



DEPARTMENT OF THE ARMY
U.S. INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

REPLY TO
ATTENTION OF

AUG 26 2016

IMHW-ZA

MEMORANDUM FOR All Soldiers, Department of Defense (DOD) Civilian Employees, DOD Contractors, Volunteers, and Family Members in U.S. Army Garrison, Hawaii (USAG-HI)

SUBJECT: Policy Memorandum USAG-HI 31, Unsolicited Volunteer and Donations Management.

1. References.

- a. AR 1-100, The Army Gift Program, 27 Jul 15.
- b. AR 215-1, Military Morale, Welfare and Recreation Programs and Non-appropriated Fund Instrumentalities, 24 Sep 10.
- c. DOD Instruction 6055.17, DOD Installation Emergency Management, 13 Jan 09, with Change 1, 19 Nov 10.

2. Purpose. To provide procedures for organizing and coordinating the receipt of unsolicited services, goods and/or funds on USAG-HI installations under normal and all hazards emergency management conditions.

3. Scope. Volunteer and Donations Management refers to volunteer services and donated goods provided by unaffiliated volunteer organizations or individuals and unsolicited donated goods or funds for which no established resource requirement may exist. The Commercial Sponsorship Program is a separate initiative and does not fall within the scope of this policy.

4. Policy.

a. Unsolicited gift offers of volunteer services and/or donated goods or funds from volunteer organizations or individuals that are not affiliated with the U.S. Army shall be referred to the Garrison Gift Coordinator, (808) 656-0089 or 655-8532, Fax (808) 656-0039.

b. Garrison Gift Coordinator. The Commander, USAG-HI shall appoint a Garrison Gift Coordinator in writing.

c. The Gift Coordinator is responsible for the following:

IMHW-ZA

SUBJECT: Policy Memorandum USAG-HI 31, Unsolicited Volunteer and Donations Management

- (1) Coordinating with and assisting potential donors in the gift process.
- (2) Processing gift offers for acceptance by the authorized acceptance authority.
- (3) Understanding statutes, regulations, and policies governing gifts and donations.
- (4) Tracking all monetary and non-monetary gifts and donations accepted at USAG-HI.
- (5) Submitting a quarterly report to the Department of the Army, Installation Management Command (IMCOM) G-9, 2405 Gun Shed Road, Joint Base San Antonio-Fort Sam Houston, TX 78234-1223, ATTN: IMWR-GD, Gift Program Manager, not later than the 4th day of the first month following the end of each quarter.
- (6) All Hazards Emergency Donation Management. The Garrison Gift Coordinator shall:
 - (a) Identify a drop off and storage location for possible donated items during a disaster.
 - (b) Identify emergency needs donations that may be accepted, e.g., blankets, water, non-perishable food items.
 - (c) Coordinate written gift offer acceptance at the ACS Family Assistance Center with a legal representative for review.
 - (d) Upon completion of the legal review, contact the Director, Family and MWR for acceptance of donations up to \$50,000 or the Commander, USAG-HI, for donations up to \$100,000.
 - (e) Upon acceptance of the gift, contact the point of contact at the identified drop-off or storage location to inform them of the donation and coordinate time for delivery and distribution.
 - (f) Maintain a manual tracker of all donations.
 - (g) Provide donation management update reports upon request to the DFMWR representative in the USAG-HI Emergency Operations Center.

IMHW-ZA

SUBJECT: Policy Memorandum USAG-HI 31, Unsolicited Volunteer and Donations Management

(h) Coordinate unsolicited gift offers of volunteer services with the Installation Volunteer Coordinator/ACS Volunteer Corps Coordinator.

(i) The receipt of unsolicited services and/or goods will be accomplished in a manner that does not interfere with ongoing all hazards response and recovery efforts.

(j) The Gift Coordinator shall first consider private and/or non-government organizations with established volunteer and/or donation management experience to receive and ensure the proper utilization of unsolicited services and goods that have been accepted.

(k) Participate in all hazards event/exercise after action review to improve processes.

(l) Send a thank you letter to the donor signed by the appropriate authority.

(m) Report donations to the IMCOM G-9 Gift Program Manager.

d. The Commander, USAG-HI is the acceptance authority for certain gifts of money or items with a fair market value up to \$100,000.

e. The Director, Directorate of Family and Morale, Welfare and Recreation (Family and MWR) is the acceptance authority for certain gifts up to \$50,000 as delegated in writing by the Commander, USAG-HI.

f. The Administrative Law Office of the 25th Infantry Division Office of the Staff Judge Advocate will provide legal guidance and opinions on offers of gifts or donations.

g. The donor of any gift may not be granted special privileges or concessions in return for the gift. A posted disclaimer will state that the Army does not officially endorse the product donated or the organization furnishing it. The donor will not be given exclusive rights to furnish products.

h. The donor agrees to pay for the mailing/delivery costs and coordinate the delivery of the accepted gift.

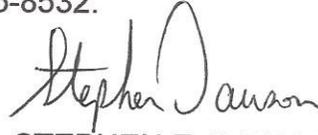
i. Unsolicited gift offers of volunteer services shall be coordinated with the Installation Volunteer Coordinator/Army Community Service (ACS) Volunteer Corps Coordinator for volunteer management consideration prior to acceptance.

IMHW-ZA

SUBJECT: Policy Memorandum USAG-HI 31, Unsolicited Volunteer and Donations Management

5. This policy supersedes Policy Memorandum USAG-HI-61, SAB, dated 28 May 13 and remains in effect until rescinded or superseded in writing.

6. The proponent for this policy memorandum is the Directorate of Family and Morale, Welfare and Recreation at 656-0089 or 655-8532.



STEPHEN E. DAWSON
COL, SC
Commanding

2 Encls:

1. Donation Offer Form
2. Individual Donation Tracker

DISTRIBUTION
Electronic Media



POLICY MEMO USAG-HI-61
ENCLOSURE 1



USAG-HI Schofield Barracks
Processing Checklist for Gifts and Donation Offers

Part A – Offer (to be completed by potential donor)

1. Donor:

Name: _____
Organization (if applicable): _____
Phone number: _____
Address and Email address: _____

2. Type of Gift/Donation:

Nature: (describe proposed gift/donation item(s) or service) _____

Number of items: _____ Value (monetary amount or approx. value per item): _____
Donor Conditions (*please see line 4c below) _____

3. Acknowledgement:

By signing below, I, _____ (enter name), of _____ (enter organization) submit the above referenced gift offer. Furthermore, I acknowledge that I am aware of the following requirements to donate gifts to US Army Garrison, Hawaii:

- a) Disclaimer: “No US Army endorsement of the supplier, product, or service may be implied or intended” in regards to any gift accepted by the the US Army.
- b) Donor must agree to pay mailing/delivery costs and coordinate delivery of accepted gift
- c) If monetary donation offer is approved, checks or money orders should be made out to the “DFMWR”.
- d) Checks or money orders will be submitted to the Garrison Director of Family Morale Welfare and Recreation upon approval.
- e) Acceptance is authorized by the gift acceptance approving authority who must seek legal review from the Garrison’s servicing legal office before gift is accepted.

- f) If gift is valued at or under \$15,000, the Director, Family and Morale, Welfare and Recreation is the gift acceptance approving authority
- g) If gift is valued above \$15,000 and up to \$50,000, the Garrison Commander is the gift acceptance approving authority
- h) If gift is valued above \$50,000 and up to \$100,000, IMCOM Pacific Regional Director is the gift acceptance approving authority.

Signature of Prospective Donor

Date

Potential Donors: Once the above section is completed and signed, please mail or fax this form to:

**Steven Takekawa
Chief, Marketing Office
350 Eastman Road
Schofield Barracks, HI 96857-5019
Phone: (808) 656-3319
Fax: (808) 656-0039**

**POLICY MEMO USAG-HI-61 ENCLOSURE 2
INDIVIDUAL DONATION TRACKER**

1. Staff Member Receiving Offer:

Date Received: _____
POC (name and number) _____
Recommendations (if any): _____
Comments: _____

2. Staff Judge Advocate:

POC (name and number) _____
Recommendations (concur / non concur): _____
 Conditional Gift
 Unconditional Gift
Comments: _____

3. DFMWR Director Approval (required for gifts with a real or estimate value of up to \$15,000)

Approval: Yes No
Accepted Gifts: _____

4. Garrison Commander Approval (required for gifts with a real or estimate value of greater than \$15,000, but less than \$50,000)

Approval: Yes No
Accepted Gifts: _____

5. Follow-up (for gifts accepted by director DFMWR or Garrison Commander):

Donor notified: Yes No Date: _____
Delivery arrangements (if applicable): _____
Special notes: _____

Thank you letter sent to donor: Yes No Date: _____