

SUBJECT: Letter of Instruction (LOI) for Soldier and Family Assistance Center (SFAC)  
Donations Management

(1) Donor pays all mailing costs; there is no cost to the government; and no use of disclaimers by the donor.

(2) Offer must be in writing, (i.e. who, what, when, where and how). The written offer will include:

- (a) The Company/Organization information,
- (b) Description and quantity/amount of donations/items being offered,
- (c) Instructions on what donor wants the Army/SFAC to do with the donation,
- (d) Distribution period if applicable (i.e., one time, every month for the next year, etc),
- (e) Packaging information (shipped at donor's expense),
- (f) Acknowledgement of requirement to use disclaimer "No US Army endorsement of the supplier, product, or service is implied or intended,"
- (g) Identification of any restrictions or conditions placed on the donations.

h. Reasons to accept the donation are:

- (1) Supports the military and/or the SFAC,
- (2) Provides goodwill,
- (3) The offer is needed,
- (4) No restrictions on the donation,
- (5) Complies with the intent of governing regulations.

i. Donations will not be accepted if the donor seeks:

- (1) Brand recognition and loyalty,
- (2) Advertisements on installations, media recognition, and event programs,
- (3) Publicity,

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- (4) Merchandising opportunities,
- (5) Visibility,
- (6) Army or NAF funded transportation (cost factors).

j. Soldier and Family Assistance Center Directors are encouraged to fully evaluate the donor's intent, i.e., what does the offer really entail, and must consult with their Staff Judge Advocate or Ethics Counselor, to verify that the donor is not seeking Army endorsement or special consideration to occur as a result of the donation.

k. Monetary donations intended for a designated Garrison SFAC may be accepted and deposited into the Army Soldier and Family Readiness SM NAFI and will be earmarked for that Garrison SFAC.

l. Donations of Goods. Donations of goods should only be accepted if they can be passed directly to the Service Members and/or their Families, IAW AR 1-101. The Army Soldier and Family Readiness Donations SM NAFI will not serve as a conduit for receiving, warehousing and redistributing gifts, therefore, SFACs will avoid accepting donations of goods where they need to be stored and inventoried as this can become costly and time consuming for the SFAC personnel. The servicing legal office will review the offers.

m. Donations of Real Property. If it is an offer to construct a building or other permanent structure for the SFAC, refer to AR 1-100 as this is a donation to the installation, not the NAFI.

n. Donations of services may be accepted if they are for quality of life services in support of WTs and their Families for which APF are not authorized.

o. Expenditures from the Army Soldier and Family Readiness Donations SM NAFI may be for quality of life items, services and supplies for which APF are not authorized, such as snacks and refreshments in the SFAC and offsetting the cost for MWR or other recreational activities. These activities include trips, lodging expenses for WT Family members who are not authorized Invitational Travel Orders and other programs where there is a cost to the WT and/or Family members and APF are not authorized.

p. Expenditure of Army Soldier and Family Readiness Donations SM NAFI must benefit Service Members and their Families in an appropriate manner. Appropriate use includes, but is not limited to: Special events to foster Soldier and Family cohesion and morale. Expenditures must comply with NAF procurement procedures in accordance with AR 215-4.

IMWR-FP

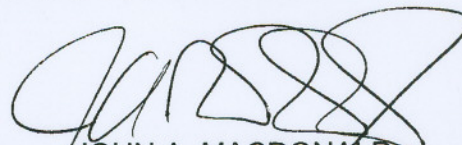
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6. GIFTS FOR DISTRIBUTION TO INDIVIDUALS. Refer donor to appropriate authority that can accept.

7. GIFTS TO WARRIORS IN TRANSITION. The SFAC may not accept gifts on behalf of Warriors in Transition. If gifts for WTs are offered, the SFAC Director will contact the WTU Cadre with information about the proposal and WTU Cadre will coordinate acceptance with their servicing SJA office regarding information and procedures of gifts to WTs. Refer to AR 1-101.

8. GIFTS TO THE DEPARTMENT OF THE ARMY, AR 1-100. Refer donor to appropriate installation/region authority for additional information.

9. POINT OF CONTACT. The overall intent of this LOI is to make the process easier to accept donations to the SFAC. Any recommendations to improve the process should be sent to FMWRC, Attn: IMWR-FP. Please address questions regarding this LOI to FMWRC-FP, SFAC Division, 703-681-0643 or 703-681-7399.

  
JOHN A. MACDONALD  
Major General, USA  
Commanding

27 May 08

DISTRIBUTION:

HQ, IMCOM DFMWR

IMCOM Region Director

IMCOM Region DFMWR

IMCOM Region Army Community Service Program Manager

Garrison Commander

Garrison DFMWR

Garrison Army Community Service Director

Garrison SFAC Director