



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MD 20670-1154

NASPAXRIVINST 1747.2S
N00J
29 Jan 2021

NAS PATUXENT RIVER INSTRUCTION 1747.2S

From: Commanding Officer, Naval Air Station Patuxent River

Subj: NON-FEDERAL ENTITIES ON BOARD NAVAL AIR STATION PATUXENT RIVER, NAVY RECREATION CENTER SOLOMONS, AND WEBSTER FIELD

Ref: (a) DoD Instruction 1000.15
(b) DoD 5500.7-R, Joint Ethics Regulation
(c) CNIC Instruction 11000.1A
(d) NDWNOTE 11000.1
(e) SECNAVINST 11011.47C
(f) NAVFAC P-73
(g) CNIC Instruction 1710.3
(h) OSD 015110-14 NFE Memo of 24 Jun 16
(i) ASN NFE Memo of 6 Mar 15

Encl: (1) Non-Federal Entity Request to Operate
(2) Non-Federal Entity Request to Conduct Activity
(3) Sample Format for Non-Federal Entity Waiver
(4) Sample Charter/Bylaws
(5) Sample Insurance Waiver
(6) Sample Financial Audit
(7) Sample Officer Roster
(8) Sample Meeting Minutes
(9) Sample Notice of Dissolution
(10) Sample Request for MWR Rentals by Authorized Patrons for Non-Federal Entity Event

1. Purpose. To issue policy governing non-Federal entities (NFEs) onboard Naval Air Station (NAS) Patuxent River, Naval Recreation Center (NRC) Solomons and Webster Outlying Field (WOLF). NAS, NCR, and WOLF will be referred to as NAS Patuxent River hereinafter. To implement references (a) through (i). This instruction applies to all NFEs conducting activities onboard NAS Patuxent River, except where otherwise provided by law, regulation, or as noted within this instruction.

2. Cancellation. NASPAXRIVINST 1747.2R.

3. Background. A NFE is a self-sustaining organization that is not an official component of the

Federal Government. A NFE may be incorporated or unincorporated. Examples of NFEs include Chief Petty Officer associations, spouse clubs, the United Service Organization, fraternal organizations, colleges, school districts, and businesses. NFEs provide opportunities for recreation, socializing, education, and professional development within the Navy community.

4. Policy. NFEs may conduct activities on NAS Patuxent River only with written approval from the NAS Patuxent River Commanding Officer (CO). Enclosures (1) and (2) will be required for all requests to operate and to conduct activities onboard NAS Patuxent River. References (a) through (d) set out guidelines and procedures that apply to the activities of NFEs on Naval installations. NFEs shall adhere to the policies outlined in those references and the limitations contained in this instruction. Enclosure (1) of reference (c) contains a quick reference guide for NFEs on Navy installations.

a. Applicability. This instruction applies to all NFEs operating onboard NAS Patuxent River unless pertinent statutes, regulations, or higher directives specify otherwise. Consistent with reference (a), this instruction shall not apply to military relief societies, banks, or credit unions.

b. Approval Process for NFEs to Operate onboard NAS Patuxent River. An NFE must obtain approval prior to operating on base utilizing enclosure (1). Sample templates for the documents required are attached as enclosures (1) through (10). Pay close attention to the requirements outlined in enclosure (4), Sample Charter/Bylaws. No Department of Defense (DoD) personnel acting in an official capacity, including the Installation CO, shall sign or issue a charter that serves as the legal basis for any NFE.

(1) Term of approval. Permission to operate on board the installation must be renewed every two years during the month of February. If a NFE was generated within six months of February, the initial renewal will not be required until the following February. For example, if the NFE was approved in October 2018, renewal will be required in February 2021. For NFEs issued outgrants, the term of approval aligns with the term of any outgrant issued under section 4e (2), below.

(2) Notice of changes. NFEs shall submit prompt notification of any material change in the organization's charter, membership policy, or management responsibilities. Dissolution of an NFE shall be reported by utilizing enclosure (9).

(3) Exception for activities of limited scope. In accordance with reference (a), certain unofficial activities conducted on Navy installations require no formal authorization because of the limited scope of their activities. Examples of such activities include coffee funds, flower funds, and similar small informal activities. Such activities, therefore, are not generally subjected to this instruction.

(4) Exception for NFEs chartered off-base. NFEs who are chartered off-base and

conduct most of their activities off-base may occasionally request logistical support for an isolated event. In such cases, the Installation CO may waive the approval requirements set forth in this section on a case-by-case basis. Enclosure (3) contains a sample NFE waiver.

c. Activities of NFEs on Base.

(1) Compliance with Federal, State, and Local Laws. NFEs shall comply with all applicable Federal, State, and local laws. NFEs are responsible for determining their legal obligations under relevant fire and safety codes, environmental laws and regulations, tax law, and any applicable licensing, certification, or registration mandated by any state, local, or foreign authorities.

(2) Appearance of endorsement. NFE activities may not create the appearance that:

(a) the NFE is an official part of the installation, the Navy, or DoD;

(b) the NFE is officially endorsed by the installation, the Navy, or any DoD component; or

(c) the NFE receives preferential treatment from the installation, the Navy, or any DoD component.

(3) Use of command seals or logos. NFEs shall not use the seals, logos, or insignia of any Navy or DoD component on the organization's letterhead, correspondence, or in connection with any of the organization's activities.

(4) Use of command names. NFEs shall not use the name or abbreviation of any Navy or DoD component in the NFE's name (e.g., "Naval Submarine Support Center First Class Petty Officers' Association") without approval from the Navy or DoD component whose name is used. Any such use must not create the perception that the NFE is an organizational unit of the Navy or DoD.

(5) Disclaimer. In accordance with DoD policy, NFEs whose name suggests a connection to DoD, shall prominently display the following disclaimer on all organizational print and electronic media: "THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."

(6) Use of financial statements. NFEs should prepare and maintain financial statements and use budgeting tools commensurate with their level of financial activity. The use of enclosure (6) will be used to prepare a financial statement.

(7) Meeting minutes. NFEs should prepare and maintain minutes for all meetings.

Enclosure (8) will be used to prepare meeting minutes. NFEs shall submit meeting minutes upon request to operate and upon seeking renewal of permission to operate on board the installation.

(8) Auditing. NFEs handling substantial amounts of money on the installation should undergo periodic audits or financial reviews consistent with the requirements below. Audits need not necessarily be performed by a Certified Public Accountant, but must be performed by a disinterested third party with the expertise necessary to perform an accurate financial review of the organization's activities. This should normally be conducted by the Supply Officer.

(a) NFEs with gross annual revenue exceeding \$2,500 should maintain an annual financial statement.

(b) NFEs with gross annual revenue exceeding \$25,000 should maintain an annual financial statement, and at their own expense, undergo an audit every two years.

(c) NFEs with gross annual revenue exceeding \$100,000 should maintain an annual financial statement, and at their own expense, undergo an audit every year.

(d) These records, along with other records showing sound financial management, should be maintained by the NFE and made available to the Installation CO upon request.

d. Fundraising.

(1) Permission of Tenant Commanding Officers/Officers In Charge. In accordance with references (a) through (c), NFEs must request permission prior to conducting fundraising activities on the base. CO's of tenant commands may approve fundraising requests within their command spaces provided those events comply with references (a) through (c) of this instruction. NFEs shall use enclosure (2) to request any fundraising event on the installation.

(2) Competition with base activities. NFE fundraising activities will not compete with the Navy Exchange (NEX), any Morale, Welfare and Recreation (MWR) activities, or any other appropriated or non-appropriated activity on the installation.

(3) Competition with the Combined Federal Campaign. The Combined Federal Campaign (CFC) exists to reduce disruption in the Federal workplace by consolidating fundraising efforts into one yearly event. Accordingly, the Installation Commanding Officer shall ensure NFE fundraising efforts do not disrupt the work environment or compete with the CFC for donations.

(4) Fundraising in the workplace. Fundraisers are limited to six for each organization, per quarter, and may not exceed twenty-four per calendar year. Each event involving fundraising should not exceed three hours. NFE fundraising activities shall not occur in the workplace. The following areas of the base are considered "outside the workplace" for fundraising purposes:

lobbies of Bldg. 2185, Bldg. 2187, and Bldg. 449; the NEX, the NEX gas station, and the Commissary. Other locations may be approved by the Installation CO on a case-by-case basis.

(5) Alcohol. NFEs shall not sell or furnish alcohol to persons onboard Navy installations as part of any fundraising activity or otherwise.

(6) Food products. NFEs must ensure that any fundraiser involving food products complies with documented food handler training and sanitation standards. Review by the preventive medicine department at Naval Health Clinic Patuxent River is required.

e. Command support to NFEs.

(1) Logistical support. NFEs are responsible for furnishing their own equipment, supplies, and other resources. Unless provided by statute, they have no specific entitlement to logistical support from the Navy. NFEs may occasionally receive support in the form of space for meetings and other occasional events, or limited use of command resources. Any such support must be consistent with the seven factors set forth in reference (b), section 3-211 and be routed for approval utilizing enclosure (2).

(2) Outgrant for exclusive use of space. NFEs seeking exclusive use of a space for an extended period of time must secure an outgrant. Outgrants require coordination with Naval Facilities Engineering Command (NAVFAC) Public Works (PW), and generally take the form of a license for non-exclusive use or a lease for exclusive use. When an NFE seeks exclusive use of a space, reference (d) ordinarily requires the organization to reimburse the Department of the Navy (DON), via a special account in the Treasury, for the fair market value of the property used, administrative expenses such as the costs of surveys and environmental studies, as well as any utilities used. References (d), (e), (f), (h), and (i) detail exceptions to this policy, as well as specific information and procedures concerning outgrants. Space may not be provided to the requesting NFE until the outgrant is obtained.

(3) Personnel Support

(a) Neither military members, nor civilian employees may be assigned to work for NFEs as an official duty. Navy members or civilian employees may, however, be assigned as official liaisons to represent DoD or DON interests to NFEs in accordance with reference (b).

(b) Military members or civilian employees participating in NFE activities, shall be in an off-duty or liberty status unless specifically authorized by law or regulation.

(c) Neither military members, nor civilian employees may show favoritism toward one NFE over another when acting in an official capacity.

(d) Participation or membership in an NFE is a personal decision. Subordinates may

decision not to join or take part in the activities of an NFE.

(e) The NAS Patuxent River Command Judge Advocate (CJA) and Navy General Counsel (GC) may provide information to NFEs concerning the procedural requirements for operating on the installation. The CJA and GC are generally not permitted to provide legal advice to NFEs.

(4) Unauthorized Expenditures. Navy commands shall take action to preclude unauthorized expenditures of appropriated funds, commissary surcharge, or non-appropriated funds in support of NFEs.

f. MWR Rentals by Authorized Patrons for NFE Event. Per reference (g), MWR facilities may be rented or booked by authorized patrons for use in conjunction with an NFE event if the event does not (1) undermine good order and discipline, (2) interfere with the accomplishment of the installation's mission, (3) prejudice or discredit the Navy, (4) encourage irresponsible alcohol use, (5) entangle the Navy in political issues or (6) give the appearance of official approval. Such requests must be routed for approval utilizing enclosures (2), and (10).

5. Responsibilities.

a. The NAS Patuxent River CO is responsible for ensuring compliance with this instruction and approving, denying, or revoking requests to operate and to fundraise on the installation.

b. The NAS Patuxent River CJA shall recommend approval or denial of each request to operate, conduct activities (logistical support and fundraisers), and MWR rentals by NFEs.

c. The NAS Patuxent River N9 is designated as the point of contact to manage the NFE program on the installation and serve as a point of contact for procedural questions. The point of contact is responsible for:

- (1) Collecting names and contact information for all NFEs operating on the installation;
- (2) Processing all the necessary paperwork from NFEs in order to operate on the installation, including reviewing and routing requests to operate, waiver requests, requests to conduct activities, and NFE requests to rent MWR facilities;
- (3) Processing requests for outgrants for space in conjunction with NAVFAC PW where applicable in accordance with references (d), (e), (f), (h), and (i);
- (4) Managing the NFE program, to ensure these guidelines remain current and correct;
and
- (5) Determining, in conjunction with the CJA, whether or not a hold harmless agreement

is required for a particular NFE event; and whether or not a background check is required for an NFE to operate on the installation in accordance with reference (a).

d. NAVFAC PW will process all outgrants for space onboard NAS Patuxent River or NRC Solomons in accordance with references (d), (e), (f), (h), and (i).

e. NAS Patuxent River Public Affairs Officer (PAO) will provide limited support to distribute notification of NFE events. To prevent the appearance of official sanction or support by the Department of Defense, NAS Patuxent River, or any component thereof, the PAO will ensure that:

(1) All notifications, fliers, and media mentioning the NFE and NFE events have been approved by the NAS Patuxent River Staff Judge Advocate; and

(2) NFEs prominently display the following disclaimer on all print and electronic media mentioning the entity's name confirming that the entity is not part of the DOD: "THIS IS A NON-FEDERAL ENTITY. IT IS NOT A 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 entity is used.

6. Procedures.

a. NFEs shall adhere to the policies outlined in references (a) through (d) and this instruction. NFEs may conduct activities on NAS Patuxent River only with written approval from the Installation CO, who is authorized to approve, deny, or revoke an NFE's request to operate on the installation. Failure to comply with this instruction will be grounds for revoking an NFE's ability to operate on the installation.

b. NFEs must file the necessary paperwork in order to operate on the installation. Enclosures (1) and (2) are standard forms required for processing requests from NFEs. Enclosure (1) is an NFE request to operate on the installation, and enclosure (2) is an NFE request to conduct activity on the installation and must be submitted 21 calendar days prior to the requested activity date. Examples of common requests from NFEs to conduct activities include requests for logistical support and fundraising requests.

c. Requests to operate will be routed through the following stakeholders: N9, NAS Patuxent River CJA and the Installation CO. Requests to conduct activities and NFE requests to rent MWR facilities will be routed through those stakeholders, as well as facility owners where the activity is scheduled to occur and preventative medicine, if applicable.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed by SECNAV Manual 5210.1 of January 2012.

8. Review. Per OPNAVINST 1752.1C, the NAS Patuxent River Administrative Officer will review this instruction annually, on the anniversary of its effective date to ensure applicability, currency, and consistency for Federal, DoD, and Navy policy and statutory authority. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.



J. J. BRABAZON

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via

<https://g2.cnic.navy.mil//CC/Documents/Forms/Directives%20Only.aspx>

<https://g2.cnic.navy.mil/NASPATUXENTRIVERMD/SitePages/Home.aspx>

Non-Federal Entity (NFE) Request to Operate

This form is for use by Naval District Washington (NDW) Installation Commanding Officers who are authorized to approve, deny, or revoke an NFE's permission to operate on installations per CNIC Instruction 11000.1A of June 5, 2018 and the Joint Ethics Regulation DoD 5500.7R. An NFE is a self-sustaining organization that is not an official component of the Federal Government. Examples of NFEs include petty officer associations, spouse clubs, non-profit organizations, fraternal organizations, colleges, school districts, and businesses.

1. Information about NFE:

Name of NFE:

Point of Contact:

Email:

Phone:

2. Required Documents: (Your application must include the following documentation)

- | | |
|---|---|
| <input type="checkbox"/> Charter, constitution, bylaws, or their equivalents
<input type="checkbox"/> Description of management responsibilities, including who is responsible for accounting for NFE assets, satisfying liabilities, and disposing of any residual assets upon the organization's dissolution
<input type="checkbox"/> Proposed meeting times and locations
<input type="checkbox"/> Proposed fundraising activities
<input type="checkbox"/> Proof of liability insurance (or waiver request) | <input type="checkbox"/> Proof of favorable background checks (for members having contact with children 18 or below)
<input type="checkbox"/> Financial Statements (for NFEs with gross annual revenue exceeding \$2,500)
<input type="checkbox"/> Meeting minutes for past six months (for previously operating NFEs)
<input type="checkbox"/> List of officers |
|---|---|

3. Certifications: (By initialing and signing below, the NFE and its members certify the following)

Initials	This request, if approved, provides for 2 years of NFE recognition on board Naval Air Station Patuxent River. Installation policy establishes duration of NFE recognition. The NFE will submit a request for continued recognition 2 months prior to the expiration of the approval of this request if your organization desires to continue operating on this installation.
	The NFE president has received a copy and read CNICINST 11000.1A of June 5, 2018 and the installation policy and guidance for Naval Air Station Patuxent River.
	The members of the NFE understand that failure to abide by these rules and regulations could result in denial of future requests for support, immediate removal from the installation, or permanent barring from the installation.
	NFEs may conduct activities on Navy installations only when their activities are consistent with good order and discipline and enhance the quality of life on the installation.
	Requests involving NFE fundraising events and logistical support on installations require separate approval. An <i>NFE Request to Conduct Activity</i> form shall be used for these requests.
	NFEs shall comply with all applicable Federal, state, and local law. No individual shall be denied membership or excluded from participation in NFE activities based upon race, color, creed, sex, age, disability, or national origin.
	NFE activities may not create the appearance that the NFE is an official part of, endorsed by, or receives preferential treatment from the installation, the Navy, or the DoD.
	NFEs shall not use seals, logos, or insignia of any Navy or DoD component on the organization's letterhead, correspondence, or in connection with any of the organization's activities, to include shirts, hats, coins, mugs, etc. Command names may not be used in the title of an NFE without first securing written consent from the approving authority.

**FOR OFFICIAL USE ONLY
DO NOT INCLUDE PERSONALLY IDENTIFIABLE INFORMATION (PII)**

Page 1 of 2

	Use of official channels, such as letters or flyers, to notify others of NFE activities is authorized after obtaining consent from the approving authority, provided the notification does not appear to be an endorsement by the Federal government.
	The members of the NFE understand that they may be held personally liable if the assets of the NFE are insufficient to satisfy its liabilities if a waiver of liability insurance is obtained.
	All elected or appointed members of the NFE authorize the cognizant Installation Commanding Officer, or his designated representatives, to release the names, titles, and telephone numbers of its directors, officers, and/or committee members.
	This organization agrees to remove, and if necessary, dispose of any NFE property on the installation in the event permission to operate is revoked or the NFE dissolves.

Date Signed:	NFE Representative Signature:
--------------	-------------------------------

4. Judge Advocate Recommendation:

<input type="checkbox"/>	Recommend Approval	Remarks:	Name and Grade:	
<input type="checkbox"/>	Recommend Disapproval		Signature:	Date:

5. Approving Authority Action:

<input type="checkbox"/>	Approved	Remarks:	Name, Grade, and Title:	
<input type="checkbox"/>	Disapproved		Signature:	Date:
<input type="checkbox"/>	Subsequent Revocation	Reason for Revocation:	Name, Grade, and Title:	
			Signature:	Date:

Additional Comments:

Non-Federal Entity (NFE) Request to Conduct Activity

This form is for use by Naval District Washington (NDW) Installation Commanding Officers, who are authorized to approve, deny, or revoke an NFE's permission to operate on installations per CNIC Instruction 11000.1A of June 5, 2018 and the Joint Ethics Regulation, DoD 5500.7R. Common requests from NFEs include fundraising events and requests for logistical support on installations.

1. Information about NFE:

Name of NFE:

Point of Contact:

Email:

Phone:

Has your NFE received written approval to operate on installation?

Yes (Provide copy of approved request) No (Submit an *NFE Request to Operate* with this request, or an approved waiver)

Does your NFE have liability insurance?

Yes (Provide certificate of liability insurance, including type and limits of coverage for your event)

No (Submit a waiver request detailing the risks to property and personnel posed by your event)

2. Information about the Activity: ***Requests must be submitted at least 21 days prior to event***

Type of event:

Proposed start and end times:

Description of event:

Expected attendance:

Proposed location:

NFE sponsors, if any, for activity:

Proposed date:

Provide short list and description of previous events the NFE has hosted in the past twelve (12) months:

3. Fundraising: (Complete this section if your event involves fundraising)

If event involves selling items or fundraising:

Products to be sold:

Pre-packaged food products: No (review by Preventive Medicine required) Yes

Beneficiary of proceeds:

4. Logistical Support: (Complete this section if your request includes logistical support)

What command resources are requested (e.g., use of building, equipment or furniture, such as table and chairs, or utilities)?:

What assistance from government personnel is requested? (Personnel may only participate off-duty in NFE activities or as liaisons)

5. Certifications: (By initialing and signing below, the NFE and its members certify the following)

Initials

This request, if approved, allows your NFE to conduct the activity as described on this form. If the activity or event changes in scope or significance, additional approval must be obtained prior to holding the event.

**FOR OFFICIAL USE ONLY
DO NOT INCLUDE PERSONALLY IDENTIFIABLE INFORMATION (PII)**

Page 1 of 2

	The NFE president has received a copy and read CNICINST 11000.1A of June 5, 2018 and the installation command policy and guidance for Naval Air Station Patuxent River.
	NFE members understand that failure to abide by these rules and regulations could result in denial of future requests for support, immediate removal from the installation, or permanent barring from the installation.
	NFE members understand they may conduct a maximum of <u>6</u> fundraisers per quarter and <u>24</u> fundraisers per calendar year. Each event involving fundraising should not exceed 3 hours. Separate requests must be submitted for each fundraiser.
	NFE members understand that they may be held personally liable if the NFE's assets and insurance coverage are insufficient for your NFE's activities.
	NFE members understand that under no circumstances will the Navy or any component thereof assume liability for your NFE's activities.
	NFE activities may not create the appearance that the NFE is an official part of, endorsed by, or receives preferential treatment from the installation, the Navy, or the Department of Defense (DoD).
	NFEs shall not use seals, logos, or insignia of any Navy or DoD component on the organization's letterhead, correspondence, or in connection with any of the organization's activities, including shirts, caps, coins, mugs, etc. Command names may not be used in the title of an NFE event without first securing written consent from the approving authority.
	Use of official channels, such as letters or flyers, to notify others of NFE activities is authorized after obtaining consent from the approving authority, provided the notification does not appear to be an endorsement by the Federal government.

Date Signed:

NFE Representative Signature:

6. Permission from Facility Owners or Additional Stakeholders (as applicable):

Policies at each NDW installation may require specific stakeholders to review NFE activity requests, such the Public Affairs Officer (PAO) or administrative officers. Consult installation policy for more information and guidance. NFEs must also obtain permission from facility owners where NFE activities are scheduled to occur. The following additional stakeholders reviewed this request:

Bldg manager Signature:

Date Signed:

7. Judge Advocate Recommendation:

<input type="checkbox"/>	Recommend Approval	Remarks:	Name and Grade:	
<input type="checkbox"/>	Recommend Disapproval		Signature:	Date:

8. Approving Authority Action:

<input type="checkbox"/>	Approved	Remarks:	Name, Grade, and Title:	
<input type="checkbox"/>	Disapproved		Signature:	Date:
<input type="checkbox"/>	Revocation	Reason for Revocation:	Name, Grade, and Title:	
			Signature:	Date:

CNIC Instruction 11000.1 requires an NFE to obtain a written request to operate on installation. However, there is an exception for NFEs chartered off-base. NFEs who are chartered off-base and conduct most of their activities off-base may occasionally request logistical support for an isolated event. In such cases, the Installation CO may waive the documentation requirements on a case-by-case basis.

SAMPLE REQUEST FOR WAIVER OF RECOGNITION

DD Mmm YY

From: President, **Organization ABC**
To: Commanding Officer, Naval Air Station Patuxent River
Via: Staff Judge Advocate, Naval Air Station Patuxent River

Ref: (a) CNIC Instruction 11000.1A
(b) NASPAXRIVINST 1747.2R

Subj: REQUEST FOR WAIVER OF RECOGNITION

1. **Organization ABC** requests a waiver from the requirement in reference (a) to submit a request to operate on installation in order to conduct the following activity. **Provide description of the event.**
2. Organization ABC by signing below certifies the following:
 - (a) This organization is chartered off-base and conducts most of its activities off-base;
 - (b) Activities of the organization on Naval Air Station Patuxent River will be limited to this one isolated event;
 - (c) If the members of this organization intend to operate more frequently on Naval Air Station Patuxent River, a separate request to operate on installation will be required.
3. **Organization ABC** members understand that this request must accompany a *Request to Conduct Activity* and all the required documentation, including proof of liability insurance. In no case, however, does the installation or any Navy component assume liability for the activities of an NFE.
4. We also understand that **Organization ABC** and each member are jointly and severally liable for the obligations of the organization and that any adverse legal action taken against the organization can impact each member legally and financially.
5. Although the documentation requirements for this organization are waived for this event, the members of the organization will comply with the requirements in reference (a) while operating on Naval Air Station Patuxent River.

Enclosure (3)

CNIC Instruction 11000.1 requires an NFE to obtain a written request to operate on installation. However, there is an exception for NFEs chartered off-base. NFEs who are chartered off-base and conduct most of their activities off-base may occasionally request logistical support for an isolated event. In such cases, the Installation CO may waive the documentation requirements on a case-by-case basis.

6. Provide point of contact information for this event.

President, Organization ABC

SAMPLE FORMAT FOR CHARTER/BYLAWS

NFE Name
Street Address
City, State, Zip Code

[GENERAL REQUIREMENT: A written charter, constitution, bylaws, or equivalent document. The charter shall sufficiently delineate the NFE's nature, purpose, objectives, and sources of income.]

Article 1 Organization Name, Purpose, Objectives

[ADDRESS REQUIREMENT IF APPLICABLE: 1. NFEs shall not use the name or abbreviation of any Navy or DoD component in the NFE's name (e.g., "Naval Submarine Support Center First Class Petty Officers' Association") without first securing consent from the Navy or DoD component whose name is used. Any such use must not create the perception that the NFE is an organizational unit of the Navy or DoD. 2. In accordance with DoD policy, NFEs whose name suggests a connection to DoD shall prominently display the following disclaimer on all organizational print and electronic media: "THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."]

Article 2 General Provisions

Article 3 Officers and Management Responsibilities

[REQUIREMENT: A satisfactory description of the NFE's management responsibilities. The description should indicate who is responsible for accounting for the NFE's assets, satisfying liabilities, and disposing of any residual assets upon the organization's dissolution.]

Article 4 Membership Eligibility

[REQUIREMENT: A satisfactory description of the NFE's membership eligibility. In accordance with references (a) and (b), no NFE may unlawfully discriminate against any person because of race, color, creed, sex, age, disability, or national origin.]

Article 5 Activities/Funding Sources

[REQUIREMENT: NFEs shall be financially self-sustaining. Neither Department of Defense (DoD) components nor non-appropriated fund (NAF) instrumentalities may provide financial assistance to NFEs.]

Article 6 Financial Accounting

[REQUIREMENT: NFEs handling substantial amounts of money on the installation should undergo periodic audits or financial reviews consistent with the following requirements. Audits need not necessarily be performed by a Certified Public Accountant (CPA), but must be performed by a disinterested third party with the expertise necessary to perform a meaningful financial review of the organization's activities. NFEs with gross annual revenue exceeding \$2,500 should maintain an annual financial statement. NFEs with gross annual revenue exceeding \$25,000 should, at their own expense, undergo an audit every two years. NFEs with gross annual revenue exceeding \$100,000 should, at their own expense, undergo an audit every year. These records, along with other records showing sound financial management, should be maintained by the NFE and made available to the Installation CO upon request.]

Article 7 Liability and Insurance

[REQUIREMENT 1: In accordance with reference (a), a certification indicating that the organization's members understand they may be held personally liable if the NFE's assets are insufficient to discharge its liabilities.]

[REQUIREMENT 2: Proof of liability insurance OR a waiver request. Pursuant to reference (a), an NFE shall possess adequate insurance to protect against claims that may result from its activities. The Installation CO may, in his or her discretion, waive the insurance requirement in cases where an NFE's activities present a negligible risk of harm to the base community. In no case, however, may the installation or any Navy component assume liability for the activities of an NFE.]

Article 8 Meetings

[REQUIREMENT: NFEs should prepare and maintain minutes for all meetings. NFEs shall submit meeting minutes: (a) upon request of the Installation CO; and (b) upon seeking renewal of permission to operate on board the installation.]

Article 9 Amendments

[REQUIREMENT: NFEs shall submit prompt notification of any material change in the organization's charter, membership policy, or management responsibilities.]

Article 10

Background Checks

[REQUIREMENT: Address whether required per DoD Instruction 1402.5, "Criminal History Background Checks on Individuals in Child Care Services," September 11, 2015, and if required, there is a requirement for proof that a favorable background check has been completed for any employees and volunteers having continued contact with children under the age of 18.]

Article 11

Dissolution/Satisfaction of Debts/Disposition of Assets

[REQUIREMENT: An agreement to remove and, if applicable, dispose of any NFE property from the installation in the event permission to operate is revoked or the NFE dissolves.]

President, **Organization ABC**

SAMPLE REQUEST FOR WAIVER OF INSURANCE REQUIREMENT

DD Mmm YY

From: President, **Organization ABC**
To: Commanding Officer, Naval Air Station Patuxent River
Via: Staff Judge Advocate, Naval Air Station Patuxent River

Subj: REQUEST FOR WAIVER OF INSURANCE COVERAGE REQUIREMENT

1. Request **Organization ABC** be granted a waiver of the requirement for liability insurance pursuant to CNIC Instruction 11000.1A of June 5, 2018. Attached is a copy of the organization's current and prior year financial records for your review.
2. Activities of **Organization ABC** consist largely of activities with extremely low liability exposure such as monthly meetings, parties and other gatherings. Accordingly, our organization's activities present a negligible risk of harm to the base community.
3. We understand that the Commanding Officer may still require liability insurance for specific events that involve a greater risk of injury or damage. In no case, however, does the installation or any Navy component assume liability for the activities of an NFE.
4. We also understand that **Organization ABC** and each member are jointly and severally liable for the obligations of the organization and that any adverse legal action taken against the organization can impact each member legally and financially.

President, **Organization ABC**

SAMPLE FORMAT FOR AUDIT REPORT

From: **Organization ABC**

To: Commanding Officer, Naval Air Station Patuxent River

Date of Audit: _____

Reason for Audit: Annual/Dissolution
(CIRCLE ONE)

1. BALANCE SHEET

ASSETS

Cash on hand	\$	_____
Savings account	\$	_____
Checking account	\$	_____
Club property	\$	_____
Other: List	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL ASSETS:	\$	_____

LIABILITIES

Bills owed	\$	_____
Other: List	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL LIABILITIES	\$	_____

Net worth is assets minus liabilities.

NET WORTH \$ _____

2. INCOME STATEMENT

INCOME

Sales	\$	_____
Donations	\$	_____
Dues	\$	_____
Interest	\$	_____
Other: List	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL INCOME:	\$	_____

EXPENSES

Materials	\$	_____
Supplies	\$	_____
Equipment	\$	_____
Goodwill	\$	_____
Activities	\$	_____
Donations	\$	_____
Service Chg	\$	_____
Other: List	\$	_____
_____	\$	_____
TOTAL EXPENSES	\$	_____

Yearly income is income minus expenses.

YEARLY INCOME \$ _____

3. SIGNATURE OF AUDIT MEMBERS (Cannot be an Officer of the Organization)

NAME: (PRINT/SIGN BELOW)	NAME: (PRINT/SIGN BELOW)	NAME: (PRINT/SIGN BELOW)
--------------------------	--------------------------	--------------------------

4. TREASURER: (NAME AND PHONE); PRESIDENT: (NAME AND PHONE)

*The above categories for assets, liabilities, income and expenses are only examples. Other categories may be used that are more applicable to the organization. Your forwarding letter should list any discrepancies found during the audit, proposed schedule of events, the name, address and telephone number of all elected officers and designate a single point of contact.

SAMPLE FORMAT FOR OFFICER ROSTER

DD Mmm YY

MEMORANDUM

From: **Organization ABC**

Subj: PRESENT LIST OF OFFICERS

PRESIDENT:

Telephone: _____
E-Mail: _____

VICE PRESIDENT:

Telephone: _____
E-Mail: _____

SECRETARY:

Telephone: _____
E-Mail: _____

TREASURER:

Telephone: _____
E-Mail: _____

****Add any additional positions according to your bylaws/constitution****

ADDITIONAL POINT OF CONTACT: [someone other than a board member]

Telephone: _____
E-Mail: _____
Mailing Address: _____

Date of last election: _____

Date of next election: _____

President, Organization ABC

SAMPLE FORMAT FOR MEETING MINUTES

NFE Name
Street Address
City, State, Zip Code

1. The meeting of **Organization ABC** was called to order on 10 November 2011 at 1800 hours.
2. The following persons were present:
 - a. Members Present:
 - b. Guests Present:
3. OLD BUSINESS:
 - a. The minutes of the last meeting were read and approved (or approved with the following changes):
 - b. The financial report was presented and approved (or approved with the following changes):
4. NEW BUSINESS:
 - a.
 - b.
 - c.
5. DISCUSSION:
 - a.
 - b.
 - c.
6. The meeting was adjourned at 1930 hours. The next meeting is scheduled for 24 November 2011 at 1800 hours in Room 110.

P.O. SECRETARY
Secretary
Date: DD Mmm YYYY

P.O. PRESIDENT
President
Date: DD Mmm YYYY

CNIC Instruction 11000.A requires an NFE to submit prompt notification of any material change in the organization's charter, membership policy, or management responsibilities.

SAMPLE NOTICE OF DISSOLUTION/NOTICE OF CHANGES

DD Mmm YY

MEMORANDUM

From: President, **Organization ABC**
To: Commanding Officer, Naval Air Station Patuxent River
Via: Command Judge Advocate, Naval Air Station Patuxent River

Subj: NOTICE OF DISSOLUTION

1. This is notification that we are dissolving Organization ABC and will no longer operate onboard Naval District Washington Installations. All assets have been disposed of.

This is notification of a material change in the organization's charter, membership policy, or management responsibilities. Specify the changes in this paragraph.

2. If you have any questions, please contact [point of contact name, email, and phone number].

President, **Organization ABC**

MORALE, WELFARE AND RECREATION (MWR) DEPARTMENT rev. 6/29/18
SPECIAL EVENT REQUEST
NAS PATUXENT RIVER AND NAVY RECREATION CENTER (NRC) SOLOMONS

COMMERCIAL SPONSORSHIP EVENTS ARE PROHIBITED. NON-FEDERAL ENTITY (NFE) AND FUNDRAISING REQUESTS MUST BE APPROVED BY THE COMMANDING OFFICER. GUEST LIST DUE 14 BUSINESS DAYS PRIOR TO EVENT. If your event is on a weekend your list must be submitted to Pass Office Monday – no changes will be accepted after Tuesday (NON-CITIZENS –4 weeks notice to Security.)

(Please print clearly)

DATE OF EVENT: _____ TIME OF EVENT: _____

EVENT TO BE HELD AT:

NAS PAX RIVER _____ NRC SOLOMONS _____ TYPE OF EVENT: _____
(picnic, wedding, party, club meeting, etc.)

LOCATION OF EVENT (FACILITY) _____

SPONSOR'S NAME: _____ REQUEST DATE: _____

SPONSOR'S STATUS: - MILITARY - RETIRED MILITARY
 - CONTRACTOR CIVIL SERVICE - RESERVES - OTHER: _____

PHONE #: _____

ADDRESS (Include City, State and Zip Code): _____

NUMBER OF GUESTS: _____ ARE ALL GUESTS U.S. CITIZENS? YES _____ NO _____

WHEN SPONSORING AN ORGANIZATION/CORPORATION COMPLETE THE FOLLOWING:

NAME OF ORGANIZATION: _____

POINT OF CONTACT: _____ PHONE #: _____

ORGANIZATION'S MISSION: _____

AFFILIATION WITH THE BASE: _____

PERCENTAGE OF ATTENDESS AUTHORIZED BASE ACCESS _____ %

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE.
I HAVE READ AND WILL COMPLY WITH THE SECURITY REQUIREMENTS OUTLINED ON
PAGE 2.

(SPONSOR'S SIGNATURE)

MWR USE ONLY

Is facility available? YES _____ NO _____ Is requester eligible to sponsor the event? YES _____ NO _____

Approved: Forwarded for further review:
MWR AUTHORIZING OFFICIAL (Please Print)

Original to: MWR Admin

Date Faxed to Pass Office: _____

Enclosure (10)

