



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAS PENSACOLA
190 RADFORD BLVD
PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO

NASPNCLAINST (R) 5340.6C
Code 00B10

JAN 28 2002

NASPNCLA INSTRUCTION (R) 5340.6C

Subj: FUND-RAISING BY OR AMONG MILITARY AND CIVILIAN PERSONNEL

Ref: (a) DOD 5500.7-R
(b) NASPNCLAINST 5760.1A
(c) DODI 1000.15
(d) Florida Statutes, Chapter 496

1. Purpose. To ensure strict compliance with references (a), (b), and (c), minimize or eliminate disruption of the Federal workplace and costs to Federal taxpayers that on-the-job fund-raising may cause, and further the goals of the Navy-Marine Corps Relief Society and the Combined Federal Campaign fund drives by controlling fund-raising by or among military and civilian personnel within the NAS Pensacola Region.

2. Cancellation. NASPNCLAINST 5340.6B

Background

a. Navy facilities are often viewed as attractive locations for charitable fund-raising events. Many local charities request use of the gym, golf course, bowling alley, Officers' Club, or other facilities for a single cause (as opposed to some united or joint campaign) "fund-raising" purpose. Some Installation Commanders have approved such requests while others have disapproved them or sought guidance from higher authority.

b. Following the guidance in reference (a), official support cannot be extended to every charitable/non-profit organization. Therefore, official support must be reserved for only those events displaying a clear connection with the military community. In most cases, requests to use Navy facilities for single cause charity fund-raising events will only be approved pursuant to reference (a).

4. Information

a. Policies and standards for fund-raising within the Department of the Navy are regulated by reference (a). Exceptions may be authorized by higher authority when the provisions of section 3-211 of reference (a) can be met; however, additional on-the-job fund-raising is prohibited.

b. Fund-raising is defined as the solicitation of money, services, goods or any other thing of value by any individual or organization.

c. Fund-raising does not include fees, dues, or other contributions to private organizations, or morale, welfare, and recreation activities, which are limited to members, participants, and their immediate families.

d. Fund-raising does not include unofficial informal funds, such as office coffee funds, flower funds, voluntary gifts, or contributions of nominal value on special occasions and similar small informal activities, which are authorized by reference (c).

JAN 28 2002

e. Per reference (c), the use of any portion of installation facilities as a showroom or store for the sale of goods or services, except as specifically authorized by regulations governing the operation of exchanges, commissaries, non-appropriated fund instrumentalities, and private organizations, is prohibited. Per reference (a), official support involving the use of facilities for fund-raising purposes will be regulated as follows:

(1) On-the-job solicitations conducted in the workplace are limited to the annual Navy-Marine Corps Relief Society and Combined Federal Campaign Fund Drives authorized by the Secretary of Defense. Exceptions may be granted only when specific prior approval of the Secretary of the Navy has been granted.

(2) Programs benefiting organizations that operate solely in support of the military services (e.g., USO, Marine Corps Scholarship Foundation, etc.) are permitted on a case-by-case basis by reference (a).

f. Regional Commands, private organizations, or individuals desiring to engage in off-the-job fund-raising on board NAS Pensacola shall submit a written request to Commanding Officer, Naval Air Station Pensacola (Code 01B), for review. Per references (b) and (c), private organizations will be generally self-sustaining, primarily through dues, contributions, service charges, fees, or special assessment of members.

(1) Off-the-job solicitation at the entrances of buildings or in family housing areas within the NAS Pensacola Region is prohibited unless specifically authorized, in writing, by the Commanding Officer, NAS Pensacola. If authorized, solicitation may not be conducted by military or civilian personnel in their official capacity during duty or non-duty hours, nor may such solicitations be conducted as an official command-sponsored project. The endorsement of a fund-raising event by any military activity within the NAS Pensacola Region, other than those specifically addressed in section 3-210 of reference (a), is strictly prohibited.

(2) The Commanding Officer, NAS Pensacola, may approve requests for fund-raisers that do not engage in resale activities other than the Navy-Marine Corps Thrift Shop sales of used clothing and used merchandise, the National Museum of Naval Aviation shop sales of items related to museum activities, or occasional sales for fund-raising purposes on a case-by-case basis.

(3) Following the guidelines established by reference (a), fund-raising by Regional Commands, private organizations, or individuals at the place of employment or duty is limited. This restriction does not preclude local employees' initiatives to assist the unfortunate. Certain fund-raising activities such as the use of "poppies" or other similar tokens by veterans' organizations, or placement of food or toy collection boxes at entrances or in concourses or lobbies of buildings or installations normally open to the general public is permissible on a case-by-case basis. The decision to authorize such collections within the NAS Pensacola Region rests solely with the Commanding Officer, NAS Pensacola.

(4) Prior to embarking on any fund-raising endeavor, the provisions of the State of Florida Solicitation of Contributions Act, reference (d), must be complied with. Failure to do so could subject the individual(s) conducting fund-raising to civil prosecution by the State of Florida. It is the

JAN 28 2002

responsibility of the organization or individual(s) requesting permission to conduct fund-raising to seek guidance on the interpretation and application of reference (d) from civilian counsel or the State of Florida.

g. Except as indicated above, or otherwise authorized by the Commanding Officer, NAS Pensacola, all on-the-job fund-raising by or among military and civilian personnel is strictly prohibited in all areas under the cognizance of the Commanding Officer, NAS Pensacola. This instruction is not intended to prohibit or discourage civilian and military personnel from participating as private citizens in the activities of voluntary agencies during their off-duty hours, nor should it be interpreted as constraining commercial sponsorship of quality MWR events for authorized patrons.

5. Action

a. Department Heads and Special Assistants will ensure on-the-job fund-raising by or among civilian and military personnel of this command is consistent with the provisions of this instruction.

b. Commanding Officers, Officers-in-Charge, and Directors of tenant activities within the NAS Pensacola Region shall ensure fund-raising by or among all military and civilian personnel under their control is consistent with the provisions of this instruction.

c. Questions regarding legality of any fund-raising activity should be referred to the NAS Pensacola Staff Judge Advocate, telephone (850) 452-3100, ext. 1351.



RANDAL L. BAHR

Distribution:

A C

(NASPNCLAINST 5216.1U)

DeCA

1ST Navy Bank

NETSAFA

PEN AIR FCU

McDonalds

Stocked at:

Commanding Officer

Naval Air Station

190 Radford Blvd.

Pensacola, FL 32508-4217