



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

REPLY TO
ATTENTION OF

IMHW-ZA

OCT 15 2018

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

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

1. References.

- a. Army Regulation (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 (NAFI), 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 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 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) 656-0085 or 655-8532, Fax (808) 656-0039.
- b. Garrison Gift Coordinator. The Commander, USAG-HI shall appoint a Garrison Gift Coordinator in writing.

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c. The Gift Coordinator, in coordination with the gift or donation recipient, is responsible for the following:

- (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 Morale, Welfare and Recreation (DFMWR) for acceptance of donations to the NAFI 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.

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(g) Provide donation management update reports upon request to the DFMWR representative in the USAG-HI Emergency Operations Center.

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

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

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

(k) Participate in all hazard event or hazard exercise after-action reviews 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 gifts of money or items with a fair market value to the Army up to \$5,000 and to the NAFI up to \$100,000.

e. The Director, DFMWR, is the acceptance authority for gifts to the NAFI 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 or 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.

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5. This policy memorandum supersedes Policy Memorandum USAG-HI-31, SAB, dated 26 Aug 16 and remains in effect until rescinded or superseded in writing.

6. The POC for this policy memorandum is the Gift and Donation Coordinator, DFMWR, at (808) 656-0085 or (808) 655-8532.

2 Encls

1. Donation Offer Form
2. Quarterly Report to IMCOM



THOMAS J. BARRETT
COL, AV
Commanding

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Electronic Media

Date _____