



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1740.5C
SJA

SEP 09 2016

COMBAT CENTER ORDER 1740.5C

From: Commanding General
To: Distribution List

Subj: FUNDRAISING

Ref: (a) CCO 5760.1D w/Ch 1
(b) CCO 1710.4D
(c) CCO 1740.1G
(d) Title 5 Code of Federal Regulations, Part 950, "Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations," September 1, 2016
(e) SECNAVINST 5340.7
(f) DoD Directive 5500.7-R, "Joint Ethics Regulation," August 30, 1993

Encl: (1) Request to Conduct Fundraising Event at MAGTFTC, MCAGCC

1. Situation. No person may raise funds on a military installation as a matter of right. The Combat Center is a lucrative market for persons seeking to raise funds for non-federal entities. Non-federal entities are, when authorized to operate on an installation, expected to be financially self-supporting. Certain fundraising activities may be beneficial for the Combat Center community and offer useful goods and services. Appropriate requests from non-federal entities authorized to operate aboard the Combat Center in accordance with reference (a) may be approved. Requests from organizations outside the Combat Center will be disapproved.

2. Cancellation. CCO 1740.5B.

3. Mission. To provide policy for the authorization of fundraising activities by non-federal entities on board the Combat Center.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order is for the internal management of the Combat Center and does not create any right or benefit, substantive or procedural, enforceable by any party against the United States, its agencies or instrumentalities, its officers or employees, or any person. This Order creates no benefits, entitlements, or rights.

(2) Concept of Operations

(a) Applicability. This Order applies to Birthday Ball fundraising, which is further governed by reference (b), and those

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fundraising activities deemed permissible in the following paragraph. This Order does not apply to commercial solicitation, which is governed by reference (c). This Order does not apply to the Combined Federal Campaign (CFC), which is governed by reference (d). This Order does not apply to the Navy Marine Corps Relief Society, which is governed by reference (e).

(b) Permissible Acts. The following acts are typical of those which will be permissible once approved by the necessary offices:

1. Door-to-door sales of cookies and candy are a popular means of raising funds among local youth activity organizations and private organizations such as scouts, school clubs, and church groups. Such solicitation activities are authorized once approved by the necessary officials, providing the following conditions are satisfied:

a. That the organization sponsoring the sale is nonprofit in nature, service oriented, and aiding the cause the fundraiser is purporting to support.

b. That the salespersons are active duty military personnel or civilian personnel assigned to or employed by the Combat Center, or their families residing in Combat Center family housing.

c. That the product sold is less than \$25.00 per unit of sale.

d. That all solicitation of this nature is limited to family housing areas.

e. That all salespersons are 19 years old or younger.

2. Bake sales, bazaars, and other similar fundraising events.

3. Posting sign-up sheets for fundraising in common areas such as coffee messes is permissible so long as the officer-in-charge of that location concurs and the organization sponsoring the fundraising is not affiliated with the CFC, per § 3-211.b of reference (f).

4. Sales in areas open to the public (Marine Corps Exchange, Commissary, etc.) are permissible so long as the director or officer-in-charge of that location concurs.

5. Per § 3-208 of reference (f), the public affairs officer may use official channels to notify the Combat Center community of fundraising events if they are, in his or her judgment, newsworthy and if that location concurs.

(c) Prohibited Acts. The following acts are prohibited:

1. Persons raising funds shall not address or attend meetings, classes, mass formations, or any other assembly of military personnel. It is immaterial that such assembly is for some other purpose or that the person's appearance is incidental.

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2. Persons raising funds shall not enter any storeroom, squad bay, barracks, dining facility, recreation room, or sleeping quarters.

3. Persons raising funds shall not canvass, solicit, or advertise by means other than Internet web sites, word of mouth, telephone, the U.S. Postal Service, or advertising in local newspapers. Specifically, prohibited canvassing includes door-to-door or sidewalk soliciting, unless among the groups listed under section 4a(2)(b)1 of this Order, and distributing or posting fliers on automobiles, mailboxes, telephone poles, street signs, in public areas, or at living quarters.

4. Raising funds without an identification (ID) card in one's possession. The ID card shall be presented upon request of a patron, military police personnel, or any duty personnel in the performance of their duties. Children under 10 years old shall be accompanied by a parent or guardian, and such parent or guardian will provide an ID card upon request.

5. The offering of unfair, improper, or deceptive inducements to purchase or trade.

6. Any oral or written representation which suggests or implies that the United States, the Department of Defense, the U.S. Marine Corps, or the Combat Center sponsors or endorses an entity, its agents, or the goods, services, and commodities which it sells.

7. The use of any facility on the Combat Center, including family housing units, as a showroom or store for sale of goods or services. This restriction does not preclude the home party type demonstration and ordering session (such as a Tupperware party), and it does not preclude crafts or holiday fairs conducted under the purview of Marine Corps Community Services (MCCS) within MCCS facilities.

8. Persons raising funds are prohibited from securing, or attempting to secure, a roster-type listing of Combat Center personnel for the purpose of fundraising.

9. No person may supply or provide a solicitor with roster listings of Combat Center personnel. Any request for such roster listings should immediately be forwarded to the Freedom of Information Act Coordinator, Combat Center Adjutant.

10. Gambling (including raffles).

11. Advertising by email sent to or from government computers.

12. Conducting or allowing fundraising activities in the workplace when the sponsoring organization is affiliated with the CFC, per § 3-211.b of reference (f).

b. Subordinate Element Tasks

(1) Staff Judge Advocate (SJA)

(a) The SJA will grant or deny requests to raise funds aboard the Combat Center in accordance with § 3-211.a of reference (f).

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(b) SJA will maintain all original authorization forms on site for six months before disposal in accordance with the Department of the Navy Records Management Program. A copy of the final approval will be provided to the person or organization representative requesting fundraising authorization.

(2) Commanding Officer Naval Hospital Twentynine Palms (NHTP). The Naval Hospital Preventive Medicine Department will recommend to the Office of the SJA approval or denial of all requests. NHTP is responsible for ensuring proper food handling procedures will be observed at events that include the sale of food involving cooking or handling of food. For all events requiring food handler certification, the NHTP will provide training and certification to all individuals necessary prior to providing approval for an event. Requests for the food handlers training must be submitted to Preventive Medicine at least 14 days prior to the event taking place and all certifications will expire 30 days after the training is completed.

(3) Assistant Chief of Staff (AC/S) MCCA. MCCA will recommend to the Office of the SJA approval or denial of all fundraising requests based on whether or not the event will compete with MCCA business.

(4) AC/S G-7, Provost Marshal Office (PMO). PMO will recommend to the Office of the SJA approval or denial of all requests based upon whether the proposed fundraising activity may reasonably be expected to draw more than five people or cars at any one time over and above the persons who would ordinarily be present at that location. Per § 3-211.b of reference (f), fundraising activities must not interfere with the performance of official duties nor detract from readiness.

(5) AC/S G-4

(a) Natural Resources and Environmental Affairs (NREA). NREA will approve or deny all proposed fundraising activities based upon whether they may result in release or discharge of potentially harmful elements into the environment or would implicate environmental concerns or regulations.

(b) Supervisor of Requested Location. The AC/S G-4 or Supervisor of the facility where the requestor is asking to hold the fundraiser will recommend to the Office of the SJA approval or denial of the proposed activity based on the availability of the facility, and the impact that the fundraiser will have on its official function.

c. Coordinating Instructions. Any person or group seeking to raise funds will complete and submit the enclosure to the Office of the SJA only after all entities named above have completed their recommendations, and no later than two weeks prior to the proposed event. Fundraising activities shall not commence until the person or group has obtained approval from the Office of the SJA and provides all required documentation.

5. Administration and Logistics

a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center Orders can be found at <http://www.29palms.marines.mil/Staff/G1-Manpower/Adjutant-Office/Orders/>.

b. The enclosure is CC 1740/1 Request to Conduct Fundraising Event at MAGTFTC, MCAGCC and can be obtained from the Naval Forms Online web site at <https://navalforms.documentservices.dla.mil/web/public/forms>.

6. Command and Signal

a. Command. This Order is applicable to active duty, reserve, civilian personnel, family members, and authorized private organizations or personnel seeking to conduct fundraising activities aboard the Combat Center.

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


J. F. HARP
Chief of Staff

Distribution: A

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CC1740.5 (series)

REQUEST TO CONDUCT FUNDRAISING EVENT AT MAGTFTC, MCA GCC		
ATTACH ANY WRITTEN PUBLICITY	Date of Final Action	
Part 1 - REQUEST TO CONDUCT FUNDRAISING		
1. Sponsoring Organization		
2. Purpose of Fundraiser		
3. Type of Fundraising Event		
4. Location of Fundraiser	5. Date(s) of Fundraiser	6. Time(s) of Fundraiser
7. Is logistical support requested? (e.g., utilities, shelter, etc.) <input type="checkbox"/> Yes (specify below) <input type="checkbox"/> No		
8. Support Requested		
9a. Requester's Name	b. Phone Number	
10. Requester's Signature	Date	
Part 2 - Organization Recommendations		
11. Officer in Charge, Preventative Medicine, Naval Hospital		a. Recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Deny
b. Name	c. Signature	
Reason for Denial:		
12. Assistant Chief of Staff MCCC		a. Recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Deny
b. Name	c. Signature	
Reason for Denial:		
13. Officer in Charge, Provost Marshal's Office		a. Recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Deny
b. Name	c. Signature	
Reason for Denial:		
14. Director NREA		a. Recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Deny
b. Name	c. Signature	
Reason for Denial:		
15. Supervisor of Requested Location		a. Recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Deny
b. Name	c. Signature	
Reason for Denial:		
Part 3 - Final Action by Staff Judge Advocate		
16. Response to request <input type="checkbox"/> a. Approved <input type="checkbox"/> b. Disapproved		
c. Reason for Denial		
17. Name and Title		18. Signature