



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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2D MARINE AIRCRAFT WING
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Canc: Jun 2016

ASB 5340
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G-1

23 FEB 2016

AIR STATION BULLETIN 5340

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

Subj: 2016 NAVY-MARINE CORPS RELIEF SOCIETY (NMCRS) FUND DRIVE

Ref: (a) MCO 5760.4C

1. Purpose. Announcement of the Marine Corps Air Station (MCAS) Cherry Point NMCRS active duty fund drive and promulgation of MCAS Cherry Point/2d Marine Aircraft Wing (2d MAW) Fund Drive intent and guidance for 2016.

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

3. Action

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Conduct the 2016 NMCRS fund drive and associated events to ensure 100 percent of our service members and civilians associated with MCAS Cherry Point 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 conducted from 7 March 2016 through 7 April 2016 for MCAS Cherry Point based units. Deployed 2d MAW units whose headquarters are aboard MCAS Cherry Point 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 coordinator (FDC). The MCX retail coupon will take place 28 March 2016 through 24 April 2016.

(b) A single Area-Wide FDC will execute the campaign under the command of the area Fund Drive Chairman, Commanding Officer (CO) MCAS Cherry Point, assisted by a staff comprised of nominated individuals from subordinate

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and supporting commands. The FDC 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:

1. Marine Wing Headquarters Squadron 2 (MWHS-2).
2. Marine Air Control Group 28 (MACG-28).
3. Marine Aircraft Group 14 (MAG-14).
4. Marine Wing Support Squadron 274 (MWSS-274).
5. Combat Logistics Company 21 (CLC-21).
6. Headquarters and Headquarters Squadron (H&HS) (to include Naval Air Technical Data and Engineering Service Center Detachment).
7. Center for Naval Aviation Technical Training (MarUnit).
8. Resident Officer-in-Charge of Construction.
9. Fleet Readiness Center East (FRC-East).
10. Naval Health Clinic Cherry Point (NHC Cherry Point).
11. Naval Aircrew Survival Training Center.
12. Marine Transport Squadron 1 (VMR-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 no later than (NLT) 24 February 2016 to the MCAS Cherry Point FDC. The point of contact (POC) is LtCol Brian Moll at 466-8552, or e-mail brian.moll@usmc.mil.

1. FDC: O5 from H&HS.
2. Assistant FDC: Company Grade Officer from H&HS.
3. Campaign Senior Enlisted Leader: E7 or above from H&HS.
4. Treasurer: Enduring collateral duty to Ground Budget Officer from 2d MAW.
5. Public Affairs Officer: Staff Noncommissioned Officer (SNCO) from Public Affairs Office.
6. Special Event Coordinator/Secretary: SNCO from VMR-1.

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7. Campaign Judge Advocate: Attorney from Office of the Staff Judge Advocate.

b. Tasks

(1) COs, 2d MAW Immediate Subordinate Commands and MWSS-274. 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 2d MAW (G-1) NLT 24 February 2016. These personnel are responsible for coordinating directly with the MCAS Cherry Point fund drive staff and executing the fund drive under their command including coordinating and overseeing the execution of subordinate unit campaigns.

(2) COs, MCAS Cherry Point 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 the POC for the MCAS Cherry Point FDC listed in par 3.a(2)(c) NLT 24 February 2016.

(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 leader. Provide names to the POC for the MCAS Cherry Point FDC listed in par 3.a(2)(c) NLT 24 February 2016.

(4) G-1, 2d MAW. You are directed to collect personnel requirements for 2d MAW subordinate commands including MWSS-274 and forward contact information (Unit/Rank/LName/FName/Email/Work Phone) to the POC for the MCAS Cherry Point FDC, listed in par 3.a(2)(c), NLT 24 February 2016.

(5) Training and distribution of materials will be conducted by the Fund Drive Coordinator on 2 March 2016. The time and location is 1030-1200 at Miller's Landing. All personnel associated with this year's fund drive are required to attend this training.

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

(7) The Commanding Officer, MCAS Cherry Point, specifically authorizes command-level "picnic" style food sale fund-raisers in support of this campaign when held in the command's normally assigned operating and billeting areas not to exceed four total days in accordance with the reference.

(8) A kickoff event is tentatively scheduled at 1200 on 4 March 2016 at the Sound of Freedom Golf Course.

4. Administration and Logistics. If the payroll deduction method is selected, it is anticipated that the first donations will be deducted in June 2016. While many contributors will find the payroll deduction method most convenient, cash/check contributions will also be accepted.

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5. Command and Signal

a. Command. This Bulletin is applicable to MCAS Cherry Point, and its subordinate and tenant commands. CO, MCAS Cherry Point 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. L. POWERS
Executive Officer

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A 2d MAW