



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

MCIEAST-MCB CAMLEJO 5340.4  
SJA  
20 APR 2016

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5340.4

From: Commanding General  
To: Distribution List

Subj: CAMP LEJEUNE ON-THE-JOB FUNDRAISING BY OR AMONG CIVILIAN AND MILITARY PERSONNEL

Ref: (a) 5 CFR 2635  
(b) DoD 5500.07-R, Joint Ethics Regulation (JER) of 17 November 2011  
(c) MCO 5760.4C  
(d) MCO 7040.11A

1. Situation. To ensure strict compliance with references (a) through (d), to minimize or eliminate disruption of the Federal workplace and costs to Federal taxpayers that on-the-job fundraising may entail, and to further the goals of the Navy-Marine Corps Relief Society (NMCRS) Fund Drive and the Combined Federal Campaign (CFC) by prohibiting other on-the-job fundraising by or among civilian and military personnel aboard this Installation.

2. Cancellation. BO 5340.4C.

3. Mission. To ensure that commanding officers (CO's) and military and civilian supervisory personnel enforce the provisions of this Order regarding on-the-job fundraising by or among civilian and military personnel.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To promulgate the policies and standards for use of official time and fundraising within the Department of the Navy, regulated by references (a) and (b), which authorizes the annual NMCRS Fund Drive and the CFC as the sole on-the-job fundraising efforts within the Federal workplace.

(2) Concept of Operations

(a) Federal employees, both civilian and military, must make an "honest effort to perform official duties" during official time per reference (a). On-the-job fundraising is not considered an official duty other than as specifically delineated by reference (c).

(b) Fundraising is the solicitation of money, goods, services, or any other thing of value by any person or organization and does not include fees, dues, or other contributions to private organizations or morale, welfare, and recreation activities, which are limited to members, participants, and their immediate families. It also does not include such unofficial, informal funds as office coffee funds, flower funds, voluntary gifts, or contributions of nominal value on special occasions and similar small, informal activities, the operation of which is authorized by reference (c).

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(c) The only on-the-job solicitations allowed in the workplace are the annual CFC and the NMCRS Fund Drive. Exceptions may be granted for emergency or disaster appeals only when specific prior approval of the Secretary of the Navy and the Director, Office of Personnel Management has been granted.

(d) This Order is not intended to prohibit or to discourage civilian and military personnel aboard this Installation from participating as private citizens in the activities of voluntary agencies during their off-duty hours. This type of fundraising effort includes those allowed under section 3-210(a)(6) of reference (b) and specifically in support of the Marine Corps Birthday Ball as established in reference (d).

b. Tasks

(1) CO's and military and civilian supervisory personnel throughout this command will enforce the provisions of this Order regarding on-the-job fundraising by or among civilian and military personnel.

(2) CO's and military and civilian supervisory personnel will ensure that the only on-the-job fundraising is the CFC, NMCRS Fund Drive, or other emergency or disaster appeals approved by the Secretary of the Navy and the Director, Office of Personnel Management.

5. Administration and Logistics. Not applicable.

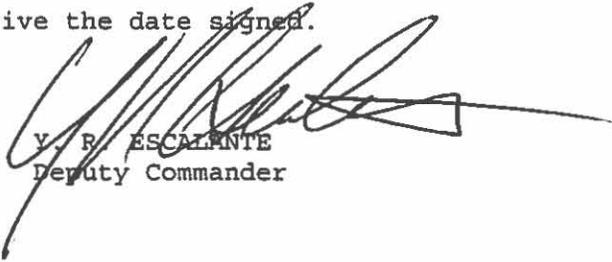
6. Command and Signal

a. Command

(1) This Order is applicable to Marine Corps Base Camp Lejeune, its subordinate and tenant commands.

(2) This Order has been coordinated with the Commanding Generals, II Marine Expeditionary Force, Commander, U. S. Marine Corps Forces, Special Operations Command and the CO's of the Naval Hospital Camp Lejeune, Marine Corps Engineer School, Marine Corps Combat Service Support Schools, and School of Infantry-East.

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



V. R. ESCALANTE  
Deputy Commander

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