



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

12 Oct 2023

AMIM-HMW

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #22, Fundraising

1. References.

- a. Department of Defense (DoD) 5500.7-R, Joint Ethics Regulations, 17 Nov 11
- 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, 5 Oct 12
- 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) Regulation 60-1, Access to Duty-Free Goods, 2 Aug 13
- g. 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.

AMIM-HMW

SUBJECT: Command Policy #22, Fundraising

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, car washes, and other minor events to raise unit funds in support of an organization day or other activities.

(2) SFRG 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 in support of 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. 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, the garrison commander is the approval authority. 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.

AMIM-HMW

SUBJECT: Command Policy #22, Fundraising

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 with CFC.

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 particular private organizations. Army personnel acting in their official capacities 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 at Building 12601, Room #G247, DSN 755-2689, commercial 0503-355-2689, on the garrison website, and is enclosed with this policy letter. Application may be submitted in person or to usarmy.humphreys.imcom.mbx.fmwr-fundraising@army.mil.

b. The request must use the application at enclosure 1 with name or 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.

AMIM-HMW

SUBJECT: Command Policy #22, Fundraising

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.

AMIM-HMW
SUBJECT: Command Policy #22, Fundraising

h. Soliciting Federal contractors or their employees.

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 DFMWR, Chief Financial Management at DSN 755-2677.

- Encl
1. Fundraising Request Form
2. DD Form 2970



RYAN K. WORKMAN
COL, AR
Commanding

DISTRIBUTION:
USAG Humphreys Website

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT

(Application requirements are outlined in Chapter 8, TB MED 530/NAVMED P-5010-1/AFMAN 48-147_IP)

OMB No. 0702-0132
OMB approval expires
Jan 31, 2019

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0702-0132). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. **PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.**

INSTRUCTIONS:

The application is completed by the operator of the temporary food establishment (TFE). Separate applications must be submitted for each independently operated establishment regardless if managed by a single operator. Submit completed applications to the regulatory authority at least 7 days before an event. In addition, each operator must provide:

- A drawing depicting the operational layout of the temporary food establishment. The drawing should provide orientation to the following activities/areas: food storage, food preparation/cooking, food service, warewashing (if applicable), and employee handwashing;
- A drawing of the entire event area depicting the TFE site in relation to the potable water supply, electrical sources, the wastewater disposal area, lavatories, etc.

1. DATE SUBMITTED (YYYYMMDD)	2. NAME OF TEMPORARY FOOD ESTABLISHMENT
3. NAME OF OPERATOR OR OWNER	4. MAILING ADDRESS
5. TELEPHONE NUMBER	
6. NAME OF EVENT	7. DATE(S) AND TIME(S) OF EVENT/FOOD OPERATION
8. DATE AND TIME TFE WILL BE SET UP AND READY FOR INSPECTION:	

9. LIST ALL FOOD AND BEVERAGE ITEMS TO BE PREPARED AND SERVED. Attach a separate sheet if necessary.
 NOTE: Any changes to the menu must be submitted to and approved by the Regulatory Authority at least 24 HOURS prior to the event.

(1)	(2)	(3)
(4)	(5)	(6)
(7)	(8)	(9)
(10)	(11)	(12)
(13)	(14)	(15)
(16)	(17)	(18)

10. Will all foods be prepared at the TFE site?
 Yes – complete **Attachment A** No* – complete **Attachments A and B**

* If No, the operator must identify the permanent food establishment where the food will be prepared; food establishments operating off the installation require additional assessment by the Regulatory Authority for approval.

11. Describe (be specific) how frozen, cold, and hot foods will be transported to the TFE (e.g., conveyance method & temperature controls):

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT

12. How will food temperatures be monitored during the event?

13. Identify the sources for each meat, poultry, seafood, and shellfish item, and ice:

a. Item / Source

b. Item / Source

c. Item / Source

d. Item / Source

e. Item / Source

f. Item / Source

14. How many (total) food employees will be working at the TFE?

Using **Attachment C**, provide the names and phone numbers of all TFE workers (paid workers and volunteers).

15. How many handwashing facilities will be available for food employees? _____

Describe the location(s) and handwashing facility set up (type of device) to be used by the TFE employees:

16. Identify the potable water supply source and describe how water will be stored and distributed at the TFE. If a non-public water supply (well water) is to be used, provide the results of the most recent water tests.

17. Describe where utensil washing will take place. If no facilities are available onsite, describe the location of back-up utensil storage.

18. Describe how and where wastewater from hand washing and utensil washing will be collected, stored, and disposed:

19. Describe the number, location, and types of garbage disposal containers at the TFE and the event site:

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT

20. Describe the floors, walls, ceiling surfaces, and lighting within the TFE:

21. Additional information about the TFE that should be considered:

Number of attached continuation pages: _____

22. APPLICANT STATEMENT: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from the Medical Authority or designated representative and the event sponsor may nullify final approval.

a. APPLICANT/OWNER SIGNATURE:

b. Date:

c. CO-APPLICANT/CO-OWNER SIGNATURE:

d. Date:

23. REGULATORY AUTHORITY: Approval of these plans and specifications by this Regulatory Authority does **not** indicate compliance with any other code, law or regulation that may be required (i.e., Federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the food establishment with equipment in place and operational will be necessary to determine if it complies with the Tri-Service Food Code and local and state laws governing food service establishments.

Approved

Date (YYYYMMDD):

Disapproved

Date (YYYYMMDD):

Establishment Restrictions:

Reason(s) for Disapproval:

24. AUTHORIZED DATES TO OPERATE

25.a. REVIEWER (Print full name and rank)

b. TITLE

c. SIGNATURE

d. DATE

ATTACHMENT A - FOOD PREPARATION AT THE TEMPORARY FOOD ESTABLISHMENT

INSTRUCTIONS: Indicate "N/A" if the action is not applicable to the operation. Where applicable, identify the type of method used and the name of the equipment used to conduct the action.

1. Food Item	2. Thaw (How and Where?)	3. Cut/Wash/ Assemble (Where?)	4. Cold Holding (How and Where?)	5. Cook (How and Where?)	6. Hot Holding (How and Where?)	7. Reheating (How?)	8. Commercial Pre-Portioned Package (Y/N)

ATTACHMENT B - FOOD PREPARATION AT PERMANENT FOOD ESTABLISHMENT SUPPORTING THE TFE

INSTRUCTIONS: Indicate "N/A" if the action is not applicable to the operation. Where applicable, identify the type of method used and the name of the equipment used to conduct the action.

1. Food Item	2. Thaw (How and Where?)	3. Cut/Wash/ Assemble (Where?)	4. Cold Holding (How and Where?)	5. Cook (How and Where?)	6. Hot Holding (How and Where?)	7. Reheating (How?)	8. Commercial Pre-Portioned Package (Y/N)

ATTACHMENT C - TEMPORARY FOOD ESTABLISHMENT EMPLOYEE LOG

1. Name <i>(print first & last)</i>	2. Date	3. Duty Assignment (Work Station)	4. Time In	5. Time Out

USAG Humphreys Fundraising Request Form

Financial Management Branch, Family and MWR, DSN 755-2689 / 0503-355-2689

Request Date: _____

Note: Requests need to be submitted 21 working days in advance of the event to follow adequate time for review and approval

1. Organization Name: _____	2. Category: <input type="checkbox"/> SFRGs <input type="checkbox"/> POs
3. POC Information (Name/Phone/Email): _____	4. Name & Signature from Commander/Verifying Officials _____
5. Date/Time/Detail of Location: _____	6. Previous Fundraiser Date: _____

1. Details of the Fundraiser

a. Description of fundraiser: _____

b. Items to sell: _____

c. Purpose of fundraiser: _____

d. Plans to run fundraiser: _____

e. Raised funds be used for: _____

2. Organizations conducting fundraisers will not:	Acknowledged:
Sell any alcoholic beverages and conduct fundraising in an official capacity or in military uniform	POC initial
Conduct fundraising activities off the installation in any manner that violates Korean Law or the Status of Forces Agreement (SOFA)	POC initial
Conduct raffles, lottery, or door prize fundraisers without prior, separate, written approval from DFMWR and a legal review from the Consolidated Legal Office	POC initial
Conduct drawings that include or target non-SOFA persons and Conduct door-to-door activities	POC initial
Charges fees to enter USAG-H installation or use facilities and Conduct fundraisers for personal gain	POC initial
Conduct fundraisers for educational services or child care services	POC initial
Conduct a prohibited fundraising activity. A prohibited fundraising activity is any practice that involves compulsion, coercion, or other action that is contrary to the concept of true voluntary giving	POC initial
If the event involves food, you will need copies of approved DD Form 2970 on site and submitted with this request	
POs must be in approved status and good standing including reporting requirement, insurances and other responsibilities of POs	
We request authorization to hold a fundraising event on USAG Humphreys area. If approved, we further expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss and liability, however caused, arising out of, or in any way connected to this event, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee of the organization, rather than the Army, would be liable.	POC initial

3. Required Signatures

a. Location Manager Name & Title _____	b. Contact Information _____	c. Signature _____
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d. Approved **Remarks:** _____

Denied

2. SJA- Legal Reviewer Name/ Rank: _____ **Phone Number:** _____

The fundraising activity is in compliance with AR 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01. AR 600-29, Fund Raising within the Department of the Army, 7 Jul 10. AR 165-1, Religious Activities Army Chaplain Corps Activities, 23 June 15.

Approved Denied **Reviewer Signature:** _____ **Date:** _____

Remarks: _____

3. Director, Family and Morale, Welfare, and Recreation:

Approved Denied **Signature:** _____ **Date:** _____

Remarks: _____

Approved / Disapproved	DANIEL M. HANCOCK Deputy to the Garrison Commander
** Approved request form must be posted to the public during the event as proof of approval**	