

Private Organization Compliance Requirements & Checklist

To remain in compliance, all Private Organizations (POs) must submit the following documents before the start of each fiscal year. This checklist outlines what's required and when to submit updates. Please refer to DAFI 34-106 for further guidance.

Required Annual Documents

- Constitution & Bylaws**
 - Must be submitted every 2 years or when there is a change in presidency
 - Must be signed by the current President

- List of Elected Officers**
 - Submit updated list after each election
 - Include full names, positions, and contact information


- Meeting Minutes**
 - Provide minutes from recent organizational meetings
 - Include dates and key decisions

- Letter of Understanding – Declaration of Insurance**
 - Must be signed by all elected officers
 - Confirms understanding of liability and insurance requirements

- Activity List**
 - Outline planned events, fundraisers, and organizational goals for the year

Submission Instructions

- Submit all completed documents to the PO Workflow inbox:  **30FSS.FSR.PrivateOrgWorkflow@spaceforce.mil**

 *Failure to submit required documents by the established deadline may result in suspension or removal from the active PO list.*