



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

IMMH-MW

8 Jan 15

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum
DFMWR-8, Fund-Raising on Joint Base Myer-Henderson Hall

1. REFERENCES.

- a. AR 600-29, Fund-Raising Within the Department of the Army Installations, 7 Jun 10.
- b. AR 600-20, Army Command Policy, paragraph 4-21, 6 Nov 14.
- c. AR 210-22, Private Organizations on Department of Army Installations, 22 Oct 01.
- d. AR 215-1, Military Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 Sep 10.
- e. Department of Defense 5500.07-R, Joint Ethics Regulations (JER), 29 Nov 07.
- f. Department of Defense Instruction 5035.1, 31 Jan 08.
- g. Joint Base Myer-Henderson Hall Policy Memorandum MWR-1, Support for Scouting Organizations, 31 Dec 2014

2. PURPOSE. To establish policy for limited support provided for fund-raising activities within the JBM-HH community.

3. APPLICABILITY. This policy letter applies to individuals wishing to conduct fund-raising events on JBM-HH.

4. POLICY. Authorization of a fund-raising activity does not imply any Federal, Army, or JBM-HH official endorsement of any particular non-federal entity.

a. Authorized organization: As further indicated in this policy and applicable regulations, the following types of organizations are permitted to fund-raise on the installation.

IMMH-MW

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum
DFMWR-8, Fund-Raising on Joint Base Myer-Henderson Hall

(1) JBM-HH family readiness groups (FRG) that have established informal funds IAW AR 600-20, paragraph 4-2, approved by the unit commander, and have registered with Army Community Service.

(2) JBM-HH units that have established Unit Funds IAW AR 215-1.

(3) Private organizations authorized to operate on the installation and other limited fund-raising activities to assist the unfortunate may be authorized, provided such activities are consistent with the general provisions for non-federal entities in accordance with AR 600-29 and AR 210-22.

b. FRGs may fund-raise only for the benefit of properly constituted informal funds, and only amongst their own members. Fund-raising should be limited in number and scope during the official Combined Federal Campaign (CFC) and Army Emergency Relief (AER) periods in order to minimize competition with CFC/AER (DODI 5035.1, paragraph 4.7). FRG leaders are advised to seek advice from their servicing staff judge advocate or legal advisor prior to approving or conducting any fundraising activities.

c. Unit Funds may fund-raise only for the benefit of augmenting their assigned unit fund dollars, provided funds are used for the collective benefit of all unit members for off-duty recreational purposes as prescribed by AR 215-1, paragraph 6-1. Fund-raising should be limited in number and scope during the official CFC and AER periods in order to minimize competition with CFC/AER (DODI 5035.1, paragraph 4.7).

d. Religious organizations must receive the concurrence of the Installation Chaplain before requesting permission to fund-raise on JBM-HH.

e. Locations:

(1) The following locations constitute areas that are not the federal workplace, and properly approved fund-raising activities may take place in those locations.

(a) The area in front of the Main Post Exchange, provided ingress and egress are not blocked, with Exchange Manager's concurrence.

(b) Approved area inside the Main Post Exchange, as directed by the Exchange Manager.

(c) The area in front of the Commissary, provided ingress and egress are not blocked, with Commissary Manager's concurrence.

IMMH-MW

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum
DFMWR-8, Fund-Raising on Joint Base Myer-Henderson Hall

(d) The area in front of the Shoppette, provided ingress and egress are not blocked, with the Exchange Manager's concurrence.

(2) Any requests for areas other than the above mentioned locations must be approved in advance by the Joint Base Commander or his/her designee.

5. PROCEDURES.

a. Organizations wishing to fund-raise on JBM-HH will submit a request for permission to fund-raise to the Director, Family and Morale, Welfare & Recreation (D,FMWR), JBM-HH, 204 Lee Avenue, Suite B12, Fort Myer, VA 22211-1122, phone number (703) 696-3305 and fax (703) 696-8585.

b. All requests must be submitted at least 45 days prior to the event or to the date on which fund-raising activity will commence. Failure to submit a timely request may be grounds for disapproving the fund-raising event.

c. Request to conduct any fund-raisers must include the name of the organization; the proposed method to raise funds; the purpose for which the funds will be used; and the name, E-mail address, and phone number of the primary point-of-contact.

d. Approval authority is delegated to the Director, FMWR, who will ensure installation staff coordination.

6. PROPONENT. DFMWR is the proponent for this policy. POC is the Director at (703) 696-3305.



MICHAEL D. HENDERSON
COL, AR
Commanding

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1