



DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND

SEP 29 2008

MEMORANDUM FOR ALL PRIVATE ORGANIZATIONS AUTHORIZED TO OPERATE  
ON LACKLAND AFB

FROM: 37 TRW/CC

SUBJECT: Private Organization (PO) Policy

1. Effective immediately the following policies are implemented for all POs authorized to operate on Lackland AFB. These policies are in addition to guidance provided by AFI 34-223, *Private Organizations (PO) Program*, dated 8 March 2008.

a. All POs must obtain approval from the 37th Services Division before selling merchandise (such as unit memorabilia, coins, shirts, etc.) that could compete with Services and AAFES retail operations. Requests for approval of such memorabilia sales will be routed to 37 MSG/SVF, who will obtain necessary coordination from AAFES, and submit to 37 MSG/SV for final approval. The PO must maintain file copies of all approval memos.

b. All POs are required to submit annual financial statements by 31 Jan each year, detailing all revenues generated and expenses incurred during the calendar year to 37 MSG/SVF. POs can use the sample financial report at [http://www.lacklandservices.com/private\\_org.html](http://www.lacklandservices.com/private_org.html). During annual financial reviews, 37 MSG/SVF, as the Installation PO monitor, will identify organizations that did not obtain proper approvals for fundraising events, and report their non-compliance to 37 TRW/CC with recommendation for resolution.

c. Annual financial statements submitted to 37 MSG/SVF must be accompanied by sufficient documentation to support revenues, expenses, and current assets. PO Treasurers must maintain records of inventories, sales, and donations, and retain receipts/invoices to support reported revenues and expenses. Copies of bank statements may also be required to substantiate the year's beginning and ending cash balances as reported on the financial statement balance sheet.

2. My POCs for this policy are Mr. Scott Wooley (671-2405) and Ms. Judi Cannon (671-3962).

A handwritten signature in black ink, reading "Leonard A. Patrick", is positioned above the typed name.

LEONARD A. PATRICK  
Brigadier General, USAF  
Commander

cc:  
All Host & Tenant Commanders