



DEPARTMENT OF THE ARMY
HEADQUARTERS, 26TH AREA SUPPORT GROUP
UNIT 29237
APO AE 09102-9237

AEUSG-CH

15 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 26th ASG Chaplain Staff Memorandum 4A, Request for Status as Religious Private Organization

This memorandum expires one year from date of publication

1. Reference USAREUR Command Memorandum, Subject: Private Organizations and Fund Raising Policy, 26 Jun 2001.
2. Civilian religious groups occasionally request status as a private organization. Reference 1 above, paragraph 18, specifically states that such groups may be associated "with religious denominations, but are not organized for the purpose of worship, religious education, or pastoral care." Civilian denominational churches are therefore not eligible for approval as a private organization.
3. The following guidelines apply for religious groups that fall within the USAREUR guidelines.
 - a. A letter should be drafted by the requesting religious organization and addressed to the appropriate Base Support Battalion (BSB) Commander, Attention: Director of Community Activities (DCA) with the following information:
 - (1) Name, address, and telephone number of organization
 - (2) History as a private organization
 - (3) How does this organization enhance the spiritual life of the military community?
 - (4) What religious activities has this organization participated in on the military installation in recent history (12 months)?
 - (5) How has this organization met the needs of soldiers, DOD civilians, and family members?

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(6) How many members of this organization are active duty soldiers or DOD Civilians? What is the ratio to the entire membership?

(7) Are they visible and cooperative in the military community?

(8) Why does this organization want PO status as a religious PO versus a regular PO?

(9) Two copies of the organization's constitution and bylaws will be attached per the USAREUR policy paragraph 6.

(10) A list of the organization's officers with their addresses and telephone numbers.

(11) A copy of the organization's financial statement and budget.

b. The DCA will prepare a cover memorandum and route the application through the BSB Chaplain, and BSB Commander to the ASG Chaplain for his review and action. The BSB should recommend approval or disapproval. The ASG Chaplain is approving authority on behalf of the ASG Commander per USAREUR policy referenced above. Ninety-days (90) processing time is required.

3. POC for this procedure is the 26th ASG Chaplain, DSN 379-6190 or civilian 06202-80-6190.

FOR THE COMMANDER:

/s/

DAVID M. MERHAR
Chief of Staff

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