



**DEPARTMENT OF THE NAVY**  
OFFICE OF THE ASSISTANT SECRETARY  
(MANPOWER AND RESERVE AFFAIRS)  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1800

SECNAVINST 5340.1  
NPC-662  
FEB 8 1999

**SECNAV INSTRUCTION 5340.1**

**From:** Secretary of the Navy  
**To:** All Ships and Stations

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

**Ref:** (a) 5 C.F.R Part 950  
(b) PAYPERSMAN (NAVSO P-3050), Part 6

1. Purpose. To establish guidance for the conduct of the annual, active-duty fund drive in support of the Navy-Marine Corps Relief Society (NMCRS), and to terminate the requirement for issuing an annual SECNAVNOTE.

2. Discussion

a. Founded in 1904, the NMCRS is a private, non-profit charitable organization whose purpose is to assist Navy and Marine Corps personnel and their families in time of need. The Society's principal activity is the disbursement of emergency interest-free loans and grants. It also provides visiting nurse services, thrift shops, infant layettes, food lockers, budget counseling services, and educational scholarships and loans.

b. Each year, commanders/commanding officers conduct fund-raising activities that provide financial resources for NMCRS services. Coincident with this effort, the Secretary of the Navy solicits the support of retired members of Navy and Marine Corps. The purpose of the annual call is twofold:

(1) To increase the awareness of Navy and Marine Corps personnel about the availability of financial assistance and other support services administered by the Society, and

(2) To obtain the funds that are essential for the Society to continue to provide assistance.

SECNAVINST 5340.1

c. Department of the Navy policy is to conduct an annual fund drive within the limitations of available personnel and resources. Representatives at the worldwide auxiliary activities of NMCRS are available to provide advice, support, information, publicity materials, and copies of the active duty fund drive manual to assist in this effort. Commanders/commanding officers are authorized to provide their personal support in ensuring an effective call for contributions, to inform Navy and Marine Corps personnel of the work of the Society, and of the need for individual contributions and continuing support.

3. Action

a. All Department of the Navy commands and activities with Navy and Marine Corps personnel attached will conduct an active duty fund drive in support of NMCRS.

b. Commanders/commanding officers are to conduct the active duty fund drive during the month of March. If that period is impractical due to operational schedules, commanders/commanding officers may designate another period that does not conflict with the period specified for other authorized Federal fundraising campaigns, including the Combined Federal Campaign. When identifying an alternate period to conduct the local fund drive, commanders/commanding officers should be mindful of constraints on charitable allotments imposed by the Defense Finance and Accounting Service (DFAS) requiring all charitable allotments be submitted no later than the first week of May for a 1 June start as required by the Defense Joint Manpower System (DJMS).

c. The primary fund-raising procedure to be used in the active duty fund drive in support of NMCRS will be personal solicitation by designated keypersons. Although contributions may be accepted from retired members of Navy and Marine Corps, these members are solicited separately by direct mail.

d. True voluntary giving is fundamental to the active duty fund drive in support of NMCRS. Actions that do not allow free choices or create the appearance that Sailors and Marines do not have a free choice to give or not to give, or to publicize their gifts or to keep them confidential, are contrary to Federal fundraising policies. Activities contrary to the non-coercive

SECNAVINST 5340.1

intent of Federal fundraising policies are not permitted in NMCRS campaigns. See reference (a).

e. As an exception to the prohibition against gambling, commanders/commanding officers are authorized to sponsor raffles, lotteries, and carnival-type games of chance within their installations in conjunction with the Navy-Marine Corps Relief Fund Drive. Such authorization is subject to the following conditions:

(1) The commander/commanding officer must determine that the fund-raising activity proposed will be consonant with local law, even when the command is located in an area of exclusive federal jurisdiction and local law would not otherwise be applicable, and must give consideration to relevant community relations implications.

(2) If the authorization is implemented, the commander/commanding officer must establish adequate administrative controls, including an audit, to ensure that proceeds after payment of legitimate expenses are submitted as a contribution to the Society.

(3) Amounts paid for chances to participate in raffles, lotteries, and similar drawings, or to participate in other contests for valuable prizes, are not gifts to support the NMCRS and, therefore, do not qualify as deductible, charitable contributions to the Society.

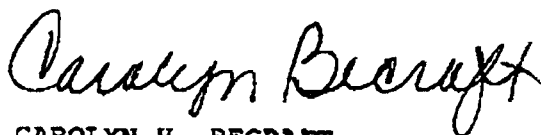
(4) This authorization does not extend to casino-type games of chance.

f. The cash contributions resulting from this fund drive will be forwarded by commanders of shore activities to the nearest field activity of NMCRS, and by commanding officers of ships and activities afloat to the Society's field activity in their homeport.

g. Voluntary allotment of military pay may be used to make contributions to NMCRS. Forms which may be used for either cash/check or allotment contributions will be printed and distributed by the Society's headquarters to its field

SECNAVINST 5340.1

activities in December. Instructions for disbursing and finance officers to register allotment pledges are contained in reference (b).



CAROLYN H. BECRAFT  
Assistant Secretary of the Navy  
(Manpower and Reserve Affairs)

Distribution:

SNDL Parts 1 and 2

MARCORPS 71000000000 and 71000000100

SECNAV/OPNAV Directives Control Office

Washington Navy Yard, Building 200

901 M Street SE

Washington, DC 20374-5074 (20 copies)