

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 Worth Road
Fort Sam Houston, Texas 78234-6000

MEDCOM Supplement 1
to AR 1-100

1 July 2000

Information Management
GIFTS AND DONATIONS

Further supplementation of this regulation is prohibited without prior approval from U.S. Army Medical Command (MEDCOM), ATTN: MCIM.

AR 1-100, 15 November 1983, is supplemented as follows:

Page 1, HISTORY. Add the following:

HISTORY. This issue publishes a revision of this publication. Because the publication has been revised extensively, the changed portions have not been highlighted.

Page 3, paragraph 6f, Processing gifts. Add the following:

U.S. Army Medical Department Activity (USAMEDDAC), West Point, is not an entity of the United States Military Academy (USMA). Process any offer of a gift or donation to USAMEDDAC, West Point, as in paragraphs 6h-j below.

Page 3, paragraph 6, Processing gifts. Add subparagraphs h, i, and j after subparagraph g.

h. The proper procedures for acceptance of any conditional gift/donation or gift/donation exceeding \$1,000 in value, are as follows:

(1) Recipients of a proposed gift or donation will answer the following questions in writing when considering the gift or donation. Answer each question fully with supporting documentation for each gift or donation. Do not answer questions with just a yes or no. If the response to one or more of these questions would cause the acceptance of the gift to not be in the best interests of the Army, do not process the gift or donation for acceptance.

(a) Do you want or need the gift? Explain why the gift is appropriate for the activity. (Sample answer: Yes, (name the item) will be used in clinical research by the Pediatric Hematology-Oncology Section, Department of Pediatrics, _____AMC,

in evaluating the efficacy and safety of (name the item) in the prevention of chemotherapy-induced nausea.)

(b) Are there any professional, technological, or economical advantages to accepting the gift? If yes, explain.

(c) Identify the donor and explain its/his/her relationship, if any, to your activity.

(d) Is the donor a prohibited source? Can acceptance of the gift adversely affect the public's confidence in the integrity of the U.S. Army Medical Command or the U.S. Army? Explain.

(e) Will/can acceptance of the gift grant special privileges or concessions to the donor? Explain your answer.

(f) Can acceptance of the gift result in preferential treatment to the donor, e.g., in such matters as future acquisitions? Explain your answer.

(2) Each request for acceptance of a gift or donation must be staffed with the local servicing procurement officer and Staff Judge Advocate/Center Judge Advocate. Their written recommendations must accompany each request. THRU addresses on memorandums will not be sufficient.

(3) Routing of requests are as follows:

(a) Requests for acceptance of gifts associated with a clinical investigation project, past, present or future, are forwarded to:

Chief, Clinical Investigation Regulatory Office
U.S. Army Medical Department Center & School
ATTN: MCCI-GCI
1608 Stanley Road (Bldg. 2268)
Fort Sam Houston, Texas 78234-6125

The Chief, Clinical Investigations Regulatory Office will attach his/her recommendations and forward to the Assistant Chief of Staff for Information Management (ACSIM), MEDCOM.

(b) All other requests for acceptance of gifts or donations are forwarded directly to:

Assistant Chief of Staff for Information Management
Headquarters, U.S. Army Medical Command (MEDCOM)
ATTN: MCIM
2050 Worth Road (BLDG. 2792)
Fort Sam Houston, Texas 78234-6000

i. The ACSIM will review all requests for the acceptance of gifts or donations and process as follows:

(1) For conditional and unconditional gifts of a value of \$20,000 or less, the ACSIM will ensure the correctness and completeness of the paperwork, make a recommendation for acceptance/rejection, obtain the MEDCOM Staff Judge Advocate's recommendation, and prepare all paperwork necessary for acceptance/rejection of the gift by the Commander, MEDCOM. Afterwards, the ACSIM will notify the local facility in writing of the MEDCOM Commander's decision and prepare a formal letter of acceptance to the donor, if required.

(2) For conditional and unconditional gifts of a value exceeding \$20,000, the ACSIM will ensure the correctness and completeness of the paperwork, obtain the MEDCOM Staff Judge Advocate's written recommendation, obtain the MEDCOM Commander's written recommendation, and forward to the Secretary of Army designee for the acceptance/rejection of gifts and donations.

All gifts should be processed as expeditiously as possible, but in no event, not later than one week after receipt by the ACSIM.

j. For approval to accept gifts or donations other than those accepted by the MEDCOM Commander, the ACSIM will forward all requests to:

Commander, U.S. Army Total Personnel Command
ATTN: TAPC-PDO-IP
200 Stovall Street
Alexandria, Virginia 22332-0474

The proponent of this supplement is the Directorate of Information Management. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to U.S. Army Medical Command, ATTN: MCIM, 2050 Worth Road (Room 113), Fort Sam Houston, Texas 78234-6013.

FOR THE COMMANDER: