



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, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center, Twentynine Palms
To: Distribution List

Subj: 2012 ACTIVE DUTY FUND DRIVE IN SUPPORT OF THE NAVY-MARINE CORPS
RELIEF SOCIETY

Ref: (a) SECNAVINST 5340.7
(b) NMCRS Fund Drive Manual
(c) ALMAR 008/12
(d) MARADMIN 100/12

1. Situation. In 2011, the Navy-Marine Corps Relief Society (NMCRS) provided \$1,556,812 of assistance to 3,778 Marines and Sailors aboard the Combat Center, which amounts to roughly one in four receiving a direct benefit from the Society. This Bulletin announces the 2012 Active Duty fund drive in support of the Navy-Marine Corps Relief Society from 12 March to 13 April 2012. The references outline the history of the Society, the Department of the Navy annual requirement, the parameters for conducting the fund drive, a message from the Commandant of the Marine Corps, and the Charity Event System that uses Marine On-Line to assist units track contact and receive allotments.

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

3. Execution

a. 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 Society is not mandatory, command interest is.

b. Concept of Operations

(1) All funds collected for this drive will be provided to the Society.

(2) Commanding officers and officers in charge of the following units will designate an officer or staff non-commissioned officer as the unit's Navy-Marine Corps Relief Society coordinator:

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7th Marines
1st Battalion 7th Marines
2d Battalion 7th Marines
3d Battalion 7th Marines
3d Battalion 4th Marines
1st Tank Battalion
3d Combat Engineer Battalion
3d Battalion 11th Marines
3d Light Armored Reconnaissance Battalion
3d Assault Amphibians Battalion
4th Tanks I&I
Marine Wing Support Squadron 374
Marine Unmanned Aerial Vehicle Squadron 1
Marine Unmanned Aerial Vehicle Squadron 3
Combat Logistics Battalion 7
Marine Corps Communications Electronics School
Robert E. Bush Naval Hospital
23d Dental Company
Wounded Warrior Battalion Det
Sergeant's Course
Headquarters Battalion
 Advisor Training Group
 Mojave Viper Support Detachment
 Tactical Training and Exercise Control Group
Marine Corps Mountain Warfare Training Center Bridgeport
Marine Corps Tactics & Operations Group

(3) The name and contact information for each unit's coordinator will be provided to the MCAGCC lead coordinator, Major J. R. Macfarlane (830-7617, john.r.macfarlane@usmc.mil, Bldg 1554), no later than 9 March 2012.

(4) Unit coordinators must be available to perform their duties throughout the campaign. Mandatory unit coordinator training will be provided on two occasions. The primary meeting will be held on 9 March 2012, 1300-1500, in Commanding General's Conference Room, building 1559. An alternate meeting will be held on 12 March 2012, 1300-1500, in Commanding General's Conference Room, building 1559.

(5) Active duty personnel aboard the Combat Center will receive a scripted brief about the Society and given an opportunity to make a donation.

(6) Active Duty personnel are encouraged to use Marine On-Line for allotment donations. Donations of cash or check or for personnel without Marine On-Line access should utilize the Society donation form.

(7) 100% contact of all active duty will be achieved by every unit no later than 13 April 2012. Personnel who are deployed or TAD during the entire 12 March to 13 April 2012 fund drive are not required to attend the Society 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 best used to reach stragglers and achieve 100% contact. Unit coordinators will use a scripted brief provided by the Society. In order to achieve 100% 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. Command interest during briefings is encouraged.

(9) Briefings from the Society staff will be scheduled on a first come, first served basis as staff is limited. Society staff will be prepared to book training times following the coordinator training sessions.

(10) Each Friday by 1200, unit coordinators will report the status of their unit's contacts and submit any contribution forms and monies collected for that week to the MCAGCC lead coordinator, Major Macfarlane, or to the assistant coordinator. Cash donations require dual accountability. Unit coordinators will meet with the lead or assistant coordinator to count and verify the amount submitted. Receipts will be maintained for a minimum of 120 days following the conclusion of the fund drive.

4. Administration and Logistics. Distribution statement A bulletins issued by the Commanding General are distributed via e-mail upon request and can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/cctoc.asp>.

5. 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.



G. C. AUCOIN
Chief of Staff