



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

5340  
LSSS-E  
25 Jan 17

From: Commanding General, Marine Corps Installations East-  
Marine Corps Base, Camp Lejeune  
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR THE 2017 NAVY-MARINE  
CORPS RELIEF SOCIETY (NMCRS) ACTIVE DUTY FUND DRIVE

Ref: (a) SECNAVINST 5340.7

Encl: (1) 2017 NMCRS Treasurer and Kick-off Event Coordinator  
Assignments  
(2) NMCRS Fund Drive Committee Member Assignments

1. Purpose. To provide information and assign responsibilities for the 2017 NMCRS Active Duty Fund Drive (hereafter referred to as the Fund Drive).

2. Information

a. Since its founding in 1904, the NMCRS has been the principal source of emergency assistance to members of the Navy and Marine Corps, both active duty and retired, as well as family members and survivors. The Fund Drive consistently generates significant contributions that provide the financial resources for NMCRS services.

b. The purpose of the Fund Drive is to increase awareness among Navy and Marine Corps personnel about the availability of financial assistance and other programs administered by the NMCRS, and to obtain the funds essential for the NMCRS to continue providing assistance.

c. Reference (a) announces the NMCRS annual call for contributions. Due to constraints on charitable allotments imposed by conversion to the Defense Joint Manpower System, there is little flexibility in the timing of the Fund Drive. The 2017 NMCRS Fund Drive aboard Camp Lejeune will be held from 1 March 2017 through 15 April 2017.

d. Each year a committee, comprised of commanders' representatives is formed to plan and conduct the Fund Drive.

(1) The Chairperson for the Fund Drive Committee is always provided by Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ). Captain Robert A.

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Heath, MCIEAST-MCB CAMLEJ LSSS-E, Camp Lejeune is designated as Chairperson for the Fund Drive. The Fund Drive Treasurer and Kick-off Event Coordinator positions are rotated each year among II Marine Expeditionary Force (II MEF); U.S. Marine Corps Forces, Special Operations Command (MARSOC); 2d Marine Division (2D MarDiv); and 2d Marine Logistics Group (2d MLG). Enclosure (1) reflects the rotation pattern for those positions.

(2) In addition to these positions, Command Coordinator, Assistant Treasurer, and Public Affairs positions are assigned as noted in enclosure (2).

(3) Committee members attend regularly scheduled meetings held at 0730 in Room 139 of the Russell Marine and Family Services Center (Building 40). Meetings will be held on the following dates:

9 and 23 February 2017
2, 9, 16, 23 and 30 March 2017
6, 13, 20 and 27 April 2017
4 and 11 May 2017

(4) To further support the Fund Drive, Unit Coordinators and Key Persons are appointed by commanders and operate under the supervision of the Command Coordinator.

e. Contributions

(1) Contributions may be made by payroll deduction, cash, or check.

(2) Allotments will normally be for a full year (June 2017 to May 2018). Any personnel whose end of active service (EAS) falls between 1 June 2017 and 31 August 2017, may not use an allotment to make a contribution. Personnel whose EAS falls between 1 September 2017 and 31 May 2018, may authorize an allotment for the number of full months of their active service obligation.

(3) The minimum allotment amount is \$1.00 per month.

3. Action

a. Commanding General (CG), II MEF)

(1) Request you assign in writing members from the Command Element designated in enclosure (2) who will serve on

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the Fund Drive Committee. Request you provide, no later than Friday, 3 February 2017, name, grade, work phone number, and email address of assigned individuals to the MCIEAST-MCB CAMLEJ LSSS-E point of contact (POC) listed in paragraph 5.

(2) Request after-action reports from each Committee Member are submitted to the MCIEAST-MCB CAMLEJ LSSS-E POC no later than Wednesday, 31 May 2017.

b. Commander, MARSOC

(1) Request you assign in writing members designated in enclosure (2) who will serve on the Fund Drive Committee. Request you provide, no later than Friday, 3 February 2017, name, grade, work phone number, and email address of assigned individuals to the MCIEAST-MCB CAMLEJ LSSS-E POC listed in paragraph 5.

(2) Request after-action reports from each Committee Member are submitted to the MCIEAST-MCB CAMLEJ LSSS-E POC no later than Wednesday, 31 May 2017.

c. CG, 2d MarDiv

(1) Request you assign in writing members designated in enclosure (2) who will serve on the Fund Drive Committee. Request you provide, no later than Friday, 3 February 2017, name, grade, work phone number, and email address of assigned individuals to the MCIEAST-MCB CAMLEJ LSSS-E POC listed in paragraph 5.

(2) Request after-action reports from each Committee Member are submitted to the MCIEAST-MCB CAMLEJ LSSS-E POC no later than Wednesday, 31 May 2017.

d. CG, 2d MLG

(1) Request you assign in writing members designated in enclosure (2) who will serve on the Fund Drive Committee. Request you provide, no later than Friday, 3 February 2017, name, grade, work phone number, and email address of assigned individuals to the MCIEAST-MCB CAMLEJ LSSS-E POC listed in paragraph 5.

(2) Request after-action reports from each Committee Member are submitted to the MCIEAST-MCB CAMLEJ LSSS-E POC no later than Wednesday, 31 May 2017.

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e. Commanding Officer (CO), Naval Hospital (NavHosp)

(1) Request you assign in writing a member designated in enclosure (2) who will serve on the Fund Drive Committee. Request you provide, no later than Friday, 3 February 2017, name, grade, work phone number, and email address of assigned individual to the MCIEAST-MCB CAMLEJ LSSS-E POC listed in paragraph 5.

(2) Request after-action reports from each Committee Member are submitted to the MCIEAST-MCB CAMLEJ LSSS-E POC no later than Wednesday, 31 May 2017.

f. CO, School of Infantry-East (SOI-E)

(1) Request you assign in writing a member designated in enclosure (2) who will serve on the Fund Drive Committee. Request you provide, no later than Friday, 3 February 2017, name, grade, work phone number, and email address of assigned individual to the MCIEAST-MCB CAMLEJ LSSS-E POC listed in paragraph 5.

(2) Request after-action reports from each Committee Member are submitted to the MCIEAST-MCB CAMLEJ LSSS-E POC no later than Wednesday, 31 May 2017.

g. CO, Marine Corps Combat Service Support Schools (MCCSSS)

(1) Request you assign in writing a member designated in enclosure (2) who will serve on the Fund Drive Committee. Request you provide, no later than Friday, 3 February 2017, name, grade, work phone number, and email address of assigned individual to the MCIEAST-MCB CAMLEJ LSSS-E POC listed in paragraph 5.

(2) Request after-action reports from each Committee Member are submitted to the MCIEAST-MCB CAMLEJ LSSS-E POC no later than Wednesday, 31 May 2017.

h. CO, Marine Corps Engineer School (MCES)

(1) Request you assign in writing a member designated in enclosure (2) who will serve on the Fund Drive Committee. Provide no later than Friday, 3 February 2017, name, grade, work phone number, and email address of assigned individual to the MCIEAST-MCB CAMLEJ LSSS-E POC listed in paragraph 5.

(2) Request after-action reports from each Committee

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Member are submitted to the MCIEAST-MCB CAMLEJ LSSS-E POC no  
later than Wednesday, 31 May 2017.

i. CO, Headquarters and Support Battalion, MCIEAST-MCB  
CAMLEJ

(1) Assign in writing members designated as the MCIEAST-  
MCB CAMLEJ representatives in enclosure (2) who will serve on  
the Fund Drive Committee. Request you provide, no later than  
Friday, 3 February 2017, name, grade, work phone number, and  
email address of assigned individuals to the MCIEAST-MCB CAMLEJ  
LSSS-E POC listed in paragraph 5.

(2) Request after-action reports from each Committee  
Member are submitted to the MCIEAST-MCB CAMLEJ LSSS-E POC no  
later than Wednesday, 31 May 2017.

j. CO, Field Medical Training Battalion East (FMTB-E)

(1) Assign in writing members designated as the Field  
Medical Training Battalion East representatives in enclosure (2)  
who will serve on the Fund Drive Committee. Request you  
provide, no later than Friday, 3 February 2017, name, grade,  
work phone number, and email address of assigned individuals to  
the MCIEAST-MCB CAMLEJ LSSS-E POC listed in paragraph 5.

(2) Request after-action reports from each Committee  
Member are submitted to the MCIEAST-MCB CAMLEJ LSSS-E POC no  
later than Wednesday, 31 May 2017.

k. Director, SNCO Academy (SNCO)

(1) Assign in writing members designated as the SNCO  
Academy representative in enclosure (2) who will serve on the  
Fund Drive Committee. Request you provide, no later than  
Friday, 3 February 2017, name, grade, work phone number, and  
email address of assigned individuals to the MCIEAST-MCB CAMLEJ  
LSSS-E POC listed in paragraph 5.

(2) Request after-action reports from each Committee  
Member are submitted to the MCIEAST-MCB CAMLEJ LSSS-E POC no  
later than Wednesday, 31 May 2017.

l. Public Affairs Officer (PAO)

(1) Assign in writing a member designated in enclosure  
(2) who will serve on the Fund Drive Committee. Provide, no  
later than Friday, 3 February 2017, name, grade, work phone

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number, and email address of assigned individual to the MCIEAST-  
MCB CAMLEJ LSSS-E POC listed in paragraph 5.

(2) Advertise in The Globe the dates of the Fund Drive  
and all events associated with the Fund Drive.

4. Coordinating Instructions

a. Personnel assigned to serve as Command Coordinators,  
Committee Members, Unit Coordinators, or Key Persons must attend  
scheduled training sessions and be available throughout the  
entire campaign. (Note: Replacement and retraining of  
personnel after the campaign commences has proven detrimental to  
overall Fund Drive results.)

b. All charitable allotments must be submitted no later  
than the first week of May 2017 for a 1 June 2017 start date.

(1) Allotments will not be accepted for personnel with  
an EAS prior to 1 September 2017.

(2) Allotment authorizations will be prepared and  
effected at the reporting unit level.

5. Point of Contact. Capt R. A. Heath, MCIEAST-MCB CAMLEJ  
LSSS-E, can be reached at (910) 451-7084 or by e-mail at  
robert.heath@usmc.mil.

  
T. S. PHILLIPS  
By direction

Distribution:  
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CO, H&SBn, MCIEAST-MCB CAMLEJ  
CO, FMTB-E  
Dir, SNCO Academy  
PAO  
AC/S G-1, MCIEAST-MCB CAMLEJ

2017 NMCRS Treasurer and Kick-off Event Coordinator Assignments

	2014	2015	2016	2017	2018
Treasurer	2d MarDiv	2d MLG	II MEF	MARSOC	2d MarDiv
Kick-off Event Coordinator	MARSOC	2dMarDiv	2d MLG	II MEF	MARSOC

NMCRS Fund Drive Committee Member Assignments

Command	Representative	Grade
MCIEAST-MCB CAMLEJ	Chairman  Command Coordinator Assistant Treasurer	Head, MCIEAST-MCB CAMLEJ G-1, (Manpower) Field Grade Officer Company Grade Officer
PAO	Publicity - Public Affairs Representative	Company Grade Officer
II MEF	Command Coordinator Assistant Treasurer Fund Drive Kick-Off Event Coordinator	Field Grade Officer Company Grade Officer Staff Noncommissioned Officer (SNCO)
MARSOC	Command Coordinator Fund Drive Treasurer	Field Grade Officer Field Grade Officer
2d MLG	Command Coordinator Assistant Treasurer	Field Grade Officer Company Grade Officer
2d MarDiv	Command Coordinator Assistant Treasurer	Field Grade Officer Company Grade Officer
NavHosp	Command Coordinator	Officer
SOI-E	Command Coordinator	Officer or SNCO
MCCSSS	Command Coordinator	Officer or SNCO
MCES	Command Coordinator	Officer or SNCO
FMTB-E	Command Coordinator	Officer or SNCO
SNCO Academy	Command Coordinator	SNCO