



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

GARRISON POLICY
DFMWR - 05

JUL 10 2009

IMWE-HOD-MW

MEMORANDUM FOR Directorate of Family and Morale, Welfare, and Recreation, Fort Hood, Texas
76544

SUBJECT: Donation Accountability Policy for the Directorate of Family and Morale, Welfare, and
Recreation (DFMWR)

1. **REFERENCE:** Army Regulation 215-1, paragraph 13-14e: Acceptance of Gifts or Donations, dated 31 Jul 2007.
2. **PURPOSE:** To establish a policy pertaining to donation accountability.
3. **APPLICABILITY:** This policy applies to all donations received by DFMWR, with the exception of the Combined Federal Campaign.
4. **POLICY:** All donations made to the Installation are accepted by the Director or Deputy Director, DFMWR, as delegated by the local commander. Army Regulation 215-1, paragraph 13-14e, gives the approval authorities for donation amounts. Appointees will be responsible for making the determination as to which areas will receive the donation.
5. **PROCEDURES:**
 - a. I delegate my authority to the Director or Deputy Director, DMWR, to accept donations for the Garrison Commander's authorized amount up to \$50,000.
 - b. Each interested donor will be contacted and the regulatory restriction will be fully explained, i.e., no special privileges or concessions in return for gifts voluntarily offered, all ownership rights are relinquished.
 - c. Cash donations to all activities will be managed by DFMWR-Financial Management Branch (FMB). These donations will be maintained in GLAC 267 and all expenses will be identified and validated on a monthly basis by DMWR-FMB (Evelyn Gregory, 287-2060).
6. **PROponent:** Directorate of Family and Morale, Welfare, and Recreation.
7. **EXPIRATION:** This policy memorandum supersedes previous policies issued by the Garrison Commander and will remain in effect until superseded or rescinded.

A handwritten signature in black ink that reads "William V Hill III".

WILLIAM V. HILL III
COL, AR
Commanding