



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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COMBAT CENTER BULLETIN 5340

From: Commanding General
To: Distribution List

Subj: 2015 ACTIVE DUTY FUND DRIVE IN SUPPORT OF THE NAVY-MARINE CORPS RELIEF SOCIETY

Ref: (a) SECNAVINST 5340.7
(b) NMCRS Fund Drive Manual
(c) MARADMIN 100/12

1. Situation. In 2014, the Navy-Marine Corps Relief Society (NMCRS) provided \$1,339,651 of assistance to 2,114 Marines and Sailors aboard the Combat Center, which amounts to roughly one in five receiving a direct benefit from the Society. This Bulletin announces the 2015 Active Duty fund drive in support of the NMCRS from 23 March to 17 April 2015. The references outline the history of the Society, the Department of the Navy annual requirement, the parameters for conducting the fund drive, and the Charity Event System that uses Marine On-Line to assist units track, contact, and receive allotments.

2. Cancellation. CCBul 5340 of 31 Jan 14.

3. Mission. Commanding Officers will achieve 100 percent quality contact soliciting donations from active duty Marine Corps and Navy personnel under their charge; promote maximum support to the NMCRS through outreach and command involvement; and encourage unit fundraising in support of the Society.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanding Officers will ensure each Marine and Sailor stationed aboard the Combat Center is aware of the availability of financial assistance and other support services administered by the Society as well as to conduct unit fund-raising activities that are essential for the Society to continue to provide assistance to local Marines and Sailors. While donation to the NMCRS is not mandatory, command interest is. Unit Commanding Officers will demonstrate their interest and support to the Society by their physical presence at their unit briefs.

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(2) Concept of Operations

(a) As the senior federal representative in the local area, the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) will conduct this campaign.

(b) Staff Sergeant Sheldon Peters is the MAGTFTC, MCAGCC Lead Coordinator. He may be reached via telephone at (760) 830-1815 or via email at sheldon.peters@usmc.mil.

b. Subordinate Element Missions

(1) Commanding Officers and Officers-in-Charge of the following units will designate an officer or staff noncommissioned officer as the unit's NMCRS Coordinator:

HEADQUARTERS BATTALION: (Will Cover)
EXERCISE SUPPORT DIVISION
MARINE CORPS TACTICS AND OPERATIONS GROUP
SERGEANT'S COURSE
TACTICAL TRAINING AND EXERCISE CONTROL GROUP
JOINT IMPROVISED EXPLOSIVE DEVICE DEFEAT ORGANIZATION
LEGAL SERVICES SUPPORT TEAM
MARINE CORPS LOGISTICS OPERATIONS GROUP
MARINE CORPS MOUNTAIN WARFARE TRAINING CENTER BRIDGEPORT

(2) Request Commanding Officers and Officers-in-Charge of the following units designate an officer or staff noncommissioned officer as the unit's NMCRS Coordinator:

MARINE WING SUPPORT SQUADRON 374
MARINE UNMANNED AERIAL VEHICLE SQUADRON 1
7TH MARINES
1ST BATTALION 7TH MARINES
2D BATTALION 7TH MARINES
3D BATTALION 11TH MARINES
3D BATTALION 7TH MARINES
3D LIGHT ARMORED RECONNAISSANCE BATTALION
1ST TANK BATTALION
3D ASSAULT AMPHIBIANS BATTALION
COMBAT LOGISTICS BATTALION 7
4TH TANKS I&I
MARINE CORPS COMMUNICATIONS ELECTRONICS SCHOOL (To Include Students)
ROBERT E. BUSH NAVAL HOSPITAL
23D DENTAL COMPANY

(3) The name and contact information for each unit's coordinator will be provided to the MAGTFTC, MCAGCC Lead Coordinator.

(4) Unit NMCRS coordinators must be available to perform their duties throughout the campaign. A mandatory training and instruction period for unit coordinators was held in the Charity Room, Building 1551.

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(5) A kick-off breakfast will convene at the Officers' Club from 0800-1000 on 23 March 2015, in the main dining area, with all Commanding Officers, Executive Officers, Sergeants Major, and unit coordinators.

(6) All active duty personnel aboard MCAGCC will receive a scripted brief about the NMCRS and given an opportunity to make a donation or allotment. Personnel choosing to contribute will complete an NMCRS allotment form. Unit coordinators will collect the forms and check them against their unit alpha roster. Once all personnel in that unit have received the brief and completed the form, the unit will have achieved 100 percent contact.

(7) 100 percent contact of all active duty personnel present on MCAGCC at any time during the drive will be achieved by every unit no later than 17 April 2015. Personnel who are deployed or on temporary additional duty during the entire Active Duty Fund Drive period, 23 March thru 17 April 2015, are not required to attend the NMCRS brief or complete the form, but a reasonable effort to contact them should be made by the unit coordinator.

(8) Briefings from the NMCRS staff are preferred over briefings from the unit coordinator. Unit coordinator briefings are the last resort to reach stragglers and achieve 100 percent contact. Unit coordinators will use a scripted brief provided by NMCRS.

(9) Unit S-3s are encouraged to facilitate incorporation of NMCRS briefings into the training schedule by working through their unit coordinator with NMCRS staff. In order to achieve 100 percent contact with a minimal amount of time and disruption to the unit, maximum sized audiences are encouraged. The time required to conduct the briefings and complete donation and allotment forms is 30 minutes. Briefings in the field or in formations are authorized and encouraged. Unit leadership should be present at these briefings and are encouraged to speak to their personnel at the briefings in order to demonstrate their command support.

(10) NMCRS staff is limited. Briefings from the NMCRS staff will be scheduled on a first come, first served basis. Unit coordinators are strongly advised to arrange briefings with the NMCRS as soon as possible. Instructions and contacts were provided at the training session on 19 February 2015.

(11) On a weekly basis, unit coordinators will report the status of their unit's contacts and submit any contribution forms and monies collected for that week to the MAGTF/TC, MCAGCC Lead Coordinator or to the Assistant Coordinator, Staff Sergeant Salinas. If cash is involved, two Marines will meet with the lead and assistant coordinator to count and verify the amount submitted.

(12) The MAGTF/TC, MCAGCC Lead Coordinator will submit a weekly report of each unit's contact percentage and amount donated to the Commanding General (CG) during the fund drive.

(13) The MAGTF/TC, MCAGCC Lead Coordinator will submit an after action report to the CG within two weeks after completion of the fund drive detailing the level of command commitment from each unit as well as each unit's total participation rates.

(14) All funds collected for this drive will be given to the NMCRS.

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5. Administration and Logistics. Distribution statement A directives issued by the CG are distributed via email upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Bulletins.aspx>.

6. Command and Signal

a. Command. This Bulletin is applicable to all commands and organizations aboard the Combat Center.

b. Signal. This Bulletin is effective the date signed.


J. B. HANLON
Chief of Staff

Distribution: A