



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON**  
**2400 JACKSON BOULEVARD**  
**FORT JACKSON, SOUTH CAROLINA 29207**

ATZJ-CG (800D)

04 NOV 2024

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Jackson Partners in Excellence  
Directors and Chiefs, Staff Offices, This Headquarters

**SUBJECT: Fort Jackson Policy Memorandum #21 – Accepting Gifts to the Army**

**1. References:**

- a. 10 U.S.C. § 2601 (General Gift Funds).
- b. Department of Defense 7000.14-R (Department of Defense Financial Management Regulation), Volume 12 (Special Accounts, Funds, and Programs), Chapter 30 (Operation and Use of General Gift Funds), March 2019.
- c. Army Regulation 1-100 (The Army Gift Program), 12 May 23.
- d. Memorandum, SECARMY, 28 Apr 22, subject: Delegation of Authority to Accept Gifts to the Army for the Benefit of Nonappropriated Fund Instrumentalities and U.S. Army Installation Management Command.
- f. Memorandum, SECARMY, 1 Apr 21, subject: Delegation of Authority to Accept Gifts to the Army for Organizations Assigned to U.S. Army Training and Doctrine Command and Defense Warrior Games.
- g. Memorandum, Commanding General (CG), TRADOC, 14 Sep 22, subject: Delegation of Authority to Accept Gifts to the Army for Organizations Assigned to U.S. Army Training and Doctrine Command and Defense Warrior Games.
- h. Memorandum, CG, IMCOM, 5 Jul 22, subject: Delegation of Authority to Accept Gifts to the Army for the Benefit of Nonappropriated Fund Instrumentalities and U.S. Army IMCOM.

**2. Applicability.** This policy applies to all units, direct reports, organizations and Fort Jackson Partners in Excellence assigned to Fort Jackson.

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3. Policy.

a. Authority for acceptance of gifts to the Army at Fort Jackson.

(1) Pursuant to 10 U.S.C. § 2601, the SECARMY or her designee, may accept gifts for the benefit of Army organizations and for Soldiers, Families, and DA Civilians. AR 1-100 establishes policies and procedures for accepting and administering gifts subject to 10 U.S.C. § 2601. All gift acceptance is pursuant to SECARMY delegation.

(2) The SECARMY has delegated authority to the Commanding General (CG), U.S. Training and Doctrine Command (TRADOC) to accept gifts to the Army valued up to \$50,000 for the benefit of TRADOC organizations and activities under the direct authority or jurisdiction of the TRADOC CG.

(3) The TRADOC CG has delegated authority to the CG, U.S. Army Training Center and Fort Jackson, to accept gifts to the Army valued up to \$10,000 for the benefit of all organizations assigned to TRADOC. This authority may not be further delegated.

(4) The SECARMY has delegated authority to the CG, IMCOM, to accept gifts to the Army valued up to \$250,000 for the benefit of nonappropriated fund instrumentalities (NAFIs), to include accepting gifts specifically identified for Family and Morale, Welfare and Recreation (FMWR) program through the command's online system.

(5) The SECARMY has also delegated authority to the IMCOM CG to accept gifts to the Army valued up to \$100,000 for the benefit of organizations and activities under the command's jurisdiction.

(6) The IMCOM CG has delegated authority to the Garrison Commander (GC) to accept gifts to the Army valued up to \$100,000 for U.S. Army NAFIs. This authority may not be further delegated.

(7) The IMCOM CG has delegated authority to the GC to accept gifts to the Army valued up to \$20,000 for the benefit of organizations and activities under jurisdiction of IMCOM. This authority may not be further delegated.

(8) The IMCOM CG has delegated authority to the Director, Family and Morale, Welfare and Recreation (FMWR), Fort Jackson, to accept gifts valued up to \$50,000 for Fort Jackson NAFIs. This authority may not be further delegated.

(9) Pursuant to the requirements of Army Regulation (AR) 1-100, the GC has appointed a garrison gift coordinator (field gift program manager) in FMWR.

(10) The gift acceptance authorities identified above are the only authorized gift acceptance authorities for Fort Jackson.

b. Establishment of the gift program office and gift program manager for the USATC.

(1) Pursuant to AR 1-100 and reference 1f, I am required to establish a field gift program office within my headquarters and designate a gift program manager to execute the following actions:

(a) Process all gift actions;

(b) Maintain records of all gift actions;

(c) Compile, review, and submit required reports to the TRADOC G-1/4;

(d) Ensure that the declination or acceptance, operations, and use of gifts are in accordance with (IAW) all applicable laws, regulations, and approved business practices.

(2) The office of the Secretary of the General Staff (SGS) is designated as the USATC gift program office.

(3) I designate the SGS as the USATC gift program manager.

(4) The gift program manager will be responsible for the administration of the gift program and oversight of the gift program office and its functions.

c. No Solicitation of Gifts.

(1) Soldiers and DA Civilians may not solicit gifts to the Army under any circumstances.

(2) Gifts that are solicited will not be accepted.

d. Process for Accepting Gifts.

(1) All gift offers must be processed for acceptance using the proper regulatory process and accepted only by those with delegated acceptance authority.

(2) Commanders and directors/chiefs of staff offices will ensure that all gift offers from potential donors, whether oral or written, are communicated or forwarded to the gift program manager for processing IAW AR 1-100 and other applicable laws. Commanders and directors/chiefs of staff offices will inform the donor that the gift offer

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must be processed under AR 1-100 and may only be accepted by the designated gift acceptance authority.

(3) Once notice of the gift offer has been passed to the gift program office, the gift program manager will be responsible for communicating with the donor from that point forward. This is essential to avoid any miscommunications about the gift offer or acceptance and any inadvertent violations of AR 1-100.

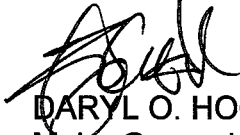
(4) The gift program manager will make a recommendation, as necessary, about whether the gift offer should be processed through the USATC gift program office or through another gift program office for acceptance.

(5) The gift program manager will obtain a legal review when necessary under the regulations and staff the written gift acceptance documents for acceptance by the CG, USATC&FJ.

(6) Under AR 1-100, this headquarters may only issue an acknowledgment letter to the donor once the gift has actually been accepted. No public acknowledgment of the gift to the Army may be given without authorization from the SECARMY.

(7) Once a gift has been accepted, the gift program manager will ensure that proper recording, reporting, and accountability of the gift occur IAW with AR 1-100

4. Any questions about this policy should be addressed to the SGS, 803-751-7643.

  
DARYL O. HOOD  
Major General, USA  
Commanding