



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON FORT MEADE
4551 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5000

AMIM-MEW-SM

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Non-Federal Entities, formally known as Private Organizations

1. PURPOSE: To provide direction on establishing or revalidating a Non-Federal Entity (NFE) on Fort George G. Meade.

2. Reference: Army Regulation 210 – 22 12 May 2022

3. Documentation

a. A written request to the Garrison Commander requesting to establish a Non-Federal Entity on Fort Meade. Please provide this as a separate memo. Must include the following:

(1) A statement that indicates neither the installation, nor the Government, will have any liability for the NFE's actions or debts.

(2) A statement that the GC may revoke permission to operate at any time.

(3) A statement that acknowledges an approval to operate expires in 2 years and may be renewed biennially upon the NFE's request, subject to the GC's approval.

(4) A statement that confirms current and future NFE personnel and volunteers who have regular contact with children under 18 years of age on the installation have undergone appropriate background checks.

(5) NFE's may request support for multiple or recurring events in one letter.

b. Application- The NFE written application will include the following:

(1) A charter, articles of agreement, constitution, bylaws, or other authorization documentation acceptable to the GC. (If affiliated with a national, regional, or state organization, the NFE will include evidence of affiliation).

(2) The NFE's purpose, functions, objectives (including planned usage of funds), and activities.

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(3) An explanation of membership eligibility and responsibilities for all management functions (including accountability of assets, coverage, and limitation of insurance, and disposition of remaining assets on breakup of the NFE).

(4) A statement of the NFE's liability, if assets are not enough to cover all NFE's liabilities. The statement of liability will include a provision that all State and jurisdictional laws are met. Also, it will address the extent of the NFE members' personal liability for debts of, or claims against, the NFE.

(5) Agreement to reimburse the Army for utility expenses, unless use is incidental would cost more to bill and collect than it costs to provide the utility.

(6) A statement that the NFE will neither propagate extremist activities, nor advocate violence against others, or the violent overthrow of the Government.

(7) A statement the NFE activities will not seek to deprive individuals of their civil rights.

(8) NFE's must provide a statement that they will not engage in any form of partisan political activity as defined by DoDD 1344.10.

4. Package must also include:

a. Current list with names, addresses, and phone numbers of officers (revalidation).

b. Minutes of the last meeting (revalidation)

c. A copy of the most recent financial audit report, must be completed within the last two years (revalidation).

d. Certification, license or some other document showing that the PO is registered with Secretary of State of Maryland Division of Corporations (See AR 210-22, 5-4. B., Compliance with state or local laws).

e. Proof of insurance (Form ACORD 25). Private organizations will obtain adequate insurance as protection against public liability, claims, property damage claims, or other legal actions arising from NFE's activities, one or more of the NFE's members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the NFE. **There are no waivers for liability insurance, it must be purchased.**

f. Proof of Fidelity bonding: Fidelity bonding will be purchased by an organization for members or employees handling monthly cash flow exceeding \$500. Bonding will

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be equal to the normal maximum amount of cash handled. If not handling \$500 per month, please include a memo that the organization does not have that cash flow.

g. Tax exempt card or documentation.

5. Additional Requirements

a. Packet must be reviewed by your local legal office. For those organizations that do not have a local legal office packets should go to the POC designated herein.

b. All packets will be reviewed by the Fort Meade legal office.

c. The Fort George G. Meade Garrison Commander will review all requests and make the final determination on approval or disapproval of requests.

6. Any question should be addressed to the Point of Contact, Mrs. Kellie Paul at (301) 677-7409 or email Kellie.j.paul.naf@armyl.mil.

KELLIE J PAUL
Management Analyst, DFMWR