

BULLET BACKGROUND PAPER

ON

USE OF GOVERNMENT-PROVIDED EMAIL FOR FUNDRAISING

Fundraising using government-provided email violates AFI 33-119, *Air Force Messaging*, paragraph 3.9.1.1.2. However, there are two important exceptions:

- Fundraising for a DoD/USAF approved charitable activity (i.e., CFC and AFAF) is permitted.
- "Informational" email concerning Private Organization (PO) fundraisers is authorized by AFI 33-119, paragraph 3.9.3.4, as long as the fundraiser supports a charitable or community activity.
 - Private organizations (POs) are voluntary associations of private persons authorized to operate on Mountain Home AFB.
 - The email must not advertise specifics of the fundraiser such as prices but rather provides basic information about the event.
 - The email must include the following disclaimer in the same font as the message and without edit: **NO FEDERAL ENDORSEMENT OF THIS PRIVATE ORGANIZATION OR ITS ACTIVITIES IS INTENDED.**
 - The email must not direct the audience to use other official communications media or equipment to transact fundraising activity.
 - The email must not direct or imply the use of duty-time for the fundraising activity.
 - If the fundraiser is intended to support a community activity or charity within a specific unit or organization only, the message should only be distributed to the members of that organization.
 - Emails to large number of recipients should not include digital images or other large attachments to avoid network slow-down or failure (AFI 33-119, para 3.2).

Attached: a checklist for an appropriate informational PO message using government-provided email and examples of permissible and impermissible PO email messages.

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