

Non Federal Entity (NFE)-AR 210-22 Checklist

Please allow two weeks for a response.

The following documents and statements are required by AR 210-22 when a Non Federal Entity (NFE) applies to operate on post:

- A statement from NFE's initial request to operate on the installation and, for revalidation, subsequent requests to continue.
- Charter, articles of agreement, constitution, bylaws, or other authorization documentation (Signed and dated) acceptable to the installation commander. If affiliated with a national, regional or State organization, the NFE will include documentation of the parent organization.
- Updated Signed Constitution & Bylaws if operating under previously approved/submitted Constitution & Bylaws, NFE must include in his/her statement to revalidate the Constitution and Bylaws currently operating under. (When Revalidating)
- Any other documentation that states the NFE's nature, functions, objectives (including planned use of funds), and activities. If not included in the NFE's Constitution and Bylaws
- A statement indicating that the installation commander may revoke permission to operate at any time. 2-1(1) (b).
- 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). (2-1(2) (c))
- A statement of the NFE's liability, if assets are not enough to cover all NFE 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. (2-1(2)(d)).
- 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) if not already included in the NFE's Constitution and Bylaws. (2-1(2) (e)).
- A statement that the NFE will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government, if not already included in the NFE's Constitution & Bylaws. (2-1(2) (f)).
- Statement that NFE activities will not seek to deprive individuals of their civil rights.. (2-1(2) (g))
- List of current NFE Officers must be submitted with packet and if there is ever a change, a list of updated officers must be provided immediately (Names, addresses, phone numbers of officers and titles.)
- Copy of NFE's IRS Letter assigning Employer Identification Number (EIN).
- Proof of Liability Insurance (3-2(a))
- In addition to proof of liability insurance, NFE must provide **proof of Fidelity bonding** purchased by an organization for members or employees handling monthly cash flow exceeding **\$500.00**. (Bonding will be equal to the normal maximum amount of cash handled. Use as needed) (3-2(b))

Documents may be submitted by e-mail to Ms. Kimberly Smith – usarmy.liberty.usag.mbx.dfmwr-nfes-and-unit-funds@army.mil or mailed to the following address:

Family and Morale, Welfare and Recreation
Financial Management Branch
PO Box 70059
Ft. Liberty NC 28310