



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON  
4325 JACKSON BOULEVARD  
FORT JACKSON SC 29207-5015

IMFJ-ZA

21 October 2019

MEMORANDUM FOR United States Army Garrison (USAG) Fort Jackson and Fort Jackson Tenant Organizations

SUBJECT: USAG Policy Memorandum #10 - Official Functions and Authorized Use of Government Purchase Card to Pay Directorate of Family and Morale, Welfare and Recreation (DFMWR)

1. References.

a. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 19 July 2019.

b. 10 USC 2492 - Nonappropriated Fund Instrumentalities: contracts with other agencies and instrumentalities to provide and obtain goods and services.

2. Purpose. To identify responsibilities to be followed for official events.

3. Issue. DFMWR will charge expenses for official event room fees to a credit card with a garrison accounting code. Garrison funds will only be used if funding is available. If Garrison funds are not available, requiring activities will be responsible for providing appropriate funding.

4. Scope. Appropriated funds may only be used for "official purposes/functions." This policy applies to any activity/unit desiring to utilize DFMWR facilities for official purposes. Official purposes are those specifically provided for by law or which are necessary for successful completion of a DoD function, action, or operation. Non-social aspects of these events can be supported with government resources and with a government purchase card (GPC). The GPC may be used only for purchases that are otherwise authorized by law or regulation. The GPC is authorized for use in making and/or paying for purchases of supplies, services, or construction. As such, the GPC is proper for payment to DFMWR for official non-social events.

5. Understanding, Agreements, Support and Resource Needs.

a. Director, Resource Management agrees to:

(1) Support official functions as follows:

IMFJ-ZA

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(a) APF/NAF funded events (Protocol 012 funded, Community Information Exchange (CIE), Army Family Action Plan (AFAP)) Military Training.

(b) Command hosted conferences (excluding associated social functions).

(c) Change of command and promotion ceremonies (excluding associated social function).

(d) Program of Instruction (POI) supported events (dining in or ice breaker).

(e) International night.

(f) Cultural awareness programs.

(g) Awards ceremonies.

(h) Law Day ceremonies.

(i) Government civilian training.

(j) Family Readiness Group meetings.

(k) Meetings, briefings and training sessions conducted and/or hosted by Fort Jackson military units, tenants, and partners.

(l) Official organizational days.

(m) Any other event specifically designated as an official function by the Garrison Commander.

(1) Allocate dollars based on budget amount received for official events.

(2) Allow reimbursement via GPC.

b. Director, FMWR, will:

(1) Allow each official function organizer to schedule the event in advance with the DFMWR facility in which it will be held and provide complete contact information and signature as the point of contact for the event. The primary DFMWR facilities used for

IMFJ-ZA

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official functions are the Noncommissioned Officers' Club, Victory Hall, Magraders' Pub and Club; however, any DFMWR location may be used.

(2) Enforce payment of the room charge to DFMWR. Payment may be made via GPC.

(3) Ensure facility is not guaranteed until signed contract has been completed with FMWR facility where the event is to be held.

(4) Ensure food, beverage, or entertainment is the sole responsibility of the organizing installation entity and contracted separately with the facility by the official function organizer. Food, beverage, or entertainment expenses are not authorized to be paid with government funds. The organizing event entity is responsible for ensuring that payment is arranged with the club/facility for all food and beverage provided.

(5) Standardize cost for room usage.

(6) Appoint a billing official for the GPC.

(7) Ensure event scheduling is on first come, first serve basis.

6. Effective Date: The policy becomes effective upon date of last signature and will be reviewed annually and updated every five years.

  
JOHN W. HANKINS  
COL, AG  
Commanding