



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
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AND  
2D MARINE AIRCRAFT WING  
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AIR STATION BULLETIN 5340

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
Commanding General, 2d Marine Aircraft Wing

To: Distribution List

Subj: 2014 NAVY-MARINE CORPS RELIEF SOCIETY (NMCRS) FUND DRIVE

1. Purpose. Announcement of the Marine Corps Air Station Cherry Point NMCRS Active Duty Fund Drive and promulgation of MCAS Cherry Point (MCAS CHPT) / 2d Marine Aircraft Wing (2d MAW) fund drive intent and guidance for 2014.

2. Background. Conduct a focused and efficient fund drive that educates, fosters and ensures 100% meaningful contact to personnel stationed aboard MCAS CHPT in order to promote individual philanthropy in support of our fellow Marines and Sailors. Every dollar collected at MCAS CHPT directly benefits the Marines and Sailors stationed aboard MCAS CHPT.

3. Action.

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. Conduct the 2014 NMCRS Fund Drive and associated events to ensure 100% of our service members and civilians associated with MCAS CHPT are aware of the mission and goals of NMCRS and have the opportunity to support.

(2) Concept of Operations

(a) Fund drive contributions to the NMCRS will be collected from 1-30 March 2014 from MCAS CHPT based units. Deployed 2d MAW units whose headquarters are aboard MCAS CHPT, will also, to the greatest extent possible, be contacted and informed of NMCRS' services and benefits and be afforded the opportunity to donate to the fund drive. The fund drive will be executed in conjunction with the Marine Corps Exchange (MCX) NMCRS Campaign retail coupon program with MCX results reported to the Fund Drive Manager.

(b) A single Area-Wide Fund Drive Manager will execute the campaign under the command of the area Fund Drive Chairman (CO, MCAS CHPT) assisted by a staff comprised of nominated individuals from subordinate and supporting commands. The Fund Drive Manager will train, develop, provide guidance and oversee the operations of Unit Fund Drive Leaders (UFDLs) from the following major commands, immediate subordinate commands and participating tenants who will execute their command and subordinate fund drive campaigns:

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- 1 Marine Wing Headquarters Squadron 2
- 2 Marine Air Control Group 28
- 3 Marine Aircraft Group 14
- 4 Temporarily dislocated squadrons from Marine Air Group 29
- 5 Combat Logistics Company 21
- 6 Headquarters and Headquarters Squadron Cherry Point
- 7 Center for Naval Aviation Technical Training (MarUnit)
- 8 Resident Officer-in-Charge of Construction
- 9 Fleet Readiness Center East
- 10 Naval Health Clinic Cherry Point
- 11 Naval Aircrew Survival Training Center
- 12 Marine Transport Squadron 1

(c) Fund Drive Staff. The following key personnel billets are required to execute the Area-Wide Fund Drive and will be sourced from major commands, immediate subordinate commands and participating tenants listed above. Commands or sections identified to source requirements will submit nominations NLT 12 February to MCAS CHPT (Fund Drive Manager). The point of contact (POC) is CDR Alex Alvarado, USN, at 466-5268, or e-mail Alejandro.alvarado1@usmc.mil.

- 1 Fund Drive Manager: O-4 (MCAS CHPT H&HS)
- 2 Asst Fund Drive Manager: Junior Officer (NHC CHPT)
- 3 Campaign Senior Enlisted Leader: E-7 or above (CHPT H&HS)
- 4 Treasurer: Ground Budget Officer (2d MAW)
- 5 Public Affairs Officer: SNCO (PAO)
- 6 Special Event Coordinator/Secretary: SNCO (VMR-1)
- 7 Campaign Judge Advocate: (SJA)

b. Tasks

(1) COs, 2d MAW Immediate Subordinate Commands and dislocated squadrons from MAG-29. Commanding Officers shall designate one Officer (primary) and one Staff Noncommissioned Officer (SNCO) (alternate) to serve as their unit's fund drive leaders in addition to key staff sourcing requirements above. Provide names to 2d MAW (G-1) no later than 12 February 2014. These personnel are responsible for coordinating directly with the MCAS CHPT fund drive staff and executing the fund drive under your

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command including coordinating and overseeing the execution of subordinate unit campaigns.

(2) COs, MCAS CHPT Immediate Subordinate Commands. Commanding Officers shall designate one Officer (primary) and one SNCO (alternate) to serve as their unit's fund drive leaders in addition to key staff sourcing requirements above. Provide names to CDR Alex Alvarado, USN, at 466-5268, or e-mail Alejandro.alvarado1@usmc.mil NLT 7 February 2014.

(3) Other major commands and participating tenants listed in paragraph 3.a.(2)(b). Commanding Officers are requested to designate one Officer (primary) and alternate representative to serve as their unit's fund drive leaders. Provide names to CDR Alex Alvarado, USN, at 466-5268, or e-mail Alejandro.alvarado1@usmc.mil NLT 7 February 2014.

(4) G-1, 2d MAW. You are directed to collect personnel requirements for 2d MAW subordinate commands including dislocated MAG-29 squadrons and forward contact information (Unit/Rank/LName/FName/Email/Work Phone) to CDR Alex Alvarado, USN, at 466-5268, or e-mail Alejandro.alvarado1@usmc.mil NLT 12 February 2014.

(5) Fund Drive Manager. Coordinate and conduct training and distribution of materials. Dates and times for this training will be coordinated NLT 7 February 2014. All personnel associated with this year's fund drive are required to attend this training.

(6) MCAS CHPT Comptroller. Upon completion of the fund drive, conduct an audit to ensure that proceeds, after payment of legitimate expenses, are donated to the Navy-Marine Corps Relief Society.

4. Administration and Logistics. If the payroll deduction method is selected, it is anticipated that the first donations will be deducted in June 2014. While many contributors will find the payroll deduction method most convenient, cash/check contribution will also be accepted.

#### 5. Command and Signal

a. Command. This Bulletin is applicable to MCAS CHPT, 2d MAW units onboard MCAS CHPT, and all subordinate and participating tenant commands. CO, MCAS CHPT, has overall responsibility for the fund drive; all other commands are supporting.

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



M. T. PALMER  
Chief of Staff



T. M. PEHRSON  
Executive Officer

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