

## Non-Federal Entity (NFE) Checklist

NFE Name:

Type:                      Establishment                      Renewal                      Re-establishment

### Charter, Articles, Constitution/Bylaws

Statement or documentation identifying the NFE's nature, functions, objectives.

Copies of both the Organization Charter and Articles of Agreement; or, if the NFE will be operating under the umbrella of a parent or national level entity, copies of its Organization Charter and Articles of Agreement. Copies must be signed and dated by all current and/or proposed officers.

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

Statement that NFE activities will not seek to deprive individuals of their civil rights. NFE must provide a statement that they will not engage in any form of partisan political activity as defined by DoDD 1344.10.

An explanation of membership eligibility and planned use of funds

Responsibilities for all management functions (including accountability of assets, coverage, and limitation of insurance)

Disposition of remaining assets on breakup of the NFE

A statement acknowledging that neither the installation nor the Government will have any liability for the NFE actions or debts.

A statement acknowledging NFE responsibility if assets are not enough to cover all its liabilities that includes a provision that all State and jurisdictional laws are met; the extent of the NFE members' personal liability for debts of, or claims against; verification that NFE members do not personally profit from NFE income, except through salaries and wages as NFE employee; do not receive award recognition for services rendered to NFE or community; and, do not receive membership in an investment club.

Confirmation that 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. As outlined in DOD Manual 1402.05. Background check authority: \_\_\_\_\_  
Date: \_\_\_\_\_

Statement acknowledging reporting and fund-raising requirements.

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).

Statement acknowledging that the NFE may only operate with GC's approval; that the GC is under no obligation to approve the request; and, that the GC may revoke approval to operate at any time.

## **Required Information**

Written request for permission to operate, signed and date.

A current listing of locally elected officers to include their name, email, address, and telephone numbers (U.S. Military Member's and DoD Civilian Employee's official email, phone numbers and duty addresses may not be used.)

A copy of appropriate tax-exempt status.

Proof of adequate insurance as protection against public liability claims, property damage claims or other legal actions arising from NFE activity. Policy #: \_\_\_\_\_, Name: \_\_\_\_\_, Expiration Date: \_\_\_\_\_.

Employer Identification Number (EIN) for banking privileges. EIN: \_\_\_\_\_

Proof of fidelity bonding for members for NFE employees handling monthly cash flow exceeding \$500, equal to the normal maximum amount of cash handled.

Temporary space request, if applicable (Enclosure 5) that includes agreement to reimburse the Army for utility expenses, unless deemed incidental (i.e., would cost more to bill and collect than it costs to provide the utility).

NFE members' SOFA status statement