



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

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COMBAT CENTER BULLETIN 5340

From: Commanding General
To: Distribution List

Subj: 2025 ACTIVE DUTY FUND DRIVE IN SUPPORT OF THE NAVY-MARINE CORPS RELIEF SOCIETY

Ref: (a) SECNAVINST 5340.7B
(b) NMCRS Fund Drive Manual
(c) MARADMIN 075/25
(d) ALNAV 002/25

1. Situation. In 2024, the Navy-Marine Corps Relief Society (NMCRS) provided \$974,882 dollars of assistance to 923 Marines and Sailors aboard the Combat Center and at Marine Corps Mountain Warfare Training Center (MCMWTC), Bridgeport, California. This Bulletin announces the 2025 Active Duty fund drive in support of the NMCRS from 13 March 2025 to 15 May 2025. The references outline the history of the Society, the Department of the Navy annual requirement, and the parameters for conducting the fund drive.

2. Mission. Commanding Officers (COs) 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.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. COs 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, and encourage 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 COs will demonstrate their interest and support to the Society through their Command's physical presence/participation at unit briefs.

(2) Concept of Operations

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

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(b) Major David Hendrickson is the MAGTFTC, MCAGCC Installation Coordinator. He may be reached at (760) 830-8294 or by email at david.hendrickson@usmc.mil.

b. Subordinate Element Missions

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

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| HEADQUARTERS BATTALION |
| EXERCISE SUPPORT DIVISION |
| MARINE CORPS TACTICS AND OPERATIONS GROUP |
| SERGEANT'S COURSE |
| TACTICAL TRAINING AND EXERCISE CONTROL GROUP |
| LEGAL SERVICES SUPPORT TEAM |
| MARINE CORPS LOGISTICS OPERATIONS GROUP |
| MCMWTC, BRIDGEPORT |

(2) Request COs and OIC of the following units designate an officer or staff noncommissioned officer as the unit's NMCRS Representative:

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|---|
| 7TH MARINES |
| 1ST BATTALION 7TH MARINES |
| 2D BATTALION 7TH MARINES |
| 3D BATTALION 4TH MARINES |
| 3D BATTALION 7TH MARINES |
| 3D BATTALION 11TH MARINES |
| 3D LIGHT ARMORED RECONNAISSANCE BATTALION |
| COMBAT LOGISTICS BATTALION 7 |
| MARINE CORPS COMMUNICATION-ELECTRONICS SCHOOL (To Include Students) |
| ROBERT E. BUSH NAVAL HOSPITAL |
| 23D DENTAL COMPANY |

c. Coordinating Instructions

(1) The name and contact information for each unit's representative will be provided to the MAGTFTC, MCAGCC Installation Coordinator no later than 10 March 2025.

(2) Unit NMCRS representatives must be available to perform their duties throughout the campaign. A mandatory training and instruction period for unit representatives will be held on 13 March from 1300-1400, 14 March from 1000-1100 or 1300-1400, or by appointment as necessary in the classrooms at NMCRS in Family Service Center Bldg. 693. The MAGTFTC, MCAGCC Lead Coordinator will ensure maximum participation through positive contact with each unit representative.

(3) A kick-off event will convene at the Mosa Room in building 1573 on 13 March 2025 from 0900-1030 for all COs, Executive Officers, Sergeants Major and Unit Representatives with light refreshment provided.

(4) All active duty personnel aboard MCAGCC will receive a scripted brief about the NMCRS and be given an opportunity to make a donation or allotment. All personnel will initial or sign a roster. Once all personnel in that unit have received the brief and initialed the roster, the unit will have achieved 100 percent contact.

(5) 100 percent contact, by unit, of all active duty personnel present on MCAGCC at any time during the drive will be achieved no later than 15 May 2025. Personnel who are deployed or on temporary additional duty during the entire Active Duty Fund Drive period, 13 March 2025 thru 15 May 2025, 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 representative.

(6) Briefings from the NMCRS staff are preferred over briefings from the unit representative. Unit representative briefings are the last resort to reach stragglers and achieve 100 percent contact. In those cases, unit representatives will use a scripted brief provided by NMCRS.

(7) Unit S-3s are encouraged to facilitate the incorporation of NMCRS briefings into the training schedule, by working through their unit representative with NMCRS staff. The time required to conduct the briefings and complete donation and allotment forms is 45 minutes. Briefings in the field, or in formations, are authorized and encouraged. Unit Command Teams shall be present at these briefings and are encouraged to participate in briefing their personnel as a means of demonstrating command support.

(8) NMCRS staff is limited. Briefings from the NMCRS staff will be scheduled on a first come, first served basis. Unit representatives are strongly advised to arrange briefings with the NMCRS as soon as possible.

(9) On a weekly basis, unit representatives will report the status of their unit's contacts and submit any contribution forms and monies collected for that week to the MAGTFTC, MCAGCC Installation Coordinator, or to the NMCRS Director. If cash is involved, a Marine will meet with the Installation Coordinator to count and verify the amount collected and deposited into the designated bank account.

(10) The MAGTFTC, MCAGCC Installation Coordinator will submit a weekly report of each unit's contact percentage, and amount donated, to the Commanding General (CG), during the fund drive.

(11) The MAGTFTC, MCAGCC Installation 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 rate.

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

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center bulletins can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-bulletins>.

5. Command and Signal

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

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


M. H. CLINGAN

DISTRIBUTION: A