



**DEPARTMENT OF THE ARMY**  
**ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY**  
**105 ARMY PENTAGON**  
**WASHINGTON DC 20310-0105**

**26 OCT 2015**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Gifts of Personal Property to the Army for the Benefit of Museums and Museum Programs**

**1. References:**

- a. Army Regulation (AR) 1-100 (The Army Gift Program), 27 Jul 2015.
- b. Memorandum, SAFM and SAAA, 31 Jul 2015, subject: Major Revision of Army Regulation 1-100 and Standardization of the Army Gift Program.
- c. Department of the Army General Order 01 (United States Army Center of Military History), 14 Mar 2007.
- d. Army Information Sheet for Potential Donors, 1 Oct 2015 (enclosure 1).
- e. Gift Offer Letter (enclosure 2).

2. This memorandum accompanies the recent publication of the new AR 1-100, the first revision of the regulation in more than 30 years, which became effective on 27 August 2015.

3. Pursuant to paragraph 1-4b in AR 1-100, Headquarters, Department of the Army has initiated a standardization effort for the acceptance, recording, reporting, and accountability of gifts in accordance with the principle that gift acceptance authority is statutory not regulatory. Consequently, any gift to the Army for the benefit of a museum or museum program must be processed for acceptance under one of the following statutes as appropriate:

- Title 10, United States Code, section 2601.
- Title 10, United States Code, section 2608.
- Title 10, United States Code, section 4772.
- Public Law 107-107, section 2866.

4. The immediate Office of the Administrative Assistant to the Secretary of the Army is working in close coordination with the U.S. Army Center of Military History to develop a revised process for accepting gifts of personal property to the Army for the benefit of

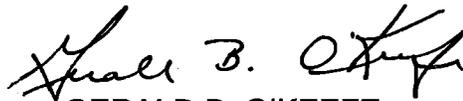
**SUBJECT: Gifts of Personal Property to the Army for the Benefit of Army Museums and Museum Programs**

museums and museum programs that will ensure adherence to applicable statutory authorities and compliance with AR 1-100. Gifts of personal property include items such as artifacts, historical nonartifacts, art, archives, photographs, multimedia, and books.

5. Effective immediately, all Army Museum System personnel will stop accepting, collecting, or holding donations of personal property of any kind and will cease issuing DA Form 5572-R (Gift Agreement). Upon receipt of a request to donate personal property, museum personnel will provide the enclosed information sheet and a gift offer letter for donors to complete if they choose to do so. Two copies of the letter will be made, one sent to the U.S. Army Center of Military History for evaluation by the collections committee and the other kept at the museum so that personnel will be able to contact donors to facilitate their donation.

6. This memorandum will be rescinded and additional guidance issued upon implementation of the revised acceptance process for gifts of personal property to the Army for the benefit of museums and museum programs.

7. The point of contact for this action is Mr. George N. Cannizzaro, Army Gift Program Coordinator, (703) 697-3067 or [george.n.cannizzaro.civ@mail.mil](mailto:george.n.cannizzaro.civ@mail.mil).

  
GERALD B. O'KEEFE

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(CONT)

**SUBJECT: Gifts of Personal Property to the Army for the Benefit of Army Museums and Museum Programs**

**DISTRIBUTION: (CONT)**

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**Deputy Chief of Staff, G-4**

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**Acting General Counsel**

## ARMY INFORMATION SHEET FOR POTENTIAL DONORS

19 October 2015

Thank you for your interest in making a donation of personal property to the U.S. Army in support of its museums and museum programs. Your generosity is sincerely appreciated.

The Army recently revised its regulation and policy for accepting gifts of personal property—for museums, this includes insignia, uniforms, equipage, photographs and other items—to ensure that it continues to follow all Federal laws and requirements that apply to government organizations receiving donations.

The U.S. Army Center of Military History is finalizing a new process to facilitate the acceptance of gifts of personal property to an Army museum. Today, you may fill out a gift offer letter. Please be sure to include your contact information so that a staff member can promptly reach you to pursue completing your donation.

The Army remains committed to telling the Army Story and making the Army's rich history and proud tradition more accessible. Thank you again for your interest in supporting this important mission.

Enclosure 1

GIFT OFFER LETTER

Date: \_\_\_\_\_

Secretary of the Army  
ATTN: Army Gift Program Coordinator  
Office of the Administrative Assistant  
to the Secretary of the Army  
105 Army Pentagon, Room 3E733  
Washington, DC 20310-0105

THRU U.S. Army Center of Military History  
102 4th Avenue, Building 35  
Fort McNair, DC 20319-5060

Dear Mr. Secretary,

I, \_\_\_\_\_, as owner of the personal property described below, am offering an unsolicited donation of the following property item(s) to the United States Army for the benefit of \_\_\_\_\_, which is an Army museum (or museum program):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The total value of this offer is \$ \_\_\_\_\_; the valuation was determined by \_\_\_\_\_.

I acknowledge and understand that the Army will make no public announcement of this gift or in any other way endorse me and that I will receive no special privileges, concessions, or consideration from the Army upon acceptance of this gift. Furthermore,

Enclosure 2

I acknowledge and understand that upon acceptance of my offer, I forever relinquish all rights of ownership to this property to the United States Army. I also understand that the Army does not typically pay costs associated with packaging, securing, or transporting donated property to take receipt of it. However, under special circumstances, the museum (or museum program) specified above may request an exception to this policy on my behalf.

Finally, I understand that if I wish to have this property professionally appraised for tax purposes, it is my responsibility to do so. The United States Army or its employees will not provide appraisal services for donated property.

Sincerely,

Donor Signature \_\_\_\_\_

Donor Name \_\_\_\_\_

Donor Address \_\_\_\_\_

(Address Line 2) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_