



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
25TH STREET, BUILDING 24402
FORT GORDON, GEORGIA 30905

ATZH-NC

04 November 2011

MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum #24 – Private Organizations, Commercial Solicitation and Fund Raising Within the Department of the Army

1. This policy letter applies to all military and civilian personnel assigned or attached to the RNCOA. This memorandum outlines the policy concerning private organizations, commercial solicitation, and fund raising.
2. The Fort Gordon Directorate of Community Activities (DCA) exercises overall supervision over the solicitation, sale of goods, services, and commodities on the installation. All requests must be submitted to the DCA office at a minimum of 14 days prior to the event for approval.
3. Soldiers cannot be used to assist private organizations during membership drives or fundraising activities during duty hours. Soldiers can volunteer their personal time to take part in such events. CFC and AER campaigns may solicit on-the-job for a monetary contribution. However, no coercion or directive to contribute is authorized.
4. Membership applications or tickets sales for any organization or event cannot be conducted during duty hours in place of duty or training.
5. No private organization or commercial solicitors will be scheduled as guest speakers for NCODP or any other mandatory training event.
6. No private organization or commercial solicitors will be mentioned in a ceremony or training event as a contributor to an award or program.
7. The point of contact for this memorandum is the Deputy Commandant, 1SG Robert Barnes III, robert.barnes3@us.army.mil 706-791-7882.

// Original Signed//

TYRONNE L. SMOOT
CSM, USA
Commandant

