

Example Installation Commander's Checklist for Considering Requests

1. Have you received a written request for installation access?

If yes, proceed to question 2. If no, direct the organization to submit a written request.

2. Have you determined if the requestor is a nonprofit non-federal entity (NFE)?

If yes or no, proceed to question 3. If you determine the organization is not a nonprofit NFE, stop. It is not covered by this policy.

3. Have you obtained a copy of the nonprofit NFE's most recent IRS exemption determination letter?

If yes, proceed to question 4. If no, request the determination letter.

4. Have you obtained a copy of the organization's Form 990?

If yes, proceed to question 5. If no, request the Form 990.

5. Does the request include date(s), time(s), specific event(s) and purpose of event(s)?

If yes, proceed to question 6. If no, request additional information.

6. Do the services or programs provided by the nonprofit NFE provide a beneficial service for Service members and their families (identified by the installation commander)?

If yes, proceed to question 7. If no, disapprove the request per disapproval memo template.

7. Are the organization's services or programs consistent with the installation's mission requirements and security constraints?

If yes, proceed to question 8. If no, disapprove the request per disapproval memo template.

8. As with all installation access requests, have you verified the organization's nature, function, and objectives and that the organization does not discriminate based on race, color, creed, sex, age, disability, or national origin?

If yes, proceed to question 9. If organization does discriminate, disapprove the request per disapproval memo template.

9. Have you obtained background checks for employees and volunteers if they will be interacting with military children under the age of 18 in DoD-operated, -contracted, or community-based programs?

If yes, proceed to question 10. If no, request background checks and once received, proceed to question 10.

10. Have you verified that you can support the event on the date requested?

If yes, approve the request per approval memo template. If no, proceed to question 11.

11. Have you identified alternate dates to support the organization's request?

If yes, provide dates to organization, and if acceptable, approve the request per approval memo template. If alternative dates are not available/acceptable, disapprove the request per disapproval memo.