DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 5340.2D
AAUSN
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SECNAV INSTRUCTION 5340.2D

From: Secretary of the Navy

Subj: FUND RAISING AND SOLICITATION OF DEPARTMENT OF NAVY (DON) PERSONNEL, MILITARY AND CIVILIAN, IN THE NATIONAL CAPITAL AREA (NCA)

Ref: (a) DOD Directive 5035.1 of 7 May 99

1. Purpose. To assign responsibilities for the conduct of fund raising and solicitation activities for DON activities located in the NCA and including, for the purposes of this instruction, Military Sealift Command.

2. Cancellation. SECNAV Instruction 5340.2C.

3. Background. The current Government-wide policy and procedures for fund raising within the Federal establishment, as enunciated in reference (a), provide for one solicitation period during each year (except for emergency and disaster relief appeals, and the annual Navy and Marine Corps Relief Society drive). This consists of a campaign conducted each fall under the title "Combined Federal Campaign" (CFC). The Combined Federal Campaign represents the joint efforts of the United Way, the International Service Agencies, the National Health Agencies, and the Independent Agencies. Funds are solicited, strictly voluntarily, over a specified period to meet a dollar goal, utilizing pledges of cash or payroll deductions.

4. Responsibilities. The responsibility for fund raising and solicitation of military and civilian personnel of the Navy Department is as follows:

a. The Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC) shall be responsible for the Navy and Marine Corps Relief Society fund drive, including the conduct of the campaign and the designation of its leaders.

b. The Assistant for Administration to the Under Secretary of the Navy is responsible for the coordination and general

cognizance of all other DON fund raising and solicitation activities in the NCA. To provide continuing organization and management for DON fund raising activities in the NCA, there shall be a Chairperson, Co-Vice Chairpersons and an Administrator designated as follows:

(1) Chairperson - The Secretary of the Navy

(2) Co-Vice Chairpersons - The Chief of Naval Operations, the Commandant of the Marine Corps, and the Under Secretary of the Navy.

(3) Administrator - A designated member of the staff of the CNO, CMC, or Navy Secretariat. This assignment rotates annually among these offices.

Richard Danzig

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