



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

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 Gifts and Donations Management

1. References.

a. Army Regulation (AR) 1-100, The Army Gift Program, 07 Feb 19.

b. AR 215-1, Military Morale, Welfare and Recreation Programs and Non-appropriated Fund Instrumentalities, 24 Sep 10.

c. Department of Defense Instruction 6055.17, DoD Installation Emergency Management, 13 Feb 17, with Change 3, 12 Jun 19.

2. Purpose. To provide policy and procedures to receive and accept unsolicited services, goods or funds on USAG-HI installations under normal operations and under hazard emergency management conditions.

3. Scope. Gifts and Donations Management refers to services and donated goods provided by unaffiliated services 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 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 and Alternate in writing.

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

(1) Understanding and following statutes, regulations, and policies governing gifts and donations and obtain a written legal review before routing any gift for approval signature.

(2) Processing gift offers for acceptance by the authorized acceptance authority.

(3) Coordinating with and assisting potential donors in the gift process.

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(4) Sending a thank you letter to the donor, signed by the appropriate authority.

(5) Tracking all monetary and non-monetary gifts and donations accepted at USAG-HI.

(6) 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.

(7) During Installation Emergency Operations the Garrison Gift Coordinator responsibilities are the same as above to include the following:

(a) Receiving from and coordinating with the Emergency Operation Center (EOC) Manager on a safe and secure drop off and storage location for possible donated items during a disaster. Designating separate areas for Army donations and Non Appropriated Fund Instrumentalities (NAFI) donations.

(b) Receive a list of emergency items needed from the EOC Manager that should receive priority processing, e.g., blankets, water and non-perishable food items.

(c) Coordinate written gift offer acceptance at the ACS Family Assistance Center with a legal representative for review.

(d) 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.

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

(f) Upon receiving a complete G&D package with legal review, contact the authorized acceptance authority for approval.

(g) Upon notification that the gift has been accepted, inform the donor and make arrangement to receive the G&D.

(h) Contact the POC at the identified drop-off or storage location to inform them of the incoming donation and coordinate time for delivery with the donor and track distribution of goods.

(i) Maintain a manual tracker of all donations.

(j) Participate in EOC events/exercises after action reviews to improve processes.

(k) Report donations to the IMCOM G-9 Gift Program Manager as appropriate.

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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 of money or items with a fair market value up to \$50,000 as delegated in writing by the Commander, USAG-HI.

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

g. Gifts to the Army or NAFI exceeding Installations DoA. All gifts that exceed the authorized acceptance authority of the Garrison, must be processed through ID-Pacific to the IMCOM HQ Gift Program Office for acceptance by the appropriate approving authority. This will include the GC's recommendation of approval, and acknowledging that the Senior Installation Commander was notified of the gift proffer.

h. 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.

i. Gift acceptance authority may pay all, some or none of the necessary expenses in connection with the conveyance or transfer of a gift.

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

5. This policy supersedes Policy Memorandum USAG-HI 31, dated 15 Oct 18 and remains in effect until rescinded or superseded in writing.

6. The POC 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

DANIEL MISIGOY  
COL, LG  
Commanding

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