



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
FAMILY AND MORALE, WELFARE AND RECREATION COMMAND  
4700 KING STREET  
ALEXANDRIA VA 22302-4401

S: 18 Dec 09

IMWR-OP

18 NOV 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of Garrison Gift Coordinator

1. References:

- a. USC §10 2601, General Gift Funds
- b. AR 1-100, Gifts and Donations
- c. AR 1-101, Gifts for Distribution to Individuals
- d. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

2. Since 11 Sep 01, public awareness of the sacrifices Soldiers and their Families are making to defend our way of life has increased and many are moved to give back to those who give so much. Garrison senior leaders are often approached by private citizens, businesses and large corporations wanting to give. There are several different types of gifts and donations with different acceptance authorities and limits that are governed by separate statutes, regulations and policies. Because of the many regulations and policies, potential donors at times become confused, frustrated and discouraged from giving.

3. To reduce confusion and facilitate the donation process, request all garrison commanders appoint a Garrison Gift Coordinator in writing using the enclosed template. Please provide a copy of all appointments to Family and Morale, Welfare and Recreation Command (FMWRC), IMWR-OP, 4700 King Street, Alexandria VA 22302-4419, ATTN: Naomi Falsetto, Gift Program Manager not later than 18 Dec 09.

4. The Gift Coordinator will be responsible for the following:

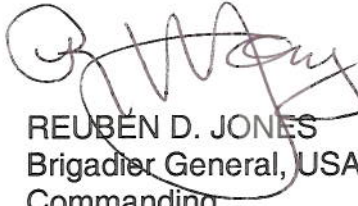
- a. Understanding statutes, regulations, and policies governing gifts and donations.
- b. Coordinating with and assisting potential donors in the gift process.
- c. Processing gift offers for acceptance by the authorized acceptance authority.

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- d. Tracking all monetary and non monetary gifts and donations accepted at the Garrison and submit report to FMWRC Gift Program Manager quarterly NLT the 4<sup>th</sup> day of first month following the end of each quarter.
5. Current budget constraints will not allow for a dedicated position. In most cases, this results in the requirements of the Gift Coordinator being assigned as a collateral duty.
6. Due to a potential conflict of interest, it is recommended you not appoint the same personnel to handle both Commercial Sponsorship and Gifts and Donations.
7. Point of contact is Naomi Falsetto, 703-681-7426, [naomi.falsetto@us.army.mil](mailto:naomi.falsetto@us.army.mil).

Encl  
as



REUBEN D. JONES  
Brigadier General, USA  
Commanding

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**Please use Garrison letterhead!**

MEMORANDUM FOR Commander, Family and Morale, Welfare and Recreation  
Command (ATTN: IMWR-OP, Gifts and Donations, Ms. Naomi Falsetto), 4700 King  
Street, Alexandria, VA 22302

SUBJECT: Appointment of Garrison Gift Coordinator

1. Authority: Memorandum, IMWR-OP, SAB, 18 Nov 09
2. In accordance with the above authority, I appoint the following individual as the Gift Coordinator at [Garrison Name here]:
  - a. Name:
  - b. Title:
  - c. Address: [Shipping and Mailing Address]
  - d. Phone: [Commercial and DSN phone numbers]
  - e. E-mail address:
  - f. Supervisor's Name: [Immediate supervisor's name, phone and email]
  - g. Major Job Duties: [State if solely gifts and donations or if gifts is a collateral duty]
3. This appointment is in effect until 31 Dec 12 or unless revoked earlier.
4. Point of contact is

Garrison Commander signature