



UNITED STATES MARINE CORPS

MARINE CORPS BASE

PSC BOX 20004

CAMP LEJEUNE, NC 28542-0004

IN REPLY REFER TO:

5800

BSJA4

OCT 16 2009

COMMANDING OFFICER'S POLICY LETTER 01-09

From: Commanding Officer

To: Distribution List

Subj: POLICY ON FUNDRAISING FOR NON-FEDERAL ENTITIES (NFE)
ABOARD MARINE CORPS BASE, CAMP LEJEUNE

Ref: (a) DoDD 5500.07
(b) BO 5760.3N w/Ch 1

1. Marine Corps Base (MCB), Camp Lejeune is routinely asked by various local and national charities, benevolent associations, private organizations (PO), non-Federal entities (NFE), and special interest groups for support or sponsorship of their respective fundraising or promotional activities aboard MCB. Furthermore, a number of these NFEs and POs are either composed of or affiliated with the U.S. Military in some shape or form. Regardless of a NFE's or PO's organization charter, affiliation or purposes, favoritism or even the appearance of favoritism of one NFE or PO over another has the potential to result in complaints against MCB officials, poor community relations, and dissatisfaction among group members. Thus, the exercise of favoritism is strictly prohibited under reference (a).

2. A NFE is generally a self-sustaining, non-Federal person or organization, established, operated and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees or agents of the Federal Government. Department of Defense (DoD) employees shall not officially endorse or appear to endorse membership drives or fundraising for any NFE except as provided in subsection 3-211 of reference (a).

3. Pursuant to reference (b), POs are self-sustaining NFEs, incorporated or unincorporated, which are operated on DoD installations with the written consent of the installation commander or higher authority, by individuals acting outside the scope of any official capacity as officers, employees, or agents of the Federal Government. POs are entities operated for the primary benefit and enjoyment of military personnel and their family members. The definition of POs does not include

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non-appropriated fund activities, or private businesses authorized to do business aboard the base, pursuant to applicable regulations. It also does not include official private religious organizations, which are religious groups that augment the MCB Command Religious Program by helping to meet the religious needs of active duty personnel and their family members.

4. Support to NFEs and POs, where legally permissible and appropriate, reflects positively upon MCB and provides an opportunity for Marines to support the communities that, in return, provide support to our service members and their families. It is also of note that MCB, through the Combined Federal Campaign (CFC), already provides much needed aid and assistance to charitable causes every year. That is why, generally, it is not permissible for a charity listed under the CFC to fundraise independent of the CFC fund drive.

5. Due to multiple fundraising requests made by NFEs and POs to MCB, and in order to facilitate a uniform system for responding to such requests, the following process described in this policy letter is set forth as follows:

a. All requests for support from either a NFE or PO, for fundraising purposes, should be addressed, in writing, to the Commanding Officer, MCB Camp Lejeune.

b. ~~The commanding officer will make an initial determination~~ as to whether he is willing to permit the NFE or PO to fundraise aboard base in the manner requested. Should he decide that he is unwilling to permit the NFE or PO to raise funds as requested, he will inform the organization of his decision via appropriate correspondence.

c. Should the commanding officer determine that he is willing to permit the NFE or PO to fundraise aboard base in the manner requested, the request will be assigned to the Base S-3 (Operations & Plans) for proper coordination with MCB staff and tenant commands to determine feasibility of limited logistical support. Initial coordination will be made with Marine Corps Community Support to determine if the NFE or PO is a CFC participant.

d. Once the request has been staffed for an initial estimate of supportability, the request shall then be forwarded by Base S-3 (Operations and Plans) to the MCB Office of the Staff Judge Advocate (OSJA) for a legal review and advisory opinion.

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e. Once OSJA has completed its legal review, Base Operations will advise the commanding officer whether the requested fundraiser is operationally and legally supportable.

f. Ultimately, the approval authority for all NFE and PO fundraising requests is the commanding officer.

6. All NFEs and POs must submit requests for approval of fundraising events after the implementation of this policy. Approval of a previous event in past years will not suffice as current approval for future events.

7. It is incumbent upon each staff section to ensure that rules and regulations governing the interaction between non-Federal entities and the Marine Corps be strictly followed.


R. P. FLATAU JR.

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