



UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING
U.S. MARINE CORPS FORCES COMMAND
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NORTH CAROLINA 28533-0050

IN REPLY REFER TO

5800

CG

30 Oct 07

Policy Letter #04-07

From: Commanding General, 2d Marine Aircraft Wing
To: All Commanding Officers, 2d Marine Aircraft Wing

Subj: COFFEE/SODA MESSES, INFORMAL FUNDS, AND PRIVATE ORGANIZATIONS

Ref: (a) DoD Directive 5500.7-R, Joint Ethics Regulation w/ch6 of 23 Mar 06
(b) MCO 5760.4B Private Organizations on DoD Installations
(c) MCAS Cherry Point ASO 5760.1B, Private Organizations
(d) MCAS Beaufort ASO 5760.4B, Private Organizations
(e) MCAS New River ASO 5760.12A, Private Organizations
(f) MCO P1700.27B, MCCS Policy Manual
(g) 10 U.S.C. 801-940, U.C.M.J.
(h) MARFORLANTO/MARFORBASESLANTO 5510.1A (Informal Funds and Resale Activities)
(i) MCO 7040.11, Marine Corps Ball Funding
(j) DoD Instruction 1000.15, Private Organizations on DoD Installations

1. Purpose. To provide guidance on the operation of coffee/soda messes, flower/plaque funds, and other small informal funds within the 2d Marine Aircraft Wing.

2. Cancellation. Commanding General, 2d Marine Aircraft Wing, Command Policy letter 04-06 dated 7 March 2006 (COFFEE/SODA MESSES, INFORMAL FUNDS, AND PRIVATE ORGANIZATIONS).

3. Standards of conduct, as provided in reference (a), are a mandate and not an option. Creation and management of private organizations and small informal funds are governed by references (b) through (j). The following command policy and guidance is set for all 2d Marine Aircraft Wing units and organizations:

Subj: COFFEE/SODA MESSES, INFORMAL FUNDS, AND PRIVATE ORGANIZATIONS

a. Unauthorized messes/funds or similar private organizations which violate the provisions of reference (a) are prohibited.

b. All units must ensure permission to operate private organizations and informal funds is granted from the appropriated installation commander (Attn: MCCS) via the Commanding General, 2d Marine Aircraft Wing, using the established procedures of reference (c) through (e).

(1) Reference (b) explicitly permits establishment and operation of coffee/flower/plaque funds, and other similar small informal activities and funds, so long as income is less than \$200 per month. In addition to this restriction, reference (h) states that no fund governed by this policy will maintain a balance in excess of \$500 at any time. Unit commanders desiring a waiver to the monthly income or balance limitation must apply and provide justification to the Commanding General, 2d Marine Aircraft Wing (Attn: Wing Inspector), for review and, if appropriate, approval.

(2) Proceeds from authorized unit informal funds will be used to benefit informal fund members and their dependents. To ensure accountability, a monthly record of income, expenditures and balances will be maintained. Additionally, the accounting procedures established in references (c) through (e) will be adopted by every informal fund activity/private organization. Residual balances from disestablished unit informal funds/private organizations will be deposited with MCCS for appropriate disposition.

c. References (b) and (f) designate MCCS activities as the primary source of resale merchandise and services at military installations. Unit informal fund activities/private organizations shall not engage in resale of goods (e.g., souvenirs, sodas, or food items) or services in direct competition with MCCS except when such activity meets all of the following criteria:

(1) Aimed at private organization members only;

(2) Directly related to the purpose and function of the private organization (e.g., a skeet club selling clay pigeons to members); and

Subj: COFFEE/SODA MESSSES, INFORMAL FUNDS, AND PRIVATE ORGANIZATIONS

(3) Approved by CMC (MW) based upon a request made via the chain of command determining that the resale requirement cannot be met in a responsive manner by MCCA activities.

d. The extensive availability of goods and services, including vending machines, through MCCA activities removes the justification for unit informal funds/private organizations to resell any products other than coffee or tea under normal circumstances. Moreover, although unit informal funds/private organizations have often been used for worthy causes, this does not justify violating references (a) through (j).

e. Participation in any informal fund/private organization must, and shall be entirely voluntary. Any person who uses military grade, title, or position in an attempt to induce, coerce, or influence--directly or indirectly--any person, particularly subordinates, to participate in an informal fund/private organization is subject to administrative and/or disciplinary action under reference (g). The exceptions to this rule are lawful solicitations for the Combined Federal Campaign (CFC) and the Navy-Marine Corps Relief Society. Commanders shall not take or permit actions or practices within their organizations that involve actual or apparent coercion or reprisal in connection with dues or membership relating to any such informal fund/private organizations.

f. Commanders will ensure that the requirements outlined in references (a) and (b) regarding proper use of government manpower, property, and facilities are strictly observed in relation to establishment and management of informal funds/private organizations.

4. Reference (i) provides guidance regarding Marine Corps Birthday Ball Funding.

5. All of us as commanders want to do the most for our Marines and Sailors who contribute so much. I do not intend to foreclose any legitimate, traditional concerns for the morale and welfare of our Marines and Sailors which form the hallmark of our Corps. I firmly believe that caring means doing things right. I encourage your initiative and enterprise in commanding the best possible services from MCCA, and, where your needs cannot be met after being clearly stated, I will support the application for HQMC(MW) exemptions to give us what we need for our Marines and Sailors to receive adequate services. I challenge you to put your collective and creative minds to work

Subj: COFFEE/SODA MESSES, INFORMAL FUNDS, AND PRIVATE
ORGANIZATIONS

on understanding and solving the problem. I ask each of you to do everything in your power to obey the laws and regulations, while working hard for change where common sense and the needs of our Marines and Sailors make change necessary.


K. J. GLUECK, JR.