



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

MAY 05 2017

Office of the Garrison Commander

Mr. Brian Musha, President
Knights of Columbus
Saint Michael the Archangel Council #14773
P.O. Box 7521
Fort Gordon, GA 30905

Dear Mr. Musha:

Approval is given for the establishment of the Knights of Columbus Saint Michael the Archangel Council #14773, as a private organization on Fort Gordon for purposes stated in the Bylaws and in compliance with AR 210-22 (Private Organizations on Department of the Army Installations) and installation policies/procedures. Approval will expire two years from date of this letter. Permission to operate may be revoked at any time. This record of approval should be maintained in your current files. Proposed Bylaws are approved.

Suspense to submit request for revalidation for 2019 is ninety days prior to expiration of your sanction. Enclosed is the requirement for submission of documents for revalidation. Failure to comply will result in the suspension and/or dissolution of your organization on the installation. All active duty members of Knights of Columbus Saint Michael the Archangel Council #14773 should adhere to AR 210-22, paragraph 4-2, Limitations on Army personnel, enclosed. In addition, private organizations shall use a prominent disclaimer on all printed and electronic media confirming the private organization is not a part of the installation. IMCOM Private Organization Reference Guide Figure 3-6 enclosed.

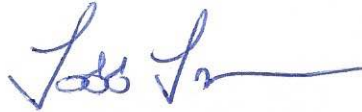
The Office of the Staff Judge Advocate has determined that it is unlikely that the Army will suffer property damage or incur liability as a result of the Knights of Columbus Saint Michael the Archangel Council #14773 activities; therefore, your request for waiver of liability insurance coverage on the installation is approved. However, Knights of Columbus Saint Michael the Archangel Council #14773 is still responsible for any liability claims or judgments against it. If the Knights of Columbus Saint Michael the Archangel Council #14773 does not have funds to cover a liability claim or judgment, it is possible that a court might hold the members of the Knights of Columbus Saint Michael the Archangel Council #14773 personally responsible for the claims or judgments.

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Neither the installation nor the US Government will have any liability for your organization's actions or debts.

The organization and its activities and records are subject to periodic inspection by Support Services Division, Directorate of Family and Morale, Welfare and Recreation. Point of contact is Ms. Camacho, 706-791-2611.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd Turner", with a long horizontal flourish extending to the right.

Todd Turner
Colonel, U.S. Army
Commanding

Enclosures

1. Private Organizations (POs) will supply the following on a routine basis (but not less than annually) to the Support Services Division, Directorate of Family and Morale, Welfare and Recreation (ATTN: Ms. Camacho), in accordance with AR 210-22 to remain in good standing:

- a. Minutes or summaries of PO meetings (due no later than 15 working days of meetings and will include financial statements). If no meetings, please state in writing.
- b. Financial statements (due no later than 15 working days of meetings).
- c. Any major changes in PO activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds, and management functions.
- d. Names, addresses, and phone numbers of recent elected officers.
- e. A copy of audit reports (due no later than 45 days after POs fiscal year end). POs with gross annual revenue of \$1,000 or more will be audited at least once every two years or upon change of treasurers. Whichever occurs first.
- f. A copy of annual activities report (due no later than 30 days of POs fiscal year end).
- g. A copy of any correspondence about applicability of Federal, State, or local laws or non-profit status.
- h. A copy of fidelity bonding/liability insurance policies upon annual renewal.
- i. Proof of annual attendance of club officials mandatory SJA PO Ethics training. PO coordinator will coordinate and notify club officials of training dates.

2. Revalidation.

- a. POs having approval to operate may operate for 2 years, unless cancelled by either party.
- b. Approval expires automatically 2 years from the date of last approval, unless revalidated.
- c. Private organizations must submit revalidation requests to Support Services Division, Directorate of Family and Morale, Welfare and Recreation no less than 90 days before expiration of the 2-year approval.
- d. Requests will include:
 - (1) Letter of request for continued operation.
 - (2) List of current officers with duty and home telephone numbers, physical address and email address.
 - (3) Annual audits.
 - (4) Annual activities report.
 - (5) Proof of liability insurance and/or fidelity bonding coverage.
 - (6) A copy of any correspondence about applicability of Federal, State, or local laws or non-profit status.
 - (7) Constitution/by-laws to include amendments.
 - (8) National's constitution and bylaws (if applicable).

INFORMATION ON PRIVATE ORGANIZATIONS CAN BE FOUND AT www.fortgordon.com. Scroll to the bottom of page. Find "Useful Links" and click on "Disclaimer". Click on "Private Organization Information".

4-2. Limitations on Army personnel

a. In an official capacity, Army employees (military or civilian) will remain neutral in dealing with POs. The accommodation of one organization over another will be avoided, and there will be no preferential treatment or even the appearance of favoritism.

(1) Private organizations will receive no special treatment because they promote Army goals or support the military community.

(2) What the Army permits one organization to do, it must be ready to permit other similar types of POs to do.

(3) Without reference to specific organizations, Army personnel may be encouraged in general terms to join, support, and participate in service, professional, recreational, and benevolent organizations. Officials may describe various organizations and their goals, objectives, and activities; however, they will not favor or advocate one over another.

(4) Army employees will not use their titles, offices, or positions in connection with their personal PO participation or to officially endorse an organization or its activities. They will not officially participate in fundraising beyond what is permitted by JER, paragraphs 3-210 and 3-300. (Fundraising for the Combined Federal Campaign and Army Emergency Relief).

(5) Giving the appearance that membership in certain organizations is officially sanctioned by the Government will be avoided. Officer professional development (ODP), noncommissioned officer professional development or other official settings will not be used as occasions for promoting any specific PO or its products. (One example of implied Army endorsement is allowing certain POs to conduct briefings, routinely, at official functions or mandatory training.)

b. Army personnel will not create, operate, or administer a PO in an official capacity, or on behalf of an official purpose, to evade restrictions on expenditures of APFs or NAFs.

c. Appropriated and nonappropriated funds may not be transferred, nor other assets given, to a PO, except as authorized by law.

d. Army officials perform oversight of organizations allowed to meet on Army property, only to the extent necessary to ensure compliance with DOD and Army policy.

e. If an individual has questions about the ethical, legal, or regulatory constraints on participation in a PO, that individual will consult with the appropriate ethics counselor or legal advisor.

f. Employees may not personally solicit subordinates or prohibited sources, as defined in the JER, for PO membership or contributions during fundraising campaigns or allow their names to be used in a solicitation that targets subordinates or prohibited sources. Exceptions are allowed for Combined Federal Campaign, the Army Emergency Relief, Navy-Marine Corps Relief Society, Air Force Assistance Fund, and Emergency and Disaster appeals approved by the Office of Personnel Management (OPM).

g. Employees will not coerce, influence, or compel other employees to join POs. Participation is a personal decision.

(1) Subordinates will not be appointed as points-of-contact for a PO membership drive nor may privileges be awarded, or taken away, for the participation or membership rate in a PO.

(2) Subordinates will not be encouraged to participate in a particular PO either in a formation, on Army letterhead, or by any other official action.

IMCOM

Private Organization Reference Guide (August 2004)

3-6. USE OF DOD COMPONENT AND INSTALLATION NAMES. The provisions of AR 210-22 have been superseded by Assistant Secretary of Defense memorandum, 29 May 02, subject: Use of DOD Component and Installation Names in Titles of Private Organizations (see Appendix G), which provides interim policy guidance for the use of names of DOD components and installations as part of the title of private organizations chartered to operate on DOD installations. Private organizations may include the name or abbreviation of a DOD component, organizational unit or installation in their name provided they take effective steps to ensure their status as a private organization is apparent and unambiguous. Such steps include, as a minimum:

- a. Any use of the name or abbreviation of a DOD component or installation may not mislead members of the public to assume a private organization is an organizational unit of the DOD.
- b. Private organizations that incorporate names or abbreviations of DOD components, organizational units, or installations must receive prior approval from the Garrison Commander.
- c. Private organizations shall use a prominent disclaimer on all printed and electronic media confirming the private organization is not a part of the DOD. An example of a prominent disclaimer in a private organization's letterhead is at Figure 3-6.

Fort Excellence Officers Spouses Club
A Private Organization not affiliated with Fort Excellence or the US Army

Figure 3-6 Example of a Letterhead Disclaimer