



THE JBSA JURIST

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Private Organizations

What is a private organization? It is an organization or club formed by a group of people in their personal capacities. It is not part of the federal government—even if the members of the organization are all federal government employees. It may operate on a military installation with the written consent of the installation commander. It must comply with the requirements of AFI 34-223, *Private Organization (PO) Program*. Small unofficial activities (like coffee funds, flower funds, sunshine funds, etc.) are generally not considered private organizations, though they are bound by AFI 34-223 as well.

Can a private organization be sued? Yes. It would be up to the private organization to respond to any lawsuit. For example, if a private organization served a “bad” hot dog to a guest on the installation and the guest was hospitalized, the private organization could be held responsible for any and all medical expenses incurred by the ill guest. For this reason, private organizations should always consider having insurance. If the bills or expenses of a private organization exceed the resources of the organization, the private organization’s constitution and by-laws will dictate who is liable. For most private organizations, the members of the private organization are responsible for paying the bills and expenses of the organization. For example, if the private organization signs a contract for \$10K, but only has \$5K, then the members of the organization will have to come up with the remainder of the money from their personal funds—or risk being sued.

The commander may withdraw the authorization if the private organization prejudices or discredits the United States Government, conflicts with Government activities, or for any other reason or just cause.

Fundraising

In general, there is no fundraising in JBSA. However, fundraising may be allowed on a case by case basis with approval under AFI 34-223. In JBSA, the FSS Commander/Director has been delegated approval authority.

Each private organization is limited to two events per quarter and will not allow commercial sponsorships. (In general, NAF and MWR are the organizations on base that are allowed commercial sponsorships—no POs). Members working for a PO during a fundraiser must be in a non-duty status during the fundraiser (leave, pass) and must not be in uniform. Few fundraisers are allowed during the Combined Federal Campaign or Air Force Assistance Fund. Requests to conduct games of chance to include bingo, lotteries or other gambling activities are subject to very strict rules and are typically not approved. Raffles may be held under special circumstances; complying with AFI 34-223 requirements as well as state and county regulations.

For additional information, please call the 502 FSS Private Organization Coordinator’s Office at: (210) 671-6042 or (210) 671-6044

Fundraising Request forms and links to the applicable AFIs are available at the following link:

- <http://www.myjbsa-fss-mwr.com/nm/templates/?a=146&z=31>

AREA DEFENSE COUNSEL

ADCs are experienced judge advocates outside the local chain of command who provide Airmen completely confidential legal advice for criminal and adverse matters.

Ft Sam Houston: DSN 471-9679

Lackland: DSN 473-2924/2926

Randolph: DSN 487-2274

SPECIAL VICTIMS' COUNSEL

SVCs are experienced, independent judge advocates who provide confidential legal advice to victims of sexual assault. They serve both restricted and unrestricted reporters, help victims understand their legal rights, and explain how the legal process works for processing sex assault cases.

JBSA (Lackland): DSN 473-4748

**PREPARE FOR YOUR
LEGAL ASSISTANCE APPOINTMENT**

LOG ONTO: <https://aflegalassistance.law.af.mil>

Wills & Powers of Attorney

1. Click on tab "Legal Worksheets"
2. Complete worksheet for documents you wish to have created
3. Save your ticket number, then call the Legal Office for an appointment!
4. Please complete survey online

Legal Assistance

1. Click on tab "Legal Information"
2. If the information you are looking for is not listed, call the Legal Office for an appointment
3. Please complete online survey

**TO SCHEDULE AN APPOINTMENT CALL
ONE OF THE OFFICES BELOW**

JBSA-Ft Sam Houston

502 FSG/JA
2422 Stanley Road

*Legal Assistance Primarily by
Appointment*

Walk-in Hours

Tues 0830-1030 All eligible clients
Thurs 0830-1030 Active Duty only

Will Executions

By appointment only

Notary and Powers of Attorney

Mon-Thurs 0730-1630
Fri 0730-1200

**DSN 420-0169
Comm: 210-808-0169**

JBSA-Randolph

502 SFLSG/JA
1 Washington Circle, Bldg 100

*Legal Assistance Primarily by
Appointment*

Walk-in Hours

Mon 1000-1100 Active Duty only

Will Executions

By appointment only

Notary and Powers of Attorney

Mon-Fri 0900-1130 and 1300-1500

**DSN 487-6781
Comm: 210-652-6781**

JBSA-Lackland

502 ISG/JA
1701 Kenly Ave, Suite 134

*Legal Assistance Primarily by
Appointment*

Walk-in Hours

Wed 0830-0930 All eligible clients

Will Executions

By appointment only

Notary and Powers of Attorney

Mon, Tues, Thurs, Fri 0830-1530
Wed 0830-1230

**DSN 473-3362
Comm: 210-671-3362**



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