



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
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Canc: Mar 2021

CCBul 5340  
HQBN

**MAR 11 2020**

COMBAT CENTER BULLETIN 5340

From: Commanding General  
To: Distribution List

Subj: 2020 ACTIVE DUTY FUND DRIVE IN SUPPORT OF THE NAVY-MARINE CORPS RELIEF SOCIETY

Ref: (a) SECNAVINST 5340.7A  
(b) NMCRS Fund Drive Manual  
(c) MARADMIN 027/20

1. Situation. In 2019, the Navy-Marine Corps Relief Society (NMCRS) provided \$714,163 dollars of assistance to 1,157 Marines and Sailors aboard the Combat Center, which amounts to roughly one in ten receiving a direct benefit from the Society. This Bulletin announces the 2020 Active Duty fund drive in support of the NMCRS from 1 March 2020 to 15 April 2020. 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 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. 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, 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 Commanding Officers 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) Captain Stephen Bender is the MAGTFTC, MCAGCC Lead Coordinator. He may be reached at (760) 830-3510 or by email at Stephen.r.bender@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:
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
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:

7TH MARINES
1ST BATTALION 7TH MARINES
2D BATTALION 7TH MARINES
3D BATTALION 4TH MARINES
3D BATTALION 7TH MARINES
3D BATTALION 11TH MARINES
1ST TANK BATTALION
3D LIGHT ARMORED RECONNAISSANCE BATTALION
3D ASSAULT AMPHIBIANS BATTALION
COMBAT LOGISTICS BATTALION 7
4TH TANKS I&I
MARINE WING SUPPORT SQUADRON 374
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 coordinator will be provided to the MAGTFTC, MCAGCC Lead Coordinator.

(2) Unit NMCRS coordinators must be available to perform their duties throughout the campaign. A mandatory training and instruction period for unit coordinators will be held. The MAGTFTC, MCAGCC Lead Coordinator will ensure maximum participation through positive contact with each unit representative.

(3) A kick-off event will convene at Building 1707, Classroom B from 1330 to 1500 on 2 March 2020, with all Commanding Officers, Executive Officers, Sergeants Major, and unit coordinators.

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(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 complete an NMCRS allotment form, even if they choose not to contribute. 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.

(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 April 2020. Personnel who are deployed or on temporary additional duty during the entire Active Duty Fund Drive period, 1 March 2020 thru 5 April 2020, 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.

(6) 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. In those cases, unit coordinators 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 coordinator 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 coordinators are strongly advised to arrange briefings with the NMCRS as soon as possible.

(9) 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 NMCRS Director. If cash is involved, a Marine will meet with the lead to count and verify the amount collected and deposited into the designated bank account.

(10) 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.

(11) 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 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/Adjutant-Office/Bulletins/>.

5. Command and Signal

a. Command. This Bulletin is applicable to all commands and organizations aboard the Combat Center and Marine Corps Mountain Warfare Training Center Bridgeport.

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



R. MARTINEZ  
Chief of Staff

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