



DEPARTMENT OF THE ARMY
FAMILY AND MORALE, WELFARE AND RECREATION COMMAND
US ARMY INSTALLATION MANAGEMENT COMMAND
4700 KING STREET
ALEXANDRIA VA 22302-4418

IMWR-FP

27 MAY 2008

MEMORANDUM FOR SEE DISTRIBUTION

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

1. REFERENCES.

- a. AR 608-1, Army Community Service (ACS), 19 Sep 07.
- b. AR 1-100, Gifts to Department of the Army, 15 Nov 83.
- c. AR 1-101, Gifts for Distribution to Individuals, 1 May 81.
- d. AR 215-1, Military Morale, Welfare and Recreation Programs and Non-appropriated Fund Instrumentalities, 31 Jul 07.
- e. AR 215-4, Non-appropriated Fund Contracting, 28 Apr 08.
- f. IMCOM NETCALL 2008-19 SUBJECT: "How to" Guidance for Support and Donations (Gifts and Donations) 04 Mar 08.

2. PURPOSE. To provide information/procedures for Soldier and Family Assistance Center (SFAC) personnel on managing donations and gifts.

3. SUMMARY.

a. The mission of the Soldier and Family Assistance Center is to support the Warrior in Transition Unit (WTU) by providing services and information to Warriors in Transition and their Families. The SFAC is housed in a dedicated physical location with a Director and staff. In addition to some of the below listed services provided by the SFAC, they are also intended to be a center of gravity for Warriors in Transition (WT) and their Families to gather for camaraderie and to share information.

- (1) Military personnel services/benefits
- (2) Substance Abuse Information and Referral for Family members
- (3) Information and Referral Services

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- (4) Financial Counseling
- (5) Transition/Employment Counseling
- (6) Education Counseling
- (7) Child Care and Youth Services
- (8) Pastoral Services
- (9) Legal Services

b. Just as donations for Army Community Service (ACS) supported programs may be accepted by Garrison Commanders into the ACS Supplemental Mission Account, donations for the SFAC can now be accepted into a Supplemental Mission (SM) Fund. The Army Soldier and Family Readiness Donations Supplemental Mission Non-appropriated Fund Instrumentality (NAFI) has been established at Headquarters, Family and Morale, Welfare and Recreation Command (FMWRC). The Army Soldier and Family Readiness Donations SM NAFI serves as a depository for monetary (checks and money orders) donations. These non-appropriated funds (NAF) are used to provide quality of life services, items and supplies in support of the Warriors in Transition (WT) and their Families, and for which appropriated funds are not authorized. Some examples include:

- (1) Snacks and refreshments in the SFAC
- (2) Fees and charges for participation in Morale Welfare Recreation (MWR) activities, e.g., bowling, Information, Tours and Recreation, golf, and arts and crafts
- (3) Lodging expenses for WT Family members who are not authorized Invitational Travel Orders
- (4) Special events to foster Soldier and Family cohesion and morale
- (5) Local transportation costs, such as taxi fare coupons
- (6) Other programs where there is a fee, charge, or cost to participate

c. The guidance in this LOI addresses how installations can accept donations designated for the SFAC.

4. SCOPE. This LOI applies to all personnel assigned to the SFACs.

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5. INSTRUCTIONS.

a. Military Departments are not authorized to solicit gifts and donations as prescribed by Title 10, United States Code section 2601 and DoD 5500.7-R, "Joint Ethics Regulation (JER)." SFAC personnel are forbidden from soliciting donations. In response to an unsolicited inquiry, the SFAC may inform potential donors of the needs of the SFAC in relation to assisting WT and their Families.

b. Donations to the Army Soldier and Family Readiness SM NAFI can be by check or money order in support of the SFAC mission (see AR 215-1, para 13-14).

(1) The donation must be received by an Appropriated Fund (APF) employee authorized in writing by the next higher level supervisor.

(2) The servicing legal office will review the offer.

(3) The appropriate approval authority then determines if the donation may be accepted.

(4) Acceptance and approval limits are prescribed by AR 215-1, para 13-14: Donations in excess of the IMCOM Region approval authority will be routed from the garrison through the IMCOM Region to FMWRC for processing and acceptance as follows:

- (a) Garrison MWR Director \$15K,
- (b) Garrison CDR \$50K,
- (c) IMCOM Regional Director \$100K,
- (d) CG FMWRC \$250K,
- (e) SECARMY over \$250K.

(5) Monetary Donations. Unconditional monetary donations may be accepted and deposited into the Army Soldier and Family Readiness Donations SM NAFI. Once they are deposited into the Army Soldier and Family Readiness Donations SM NAFI, the funds will be available for distribution to all SFACs based on their WTU population.

c. The SFAC Director will notify their Director, Family Morale Welfare Recreation (DFMWR) of a potential donation. The DFMWR will process the acceptance of that donation. Checks and money orders should be made out to the Army Soldier and

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Family Readiness Donations SM NAFI. The DFMWR shall send monetary donations, the donor letter, and SJA approval of acceptance, by mail to HQ, FMWRC, ATTN: Family Programs, SFAC, 4700 King Street, Alexandria, VA 22302-4418.

d. Soldier and Family Assistance Center Directors will be required to prepare an annual list of prioritized expenditures for which APF are not authorized, but which may be obtained using Army Soldier and Family Readiness Donations SM NAFs as outlined in paragraph 5.j. The list will be updated quarterly as adjustments are needed. The DFMWR is responsible for forwarding lists to FMWRC, Family Programs through the IMCOM Region ACS Program Managers. An annual list is required by 15 Sep and quarterly updates by 15 Dec, 15 Mar, and 15 Jun.

e. FMWRC-FP will make NAF Government Purchase Cards (GPC) available to each SFAC. The SFAC Information and Referral Specialist or other SFAC designated government employee will be the card holder. The SFAC Director will be the GPC Billing Official. SFAC directors will provide the name, phone, email address, and copy of certificate of completion of online training for NAF GPC cards and ethics training for both the designated cardholder and billing official to both the GPC point of contact at FMWRC, Ms. Carol McKenzie, 703-681-5307, carol.mckenzie@us.army.mil and the FMWRC Program Analyst, Ms. Jan Nowowiejski, 703-681-0643, jan.nowowiejski@us.army.mil. SFAC directors will review and accomplish all required actions as designated and in accordance with NAF Standing Operating Procedure, Purchase Card and Convenience Checks, 22 Jun 04, www.army.mil/cfsc/documents/nafcontracting/GovernmentPurchaseCardSOP.pdf. The ACS Director will be the Alternate Billing Official. In USAREUR, the SFAC Director will be the card holder, the ACS Director will be the Billing Official and the DFMWR will be the Alternate Billing Official. When donations are received by the Army Soldier and Family Readiness Donations SM NAFI, the FMWRC SFAC Project Director will provide a spending authorization which will allow the Garrison SFAC to make purchases on the NAF GPC.

f. There are two classes of donations. Conditional – Offered with specified limitations and Unconditional – Offered with no limitations; however, a donation to a designated SFAC is not considered a conditional limitation. When the donation acceptance authority determines that a conditional donation cannot be accepted, the donation is incomplete and should be referred to: America Supports You at <http://www.americasupportsyou.mil>.

g. General guidelines for processing/accepting unsolicited donations to the Army Soldier and Family Readiness Donations NAFI are as follows: