



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

AMIM-HMW-N

11 July 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #22 Fundraising

1. References.

- a. Joint Ethics Regulation (JER), 15 May 24.
- b. Army Regulation (AR) 1-10, Fundraising Within the Department of the Army, 16 Dec 22.
- c. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 Sep 10.
- d. AR 215-8, Army and Air Force Exchange Service Operations, 14 Jul 23.
- e. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, 12 May 22.
- f. United States Forces Korea (USFK) Instruction 1501.01, Exchange and Commissary Privilege Access to Duty-Free Goods, 30 Jun 22.
- g. USFK Regulation 643-2, Transfers of Duty-Free Items, 8 Nov 17.
- h. Technical Bulletin (TB) MED 530, Tri-Service Food Code, 01 Mar 19.

2. Purpose. To establish procedures and provide guidance for all fundraising activities on United States Army Garrison Humphreys (USAG-H).

3. Applicability. This policy applies to members of all Services, DoD civilian employees, and Family members assigned to USAG Humphreys.

4. Authorized fundraising activities.

- a. The Combined Federal Campaign (CFC) is the only authorized solicitation of employees in the Federal workplace on behalf of charitable organizations.

- b. Fundraising approved by the U.S. Office of Personnel Management (OPM) for an emergency disaster appeal.

c. The Army Emergency Relief (AER) annual campaign is the only fundraising the Army may conduct Army wide and must be conducted in accordance with AR 930-4.

d. Provided no on-the-job fundraising is involved; the following fundraising activities may be authorized locally:

(1) Fundraising conducted by organizations composed primarily of Army personnel, Family members, or Soldier and Family Readiness Groups (SFRGs), among their own members (contractor employees cannot be members of these organizations), only to benefit welfare funds for their own members. These organizations also include informal funds such as office coffee, cup and flower, and annual picnic funds, which must be conducted in accordance with AR 600-20. The commanders or the heads of Army organizations may designate areas that are outside the Federal workplace, may authorize activities such as bake sales, gift wrapping, and other minor events to raise unit funds in support of an organization day or other activities.

(2) SFRGs in accordance with AR 600-20, and other official fundraising by organizations composed primarily of DoD or DA employees or their Family members when fundraising among their own members or Family members for the benefit of their own welfare funds, must receive the approval at the battalion level (or equivalent), after consultation with the local ethics counselor.

(3) Occasional fundraising supporting on-post private organizations and other limited fundraising activities to assist those in need may be authorized by the commander or head of the organization with authority over the location of the fundraising, in coordination with the supporting legal office. The Garrison Commander is the approval authority for fundraising that occurs outside a unit or organization's area of control or that occurs in a garrison's publicly accessible areas, such as events at a commissary or military exchange. These fundraising activities may include the use of "poppies" or other similar tokens by Veterans' organizations, or the placement of collection boxes in public use areas of Federal buildings or installations for the voluntary donation of foods or in-kind items for charitable causes.

(4) Fundraising for Army museums done in conjunction with private museum foundations. Fundraising for Army museums may include the placement of collection boxes in public use areas of the Army museum for voluntary donations.

(5) Fundraising by religious organizations or their affiliates is authorized only in connection with religious services and must be conducted in accordance with AR 165-1.5. General.

a. Fundraising solicitations conducted by organizations composed of civilian employees or members of the uniformed Services among their own members for organizational support, or for the benefit of specific member welfare funds, are permitted and may be conducted in the workplace. However, such solicitations should be limited in number and scope during the official CFC period to minimize competition.

b. Actions that do not allow free choice or create the appearance that employees do not have free choice to give or not give are contrary to Army policy and will not be permitted. Each military and civilian member of the Department of the Army (DA) has the following rights:

(1) To elect to contribute or not.

(2) To disclose his or her contribution or keep it confidential.

(3) To make contributions by using applicable online options donations or electronic payment allotments.

(4) To participate or not to participate in any innovative, promotional event, and activity.

c. DA officials may not endorse local fundraising authorized under the provisions of AR 210-22 on behalf of a particular private organization. Army personnel acting in their official capacity may not actively and visibly participate in the promotion, production, or presentation of fundraising events conducted by non-Federal entities, such as local charitable organizations, schools, or churches.

6. Procedures for fundraising outside of the unit.

a. The fundraising application for private organizations and SFRGs is available on the MWR website and is enclosed with this policy letter. Applications should be emailed to usarmy.humphreys.imcom.mbx.fmwr-fundraising@army.mil.

b. The request must use the application at enclosure 1 with name of the organization, proposed date and time, purpose of the fundraising event, proof of site approval, and contact information. Requests will be submitted 21 business days in advance to provide time for routing and approval.

c. Fundraising activities involving food require an approved DD Form 2970, Application for Temporary Food Establishment at enclosure 2.

d. Fundraising within a Family and Morale, Welfare and Recreation (MWR) facility may be charged a user fee in accordance with AR 215-1, paragraph 12-8.

e. Fundraising involving car washing will not be approved as wastewater must be treated by an oil/water separator then sent to a sewage treatment plant or connected to a sanitary sewer in accordance with USFK Regulation 201-1. The Directorate of Public Works Environmental Division does not have the authority to approve an exception.

7. Prohibited fundraising activities. Any practice that involves compulsion, coercion, or other action that is contrary to the concept of true voluntary giving.

a. Solicitation of employees by their commander, supervisor, or any individual in their supervisory chain of command during CFC or any other fundraising activity that provides such options.

b. Supervisory inquiries about whether an employee chose to contribute, the amount contributed, or the organization(s) the employee contributed to.

c. CFC materials will not be represented or interpreted as individual assessments, quotas, or goals.

d. Developing and using lists of either noncontributors or contributors for purposes other than the routine collection and forwarding of contributions and allotments.

e. For military members, granting special favors, privileges, or entitlements that are inducements to contribute. Establishment of an express or implied requirement to contribute as a condition precedent to normal career progression, or to the granting of normal privileges and entitlements. These restrictions do not apply to the presentation of awards, special recognition, or rewards such as letters of commendation for exceptional performance in the organization or administration of a campaign.

f. Harassing an individual through continued discussions, meetings, orientations, counseling, or other methods to cause or pressure an individual to donate to the CFC or other fundraising activity.

g. Telling or leading an individual to believe, either directly or indirectly, that he/she is the only one, or one of a small number of people, preventing the achievement of an organizational goal, whether it is a participatory goal or a monetary goal.

h. Soliciting Federal contractors or their employees.

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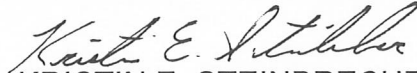
i. Fundraising will not include the distribution or sale of alcoholic beverages or tobacco products.

j. Fundraising activities will not facilitate the distribution of Exchange and Commissary products to non-SOFA members in accordance with USFK Regulation 60-1, para 2-13d. Additionally, Exchange patrons are prohibited from making purchases for the purpose of resale by, or on behalf of, an installation private organization or other non-governmental entity in accordance with AR 215-8, para 7-6c(3).

8. Point of contact is the Directorate of Family and MWR, NAF Support Management at usarmy.humphreys.imcom.mbx.fmwr-fundraising@army.mil.

2 Encls

1. Fundraising Request Form
2. DD Form 2970


KRISTIN E. STEINBRECHER
COL, AD
Commanding

DISTRIBUTION:
USAG Humphreys Website