



UNDER SECRETARY OF DEFENSE

1100 DEFENSE PENTAGON
WASHINGTON, DC 20301-1100

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COMPTROLLER

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
UNDER SECRETARY OF DEFENSE (ACQUISITION,
TECHNOLOGY, AND LOGISTICS
UNDER SECRETARY OF DEFENSE (PERSONNEL
AND READINESS)
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: General Gift Fund Policy

Department of Defense (DoD) Components authorized to accept gifts under section 2601, Title 10, United States Code (10 U.S.C. § 2601) have not updated their procedures to keep them consistent with the *DoD Financial Management Regulation* (DoD FMR) Volume 12, Chapter 30. Department policy on the operation and use of general gifts accepted along with assigned responsibilities are contained in the DoD FMR Volume 12, Chapter 30 and this memorandum.

The Defense Finance and Accounting Service (DFAS) is responsible for the accounting of donated monetary gifts and proceeds from the sale of real or personal property gifts received by DoD Components. The DFAS is also responsible for reporting monetary and non-monetary gift information to the Under Secretary of Defense (Comptroller) quarterly. The DoD Components authorized to accept gifts must adhere to the policy in the DoD FMR Volume 12, Chapter 30, as modified by the following paragraphs.

For the first two quarters of fiscal year 2009, DoD Components authorized to accept gifts must report the information in paragraph 300205.A.1 of the DoD FMR Volume 12, Chapter 30, to the appropriate DFAS office by April 10, 2009, and shall submit quarterly reports thereafter. For each gift reported, the information must also identify whether the gift was accepted under section 2601(a) or 2601(b) of Title 10. The appropriate DFAS office must also follow investment procedures as prescribed in paragraph 300206 of the DoD FMR Volume 12, Chapter 30.

The appropriate DFAS office must report the information for the first two quarters of fiscal year 2009 as prescribed in paragraph 300205.B of the DoD FMR Volume 12,

Chapter 30 to me by April 15, 2009, and quarterly thereafter. The report must also identify the authority under which each gift was accepted.

In addition, the DoD Components authorized to accept gifts must establish procedures for receiving, accounting for, and disposing of real and personal property gifts. These procedures must be consistent with property accountability policy in DoD Instruction (DoDI) 4165.70, *Real Property Management*; DoDI 4165.72, *Real Property Disposal*; and DoDI 5000.64, *Accountability and Management of DoD Owned Equipment and Other Accountable Property*. These property accountability policies should be addressed in respective DoD Component general gift procedures.

Please update your procedures to be consistent with the DoD FMR Volume 12, Chapter 30 and the real property accountability procedures listed above and submit them to my office by March 31, 2009.

Revised and updated policy contained in this memorandum will be included in the next update to DoD FMR Volume 12, Chapter 30. Questions regarding this memorandum may be directed to my point of contact, Jodie Fisher. She can be reached by telephone at (703) 602-0371 or by email at jodie.fisher@osd.mil.



Robert F. Hale