



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

IN REPLY REFER TO  
5340  
G-1

FEB 22 2016

FORCE POLICY LETTER 3-16

From: Commander  
To: Distribution List

Subj: ACTIVE DUTY FUND DRIVE IN SUPPORT OF THE NAVY-MARINE CORPS  
RELIEF SOCIETY

Ref: (a) 5 C.F.R. Part 950  
(b) SECNAVINST 5340.7  
(c) ALMAR 006/16

Encl: (1) Sample Navy-Marine Corps Relief Society Fund Drive  
Coordinator Appointment Letter

1. Situation. The Navy-Marine Corps Relief Society (NMCRS) is a non-profit organization founded in 1904 with the sole purpose of assisting Navy and Marine Corps personnel and their families in times of need. The society provides disbursement of emergency, interest-free loans, grants, visiting nurse services, thrift shops, and other resources that enhance family support and financial responsibility. Each year, NMCRS conducts a fund drive to sustain the necessary resources needed to support Marines and Sailors across the Force. The annual NMCRS campaign embodies the Corps' tradition of "taking care of our own" and never leaving a Marine or Sailor behind.

2. Mission. To ensure all Marines and Sailors are well informed about the NMCRS program, the services NMCRS provides, and are afforded the opportunity to voluntarily donate to this worthy cause.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To publish guidance to the Force regarding NMCRS and the annual, active-duty NMCRS fund drive that takes place during the month of March.

(2) Concept of Operations. Commanders/Commanding Officers and Inspector - Instructor (I&I) units are responsible for organizing unit-specific NMCRS active duty fund drives in accordance with the references and as outlined in this Policy.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

FORCE POLICY LETTER 3-16

b. Tasks

(1) Major Subordinate Commands and Marine Forces Reserve Headquarters Battalion

(a) Appoint unit NMCRS active duty fund drive coordinators in writing, down to the company/detachment level per the enclosure.

(b) Ensure all Marines and Sailors are well informed about the NMCRS program and the services NMCRS provides and are afforded an opportunity to voluntarily donate to NMCRS.

(2) Unit NMCRS Coordinators

(a) Distribute and publicize information regarding the NMCRS active duty fund drive. Printable posters and donation information is provided via <http://nmcrsfunddrive.org>.

(b) Identify personnel scheduled for deployment during the March/April timeframe and ensure they are informed of the program and given the opportunity to voluntarily donate to NMCRS.

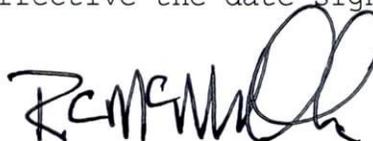
c. Coordinating Instructions. Commanders are encouraged to begin organizing now to ensure the right people are identified, trained, and ready to conduct the fund drive.

4. Administration and Logistics. Unit representatives should review the NMCRS website (<http://www.nmcrs.org>) for additional information. Units that fail to properly execute may lose access to these resources.

5. Command and Signal

a. Command. This Policy is applicable to all of Marine Forces Reserve and Marine Forces North.

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



REX C. MCMILLIAN

DISTRIBUTION: C,D

Directives issued by this Headquarters are published and distributed electronically.

Sample NMCRS Appointment Letter

UNITED STATES MARINE CORPS  
(UNIT LETTER HEAD)

5340  
CO

From: Commanding Officer  
To: Staff Sergeant Help A. Marine 0123456789/XXXX USMC  
Subj: APPOINTMENT AS NAVY-MARINE CORPS RELIEF SOCIETY ACTIVE DUTY  
FUND DRIVE COORDINATOR  
Ref: (a) 5 C.F.R. PART 950  
(b) SECNAVINST 5340.7  
(c) ALMAR 006/16  
(d) FPL XX-16

1. In accordance with the references, you are hereby appointed as the Navy-Marine Corps Relief Society Active Duty Fund Drive Coordinator for Unit/Section.
2. You are directed to familiarize yourself with the reference and all other pertinent or applicable directives and instructions pertaining to this appointment.

I. M. COMMANDER  
By direction

---

5340  
CO

FIRST ENDORSEMENT

From: Staff Sergeant Help A. Marine 0123456789/XXXX USMC  
To: Commanding Officer  
Subj: APPOINTMENT AS NAVY-MARINE CORPS RELIEF SOCIETY ACTIVE DUTY  
FUND DRIVE COORDINATOR

1. I have familiarized myself with the references and have assumed the duties of Navy-Marine Corps Relief Society Active Duty Fund Drive Coordinator for Unit/Section.

H. A. MARINE

Enclosure (1)