



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVE
NEW ORLEANS, LA 70114-1500

ForO 5726.3
PAD

JUN 11 2015

FORCE ORDER 5726.3

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 1650.1H

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

1. Situation. This Order provides a revised Marine Forces Reserve (MARFORRES) policy for the conduct of the annual Marine Corps Reserve TFT Program.

2. Cancellation. ForO 5726.1D.

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

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through (g). Marine Corps Reserve TFT Program will provide as much support as possible while balancing and maintaining alignment with the policies herein. The TFT Foundation coordinates the efforts of many volunteer organizations, military support organizations, and veteran support organizations, and others. Therefore, we will support this great effort. Active Duty for Operational Support, Annual Training, or Operation and Maintenance funds may be used to support the TFT Program only when such support coincides with unit mission essential tasks and contributes to training readiness. Finally, 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.

(2) Concept of Operations. Marine Coordinators must read and understand this Order and the Marine TFT Foundation Standard Operating Procedures contained in reference (b). In addition the Coordinators are required to maintain a hard copy or electronic version of the documents at all times.

b. Summary of Revision. This Order contains a number of changes and must be completely reviewed. Major changes included are as follows:

(1) Chapter 2 contains specific instructions for handling all donations.

(2) Chapter 3 contains guidance for the submission of the After Action Report (APPENDIX C) and the Cost-Capturing Report (APPENDIX D) at the completion of the TFT campaign.

(3) Chapter 4 contains guidance for the acceptance of donations and the handling of cash raised using the TFT name and logo.

(4) Chapter 6 contains the following:

(a) Guidance for coordinators to submit a Lessons Learned Report;

(b) Announces Validation Visits;

(c) Directs Campaign Coordinators to capture and report all MARFORRES resources and Purchase Card expenditures associated with the annual TFT campaign.

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(5) Chapter 8 removed the Incentive Awards Program.

5. Administration and Logistics

a. MARFORRES Public Affairs Department (PAD) manages the TFT Program (enclosure (1)).

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

c. MARFORRES PAD 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 Corps Reserve.

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



S. A. WENRICH
Chief of Staff

DISTRIBUTION: D

Directives issued by this Headquarters are published and distributed electronically.

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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.)

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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

Description and Organization

1. Introduction. The Marine Corps Reserve Toys (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, Public Affairs Department (PAD) 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 Commander, Marine Forces Reserve (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 Standard Operating Procedures (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 businesses 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 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).

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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, supervising, and will be actively engaged. Due to complex coordination and managerial requirements, only E-5s and above will be appointed as unit coordinators. The unit should ensure the coordinator does a turn-over with the new coordinator, and for the sake of continuity the new coordinator should be the assistant coordinator the year prior. 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 PAD 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 to 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 the 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 to conduct TFT campaigns in communities without a Marine Reserve Center.

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c. The MARFORRES Public Affairs Director and the TFT Foundation Regional Representatives are the reporting authorities for all MARFORRES 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 has been 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 TFT Foundation's Vice President of Operations at (703) 640-9433.

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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, or 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 PAD for subsequent forwarding to Headquarters Marine Corps and the Foundation.

c. TFT Coordinator. Commanding officers or site commanders/Inspector-Instructors (I-Is) will appoint, in writing, a unit TFT Coordinator annually (see APPENDIX A). The Coordinator will be responsible for the planning and executions of the unit's TFT Program, and must have a security clearance or have been granted an interim security clearance upon the completion of the Questionnaire for National Security Position, Standard Form (SF) 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 PAD 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, and 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/I-Is 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

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Community Organizations (LCO) unless advised otherwise by the Foundation or MARFORRES Public Affairs Director. The conference is usually held in September and focuses on preparing Marine 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) and (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.

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3. Unauthorized Activities

a. Active Duty for Operational Support (ADOS). ADOS will not be used in support of the MARFORRES TFT Program unless a training requirement can be accomplished, consistent with the Mission Essential Task List (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 focus 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 reference (f). 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 Department (PAD) at MFRPAD@usmc.mil.

e. Marines or Reserve units are not authorized to solicit or maintain monetary donations. All donations must be forwarded to the foundation via overnight mail as soon as possible.

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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.

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Chapter 3

Program Execution1. 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 of the following year. In addition, the following reports are due no later than 15 January of the following year: a Cost-Capturing Report (APPENDIX D), and a Lessons Learned Report (if a site has recommendations for the overall campaign).

(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 PAD and the Foundation 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.

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(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, approve, 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 judgment 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 and as a reference for future site coordinators.

(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.

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(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-exempt agent for the Program. All donations managed by the Foundation are tax deductible, and all donors receive a tax-deduction 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). Limited mobilization contingency instructions and a checklist are included in reference (b). Some other options to consider 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 Remain Behind Element and civilian volunteers to augment personnel requirements.

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

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c. Local Volunteers. In order to assist unit personnel in the campaign, commanders and I-Is 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.

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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 approved local TFT Coordinator or a designated representative. All 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/Representative 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, 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 when possible or designated representative. 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 charity.

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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 Toys for Tots Gratuitous Service Agreement (APPENDIX E).

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 U.S. Marine Corps and 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 PAD 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.

1. 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 PAD 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 PAD 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

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reputable organizations. APPENDIXES B and F will be used to record these donations.

c. Under no circumstances will any items donated to the TFT Program whether new, unusable, or inappropriate 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.

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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 PAD.

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

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Chapter 6

Reports1. Marine Toys for Tots Foundation 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. Reserve units must submit a completed After Action Report via the Foundation's website no later than 15 January of each year utilizing the format contained on the Foundation's Website (See 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 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, but 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 are asked to complete a Lessons Learned Report covering methods to increase volunteer support, toy collection, and improve distribution procedures. These reports will be submitted to MARFORRES PAD at the conclusion of each campaign season, by coordinators who have recommendations for overall campaign changes.

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

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3. Validation Visits. Two Reserve sites from each TFT region are randomly selected by the Foundation for validation. There are six TFT regions. The Validation Officer/Staff Noncommissioned Officer from MARFORRES will visit each of the twelve sites to review operations and report upon the activities of the sites visited and take pictures of the locally donated toys.

4. Cost Capturing Report

a. COMMARFORRES has directed all Marine Corps Reserve Campaign Coordinators to capture and report all MARFORRES resources and Purchase Card expenditures associated with the annual TFT campaign.

b. Accurate reporting of MARFORRES resources applied in association with TFT is essential, to include time (one man-day = 8 Hours), funding, and equipment. This report must be completed for each site conducting a TFT campaign annually, and utilize the form contained in APPENDIX D.

c. Funding 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 MARFORRES PAD no later than 15 January. A physical copy of this report should be filed for two years in the Coordinator's TFT 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 (IG) MARFORRES special interest item and is subject to inspection on a two-year basis. The inspection of the TFT Program is to assess and enhance the ability of a unit to perform its assigned campaign mission.

b. At least annually, the Site Commander/I-I will conduct a self-inspection of the unit's TFT Campaign. To assist in this inspection, a checklist is provided in APPENDIX F.

c. Each newly appointed coordinator custodian will complete a self-inspection of their areas of responsibilities. This

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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.

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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 primary 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;

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

(7) 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.

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Chapter 8

Personal Awards and Unit Recognition1. 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 TFT 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 TFT region and the overall 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

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(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 MFTTF Board of Directors)

2. 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).

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APPENDIX A

SAMPLE CAMPAIGN COORDINATOR APPOINTMENT LETTER

From: Inspector-Instructor/Site Commander
To: Gunnery Sergeant Im A. Marine EDIPI: XXXXXXXXXXXX/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 EDIPI: XXXXXXXXXXXX/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

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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

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APPENDIX C

MTFTF AFTER ACTION REPORT FORM

TOYS FOR TOTS AFTER ACTION REPORT

Campaign Conducted During (Current Campaign Dates)

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 local campaign:
Describe geographic area (sq mile, # of counties, etc.):

Section II: Contributions

Toy Contributions

Inventory from previous year campaign

Total number of toys:
Total number of books:
Total number of stocking stuffers:

Foundation Adjustment (Input by the Foundation ONLY)

Total number of toys:
Total number of books:
Total number of stocking stuffers:
Reason, if applicable:

Collected by Local Campaign

Total number of toys:
Total number of books:
Total number of stocking stuffers:

Purchased by Local Campaign

Total number of toys:
Total number of books:
Total number of stocking stuffers:

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Received from the Foundation (Input by the Foundation ONLY)

Total number of toys:
Total number of books:
Total number of stocking stuffers:

Totals

Total number of toys:
Total number of books:
Total number of stocking stuffers:

Received from another UNIT(s)

Total number of toys:
Total number of books:
Total number of stocking stuffers:
(If applicable, name(s) of UNIT(s):

Sent to another UNIT(s)

Total number of toys:
Total number of books:
Total number of stocking stuffers:
(If applicable, name(s) of UNIT(s):

Total Distributed

Total number of toys:
Total number of books:
Total number of stocking stuffers:

Adjusted Distribution For Release To Public:

Total Remaining (New Inventory)

Total number of toys:
Total number of books:
Total number of stocking stuffers:
Location of Inventory Storage:

Total number of children receiving toys:

Average number of toys given to each child: (will be completed by Foundation)

Monetary Contributions

Funds in local campaign account

Transferred into local account by the Foundation:
(Viewable, but cannot edit)
Deposited into local account by the Foundation:
(Viewable, but cannot edit)

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Total of donations collected locally (begins one day after previous year's report submitted):

Total amount forwarded to the TFT Foundation:

Donations not forwarded to the TFT Foundation:

Provide reasons all donations were not forwarded to the Foundation: _____

Total amount expended for toy purchases:

Total amount expended for other than toys:

Percentage expended for other than toy purchases:

Section III: Media Support

Television

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

Radio

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

Section IV: Comments

List significant promotions or events that were effective:

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

3. Did your campaign receive support from U.S. Marine Corps Recruiters? (Yes/No)

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APPENDIX D
SAMPLE COST CAPTURING REPORT FORM



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2800 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70146-6400

***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.

Cost Collected Report

Reserve Site: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Unit Coordinator _____

Man Power Cost		MANDAYS		
ADOS	Report number of Mandays by paygrade in direct support of Toys for Tots program. (Include attendance at conferences, investigation/legal procedures, etc).	GRADE	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		
	* Man Days are equal to one Marine working eight hours in support of T4T. Mission Essential Support is work that was done by a Marine for T4T 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.			
	** Man Days are equal to one Marine working eight hours in support of T4T. Direct Support is work that was done by a Marine for T4T outside of a Marine's normal duties. The example in this block is expressing 52 man days worked by the grade of E-1.			
Man Power Cost		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	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		ALL RANKS	MANDAYS	
ACTIVE DUTY	Report number of Mandays by paygrade in support of Toys for Tots program.		Mission Essential Support	Direct Support

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Cost Collected Report								
Reserve Site: _____								
Address: _____								
City: _____		State: _____		Zip Code: _____ Phone: _____				
Unit Coordinator _____								
Man Power Cost			Drill Periods - 1 period is equal to 4hrs					
Report number of drills by paygrade in support of Toys for Tots program.								
DRILLS					GRADE	Mission Essential Support	Direct Support	
					E-1			
					E-2			
					E-3			
					E-4			
					E-5			
					E-6			
					E-7			
					E-8			
					E-9			
					NO			
					CWO			
					D-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	
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 description of "OTHER" cost:								
Submitted By: _____				Date: _____				
Print Name								
Signature: _____								

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APPENDIX E

TOYS FOR TOTS GRATUITOUS SERVICE AGREEMENT

I, (Name of volunteer), by signing this agreement, agree to provide gratuitous and/or volunteer services as a Toys for Tots volunteer for (Name of LCO TFT Site, Marine Unit, or Command) in 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 (Name of LCO TFT Site, Marine Unit, or Command) and the Marine 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".

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This document encompasses all understandings between myself and (Name of LCO TFT Site, Marine Unit, or Command) as it pertains to 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 less than 18 years of age)

Date of Signature

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APPENDIX F
DETAILED INSPECTION CHECKLIST

TOYS FOR TOTS

Functional Area Manager: MFR Public Affairs

Department Point of Contact:

(COML) 504-697-8197

Date Last Revised: 31 January 2012

- 001 Has a Marine TFT Coordinator been assigned in writing by the Commanding Officer or I-I/Site Commander per APPENDIX A?
Reference
FORO 5726.1D CHAP 2, PAR 1C; MTFTF SOP, CHAP 4, SEC 4.4, PAR B
- 002 Does the coordinator assigned possess a security clearance or interim security clearance?
Reference
FORO 5726.1D, CHAP 2, PAR 1C
- 003 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
- 004 Are the appropriate current references readily available?
Reference
FORO 5726.1D, CHAP 7, PAR 1B
- 005 Did the coordinator or unit representative attend the annual conference?
Reference
FORO 5726.1D, CHAP 2, PAR 1D
- 006 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

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DETAILED INSPECTION CHECKLIST

- 007 Has the local coordinator read the MFTTF SOP concerning the procedures for the Handling of Unsolicited Monetary Donations and Funds Raised?
Reference
FORO 5726.1D CHAP 4; MFTTF SOP, CHAP 7, SEC 7.3, PAR A
- 008 Has the local coordinator read the MFTTF SOP concerning the procedures for the MFTTF purchase card? Is the Coordinator knowledgeable of the proper care and use of the purchase card.
Reference
MFTTF SOP, CHAP 3, SEC 3.12
- 009 Was there any improper or illegal use of the TFT Name or logo reported within your area of responsibility?
Reference
MFTTF SOP, CHAP 6, SEC 6.15, PAR A-I
- 010 Were any local community organizations denied support from your campaign?
Reference
FORO 5726.1D, CHAP 3, PAR 1C(8)
- 011 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
- 012 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
- 013 Upon completion of the TFT campaign, was the appropriate Lessons Learned Report submitted to the COMMARFORRES NLT 15 January?
Reference
FORO 5726.1D, CHAP 6, PAR 2

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DETAILED INSPECTION CHECKLIST

- 014 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
- 015 Were desktop procedures and turnover folder maintained and on hand as explained in the reference?
Reference
FORO 5726.1D, CHAP 7
- 016 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
- 017 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