



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMWE-CST-ZA

22 July 2010

MEMORANDUM FOR USAG FHL Soldiers and Civilians

SUBJECT: FHL Policy #36, Gifts from Outside Donors

1. REFERENCES.

- a. DoD Reg 5500.7R, Joint Ethics Regulation, 25 March 1996.
- b. Army Reg 1-100, Gifts and Donations, 15 November 1983.
- c. Army Reg 215-1, Morale, Welfare, and Recreation: Military Morale, Welfare, and Recreation Programs and Non-Appropriated Fund Instrumentalities, 22 June 2010, Chapter 6: Unit Funds.
- d. Army Reg 230-3, Department of the Army Welfare Fund, 31 March 1992.

2. PURPOSE. To provide guidance to military and civilian personnel on gifts and donations from sources outside of the Army.

3. APPLICABILITY. These procedures are applicable to all military and civilian personnel assigned to, employed by, and/or under the operational control of USAG FHL.

4. POLICY.

a. Cup and Flower. A gift from an outside donor to a unit cup and flower fund is permitted so long as no donation puts the fund balance over \$999. Receipt of a large gift to a unit cup and flower fund or to the FHL Soldier Welfare Fund must be accompanied by a Memorandum for Record (MFR) documenting the circumstances under which the donation was made and confirming that the gift was not the result of a solicitation or a quid pro quo reimbursement.

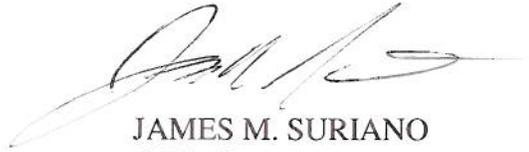
b. Unit Welfare Fund. All unit welfare funds will be established and administered in accordance with reference c, under the direction of the Garrison Commander for the benefit of the military members assigned to FHL. The FHL FMWR will administer receipt and distribution of donations to the FHL Soldier Welfare Fund.

c. Solicitations. Soldiers and government civilian employees are prohibited from soliciting donations from outside sources for non-appropriated fund donation in accordance with reference a.

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5. PROPONENT. The office of the Garrison Commander is the proponent for this policy at (831) 386-2505.

A handwritten signature in black ink, appearing to read 'James M. Suriano', with a long horizontal flourish extending to the right.

JAMES M. SURIANO
COL, CA
Commanding