



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
1600 HENDERSON AVENUE SUITE 212  
SAN DIEGO, CALIFORNIA 92140-5001

DepO 5000.6F  
15A

DEPOT ORDER 5000.6F

MAR 24 2004

From: Commanding General  
To: Distribution List

Subj: PROVISIONS FOR SOLICITATION AND ADMINISTRATION OF MISCELLANEOUS CAMPAIGNS  
AND PROGRAMS

1. Situation. This Order contains information and instructions concerning all authorized solicitation.
2. Cancellation. DepO 5000.6E.
3. Mission. To provide information, promulgate instructions, and direct action for the solicitation and administration of miscellaneous campaign and programs.
4. Execution
  - a. Commander's Intent and Concept of Operations
    - (1) Commander's Intent. This revision contains a substantial number of changes and should be completely reviewed.
    - (2) Concept of Operations. The Combined Federal Campaign (CFC) concept makes possible the combining of previous multiple charitable campaigns among federal employees into a single solicitation with payroll deduction privileges. The CFC reduces the cost of on-the-job solicitation, and at the same time, substantially strengthens the support for voluntary health and welfare services, not only locally, but also at the national and international level.
  - b. Subordinate Element Missions. Commanders, ensure compliance with this Order.
  - c. Coordinating Instructions
    - (1) This Order updates procedures for the conduct and administration of all authorized fund drives on the MCRD/WRR.
    - (2) Campaign Organization. The CFC is divided into several groups; ie. Federal, SURFPAC, AIRPAC, Postal, MCRD, Camp Pendleton, etc.
      - (a) The Commanding General is the MCRD Group Coordinator.
      - (b) The Depot Inspector is the Group Coordinator.
      - (c) The Assistant Depot Inspector is the Group Loan Executive.

MAR 24 2004

(d) Each activity under the MCRD group: RTR, HSBN, 12th MCD, RS San Diego, MCCS, and HRO, will assign an Activity Coordinator responsible for the planning and execution of the campaign for their individual activity.

(e) Each Activity Coordinator will assign an appropriate number of Key Workers to adequately run their campaign at the individual unit level.

(4) Group Coordinator's Duties

(a) Retain overall cognizance of the campaign for the Depot, enforcing the Commanding General's policies and directions as appropriate.

(b) Represent the Commanding General at all Local Federal Coordinating Committee (LFCC) meetings.

(c) Keep the Commanding General informed of the progress of the campaign.

(5) The Loan Executive

(a) Attend training as required and coordinated by CFC Headquarters.

(b) Plan and coordinate the training of all Activity Coordinators within the MCRD group.

(c) Arrange for and coordinate the deposit of and delivery of funds collected.

(d) Arrange for and coordinate the delivery of progress reports to CFC Headquarters.

(e) Maintain a record of amounts contributed, by unit.

(f) Prepare reports as required by the LFCC and the Group Coordinator.

(6) Contributions

(a) All military and civilian personnel will be individually solicited and encouraged to contribute.

(b) Key persons will turn in all monies collected to their unit chairman on a daily basis. Allotments are encouraged.

(c) The Activity Coordinator will deposit, as necessary, all monies received to the campaign fund account at any Bank of America location.

d. The Navy-Marine Corps Relief Society. The Navy-Marine Corps Relief Society is our own relief organization. Its primary purpose is to provide appropriate financial assistance in time of need to members of the Navy and Marine Corps and their dependents. The society is supported by private funds and here in the Depot the work of the society is performed entirely by volunteers. The Secretary of the Navy makes an annual call for contribution to the Navy-Marine Corps Relief Society during the month of March.

MAR 24 2004

During this period, voluntary contributions are solicited.

(7) Drive Organization

(a) The Depot Inspector is designated as the Subarea Coordinator for the annual drive.

(b) Commanding Officers of the major subordinate commands within the MCRD Subarea will appoint a command representative who will supervise the drive within each command. This representative will be an officer or Staff non-commissioned officer and will be responsible for the overall conduct of the drive. The command representative will report weekly to the Subarea coordinator using the report format prescribed in the campaign guide. The command representative is responsible for the preparation of the command's final report to the Subarea coordinator.

(c) Unit representatives will be designated by each command to conduct the drive by making contact with each individual in the command, preparing collection logs, completing contribution cards, collecting donations, and preparing weekly reports to the command representative.

(8) Solicitation

(a) Permanent military personnel will be solicited during the period designated by the Secretary of the Navy.

(b) All recruits in training during the designated period will be afforded the opportunity to contribute.

(9) Collection and Deposit of Funds

(a) The Navy-Marine Corps Relief Society will determine the bank to be used for cash deposits. Deposit slips will be provided to each command chairman.

(b) Unit Representatives will turn in all funds collected to their command representatives who will deposit the funds in the designated bank utilizing the provided deposit slips. Copies of the deposit slips will be retained by the command representative for the command files.

(c) Files will be audited upon completion of the drive and must be retained for a period of two years.

(10) U. S. Saving Bond Program. This continuing program to encourage the purchase of the United States Savings Bond is in recognition of the tremendous importance of these government securities to the nation and to the individual citizen.

(a) The depot Savings Bond Project Officer is the Assistant Chief of Staff, Comptroller.

(b) The Depot Payroll Supervisor is designated as Payroll Savings Chairman for Civil Service personnel. The Payroll Supervisor will assist the

DepO 5000.6F

MAR 24 2004

Depot Savings Bonds Project Officer in promotion of the Payroll Savings Plan for Civil Service employees.

(c) The Manager of the Human Resources Division is designated as Payroll Savings Chairperson for Civil Service personnel. The Director will assist the Depot Savings Bond Project Officer in the promotion of the Payroll Savings Plan for Civil Service employees.

(d) The Assistant Chief of Staff, MWR will appoint a chairperson to assist the Depot Savings Bond Project Officer in the promotion of the Payroll Savings Plan for nonappropriated fund activity personnel.

(e) The Commanding Officer, Recruit Training Regiment will ensure that all recruits are informed of the benefits of the Savings Bond Program and are afforded the opportunity to enroll.

(f) All Commanding Officers, via unit Savings Bond Officers, will encourage participation by emphasizing the personal advantages for regular and systematic savings and patriotism. The voluntary nature of this Savings Bond Program will be stressed, leaving the choice to buy completely to the discretion of the individual.

(g) Publicized Savings Bond drives aboard the Depot will commence the first day of April for each calendar year.

(h) Promotional materials for use during the Savings Bonds drives will be distributed by the Savings Bonds Project Officer.

(i) Commanding Officers will notify Marines that Savings Bonds purchased to pay for the education of the purchasers or their children can be exempt from taxes on interest accrued.

(j) Commanding Officers will notify Marines that Savings Bonds now earn interest based on market yields for treasury securities from purchase through original maturity.

5. Administration and Logistics. Recommendations concerning the contents of this Order are encouraged and invited. Recommendations should be submitted to the Commanding General (Attn: MCRD/WRR Inspector).

6. Command and Signal

a. Command. This Order is applicable to MCRD/WRR.

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



T. W. SPENCER  
Chief of Staff

DISTRIBUTION: A