Section 2554 of 10 U.S.C.
Girl Scouts International Events (Transportation)	Section 2555 of 10 U.S.C.
Shelter for Homeless	Section 2556 of 10 U.S.C.
National Military Associations; Assistance at National Conventions	Section 2558 of 10 U.S.C. DoD Directive 5410.18 DoD Instruction 5410.19
National Veterans' Organization (Beds and Barracks)	Section 2551 of 10 U.S.C.
United Seamen's Service Organization	Section 2604 of 10 U.S.C.
Scouting: Cooperation and Assistance In Foreign Areas	Section 2606 of 10 U.S.C.
Civil Air Patrol	Section 9441 of 10 U.S.C. Section 9442 of 10 U.S.C. Section 40301 of 36 U.S.C.
Assistance for Certain Youth and Charitable Organizations	Section 508 of 32 U.S.C.
Presidential Inaugural Ceremonies	Section 2553 of 10 U.S.C.
Specified Sporting Events (Olympics)	Section 2564 of 10 U.S.C. DoD Instruction 3025.20
Fire Protection Agreements	Section 1856 of 42 U.S.C. et seq.
Armed Services Young Men's Christian Association	Section 2012 of 10 U.S.C. Section 2648 of 10 U.S.C.
Support for Youth Organizations	Section 1058 of Public Law 109-163 (Note to Section 310) Section 8126 of Public Law 109-148 (Note to Section 101)

JUN 30 2023

SAMPLE CONSTITUTION AND/OR BYLAWS

BYLAWS OF THE \_\_\_\_\_  
OF \_\_\_\_\_

ARTICLE I. Organization Name

The name of this organization shall be \_\_\_\_\_.

ARTICLE II. Organization Objective

The objective of this organization shall be to \_\_\_\_\_;  
to \_\_\_\_\_; and to \_\_\_\_\_; etc.

ARTICLE III. Members

Section 1. The membership of this organization shall be limited  
to \_\_\_\_\_/be open to \_\_\_\_\_.

Section 2. Any \_\_\_\_\_ shall be eligible for  
membership. (Civilian membership may not be extended beyond the general  
vicinity of Quantico, VA.)

Section 3. The initiation fee shall be \_\_\_\_\_ dollars, and/or the  
annual dues shall be \_\_\_\_\_ dollars, payable in advance on or  
before \_\_\_\_\_ of each year. The Treasurer shall notify members  
\_\_\_\_\_ months in arrears, and those whose dues are not paid within  
\_\_\_\_\_ thereafter shall be automatically dropped from  
membership in the organization.

Section 4. Any member desiring to resign shall submit their resignation  
in writing to the corresponding secretary, who shall present it to the  
Executive Board for action. No member's resignation shall be accepted  
until the member's dues are paid.

ARTICLE IV. Organization Officers

Section 1. The officers of the organization shall be a President, a  
First Vice-President, a Secretary, a Treasurer, and Directors (minimum).  
These officers shall perform the duties prescribed by these bylaws and by  
the parliamentary authority adopted by the organization.

Section 2. At the regular meeting held on the \_\_\_\_\_ (day)  
in \_\_\_\_\_ (month), a Nominating  
Committee of \_\_\_\_\_ members shall be elected by the organization. It shall  
be the duty of this committee to nominate candidates for the offices to  
be filled at the annual meeting in \_\_\_\_\_.

**JUN 30 2023**

The Nominating Committee shall report at the regular meeting in \_\_\_\_\_ . Before the election at the annual meeting in \_\_\_\_\_ , additional nominations from the floor shall be permitted.

Section 3. The officers shall be elected by the membership to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

Section 4. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

#### ARTICLE V. Meetings

Section 1. The regular meetings shall be held on the (day) of each month/quarter unless otherwise ordered by the organization or by the Executive Board.

Section 2. The regular meeting on the (day) in (month) shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special meetings can be called by the President or by the Executive Board and shall be called upon by the written request of 10 members of the organization. The purpose of the meeting shall be stated in the call. Except in cases of an emergency, at least three days' notice shall be given.

Section 4. \_\_\_\_\_ membership of the organization shall constitute a quorum.

#### ARTICLE VI. The Executive Board

Section 1. The officers of the organization, including the Directors, shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of affairs between its business meetings, fix the hour and place of meetings, make recommendations to the organization, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the organization, and none of its acts shall conflict with action taken by the organization.

Section 3. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held on the (day) of (month) . Special meetings of the Board can be called by the President and shall be called by the President and shall be called upon by the written request of three members of the Board.

**JUN 3 0 3923**

ARTICLE VII. Committees

Section 1. A \_\_\_\_\_ Committee composed of the (officer) and \_\_\_\_\_ other members shall be appointed by the President promptly after each annual meeting. It shall be the duty of this committee to prepare a \_\_\_\_\_ for the fiscal year beginning the first day of \_\_\_\_\_, and to submit it to the organization at its regular meeting in \_\_\_\_\_. The \_\_\_\_\_ Committee can from time to time submit a supplement to the \_\_\_\_\_ for the current fiscal year.

Section 2. Such other committees, standing or special, shall be appointed by the President or the Executive Board shall from time to time deem necessary to carry on the work of the organization. The President shall be ex officio as a member of all committees except the Nominating Committee.

ARTICLE VIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with these bylaws, and any special rules of order the organization may adopt.

ARTICLE IX. Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Society by a two-thirds vote of the total membership, provided that the amendment has been submitted in writing at the previous regular meeting.

**JUN 30 2023**

## Checklist for Private Organizations and Informal Fund Activities

Item	Description	Yes	No	N/A
1.	Does the installation have a current Order for overseeing the activities of POs and the operation of informal funds?			
2.	Is the installation commander the sole person authorized to approve PO requests to operate aboard the installation?			
3.	Does the installation maintain a current roster of POs operating aboard the installation?			
4.	Has the installation conducted at least an annual review of all POs and informal fund activities in compliance with MCIEAST-MCB CAMLEJO 5760.1C?			
5.	Has the installation commander designated, in writing, MCCS as the staff agency responsible to administer oversight of all POs aboard the installation?			
6.	Have all POs operating aboard the installation complied with all applicable annual Requirements?			
6A.	If no, does the PO Coordinator have record of enclosure 7 of MCIEAST CAMLEJO 5760.1C and record of request to PO point of contact to submit those reporting requirements?			
7.	Are all POs, occupying Federal facilities aboard the installation, in possession of required out-grant documentation from Regional Naval Facilities Command?			
8.	Are all POs, occupying Federal facilities, reimbursing the Government for utility and service costs associated with occupancy of the facility (unless waived by the installation commander on the basis of nominal cost)?			
9.	Does the installation provide a legal review for all initial PO requests to operate aboard the installation?			
10.	Does the installation maintain a valid (within one year) Memorandum of Understanding for each authorized PO operating aboard the installation?			
11.	Are fundraising events conducted by POs in compliance with MCIEAST-MCB CAMLEJO 5760.1C and MCIEAST-MCB CAMLEJO 5530.25A?			

**JUN 3 0 333**

## Interview of Private Organizations

INSTALLATION: \_\_\_\_\_ DATE: \_\_\_\_\_

PRIVATE ORGANIZATION (PO): \_\_\_\_\_

PO PERSON(S) INTERVIEWED: \_\_\_\_\_

INTERVIEWER: \_\_\_\_\_

Item	Description	Yes	No
1	Can the representative identify the installation point of contact for POs to submit required reports, requests, etc.?		
2	Can the organization's representative clearly affirm that the organization's objective is to support military members and/or their dependents?		
3	Can the representative identify who approves the PO's fundraising requests?		
4	Are the organization's records securely stored?		
5	Do you communicate with the installation point of contact for POs? If "Yes", briefly describe the quality of these communications.		
6	ADDITIONAL COMMENTS:		

PO Representative  
Printed Name: \_\_\_\_\_

PO Representative  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PO Coordinator  
Printed Name: \_\_\_\_\_

PO Coordinator  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**JUN 3 0 2023**

Checklist of Required Documents for Private Organizations to  
Request to Operate

Required Documents	Submitted
By-laws/Constitution	
Organizational Executive Board Listing	
Hold Harmless Agreement signed by Executive Board Members	
Internal Revenue Service Determination Letter	
Most Recent Internal Revenue Service Form 990	
Financial Documents (Profit and Loss Statement/Balance Sheet)	
Request to Operate Letter addressed to CG/CO	
Current Insurance <u>or</u> Letter to CG/CO requesting Waiver	

JUN 3 0 2023

Checklist of Annual Renewal Requirements for Private Organizations

Compliance Document	Submitted
CG/CO Authorization	
Financial Documents (Profit and Loss Statement/Balance Sheet)	
Third Party Financial Audit	
By-laws on File	
Annual Interview with Marine Corps Community Services	
Insurance Renewed/Submitted <u>or</u> Waiver on File	
Organizational Board Listing	
Hold Harmless Agreement signed by Executive Board Members	
Annual MOU/Memorandum of Agreement Renewed	
Internal Revenue Service Determination Letter	
Most Recent Internal Revenue Service Form 990	

JUN 3 0 2013



**UNITED STATES MARINE CORPS**  
MARINE CORPS COMMUNITY SERVICES LEJEUNE-NEW RIVER  
MARINE CORPS INSTALLATIONS EAST  
1401 WEST ROAD  
CAMP LEJEUNE NC 28547

5760  
RVAN

From: Private Organizations Coordinator, Marine Corps Community Services,  
Lejeune-New River

To: Insert PO Name Here

Subj: PRIVATE ORGANIZATIONS COMPLIANCE CHECKLIST

Ref: (a) MCIEAST-MCB CAMLEJO 5760.1C  
(b) Department of Defense Instruction 4000.19  
(c) Secretary of Defense Memo dated 23 December 2014

1. Per the references, the Insert PO Name Here are responsible for submitting the following documents annually: a profit and loss statement (or balance sheet), a third party audit to accompany the P&L/balance sheet, an IRS Form 990, board listing, and insurance. Additionally you are required to meet with the Private Organizations Coordinator, or her representative, annually.

2. For your convenience these items have been listed for you.

- a. Financial Due Date: 1/1/Year
- b. Financial Audit Due Date: 1/1/Year
- c. IRS Form 990 Due Date: 1/1/Year
- d. Board List Due Date: 1/1/Year
- e. Insurance Expiration Date: 1/1/Year
- f. Interview Due Date: 1/1/Year

3. When these items are ready, please submit them either digitally to your POC or in person at 1401 West Road, Camp Lejeune.

4. The point of contact in this matter is Mr./Ms. XXXX XXXX at XXXX@usmc-mccs.org or (XXX) XXX-XXXX.

PO COORDINATOR SIGNATURE

Enclosure (7)

**JUN 30 2023**

ACKNOWLEDGEMENT

By my signature, I acknowledge that it is my (or my organization's) responsibility to submit these annual compliance items in order for the Insert PO Name Here to be allowed to continue to operate aboard the installation. Additionally, I recognize that it is my responsibility, as the current point of contact between my organization and the installation, to update the Private Organizations Coordinator when I am no longer the Insert PO Name Here's primary POC for the installation.

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_