



**DEPARTMENT OF THE AIR FORCE**  
30TH SPACE WING (AFSPC)

MEMORANDUM FOR PRIVATE ORGANIZATIONS OPERATING ON VANDENBERG AFB

FROM: 30 SW/JA

SUBJECT: 30 SW Form 400 Addendum – Notification and Attestation of Legal Compliance

1. The purpose of this memorandum is to compile selected regulations that commonly govern Private Organization (PO) events on Vandenberg AFB (VAFB), and to ensure compliance with those regulations. Accordingly, this memorandum must accompany every 30 SW Form 400 submitted to 30 SW/JA by POs operating on VAFB. It should be completed by the PO's point of contact for the proposed event listed on the 30 SW Form 400.

2. Please complete the table below by initialing the appropriate response ("In Compliance," "Not in Compliance," or "N/A") corresponding to each requirement. If you initial that you are not in compliance with any requirement, please include explanatory remarks in the space that follows the table. Sign and date the attestation paragraph before submitting to our office.

- a. Name of Private Organization: \_\_\_\_\_
- b. Name of proposed event: \_\_\_\_\_
- c. Date(s) of proposed event: \_\_\_\_\_

#	Requirement	In Compliance	Not in Compliance	N/A
	<b>Use of Government Resources</b>			
1	DoD communications systems (including official email) will not be used for an unofficial PO event. JER <sup>1</sup> 2-301.a.			
2	The proposed event is of interest and benefit to the DoD or local community. JER 3-211.a.(4).			
3	The proposed event is not requesting use of VAFB facilities for any use restricted by statutes or regulations. JER 3-211.a.(6).			
4	The proposed event will not add to government maintenance or janitorial expense (i.e., POs must clean up after themselves). JER 3-211.a.			
5	The proposed event will not interfere with performance of official duties on VAFB or detract from military readiness. JER 3-211.a.(1).			
6	PO members will not participate in their official capacities to give the appearance of DoD endorsement. JER 3-209.			
7	The proposed event is not charging an admission fee beyond the cost of sponsoring the event. JER 3-211.a.(7).			

<sup>1</sup> Joint Ethics Regulation, DoD 5500.07-R, 17 November 2011.

	<b>Publicity</b>			
8	All advertisements, announcements, and media (i.e. flyers, emails, letters etc) for the proposed event will contain this disclaimer: "THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS." AFI 34-223, para 10.1.2.3.			
9	Advertisements for the proposed event will not include the POC's official position or office (e.g., NCOIC, SA, OSS). JER 3-209.			
	<b>Use of VAFB Real Property</b>			
10	The proposed use of VAFB real property will not interfere with the mission. AFI 32-9003, AFSPC Sup, 1.1.			
11	The Air Force is not using the requested property or does not need the property for military purposes now. AFI 32-9003, AFSPC Sup, 1.1.			
12	The requested use of the property is compatible with Air Force needs, security, and safety. AFI 32-9003, AFSPC Sup, 1.1.			
	<b>Fundraisers</b>			
13	The proposed fundraiser will not harm the reputation of the United States Government or conflict with VAFB activities, the regular duty day, or mission requirements. AFI 34-223, para 10.15.			
14	The proposed fundraiser does not involve any action which would appear as if VAFB is endorsing or giving special treatment to any donor/giver involved. AFI 34-223, para 10.15.1.3.1.			
15	The proposed fundraiser is not seeking official support from VAFB leadership for fundraising activities. JER 3-210.			
16	PO members will not solicit (i.e., request donations or ask for money) DoD personnel—to include their family members—junior in rank, grade, or position. JER 5-409.			
17	PO members will not solicit (i.e., request donations or ask for money) on VAFB. AFI 34-223, para 10.15.1.			
18	The proposed event is the PO's first or second fundraiser for the calendar quarter (only two fundraisers are permitted per quarter). AFI 34-223, para 10.9.			
19	Fundraising will not be conducted in a PO member's "official capacity" (e.g., fundraising in uniform, while on duty, or in connection with official duties). JER 3-300.			
	<b>Fundraisers during CFC or AFAF</b>			
20	This event will not detract from the CFC or AFAF campaigns. AFI 36-3101, Table 1, Rule 3.			
21	The proposed event will be directed exclusively at the members of the PO and not the greater VAFB community. AFI 36-3101, Table 1, Note 2.			
	<b>Liability</b>			
22	The proposed event will not involve dangerous activities or the PO has appropriate liability insurance. AFI 34-223, para 10.11.			
23	The PO consents to requiring signed hold harmless agreements from all participants in order to help insulate the Air Force from liability (if required by the approval authority). AFI 34-223, para 10.11.			




4. Attestation: "I certify that the foregoing declarations are true and correct. I am aware that false declarations may result in the sanction or dissolution of my private organization."

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

5. Please contact our office at (805) 605-6200 with questions.



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Staff Judge Advocate