



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
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ForO 5726.1D
PAO
08 Aug 2012

FORCE ORDER 5726.1D

From: Commander

To: Distribution List

Subj: POLICY FOR THE CONDUCT OF THE ANNUAL MARINE CORPS RESERVE
TOYS FOR TOTS (TFT) PROGRAM

Ref: (a) MCO 5726.14F
(b) Marine Toys for Tots Foundation Standing Operating
Procedures (SOP) for local Toys for Tots Campaigns
(c) MARFORRES-MTFTF Memorandum of Understanding
of 11 Aug 2004
(d) DoDD 5500.7-R "Joint Ethics Regulations,"
November 17, 2011
(e) SECNAVINST 5720.44C
(f) MCO 3500.26A
(g) SECNAVINST 1650.1G

Encl: (1) Toys For Tots (TFT) Order

1. Situation. This order provides a revised MARFORRES policy for the conduct of the annual Marine Corps Reserve TFT Program.

2. Cancellation. ForO P5726.1C and Force Policy Letter 10-11

3. Mission. According to reference (a), the mission of local U.S. Marine Corps Reserve TFT campaigns is to manage and organize volunteers to collect new, unwrapped toys and distribute those toys to less fortunate children in the community in which the campaign is conducted.

4. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide clear, unequivocal guidance to Marines with regard to their duties as TFT campaign coordinators utilizing the guidance provided in references (a) through (g). Marine Corps Reserve Toys for Tots Program will provide as much support as possible while balancing and

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maintaining alignment with the policies herein. The Marine Corps Reserve Toys for Tots Program is an incredible effort that is coordinated and managed by the Toys for Tots Foundation which synchronizes the efforts of many volunteer organizations, military support organizations, veteran support organizations and others, including organizations within the Marine Corps such as Marine Forces Reserve. Therefore, we will support this great effort. ADOS, AT, or O&M may be used to support the Toys for Tots Program only when such support coincides with unit mission essential task contributing to training readiness. Moreover, in order to best support the campaign, select the "right" individual as the coordinator - someone who has a passion for planning, coordinating, managing, and supervising in the spirit of the campaign. Finally, leaders should consider appropriate use of personal decorations with this Program, such as qualifying individuals who accrue hours for the Military Outstanding Volunteer Service Medal and the guidance set forth in chapter 8 of this Order.

(2) Concept of Operations.

(a) Marine Coordinators must read and understand this order. Marine Coordinators are required to maintain a hard copy or electronic copy current version of the order onsite at all times.

(b) Marine Coordinators must read and understand the Marine TFT Foundation Standard Operating Procedure (SOP) contained in reference (b). Marine Coordinators are required to maintain a hard copy or electronic copy current version of the SOP onsite at all times.

b. Summary of Revision.

(1) The direct participation of MARFORRES units and personnel has had a tremendous impact on the success of this unique Program. Unfortunately, the changing fiscal realities and the nature of the current operational environment necessitate the immediate implementation of the following revisions to the TFT Order:

(2) Active Duty for Operational Support and Inactive Duty Training are not to be used in support of the MARFORRES TFT Program unless a training requirement can be accomplished, consistent with the Mission Essential Task List (METL) contained in reference (f).

(3) Annual training is not to be used in support of the MARFORRES TFT Program unless a training requirement can be accomplished, consistent with the METL contained in reference (f).

(4) Operation and Maintenance funds are not to be used in support of the TFT Program unless a training requirement can be accomplished, consistent with the METL contained in reference (f). All costs incurred in support of the TFT program must be captured and reported.

(5) Waivers or specific exceptions to this policy can be requested from the Commander, MARFORRES (COMMARFORRES) via the MARFORRES Public Affairs Office (PAO) at MFRPAO@usmc.mil.

5. Administration and Logistics

a. MARFORRES PAO manages the TFT Program (enclosure (1)).

b. MARFORRES PAO ensures this Order is issued to all Marine Coordinators.

c. MARFORRES PAO collects all appointment letters for each TFT season. The letters are kept on file for two years.

6. Command and Signal

a. Command. This order is applicable to the Marine Forces Reserve.

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


S. A. HUMMER

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LOCATOR SHEET

Subj: TOYS FOR TOTS ORDER (SHORT TITLE: TFT ORDER)

Location: _____
(Indicate the location of the copy(ies) of this order.)

TFT ORDER
RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Chapter 1

Program Description and Organization

1. Introduction. The Marine Corps Reserve TFT Program is a superb program that has altruistically provided hope in the form of toys for millions of less-fortunate children throughout the United States since 1947. The mission of local U.S. Marine Corps Reserve TFT campaigns is to collect new, unwrapped toys and distribute those toys to less fortunate children in the community in which the campaign is conducted. The direct participation of our personnel and units has had a tremendous impact on the success of this unique program.

a. The Director, PAO is the designated advisor with regard to the conduct of the annual TFT Program, and is responsible for the administration and operation of the annual Program on behalf of the COMMARFORRES.

b. COMMARFORRES has delegated to the President, Marine TFT Foundation approval authority and management responsibility for TFT campaigns in communities without a Marine Reserve Center. Such campaigns must be conducted in accordance with the provisions of this Order and the Foundation's SOP contained in reference (b).

c. The Foundation is recognized by the U.S. Marine Corps as the sole fundraising and support organization for the TFT Program. The Foundation provides support in accordance with reference (c). All donations made to TFT by individuals, groups, organizations or business, and all funds raised using the TFT name and logo must be forwarded to the Foundation which manages all such donations and funds.

d. The Foundation maintains and distributes to each TFT Coordinator an SOP, reference (b), that contains general procedures, guidance, information, sample forms and other useful information designed to help TFT Coordinators conduct more effective local campaigns.

e. Local community organizations that seek to support TFT can make substantial contributions to the overall program. Reserve units may use the support of such organizations.

f. Local community organizations supporting TFT are required to operate in accordance with reference (b).

g. This Order is designed for use on a daily basis and details requirements and procedures to be followed by all commands in the conduct of this important program. All administrative and operational matters in support of the TFT Programs will be accomplished per the procedures set forth in this Order.

h. In keeping with the Commander's intent, Commanding Officers will select the "right" individual to be the coordinator - someone who has an understanding of planning, coordinating, managing, and supervising and can be actively engaged. Due to complex coordination and managerial requirements only Sergeants and above will be appointed as unit coordinators. Commanding Officers will also ensure that all military personnel participating in the annual TFT Program are familiar with the contents of this order.

i. Violations of this Order can result in unfavorable media attention concerning this important community outreach effort. All allegations regarding violations of this directive will be immediately reported to COMMARFORRES PAO or via the MARFORRES Command Inspector General Office Hotline at 800-295-2712 or mfrhotline@usmc.mil.

2. Program Description. The priority of Marine Forces Reserve is to organize, man, equip, train and provide Reserve units and personnel to combatant commanders for theater security cooperation exercises and overseas contingency operations. We owe it to our Marines and their families to make every effort to ensure they are properly trained to mission essential tasks and well-prepared prior for deployment. Accordingly, one focus of the TFT Program is to increase the level of participation and efforts of our civilian volunteer network throughout communities across this great Nation. The TFT Program consists of five elements:

a. The efforts of Marine Corps Reserve units in organizing, coordinating, and managing annual Christmas holiday toy collection and distribution campaigns in the communities where their Reserve training centers are located.

b. The volunteer efforts of selected local community organizations that either support local Reserve unit programs or are authorized by the Marine TFT Foundation (the Foundation) to conduct TFT campaigns in communities without a Marine Reserve Center.

c. The Foundation for all campaigns.

d. The voluntary support provided to campaigns by local citizens and local businesses.

e. The support and sponsorship provided to the Foundation by national level corporations, organizations and individuals.

3. Program Organization. COMMARFORRES has delegated management authority and responsibility to the Foundation for the approval and oversight of local community organizations conducting annual TFT campaigns in communities without a Marine Reserve center. Local campaign participants are classified into one of three categories:

a. Category A: A Marine Reserve unit.

b. Category B: A local community organization that supports a local Reserve unit campaign by working in conjunction with the local Reserve unit. A local Reserve unit commander can authorize a Category B organization to assist his/her local program. Such organizations are not required to submit an authorization request to the Foundation.

c. Category C: A local community organization located some distance from a Marine Reserve unit making it appropriate for that organization to conduct a local TFT campaign instead of working in direct support of a Reserve Unit. Approval authority and management responsibility for Category C participants is delegated to the Foundation. An organization in this category must submit a request to conduct a local campaign to the Foundation, using the forms in reference (b). Application procedures for approval to conduct a local TFT campaign are also contained in reference (b). For information, contact the Foundation's Director of Operations at (703) 640-9433.

Chapter 2

Program Guidance

1. Objective. The objective of the U.S. Marine Corps Reserve TFT Program is to collect and distribute new toys to less fortunate children during the holiday season each year.

a. Mission. The mission of local U.S. Marine Corps Reserve TFT campaigns is to manage and organize volunteers to collect new, unwrapped toys and distribute those toys to less fortunate children in the community in which the campaign is conducted.

b. TFT Name and Logo. Control of the TFT name and logo, registered with the U.S. Patents and Trademark Office, has been delegated to the Foundation by COMMARFORRES. No individual, group, or organization beyond the U.S. Marine Corps Reserve, the Foundation and organizations approved to conduct local campaigns are authorized to use the name and logo in conjunction with a toy collection and distribution campaign, or for any other purpose. Evidence of inappropriate/illegal use of either the name or logo should be reported to COMMARFORRES PAO for subsequent forwarding to Headquarters Marine Corps and the Foundation.

c. TFT Coordinator. Commanding officers or site commanders/Inspector-Instructors will appoint, in writing, a unit TFT Coordinator annually (see APPENDIX A). The Coordinator will be responsible for the planning and execution of the unit's TFT Program, and must have a security clearance or has been granted an interim security clearance upon the completion of the Questionnaire for National Security Position, Standard Form 86. Coordinator security clearance eligibility should be confirmed through the Joint Personnel Adjudication System. A copy of the appointment letter will be submitted to MARFORRES PAO annually, no later than 1 August, and a hard copy will be maintained on hand at the command for two years. Once assigned, the Coordinator will receive an Acknowledgement of Responsibilities Form from the Foundation to be signed by the Coordinator and the Commanding Officer/Inspector-Instructor, then returned to the Foundation prior to the start of the Campaign. A hard copy will be maintained on hand at the command for two years. Although not required, commanding officers and site commanders/Inspector-Instructors are encouraged to appoint an assistant coordinator and a warehouse chief to manage the toy storage facility.

d. TFT Coordinator Conference. The TFT Coordinator Conference is mandatory for all TFT Coordinators and Local Community Organizations (LCO) unless advised otherwise.

The conference is usually held in September and focuses on preparing Marines and civilian LCOs for the upcoming season.

2. Authorized Activities.

a. Individual Marine Corps Reserve units are responsible to COMMARFORRES for the implementation of the TFT Program in their local communities and are authorized to promote the donation of new unwrapped toys. Reserve unit commanders may authorize participation by members of the unit in accordance with references (a), (d) and paragraph 4 of this order. Participation of unit personnel and use of government warehouses, vehicles, and equipment in support of TFT is authorized in accordance with paragraph 4 of this order.

b. Reserve units are authorized, and encouraged to accept the volunteer assistance, support and participation of local volunteer community organizations and individuals in support of the local TFT Program.

c. Reserve units may accept support from local businesses such as offerings to locate collection boxes on the premise of businesses and publicity for the campaign. Other support may be accepted per the references.

d. Local volunteer community organizations are the appropriate means of arranging other support such as warehouses for storage, non-military vehicles for picking up and transporting toys, etc.

e. Eligible military members and their families as determined by references (a) and (b) may receive donated toys from the local TFT Program. However, in order to lessen the appearance of favoritism, any military member receiving gifts must first be registered with the local TFT Coordinator and may only accept gifts in the identical manner as other recipients pursuant to specific criteria established by the Coordinator per references (a) and (b). The exception to this rule is if the military member or family of a military member is the subject to an immediate hardship such as a natural disaster, death of primary income earner, etc. Proper accounting for the delivery and receipt of these gifts must be established and is the responsibility of the Coordinator (see example in APPENDIXES A and B).

3. Unauthorized Activities

a. Active Duty for Operational Support (ADOS). ADOS will no longer be used in support of the MARFORRES TFT Program unless a training requirement can be accomplished, consistent with the METL. In other words, support to the TFT program cannot be the primary reason for using ADOS funds. A Marine whose active duty status is being funded by ADOS may only participate in the TFT Program if such participation is ancillary and subordinate to the main purpose of the Marine being on ADOS. MARFORRES must refocus ADOS on activities that enhance our ability to train Marines and Sailors according to the METL for their specific military occupational specialties and unit missions.

b. Inactive Duty Training (IDT) Periods. IDT Periods are not to be used in support of the MARFORRES TFT unless a training requirement can be accomplished, consistent with the METL, reference (f).

c. Annual Training (AT). AT is not to be used in support of the MARFORRES TFT unless a training requirement can be accomplished, consistent with the METL, reference (f).

d. Operations and Maintenance Funds (O&M). O&M is not to be used by units in support of the MARFORRES TFT Program unless a training requirement can be accomplished, consistent with the METL. Any expenditure associated with TFT campaigns must be funded by use of the Marine Corps TFT Foundation purchase card. Units should contact the Foundation regarding their Foundation purchase card as needed. If a government vehicle used for TFT accomplishes a training requirement, then do not consider this an instance where the Foundation purchase card must be used. For example, if the delivery of toy boxes is ancillary to the main purpose of driver training, do not consider this a cost to be incurred by the Foundation purchase card. However, if the sole purpose for the use of government vehicles is to support the TFT campaign, then this cost should be borne by the Foundation purchase card. As long as the above conditions are followed, Government and/or tactical vehicles may be used in support of the TFT Foundation. Waivers or specific exceptions to this policy can be requested from COMMARFORRES, via the MARFORRES Public Affairs Office (PAO) at MFRPAO@usmc.mil.

e. Marines or Reserve units are not authorized to solicit or maintain monetary donations.

f. Marines or Reserve units are not authorized to solicit support services. Donations of any kind must be voluntary.

g. Marines or Reserve units are not authorized to endorse a product or company. All offers of support or requests from non-Federal individuals, organizations, or companies must be processed in accordance with references (a) and (b).

h. Marines or Reserve units are not authorized to enter into contracts, memoranda of understanding, or other written agreements with community organizations or businesses concerning any aspect of participation or support of TFT campaigns.

i. Marines or Reserve units are not authorized to conduct or sponsor fundraising activities of any kind. It is permissible to provide support to such events within the rules contained in references (d) and (e).

j. Marines or Reserve units are not authorized to seek toy donations or other support outside their specific community or area of responsibility.

Chapter 3

Program Execution

1. General

a. Each Reserve unit is authorized to conduct an annual TFT campaign in the community in which the Reserve Center is located. Likewise, local community organizations authorized by the Foundation to conduct local campaigns are permitted to conduct annual campaigns in their communities.

b. Planning and preparation typically take place throughout the year.

(1) The execution phase takes place from approximately 1 October and concludes on or about 24 December.

(2) Upon completion of the campaign, an After Action Report (APPENDIX C) must be submitted to the Marine TFT Foundation via the Foundation website no later than 15 January. In addition, Cost-Capturing (APPENDIX D) and Lessons Learned Reports are also due to MARFORRES PAO no later than 15 January.

(3) In order to help maintain community awareness throughout the year, units should consider conducting no cost TFT-related events throughout the year. Some possible events might include golf tournaments, media engagement, and public speaking events. Prior to conducting any such event, the unit TFT Coordinator is encouraged to first contact MARFORRES PAO for additional guidance.

c. Reserve units and approved local community organizations typically accomplish the following in support of the TFT Program:

(1) Exercise overall cognizance of the local Program.

(2) Develop an annual plan of action for the conduct of the local Program.

(3) Utilize support offered by Marine Corps League detachments, volunteer local community organizations, businesses, and individuals who wish to assist the Program.

(4) Arrange with local media to publicize the campaign.

(5) Make public appearances and speeches in support of the Program.

(6) Collect toys from drop off points and stage at a central secure location.

(7) Sort toys by age and gender.

(8) Distribute toys to selected local social welfare agencies, churches, hospitals, etc., for distribution to the economically disadvantaged children of their community. Due to time, manpower and other considerations, Marine units may not be able to distribute toys directly to families and children. The use of local social service agencies and other legitimate organizations to identify less fortunate children and help coordinators distribute toys in the local community is encouraged. TFT Coordinators are required to verify and maintain a list of approved agencies, organizations, and entities and to supervise the distribution of toys to less fortunate children. Community coordinators must use sound judgement when accepting support from or providing support to any local community agency. If support is requested and viewed to not be in the best interest of the local campaign by the coordinator, documentation of the refusal to support should be maintained for the coordinator's records.

(9) Take reasonable action to see that inappropriate or unsafe toys are not distributed.

d. Local community organizations authorized to conduct local TFT campaigns must conduct such campaigns in accordance with reference (b).

e. The Foundation accomplishes the following:

(1) Provides toys to supplement local unit collections.

(2) Promotes national media exposure of the Program.

(3) Conducts public information and education projects designed to motivate the general public to action in support of TFT.

(4) Provides administrative, advisory, financial and logistical support to Reserve units and approved local community organizations.

(5) Provides promotional and support materials to each Reserve unit and approved local community organization each year.

(6) Manages all donations made to the Foundation through Reserve units and approved local community organizations.

(7) Manages all funds raised using the TFT name and logo.

(8) Handles state charitable registration filings.

(9) Serves as the tax exemption agent for the Program. All donations managed by the Foundation are tax deductible. Donors of \$250.00 or more receive a tax deductible letter from the Foundation.

(10) Obtains and coordinates activities and involvement of national and regional sponsors.

(11) Conducts national and regional fundraising projects.

(12) Takes action against persons or organizations who use the TFT name and or logo without authority.

2. Mobilization Issues. In the event a Reserve unit is mobilized during the campaign, or it is anticipated that a unit will be mobilized, the TFT mission must not be neglected. Every effort must be made to ensure a successful campaign is conducted, even in the event of mobilization and departure from the home training center (HTC). Some tools to ensure a successful campaign include:

a. Inspector-Instructor (I-I)/Site Support Staff. The I-I/Site Support staff will conduct a campaign as usual, albeit at a reduced level of manpower. The I-I/Site Support staff should look to the Peacetime Wartime Support Teams and civilian volunteers to augment personnel requirements.

b. Peacetime Wartime Support Teams (PWST). PWSTs will become familiar with the operation of a TFT campaign. One of the functions of PWST is community outreach. By definition, TFT falls into this category. In the event of mobilization, PWSTs can expect to be heavily involved in the operation of the campaign. PWSTs will also make liaison/establish relationships with local civic groups as these are possible sources of volunteer help in the campaign.

c. Local Volunteers. In order to assist unit personnel in the campaign, commanders and Inspector-Instructors should accept outside support of volunteers from the local community. A "core" of local volunteers will significantly increase the campaign's reach and impact while providing a source of continuity and "corporate knowledge" from year to year. Some possible sources for volunteers include:

- (1) Veteran's groups (Marine Corps Leagues, American Legion, etc.)
- (2) Civic groups (Kiwanis Clubs, Rotary Clubs, etc.)
- (3) Religious organizations (churches, synagogues, etc.)
- (4) High school programs (Key Club, National Honor Society, etc.)
- (5) Local youth programs (Boy Scouts, Girls Scouts, etc.)

d. Volunteer Gratuitous Service Agreement. All volunteers are required to complete a Gratuitous Service Agreement (APPENDIX E) prior to providing any volunteer services. All signed copies of the Gratuitous Service Agreements will be kept by the local unit for three years from the date of signature.

Chapter 4

Handling Donations and Funds

1. Donations

a. Donations may be monetary, goods, and/or services.

b. All cash donations made to TFT by individuals, groups, organizations or businesses, and all funds raised using the TFT name and logo may only be accepted by the unit TFT Coordinator or the approved local community organization on behalf of the Marine TFT Foundation. Such donations must be forwarded to the Foundation as soon as possible.

c. Commanders are responsible for ensuring that donated goods or services are used solely in support of the TFT mission. As such, commanders will be notified when such goods or services are accepted by the TFT Coordinator in order to maintain situational awareness. Examples of goods and services which may be abused by unit members and volunteers include: Mobile phones, vehicles, computers and personal digital assistants or pocket personal computers.

d. Every effort must be made to ensure monetary donations are in the form of check or money order. However, in some situations, cash donations are unavoidable. In such cases, the cash count will be verified using the "two-person rule" with at least one being the TFT Coordinator. Upon completion of the cash count, the cash will be converted to a money order and sent to the Foundation as soon as possible.

e. Any TFT fundraising activities conducted by local volunteer civilian committees, groups or organizations must be in accordance with reference (b) or coordinated with and approved by the Foundation.

f. The Foundation earmarks all donations forwarded by a Reserve unit or approved local community organization specifically for the benefit of the area of responsibility of the forwarding Reserve unit or local community organization.

g. Donors will be able to take a tax deduction for all donations managed by the Foundation. The Foundation is a 501(c)(3), tax exempt, not-for-profit public organization.

h. All activities of Reserve units related to the TFT Program and their association with Marine Corps League detachments, volunteer local community organizations, businesses, and individuals must be in accordance with reference (d).

i. Since there are liability issues associated with accepting assistance from non-military personnel and groups, civilian volunteers should sign a Hold Harmless Agreement (APPENDIX A of reference (b)).

j. Local community organizations, businesses, and individuals that provide volunteer assistance, support or participation must agree to assist the TFT Program in a manner that exemplifies the spirit that is the hallmark of the TFT Program. In the event an organization or segment thereof does not conduct itself in an acceptable manner, TFT Coordinators will terminate further involvement of these individuals or organizations with the Program. In extreme cases, units may be required to terminate the campaign. Due to the potential for negative publicity, such actions must be coordinated with and approved by MARFORRES PAO prior to taking action.

k. Reserve units and approved local community organizations are cautioned to avoid associating the TFT Program with events, activities, or organizations that could bring discredit upon the Marine Corps.

l. Toy deliveries to social service organizations, churches and other approved organizations must be documented using the Toy Delivery Form (see APPENDIX B). This form of accounting will help Marines and MARFORRES PAO track the distribution of toys. All forms should be kept on file for at least two years. The Reserve site will only provide the Toy Delivery Forms to MARFORRES PAO upon request.

2. Disposition of Unusable/Inappropriate Items. Although Reserve units are authorized to accept only new, unwrapped toys, some donors deposit other items such as used toys, used clothing, food, etc. in toy collection boxes.

a. Due to sanitary, safety, environmental and legal concerns, such items are not to be distributed as part of the TFT Program.

b. These type items will be donated to appropriate organizations such as Goodwill, Salvation Army, and other reputable organizations. APPENDIXES B and F will be used to record these donations.

c. Under no circumstances will unusable/inappropriate items be taken by Marines or volunteers for their personal use or disposed of at flea markets, garage sales, E-bay, or by other such means.

Chapter 5

Publicity

1. General. Publicity at the local level will be coordinated by the I-I/Marine unit commander.

2. Publicity Efforts. I-I/Marine units may be involved in the following publicity efforts:

a. Accepting support of local celebrities for the unit TFT campaign. Such support may include serving as an honorary spokesperson for the local campaign or participating in local public service announcements. Prior to accepting any such support, the Unit Commander/I-I is encouraged to seek advice from MARFORRES PAO.

b. Releasing information about the campaign and upcoming activities to local newspaper, television and radio outlets (see APPENDIX Q of reference (b)).

c. Conducting interviews with local media.

d. Distributing posters, pamphlets and other promotional materials that have been approved for the TFT Campaign by the Foundation per reference (b).

e. Speaking and making public appearances at meetings of local community businesses and organizations.

Chapter 6

Reports

1. Marine Toys for Tots Foundation (MTFTF) After Action Report

a. A prompt, comprehensive After Action Report is necessary to ensure the Marine Corps Reserve TFT Program remains vibrant and is conducted in accordance with all applicable regulations.

b. All Reserve units must submit a completed After Action Report via the MTFTF website no later than 15 January of each year utilizing the format contained in APPENDIX C. A physical copy of this report should be filed for two years in the Coordinator's TFT turnover binder.

c. Negative responses are required for any After Action Report items not applicable to selected units or organizations.

d. Reserve units that did not conduct a TFT campaign must submit a negative report explaining that they did not conduct a campaign or worked in conjunction with another Reserve unit which is submitting an After Action Report that includes the activities of both units.

e. Marine Corps League detachments and local community organizations that work in direct support of a local Reserve unit are not required to submit an After Action Report. However, such detachments and organizations should make input as appropriate to the local Reserve unit they support.

2. MARFORRES Lessons Learned Report

a. In an effort to capture and share best practices and prepare for future TFT seasons, TFT campaign coordinators will submit a Lessons Learned Report covering methods to increase volunteer support, toy collection and distribution procedures, and cost reporting to MARFORRES PAO at the conclusion of each campaign season.

b. Submissions of lessons learned are to be provided using the standard topic, discussion, recommendation format and provided to MARFORRES PAO via their Major Subordinate Command no later than 15 January. A physical copy of this report should be filed for two years in the Coordinator's TFT turnover binder.

3. Validation Report

a. Validation Reports are the means by which the MTFTF gauges the value of toys donated to the TFT Program. The results of the validations are used to estimate the net worth of the TFT season. The validations are usually done by mid-December so the validator can view the toys prior to distribution.

b. The Validation Report is a one-page form containing pictures of a "toy display" (see APPENDIX F). Validation Officers must take the pictures with a digital camera and complete a form for the reserve site.

c. Each year, eight reserve sites are randomly selected for validation. Each site selected will appoint a Validation Officer and report that Officer's name to MARFORRES PAO. The Validation Officer may only be a Staff Noncommissioned Officer or Officer. Usually, the Validation Officer is a member of the reserve site being validated. However, for purposes of impartiality, the Validation Officer may not be heavily involved in the local TFT Program.

4. Cost Capturing Report

a. COMMARFORRES has directed all Marine Corps Reserve Campaign Coordinators to capture and report all MARFORRES resources applied in association with the annual TFT campaign.

b. Accurate reporting of MARFORRES resources applied in association with TFT is essential; including time, funding, and equipment. This report must be completed for each site conducting a TFT campaign annually utilizing the form contained in APPENDIX D.

c. Funding provided by the TFT Foundation (i.e., foundation charge card expenditures) and donated resources should not be included in this report. The intent of this report is to capture the costs of Marine Forces Reserve resources only.

d. Campaign Coordinators are required to submit completed reports to the MARFORRES PAO no later than 15 January. A physical copy of this report should be filed for two years in the Coordinator's Toys for Tots turnover binder. It should be noted that this report is separate from the After Action Report which Coordinators submit directly to the TFT Foundation.

5. Unit Inspections

a. TFT has been classified as an Inspector General of Marine Forces Reserve special interest item and is subject to inspection on an biennial basis. The inspection of the TFT Program is to assess and enhance the ability of a unit to perform its assigned campagin mission.

b. At least annually, the site Commanding Officer/ Inspector-Instructor will conduct a self-inspection of his/her TFT Campaign. To assist in this inspection, a checklist is provided in APPENDIX G.

c. Each newly appointed Coordinator custodian will complete a self-inspection of their areas of responsibilities. This self-inspection should be conducted within 30 days of the individual being appointed or joined.

d. All inspection results, whether command inspections or self-inspection results, are to be maintained for a period of three years.

Chapter 7

Desktop Procedures and Turnover Folders1. Desktop Procedures

a. Frequent personnel changes within installations and units challenge their ability to maintain TFT Program compliance and the continuity of campaign operations. The proper use of desktop procedures and turnover folders alleviates these challenges and improves overall efficiency. It also provides operational continuity and ensures the implementation of developed best practices.

b. Each coordinator shall prepare and maintain desktop procedures for the operation of the TFT Campaign. Desktop procedures need not be all-inclusive or formal; rather, they may simply be a list of significant items and standardized instructions pertinent to a coordinator's duties. Normally, desktop procedures should include such items as current references, step-by step procedures for completing required duties, points of contact names, telephone numbers, and email addresses, and instructions for required reports.

c. Desktop procedures are current, concise instructions and need not duplicate information within the turnover folder when the two documents are within the same record. Desktop procedures should also not be voluminous, as this will discourage their use. Each coordinator shall make reviewing and updating the desktop procedures a major duty or responsibility.

2. Turnover Folders

a. Each installation and unit shall prepare and maintain a turnover folder. The turnover folder contents may be included within desktop procedures and shall be specific to the unit's campaign. Items that a turnover folder may contain:

(1) A list of tasks essential to coordinator's major duties and responsibilities;

(2) A list generally referencing the regulations, orders, and other instructions directly related to the billet;

(3) A list of required reports, required report due dates, and evidence of required report submissions for at least two prior fiscal years;

(4) A list of fundraising events that the unit has supported in prior campaigns. The event descriptions shall identify each permitted event location, and generally describe each event.

(5) A list of points of contact internal and external to the unit, with telephone numbers, and mailing and email addresses. The list shall briefly describe each contact's general relationship to the campaign (e.g., major donators and program supporters).

(6) Miscellaneous information (e.g., administrative or operational procedures) peculiar to the coordinator billet (e.g., Foundation website management).

b. Each installation and unit shall organize its turnover folders to permit billet incumbents to continuously improve them. Installation and unit commanders may establish procedures for turnover folder organization and the sufficiency of detail required to satisfy turnover folder content requirements.

Chapter 8

Personal Awards and Unit Recognition

1. Introduction. The Commander has directed the creating of an Incentive Awards Program with the intent to recognize and reward significant achievements and contributions; recognize and reward outstanding individual and team performances; and motivate professional program developments. This incentive program will improve the efficiency and effectiveness of campaign operations.

2. Campaigns/Coordinator of the Year.

a. Upon the conclusion of the annual campaign, a special committee at the TFT Foundation reviews the performance of all coordinators to determine the Reserve Unit Campaigns of the Year for each Toys for Tots region and one overall National Coordinator of the Year. The criteria used to determine the campaigns and coordinator of the year include the following:

(1) The number of toys collected relative to the community population

(2) The number of children reached relative to the community population

(3) Adherence to administrative procedures

(4) Spirit of teamwork demonstrated

(5) Attention to detail

(6) Advance planning

(7) Effectiveness of execution of the local plan

(8) Responsiveness

(9) Timeliness

(10) Effectiveness of communications procedures

(11) Results of Internal Audit

b. The Reserve Unit Campaigns of the Year for each Toys for Tots region and the over all National Coordinator of the Year are recognized for their outstanding performance by the presentation of the following awards:

- (1) Display plaque for the organization
- (2) Marine Toys for Tots Foundation Founder's Medallion
- (3) Navy-Marine Corps Commendation Medal for the National Coordinator
- (4) Navy and Marine Achievement Medal for each region coordinator
- (5) The Colonel William L. Hendricks Award for Campaign Excellence (U.S. Savings Bond provided by the MTFTF Board of Directors)

3. Incentive Award Program Guidance The incentive award program reinforces team planning, problem solving and helps ensure collaboration. The intent is to increase the growth of each campaign, or the measured increase in the percentage of the population served. The collection of more toys and donated funds will increase the total distribution of toys to less fortunate children in the community. This will have a direct impact on the campaign and reflect positive program improvement.

a. As a unit performance award, a three-tier system has been created, which will rate each campaign conducted in either a Gold, Silver, or Bronze tier group. Ranking will be based on the effectiveness of their campaign, specifically the unit's campaign improvement, and a measured increase in the percentage of the population served. A certificate signed by the Commander will be presented to each unit, commending them on their achievement and tier group placement.

b. An individual performance award will be awarded to acknowledge the efforts of the coordinator that has produced year-over-year growth in reference to the increase in percentage of the population served within the unit's area of responsibility. A Navy and Marine Corps Achievement Medal will be awarded to one coordinator from each region that has achieved the highest growth percentage in that region.

4. Criteria used to determine the awards

a. Unit performance incentive - Effectiveness is defined as the ratio of children reached by a specific campaign against its population pool. This figure is calculated by taking the total number of children that the campaign distributed non-foundation supplied toys to (hereafter: C), divided by the number of the total population of the campaign's area of responsibility as defined on the MTFTF After Action Report (See APPENDIX C).

This number is then multiplied by one hundred and is displayed in percentage format.

For Example: $(C/Population) \times 100\% = \text{Effectiveness Percentage}$
(Delta Co. 4th tank BN , Twenty-nine Palms, CA)
 $50,250 \text{ (Children)} / 670,053 \text{ (Population)} = 0.0749 \times 100 = 7.49\%$
Gold Tier Campaign Effectiveness.

After the percentage of effectiveness is determined, the campaign will be assigned a tier level based on that percentage. The tier level assignment will be determined every year based on the information provided on the after action report. The tier levels are rated from 1 to 7 percent as illustrated:

- (1) Gold tier level - 7% and above
- (2) Silver tier level - 4% to 6%
- (3) Bronze tier level - 1% to 3%

b. Individual performance incentive - The individual incentive award will be determined by the measure of the year-over-year effectiveness growth of each campaign. This figure is calculated by subtracting the previous year's effectiveness percent from the current year's effectiveness percentage.

For Example: $(P) - (P^{-1}) = \text{Growth}$
(Delta Co. 4th tank BN , Twenty-nine Palms, CA)
Based on the 2011 campaign results Delta Co. had a 3% effectiveness rate with a bronze level placement. In 2010 the effectiveness rate was 2% when you subtract the previous year from the current year this reflects 1% effectiveness growth.
 $3.00 - 2.00 = 1.00$ or 1%

After the growth percentages are calculated the coordinator with the highest measured growth within each region will receive the Navy and Marine Corps Achievement Medal. Six medals will be awarded, one to the top coordinator in each region.

5. Military Outstanding Volunteer Service Medal

a. The Military Outstanding Volunteer Service Medal (MOVSM) was established by Executive Order 12830, 9 January 1993. It may be awarded to members of the Armed Forces of the United States and their Reserve Components, who subsequent to 31 December 1992, perform outstanding volunteer community service of a sustained direct and consequential nature.

b. To qualify for award of the MOVSM, a service member's volunteer service must meet the following requirements

(1) Support the civilian community, to include the military family community;

(2) Be significant in nature and produce tangible Results;

(3) Reflect favorably on the Military Service and the Department of Defense; and

(4) Be of a sustained and direct nature.

c. While there is no specific time period to qualify for the MOVSM (for example, 500 hours of community service within 24 calendar months), approval authorities shall ensure the service to be honored merits the special recognition afforded by this medal. The MOVSM is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of community activities in accordance with reference (g). Toys for Tots is a community volunteer service that meets the qualifications for the MOVSM. Service recognized by award of the MOVSM shall be of a voluntary nature, not detailed or tasked, nor performed as part of a military mission (for example: a unit appointed coordinator).

6. Administration and Logistics.

a. MARFORRES PAO manages the Incentive Awards Program.

b. Upon completion of the campaign, an After Action Report (APPENDIX C) must be submitted to the Marine TFT Foundation via the Foundation website no later than 15 January. After the reports are reviewed by the Foundation a copy will be provided to the MARFORRES PAO. Once received the data will be analyzed to determine the unit tier level, and identify the coordinator from each unit that has achieved the most year-over-year growth as explained in paragraph 3b of this Chapter.

APPENDIX A

SAMPLE CAMPAIGN COORDINATOR APPOINTMENT LETTER

From: Inspector-Instructor/Site Commander
 To: Gunnery Sergeant Im A. Marine last 4 SSN/MOS USMC

Subj: APPOINTMENT AS 20XX TOYS FOR TOTS COORDINATOR

Ref: (a) MCO 5726.14G
 (b) ForO 5726.1D
 (c) 20XX Marine Toys for Tots Foundation SOP

1. Per the references, you are hereby appointed as the Toys for Tots Coordinator for insert name of your Company, Battalion, Regiment (or equivalent) here.

2. You are directed to familiarize yourself with and be guided by the applicable portions of the references in the performance of your duties. You will organize and maintain a turnover folder and make recommendations regarding the implementation of the programs. You will ensure the timely submission of all required reports and forward all donations to the Toys for Tots Foundation.

3. You must hold an interim level security clearance or higher in order to serve as the Toys for Tots Coordinator.

4. This appointment is effective until revoked, relief or upon your transfer from this unit.

S. M. SMITH

 FIRST ENDORSEMENT

(Date)

From: Gunnery Sergeant Im A. Marine last 4 SSN/MOS USMC
 To: Inspector-Instructor/Site Commander

1. I certify that I have read and understand the provisions of the references, hold an interim secret level security clearance or higher, and assume all duties as the unit Toys for Tots Coordinator.

I. A. MARINE

APPENDIX B

TOY DELIVERY FORM

I, [Marine or volunteer to deliver toys (print)], took into my possession [number of toys] toys for delivery to [Receiving Organization or person (print)].

Marine/Volunteer Signature

Organization/Person Signature

Date

Date

APPENDIX C

MTFTF AFTER ACTION REPORT FORM

For campaign conducted during October to December _____
Year

Section I: Site Information

Reserve Site/Local Community Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Coordinator: _____ Phone/Fax: _____

Asst Coord: _____ Phone/Fax: _____

Population of area covered by your program: _____

Describe geographic area (square miles, number of counties,
etc.): _____

Section II: Contributions

1. Toy Contributions

Total number of toys collected by your
program: _____

Total number of toys purchased with funds held by the
Foundation: _____

Total number of toys received from the
Foundation: _____

Total number of toys: _____

Total number of children receiving toys: _____

Average number of toys given to each
child: _____

Principal means of toy collection:

2. Principal means of toy distribution:

3. Identify the top five major toy donors:

4. Monetary Contributions

Total amount of monetary donations collected: _____

Total amount of monetary donations forwarded to the TFT Foundation: _____

Donations collected and not forwarded to the TFT Foundation: _____

5. Provide reasons all donations were not forwarded to the Foundation:

6. Total amount of funds expended for toy purchases: \$ _____

7. Total amount of funds expended for other than toy purchases: \$ _____

8. Percentage of funds expended for other than toy purchases: _____ %

Section III: Community Support

1. Was your unit supported by a local TFT Coordinating Committee, or other organization? Yes or No (circle one)

If yes: Committee/Organization name: _____

Committee/Organization Chairperson: _____

2. List any local celebrity chairperson(s) that supported your campaign: _____

Chair: _____ Occupation: _____

3. List any local businesses that supported your campaign:

4. List any local charitable organization that received toys from your campaign:

Section IV: Media Support

1. Television

Total number of TV stations supporting Toys for Tots: _____

Total number of TV events held: _____

List the TV stations supporting, and their network affiliation (ABC, NBC, CBS, Fox):

2. Radio

Total number of radio stations supporting TFT: _____

Total number of radio events held: _____

List the radio stations supporting, and their network affiliation (ABC, NBC, CBS, Fox):

3. Newspaper

Total number of newspapers supporting TFT: _____

Total number of newspaper events held: _____

List the newspapers supporting: _____

4. Magazine

Total number of magazines supporting TFT: _____

Total number of magazine events held: _____

List the magazines supporting:

Section V: Comments

1. List significant promotions or events that were effective:

2. List any significant problems incurred during the campaign, and any comments or suggestions regarding future efforts:

APPENDIX D

SAMPLE COST CAPTURING REPORT FORM

	UNITED STATES MARINE CORPS MARINE FORCES RESERVE 2000 OPELOUSAS AVENUE NEW ORLEANS, LOUISIANA 70146-5400			
<p>***NOTE: THE INTENT OF THIS REPORT IS TO CAPTURE ALL COSTS OF MARINE FORCES RESERVE RESOURCES TO INCLUDE MISSION ESSENTIAL TASK CONDUCTED WHILE ASSISTING T4T. FUNDING PROVIDED BY THE TOYS FOR TOTS FOUNDATION (I.E., FOUNDATION CHARGE CARD EXPENDITURES) AND DONATED RESOURCES SHOULD BE INCLUDED IN THE SECTIONS PROVIDED.</p>				
<p>Cost Collected Report</p>				
<p>Reserve Site: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____ Phone: _____</p> <p>Unit Coordinator _____</p>				
<p>Man Power Cost</p>				
ADOS	Report number of Mandays by paygrade in direct support of Toys for Tots program.(Include attendance at conferences, Investigation/Legal procedures, etc).	GRADE	MANDAYS	
			Mission Essential Support	Direct Support
		E-1	20*	52**
		E-2		
		E-3		
		E-4		
		E-5		
		E-6		
		E-7		
		E-8		
		E-9		
		WO		
		CWO		
		O-1		
		O-2		
		O-3		
		O-4		
		O-5		
		O-6		
	<p>* Man Days are equal to one Marine working eight hours in support of TFT. Mission Essential Support is work that was done by a Marine for TFT that meet a METL requirement as explained in the order. The example in this block is expressing 20 man days worked by the grade of E-1.</p> <p>** Man Days are equal to one Marine working eight hours in support of TFT. Direct Support is work that was done by a Marine for TFT outside of a Marines normal duties. The example in this this block is expressing 52 man days worked by the grade of E-1.</p>			
<p>Man Power Cost</p>			MANDAYS	
AT	Report number of Mandays by paygrade in direct support of Toys for Tots program.(Include attendance at conferences, Investigation/Legal procedures, etc).	GRADE	MANDAYS	
			Mission Essential Support	Direct Support
		E-1		
		E-2		
		E-3		
		E-4		
		E-5		
		E-6		
		E-7		
		E-8		
		E-9		
		WO		
		CWO		
		O-1		
		O-2		
		O-3		
		O-4		
		O-5		
		O-6		
<p>Man Power Cost</p>			MANDAYS	
ACTIVE DUTY	Report number of Mandays by paygrade in support of Toys for Tots program.	ALL RANKS	MANDAYS	
			Mission Essential Support	Direct Support

Cost Collected Report						
Reserve Site: _____						
Address: _____						
City: _____		State: _____		Zip Code: _____ Phone: _____		
Unit Coordinator _____						
Man Power Cost			Drill Periods - 1 period is equal to 4hrs			
DRILLS	Report number of drills by paygrade in support of Toys for Tots program.			GRADE	Mission Essential Support	Direct Support
				E-1		
				E-2		
				E-3		
				E-4		
				E-5		
				E-6		
				E-7		
				E-8		
				E-9		
				WO		
				CWO		
				O-1		
				O-2		
				O-3		
				O-4		
				O-5		
				O-6		
Man Power Cost			MANDAYS		DRILLS	
TOTAL			Mission Essential Support	Direct Support	Mission Essential Support	Direct Support
Materials and Services					Estimated \$ Value	
					Mission Essential Support	Direct Support
Travel/Per Diem	Estimated \$ value in support of Toys for Tots. (Include TAD for Conference)					
Storage	Estimated \$ value of space leased or rented in support of Toys for Tots.					
Vehicle Rental	Estimated \$ value in support of Toys For Tots.					
Fuel (Rented vehicle)	Provide estimated fuel charges in support of Toys For Tots.				Purchase Card Only	
					No Entry	
Fuel (GSA/Tactical)	Estimated \$ value in support of Toys For Tots.					
Transportation of Things	Estimated \$ value in support of Toys For Tots.					
OTHER	Identify Category and estimated \$ value of any Misc Costs directly associated with Toys for Tots					
Provide written discription of "OTHER" cost:						

Submitted By : _____ Date: _____						
Print Name						
Signature: _____						

APPENDIX E

TOYS FOR TOTS GRATUITOUS SERVICE AGREEMENT

I, _____, by signing this Agreement, agree to
(Name of Volunteer)
provide gratuitous and/or volunteer services as a Toys for Tots
volunteer for, _____, in
(Name of LCO TFT Site, Marine Unit, or Command)
compliance with 10 U.S.C. §1588. I agree to provide such
services without expectation of compensation. I further
understand that such gratuitous service does not constitute
Government service for purposes of Federal retirement benefits or
preference in hiring for paid Federal employment positions. Any
reimbursement for incidental expenses shall be subject to the
availability of funds and the discretion of the commanding
officer/Inspector-Instructor/coordinator of _____
and the Marine
(Name of Marine Unit/LCO TFT Site, or Command)
Forces Reserve Toys for Tots Foundation.

In compliance with 10 U.S.C. §1588(a)(3)(A), the nature of my
service will be to provide volunteer services for the Toys for
Tots Program. I understand that as a Toys for Tots volunteer, I
will not be considered a Federal employee for any purpose other
than the Federal Tort Claims Act (28 U.S.C. §§1346(b), 2671,
2672, and 2674-2680) and the Military Claims Act (10 U.S.C. §§
2731-2738). I may also be entitled to compensation under the
Federal Employees' Compensation Act (5 U.S.C. §§ 8101-8193),
should I suffer any personal injuries in the performance of my
volunteer services for the Toys for Tots Program.

I understand that as a Toys for Tots volunteer, any personal
information provided to me during the course of my volunteer
services is, and will be, protected from release to any
individual by the Privacy Act of 1974. I agree to hold myself to
the highest standards of confidentiality in this regard. I
further understand that any issues pertaining to military
members, their families, donors, or recipients of Toys for Tots
items will be discussed ONLY with those individuals with a "need
to know".

This document encompasses all understandings between myself and _____ as it pertains to
(Name of LCO TFT Site, Marine Unit, or Command)
my volunteer services for the Toys for Tots Program.

[Volunteer Signature]

[Toys for Tots Coordinator Signature]

[Date of Signature]

[Date of Signature]

*

[Parent or Legal Guardian Signature] *Required if Volunteer is
under 18 years of age.

APPENDIX F
VALIDATION FORM

Unit: _____

Photo of Donated Toys: _____

Include date photo taken and date photo e-mailed to Foundation.

Coordinator: _____
Print and Sign

of Donated Toys: _____
Inspection Results

Inspected By: _____
Print and Sign

Date Viewed: _____

Quantity: _____

1. I grade the quality of these toys as (High) (Medium) (Low)
2. Comments: _____

APPENDIX G

DETAILED INSPECTION CHECKLIST

TOYS FOR TOTS
Functional Area Manager: MFR Public Affairs Office
Point of Contact:
(COML) 504-697-8197
Date Last Revised: 31 January 2012

- 000 Has a Marine TFT Coordinator been assigned in writing by the Commanding Officer or I&I Support Site Commander per APPENDIX A?
Reference
FORO 5726.1D CHAP 2, PAR 1C; MTFTF SOP, CHAP 4, SEC 4.4, PAR B
- 001 Does the coordinator assigned possess a security clearance or interim security clearance?
Reference
FORO 5726.1D, CHAP 2, PAR 1C
- 002 Does the coordinator assigned possess a signed copy of the Acknowledgement of Responsibilities Form from the Foundation?
Reference
FORO 5726.1D, CHAP 2, PAR 1C
- 003 Are the appropriate current references readily available?
Reference
FORO 5726.1D, CHAP 7, PAR 1B
- 004 Did the coordinator or unit representative attend the annual conference?
Reference
FORO 5726.1D, CHAP 2, PAR 1D
- 005 Has the local coordinator read the ForO 5726.1D and Marines Toys for Tots Foundation SOP concerning the procedures for conducting a toy drive?
Reference
FORO 5726.1D, CHAP 2; MTFTF SOP, CHAP 4, SEC 4.4, PAR A-K
- 006 Has the local coordinator read the MTFTF SOP concerning the procedures for the Handling of Unsolicited Monetary Donations and Funds Raised?
Reference
FORO 5726.1D CHAP 4; MTFTF SOP, CHAP 7, SEC 7.3, PAR A

DETAILED INSPECTION CHECKLIST

- 007 Has the local coordinator read the MTFTF SOP concerning the procedures for the MTFTF purchase card? Is the Coordinator knowledgeable of the proper care and use of the purchase card.
Reference
MTFTF SOP, CHAP 3, SEC 3.12
- 008 Was there any improper or illegal use of the TFT Name or logo reported within your area of responsibility?
Reference
MTFTF SOP, CHAP 6, SEC 6.15, PAR A-I
- 009 Were any local community organizations denied support from your campaign?
Reference
FORO 5726.1D, CHAP 3, PAR 1C(8)
- 010 Were there any waivers submitted for the approval to utilize ADOS, AT, or Drills in support of your campaign?
Reference
FORO 5726.1D, CHAP 2, PAR 3D
- 011 Upon completion of the TFT campaign, was the appropriate After Action Report submitted to the Foundation NLT 15 January?
Reference
FORO 5726.1D, CHAP 6, PAR 1
- 012 Upon completion of the TFT campaign, was the appropriate Lessons Learned Report submitted to the CMFR NLT 15 January?
Reference
FORO 5726.1D, CHAP 6, PAR 2
- 013 Upon completion of the TFT campaign, was the appropriate Cost Collected Report submitted to the CMFR NLT 15 January?
Reference
FORO 5726.1D, CHAP 6, PAR 4
- 014 Were desktop procedures and turnover folder maintained and on hand as explained in the reference?
Reference
FORO 5726.1D, CHAP 7
- 015 Was an annual site self-inspection conducted by the Commanding Officer/Inspector-Instructor of his/her TFT Campaign?
Reference
FORO 5726.1D, CHAP 6, PAR 5B

DETAILED INSPECTION CHECKLIST

016 Did the newly appointed Coordinator custodian complete a self-inspection of their areas of responsibilities within 30 days of the individual being appointed or joined?

Reference

FORO 5726.1D, CHAP 6, PAR 5C