



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
I MEF
COS
MAR 4 2016

LETTER OF INSTRUCTION 7-16

From: Commanding General
To: I Marine Expeditionary Force 2016 Active Duty Fund Drive Campaign Members
Subj: LETTER OF INSTRUCTION FOR I MARINE EXPEDITIONARY FORCE 2016 ACTIVE DUTY FUND DRIVE ACCOUNTABILITY, COLLECTIONS, AND REPORTING
Ref: (a) DODINSTRUCT 5035.01
(b) SECNAVINST 5340.7
(c) ALMAR 006/16
(d) I MEF LETTER OF INSTRUCTION FOR I MARINE EXPEDITIONARY FORCE 2016 ACTIVE DUTY FUND DRIVE dtd 12 Feb 2016
Encl: (1) Active Duty Fund Drive Report Collection Log
(2) NMCRS Active Duty Fund Drive Allotment Transmittal Form

1. Situation. Per references (a) through (d), the 2016 Navy Marine Corps Relief Society (NMCRS) Active Duty Fund Drive will collect donations from I Marine Expeditionary Force (I MEF) personnel in support of this event. This event will require strict adherence to published guidelines and ethical standards to ensure funds are accounted for and personally identifiable information (PII) is protected.

2. Mission. I MEF 2016 NMCRS Active Duty Fund Drive will raise awareness and charitable support for the NMCRS. The collection of funds from members will require an appropriate amount of oversight to ensure all donations and allotment forms are handled in accordance with the following fund drive guidelines.

3. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent. To ensure unit campaign managers ensure 100% meaningful contact is made and all donations collected during the fund drive are handled appropriately. Maintaining our tradition of high ethical standards, accountability, and trust are keys to ensuring any funds collected are not misappropriated, lost, or stolen.

(2) Concept of Operations. The collection of donations in support of the fund drive will take place from February through April 2016. Unit campaign managers will collect donations primarily through allotment forms provided by the Camp Pendleton NMCRS Office. Cash and checks will be accepted and will require regular deposits into the designated fund drive bank account. I MEF units stationed at Marine Corps Air Station (MCAS) Miramar, Marine Corps Base (MCB) Twentynine Palms, and MCAS Yuma will coordinate with their local NMCRS and Installation Coordinators for specific

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instructions for donation collections in support of the 2016 fund drive.

b. Subordinate Element Missions

(1) I MEF Campaign Manager

(a) Make weekly contact with Major Subordinate Command (MSC) Campaign Managers to stay abreast of current efforts.

(b) Collate and compile MSC supplied fund drive data on funds raised in order to provide I MEF an accurate assessment of fund drive results.

(c) Provide additional guidance to units as necessary in the accomplishment of their fund drive efforts.

(d) Provide the I MEF Chief of Staff a weekly report on fund drive efforts and results.

(2) I MEF Major Subordinate Commands. Provide the appropriate oversight and support to MSC Campaign Managers in order to ensure funds collected by subordinate units are appropriately handled.

(3) MSC Campaign Managers

(a) Make contact with subordinate unit Campaign Managers to stay abreast of unit efforts.

(b) No later than 1700 on each Thursday of the fund drive period, collate and compile unit supplied fund drive data on funds raised in order to provide the I MEF Campaign Manager an accurate synopsis of total MSC fund drive results to date. Post weekly fund drive results to the I MEF NMCRS Active Duty Fund Drive SharePoint site at <https://eis.usmc.mil/sites/imef/NMCRS/Lists/ADFD%20Weekly%20Report/AllItems.aspx>.

(c) Provide additional guidance to units as necessary in the accomplishment of their fund drive efforts.

(4) Unit Campaign Managers aboard MCB Camp Pendleton

(a) Ensure 100% meaningful contact is made with active duty personnel. Ensure the following statistics are collected and communicated to the MSC Campaign Manager:

1. # of active duty personnel contributing cash/check for the week.

2. # of active duty personnel contributing by allotment for the week.

3. # of other personnel contributing for the week.

4. # of active duty personnel choosing not to contribute for the week.

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5. # of unit Active Duty Fund Drive events held during the week.

(b) Ensure allotment forms are completely filled out correctly. Additional allotment form and donation guidance is as follows:

1. Copy #1: is sent to the local Installations Personnel Administrative Center (IPAC)

2. Copy #2: is retained by the Active Duty Fund Drive Coordinator

3. Copy #3: is retained by the contributor

4. Allotment must be made in whole dollar amounts

5. Minimum allotment is \$1

6. Allotment forms must be held in a secure location until delivered to the local IPAC.

7. **DO NOT** deposit donations into any personal or unit accounts. If cash and check donations cannot be deposited in the same day to the designated active duty fund drive account, donations shall be placed in a unit lock box or safe until they can be deposited.

8. Cash and Check donations shall be deposited at the Camp Pendleton Pacific Marine Credit Union (PMCU). No other PMCU will be able to accept fund drive donations.

9. Checks shall be made out to: **NMCRS Active Duty Fund Drive.**

10. Make deposits at least weekly and get a receipt in duplicate (1 for the MSC Campaign Manager, 1 for unit campaign records).

11. List donation checks on separate lines - include UIC/RUC on checks, see enclosure (1).

12. Unit members may donate online at <http://www.nmcrs.org/adfd>. In order to receive credit for a unit donation, members who give online are required to know their unit RUC and produce a screen shot of the online donation.

13. Prepare a transmittal form for each group of 20 allotments. See enclosure (2).

14. Deliver transmittal form and Copy #1 of contribution form to the local IPAC at least weekly.

15. Obtain a receipt signature on the transmittal form from the IPAC that received them.

(c) Ensure two person integrity is used for handling all cash and check donations.

(d) Use unit alpha rosters to verify 100% contact is achieved.

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(e) Do not solicit civilians. However, civilians who desire to contribute may make a (cash/check) donation.

(f) Contact the local NMCRS Office for additional supplies.

(5) MSC Staff Judge Advocates. Provide ethical guidance and oversight to unit fund drive efforts throughout the campaign.

c. Coordinating Instructions

(1) Fund drive training and materials will be provided by the Camp Pendleton NMCRS Office.

(2) All charitable allotments must be submitted no later than the first week of May 2016.

(a) Allotments will not be accepted for personnel with an End of Active Service date prior to 1 September 2016.

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

(c) All unit cash and check deposits can be taken to any PMCU aboard Camp Pendleton. Those donations will be made to "Navy-Marine Corps Relief", account number 1043352.

(3) The instructions outlined in this Letter of Instruction apply to units stationed aboard Camp Pendleton only. I MEF units and activities aboard other installations will fall under the local commander's fund drive efforts and reporting.

(4) Additional information, Letters of Instructions and briefs can be found at the I MEF NMCRS Active Duty Fund Drive SharePoint site at <https://eis.usmc.mil/sites/imef/NMCRS/SitePages/Home.aspx>.

(5) Additional information and forms can be downloaded at <http://nmcrsfunddrive.org/sample-materials>.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically.

5. Command and Signal

a. Command. This Letter of Instruction is applicable to all I MEF commands, organizations, units, and activities aboard Camp Pendleton.

(1) The I MEF Active Duty Fund Drive Campaign Manager is Captain Scott A. Humr. He can be reached at scott.humr@usmc.mil and/or 760-763-7050.

(2) The Assistant I MEF Campaign Manager is Master Gunnery Sergeant Antonio Manzano Jr. He can be reached at antonio.manzano@usmc.mil and/or 760-725-9209.

(3) The Camp Pendleton Navy Marine Corps Director is Ms. Erin Gaian located at building 1121. She can be reached at erin.gaian@nmcrs.org and/or 760-725-5337.

MAR 4 2016

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b. Signal. This Letter of Instruction is effective the date signed.


M. L. JONES
Chief of Staff

DISTRIBUTION: I/II



UNITED STATES MARINE CORPS
 I MARINE EXPEDITIONARY FORCE
 Your Unit Address

IN REPLY REFER TO:
 Unit
 ADFD
 Date

From: **Activity, UIC**
 To: Installations Personnel Administration Office, Camp Pendleton

Subj: NAVY MARINE CORPS RELIEF SOCIETY ACTIVE DUTY FUND DRIVE ALLOTMENT
 TRANSMITTAL

A total of _____ allotment contribution cards amounting to \$_____ for the 12 month period starting 1 June 2016 are forwarded herewith for posting to the pay accounts of individuals listed below. Please acknowledge receipt by signing in the space provided and returning one copy to the activity representative now.

Name (Last, initials)	EDIPI	Monthly Amount	# of Months
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____

Enclosure (2)



UNITED STATES MARINE CORPS
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1. DATE 19 Feb 2016

2. OPERATION CODE

X ORIGINATOR OF ROUTE SHEET
 A APPROPRIATE ACTION
 B SIGNATURE
 C CONCURRENCE
 D INFORMATION
 E RETENTION
 F RETURN TO:
 G COMMENT(S)

3. SUBJECT: NMCRS Collections and Accountability LOI

9. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE
ROUTINE/URGENT	SAH	19 Feb 2016 - 5 MAR 16 <i>SAH</i>

10. ACTION OFFICER (NAME, GRADE, SECTION, EXT)
 Scott A. Humr, Captain, G-6/IMO, 763-7050

4. RTNG	5. OPR CODE	6. ADDRESSEES	7. DATE		8. INITIALS	
			IN	OUT	CONCUR	NON CONCUR
		CG				
		DCG				
4	B	COS	3/2	3/3	<i>my</i>	
		SERGEANT MAJOR				
		CMD MASTER CHIEF				
3	A	SSEC	3/1	3/2	<i>KH</i>	
2	A	AC/S, G-1		2/29	<i>AM</i>	
		AC/S, G-2				
		AC/S, G-3				
		AC/S, G-4				
		AC/S, G-5				
1	X	AC/S, G-6		2/19	<i>SJL</i>	
		AC/S, G-7				
		AC/S, G-8				
		COPS				
		FOPS				
		ADJUTANT	2/29	2/29	<i>CR</i>	
		RLO				
		IMA				
		SJA				
		PAO				
		INSPECTOR				
		SURGEON				
		CHAPLAIN				
		CAREER RETEN SPEC				
		SECURITY MANAGER				

11. REMARKS AND SIGNATURE:

PURPOSE: The Collections and Accountability LOI codifies procedures for handling and reporting donations for the Active Duty Fund Drive.

DISCUSSION: N/A

RECOMMENDATION: N/A

2/29 - Ready for Cos signature -
Myxft
Manzano

TCB
2/16

received
CLL/KS/MFR/2/29