

**CFC Application Completeness Review Checklist for  
FSYA/FSYP/MWR Organizations**

***OPM does not conduct courtesy reviews of CFC applications. Charities are encouraged to utilize the Completeness Review Checklist to ensure that the application meets CFC eligibility requirements. Do not submit the checklist to OPM.***

**STEP 1: CHARITY CONTACT INFORMATION**

- Yes**  **No** Is the charity contact information provided?  
***OPM will send the eligibility decision and other CFC communication to the email address(es) on file. At least one email address is required, however, applicants are highly encouraged to provide more than one email address.***

**STEP 2: APPLICATION TYPE**

- Yes**  **No** Is the organization type selected?  
 **Yes**  **No** Is the organization's affiliation selected?  
 **Yes**  **No** If part of a federation, is the parent federation code provided?  
 **Yes**  **No** If an FSYA/FSYP/MWR, is the military base location provided?

*If your organization is recognized as a 501(c)(3) organization by the Internal Revenue Service, you should submit an Independent and Member Organization application for a charity that is not an FSYA/FSYP/MWR.*

**STEP 2a: INSTALLATION COMMANDER LETTER**

- Yes**  **No** Is there a letter signed by an Installation Commander, or equivalent, as specified in OPM policy guidance?  
 **Yes**  **No** Is the letter dated on or after January 1 of the campaign year to which the organization is applying?

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Below is a sample letter to be submitted required for FSYA/FSYP/MWR application:

I certify that the XX Youth Program in this application meets eligibility criteria in CFR § 950.202(a)(4). The organization is a Non-Appropriated Fund Instrumentality that supports the installation MWR/FSY program. The organization is a nonprofit, tax-exempt organization that provides family service programs or Youth activity programs to personnel in the Command and does not receive a majority of its financial support from appropriated funds.

The organization has a high degree of integrity and responsibility in the conduct of its affairs. Contributions received are used effectively for the announced purposes of the organization. The organization is directed by the base Non-Appropriated Fund Council or an active voluntary board of directors which serves without compensation and holds regular meetings.

The organization conducts its fiscal operations in accordance with a detailed annual budget, prepared and approved at the beginning of the fiscal year and any significant variations from the approved budget must have prior authorization from the Non-Appropriated Fund Council or the directors. I certify that this organization also has accounting procedures acceptable to an installation auditor and the Inspector General.

The organization has a policy and practice of nondiscrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin applicable to persons served by the organization. The organization prepares an annual report which includes a full description of the organization's activities and accomplishments. These reports are made available to the public upon request.

I certify that I have read all the certifications above and that my signature below signifies that I acknowledge and agree with such certifications

Signed by

Installation Commander, or  
equivalent as specified in OPM policy guidance