

**IMPORTANT**  
**PLEASE READ THE BELOW INSTRUCTIONS PRIOR TO FILLING OUT THE**  
**REQUEST FOR APPROVAL OF PRIVATE ORGANIZATION STATUS**

1. A constitution and bylaws are recommended but not required as long as one or the other contains all of the information set forth in par. 2h of the request letter; however, there are good reasons to have both. Constitutions should, by nature, be more difficult to change/amend (2/3rds or 3/4 majority) whereas bylaws should be easier (simple majority).

2. Email/Contact information:

a. **Do not** use government email addresses for any point of contact information. Use of government email for private organization business is prohibited per DoD 5500.7-R, par. 2-301. Requests using official email addresses will be returned with no action taken.

b. It is highly recommended that an organizational email address be established. This will (1) eliminate the need to provide personal email addresses, and (2) ensure continuity of communications as board members rotate in and out.

c. If an organizational email address is not established, provide personal email addresses for each board member listed in par. 2c and protect the document as required by DoD 5400.11-R (Department of Defense Privacy Program).

3. To obtain an EIN, you must file Form SS-4 with the Internal Revenue Service (IRS). Start by visiting: <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

- Click, "Apply Online Now"
- Click, "Begin Application"
- Under "What type of legal structure is applying for the EIN," click "View additional types, including tax-exempt and governmental organizations."
- Click "community or volunteer group." (Most private orgs at MCAS Iwakuni will fall under this category. Certain large nonprofit organizations may fall under the "Other non-profit/ tax-exempt organizations.")
- Continue with the rest of the IRS application.

4. Please contact the MCCS Community Services Coordinator for any questions regarding this form at [OMBWakuni.mccscoordinator@usmc-mccs.org](mailto:OMBWakuni.mccscoordinator@usmc-mccs.org).