



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

MCIEAST-MCB CAMLEJO 5340.3

G-1
22 JAN 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
5340.3

From: Commanding General
To: Distribution List

Subj: LOCAL FEDERAL COORDINATING COMMITTEE (LFCC) FOR THE COMBINED
FEDERAL CAMPAIGN (CFC) OF MARINE CORPS BASE, CAMP LEJEUNE (MCB
CAMLEJ), MARINE CORPS AIR STATION (MCAS) NEW RIVER, AND ONSLOW
COUNTY COMMUNITY

1. Situation. To establish the LFCC for the CFC of MCB CAMLEJ, MCAS New River, and Onslow County community.
2. Cancellation. BO 5340.3D.
3. Mission. The CFC is a single, comprehensive, annual charitable fundraising appeal conducted in Federal work places, both civilian and military, around the world and is administered by the Director of the U.S. Office of Personnel Management (OPM). It is conducted by an LFCC.
4. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. The CFC represents the philanthropic undertaking of the Federal community as a whole. It is appropriate for the LFCC to include among its members the heads and commanders of the major Federal offices, installations within the local community, leaders of major Federal unions, and other employee organizations or their respective delegates.
 - (2) Concept of Operations. A Principal Combined Fund Organization (PCFO) is the federated group in a local CFC which has been selected to manage the campaign, subject to the direction and control of the LFCC.
 - b. Subordinate Element Missions. The powers and duties of the LFCC for the CFC of MCIEAST-MCB CAMLEJ, MCAS New River, and Onslow County are:
 - (1) Form such committees and maintain such books and records as shall be necessary and proper;

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(2) Recommend to the Commanding General (CG), MCIEAST-MCB CAMLEJ the designation of a PCFO to administer the CFC and serve as fiscal agent;

(3) Organize the local CFC, deciding the eligibility of local voluntary organizations, supervising the activities of the PCFO, and acting upon any problems relating to a voluntary agency's non-compliance with policies and procedures of the CFC;

(4) Recommend to the CG, MCIEAST-MCB CAMLEJ the amount of defrayal of the PCFO's expenses, reflecting the actual costs of administering the local campaign, provided the said amount shall not exceed more than 10 percent of the estimated budget submitted to the LFCC;

(5) Accept certifications of the Director, OPM of the eligibility of federated groups and overseas service organizations;

(6) Grant the applications for the admission of eligible voluntary charitable agencies;

(7) Publish a Contributor's Information Leaflet containing a list of all eligible voluntary charitable agencies;

(8) Publish a Contribution Card;

(9) Ensure that the PCFO does not use the services of consulting firms, advertising firms, or similar business organizations to perform the policy-making or decision-making functions in the CFC;

(10) Ensure that, within the limits of the national policies and procedures established by the Director, OPM, local campaign arrangements are facilitated;

(11) Name a CFC chairman;

(12) Ensure that no Federal employee is coerced in any way to participate in the campaign;

(13) Monitor the work of the PCFO, and closely inspect the annual audit required of the PCFO;

(14) Ensure that every employee is given the opportunity to participate in the CFC, and that employee designations are honored;

(15) Police the CFC to ensure its freedom from coercive, unfair, or misleading conduct and its compliance with the reference;

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(16) Report the results promptly and accurately to the Director, OPM and to the men and women of the Armed Forces and civilian services in the MCIEAST-MCB CAMLEJ, MCAS New River, and Onslow County area;

(17) Exercise general supervision over all operations of the MCIEAST-MCB CAMLEJ, MCAS New River, and Onslow County CFC and take the proper steps that may be necessary to ensure the achievement of the objectives thereof;

(18) It is requested that the CG, II Marine Expeditionary Force (II MEF), 2d Marine Division (2d MarDiv), and 2d Marine Logistics Group (2d MLG); the Commander, U. S. Marine Corps Forces, Special Operations Command (MARSOC); and the Commanding Officer (CO), MCAS New River designate an officer to serve as a member of the LFCC;

(19) It is requested that the COs, Naval Hospital, Joint Maritime Training Center (JMTC), School of Infantry-East (SOI-East), Marine Corps Combat Service Support Schools (MCCSSS), and Marine Corps Engineer School (MCES) designate an officer to serve as a member of the LFCC;

(20) The CG, MCIEAST-MCB CAMLEJ will designate the Assistant Chief of Staff (AC/S), G-1, to serve as LFCC Chairman. The Chairman will invite the designation of members from the Postal Service, American Federation of Government Employees, Defense Commissary Agency, Civilian Personnel Office, and MCB CAMLEJ Dependents' Schools; and

(21) The CGs, II MEF, 2d MarDiv, and 2d MLG; the Commander, MARSOC; and the CO, MCAS New River will ensure no other on-the-job solicitations of personnel under their command on behalf of charitable purposes shall be made except for the Navy-Marine Corps Relief Society Fund Drive, or in the case of an emergency or disaster appeal for which specific prior approval has been granted by the Director, OPM.

5. Administration and Logistics. Point of contact is the AC/S, G-1 at (910) 451-2203.

6. Command and Signal

a. Command

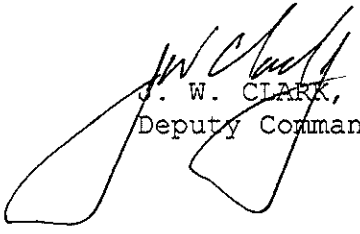
(1) Applicability. This Order is applicable to MCB CAMLEJ, MCAS New River, and all tenant commands.

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(2) Concurrence. This Order has been coordinated with and concurred in by the CGs, II MEF, 2d MarDiv, and 2d MLG; the Commander, MARSOC; and the COs, MCAS New River, JMTC, SOI-East, MCCSSS, and MCES.

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



J. W. CLARK, JR.
Deputy Commander

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