

BY ORDER OF THE
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 36-3104



23 October 2015

Personnel

FUND RAISING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: USFJ/J11
Supersedes USFJ Instruction 36-3104, 30 March 2010

Certified by: USFJ/J1 (COL Alexander)
Pages: 2
Distribution: A

PURPOSE: This instruction prescribes policy and procedure for fund raising activities by U.S. Forces Japan in support of health, welfare, and emergency relief organizations.

SUMMARY OF CHANGES: Updated references and added para 2.2.1 for Commander's to approve specific fund raising activities on behalf of DoD Overseas Combined Federal Campaign Pacific (OCFC-PAC). All reference to a Commander as the Commander in Chief (CINC) of an organization changed, since CINC refers only to the President of the United States.

1. Scope: Applicable to Service commanders within Japan and other U. S. military activities tenanted on USFJ facilities.

2. General:

2.1. Fund drives will be conducted in accordance with appropriate directives from the Department of Defense, the Service Components, and the Commander, United States, Pacific Command (CDRUSPACOM). Normally, there will be two authorized fund campaigns during each year:

2.1.1. Service Component Emergency Relief Campaigns.

2.1.2. OCFC-PAC, which usually commences between 1 September and 31 October. A CDRUSPACOM notice will announce each forthcoming OCFC-PAC campaign and will list voluntary agencies approved for participation in the campaign. This Notice will be forwarded by separate correspondence.

2.2. Commanders may, at their discretion, permit solicitation of military and civilian personnel for local fund raising campaigns. However, these may not be in conflict with federally authorized campaigns, or the basic principles and procedures outlined in service component directives and references listed in paragraph 5.

2.2.1. To aid OCFC-PAC, with Commander approval, fund-raising, promotion events and activities such as car washes, raffles, bake sales, athletic events, or races are permitted during

the annual campaign. Special events must conform to guidance and should not be offensive to host-nation sensitivities.

3. Responsibilities:

3.1. Commander, US Forces, Japan (COMUSJAPAN) will:

3.1.1. Coordinate the OCFC-PAC in Japan.

3.1.2. Submit consolidated OCFC-PAC reports to CDRUSPACOM.

3.2. Service commanders in Japan will comply with the implementing instructions (Reference 5.3.) on OCFC-PAC to include participation by U. S. military tenant activities.

3.3 . Commanders will solicit funds for service emergency relief organizations in accordance with applicable departmental directives.

4. Reports: Three types of reports are required during each OCFC-PAC: Initial, Interim, and Final. Interim reports will be required more than once during each OCFC. Format and reporting dates are determined by CDRUSPACOM and communicated to the service components by COMUSJAPAN through the OCFC-PAC director.

5. References:

5.1. DoD Directive 5035.01, Fund Raising within the Department of Defense.

5.2. DoD Directive 5035.05, DoD Overseas Combined Federal Campaign-Overseas Area (CFC-OA).

5.3. USPACOMINST 0106.2, DoD Overseas Combined Federal Fund Raising Campaign – Pacific.

5.4. Office of Personnel Management 5 CFR Part 950, Solicitation of Federal Civilian and Uniformed Services Personnel for Contributions to Private Voluntary Organizations.


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