



UNITED STATES MARINE CORPS

MARINE CORPS BASE HAWAII
BOX 63002
MCBH KANEOHE BAY, HI 96863-3002

IN REPLY REFER TO:
BaseO 5760.4A
INSP

JL 01 2004

BASE ORDER 5760.4A

From: Commanding General
To: Distribution List

Subj: INFORMAL FUNDS AND ACTIVITIES

Ref: (a) MCO 5760.4B
(b) MCO P1700.27A
(c) BaseO P5500.15B
(d) BaseO 5760.3A

1. Situation. Reference (a) directs commanding generals to take action to implement policies and instruction for operation of small informal funds and activities aboard their installations.

a. Cancellation. BaseO 5760.4

b. Summary of Revisions. This Order contains substantial changes and should be reviewed in its entirety.

2. Mission. This Order establishes policy and guidance on informal funds and activities aboard Marine Corps Base Hawaii (MCBH).

3. Execution

a. Commander's Intent. This Order will be the guiding influence for establishing and monitoring all (subordinate/tenant) unit's informal funds and activities.

b. Concept of Operations

(1) Subordinate and tenant units aboard MCBH may establish informal activities and funds that comply with the following definitions:

(a) Informal Activity. A self-sustaining, nonfederal entity comprised of individuals acting exclusively outside the scope of any official capacity as military personnel, civilian employees, or agents of the Federal Government. Examples of informal activities are office coffee funds, flower funds, and plaque funds.

(b) Small Informal Funds. Moneys received, collected, or given by individuals for the purpose of purchasing gifts, flowers, plaques, food, beverages for activity events, or other informal purposes of the activity. Small informal funds generate less than \$200 income per month.

(2) By the nature of their activities, informal activities are not nonappropriated fund instruments nor is there an official relationship between their activities and those of DoD personnel who are participants. Per references (a) and (d) informal activities may operate when conforming with applicable laws, orders, and regulations.

(3) Birthday ball funds are separate from, and in no way should be associated with small informal funds. Units aboard MCBH are authorized to conduct periodic fundraising events to augment Birthday ball funds within the parameters established by references (b) and (c). Prior to conducting a fund raising event, obtain approval from the Base Inspector's office.

c. Tasks

(1) Base Inspector. Provide oversight of unit informal funds and activities through informal staff assist visits, the formal Commanding General's Inspection Program (CGIP), and periodic financial audits to ensure compliance with applicable regulations.

(2) Base Comptroller - Resource Evaluation and Analysis Section. Adjudicate any conflict of interest or inappropriate activity cases.

(3) Commanding Officers, Officers-In-Charge, and Department Heads

(a) Ensure informal activities currently operating, or intending to be established among members of their activity are informed and conform to this Order.

(b) Designate a responsible individual to review the purpose and manner in which funds are secured, deposited, and accounted for by each informal activity at least once each year. Private funds collected for a unique, nonrecurring purpose are exempted from this review process

4. Administration and Logistics. Informal activities authorized per this Order are subject to the following restrictions:

a. Activities which prejudice or discredit the military services or any other agency of the Federal Government are prohibited.

b. Activities shall not be conducted in the name of "Marine Corps Base Hawaii". The title of informal activities shall not include the term "Base".

c. Discrimination shall not be permitted by any activity authorized herein by participants based on age, color, gender, race, religion, or national origin.

d. Informal activities shall not engage in activities that compete against authorized nonappropriated fund resale activities aboard MCBH. For example, coffee messes are not authorized to engage in the resale of food or other merchandise.

e. Informal funds generating income of over \$200 per month needs specific authorization from the commanding general to operate aboard the base and must comply with all provisions of reference (a) and this Order.

f. The operation of informal funds shall be restricted to a functional activity or section that is centrally located in a common workspace or area. An informal fund shall not be established for an entire unit. Waivers to this restriction shall be submitted to the Commanding General for approval.

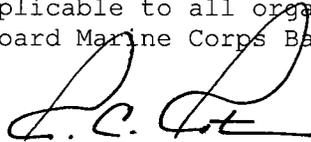
g. Direct financial assistance in any form to an informal activity from a nonappropriated fund instrumentality is prohibited.

h. Informal activities shall be responsible for their own system of accountability to the participants.

5. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to all organizations, activities, and subordinate/tenant commands aboard Marine Corps Base, Hawaii.

A handwritten signature in black ink, appearing to read 'R. C. Roten', is written over the printed name below.

R. C. ROTEN
By direction

Distribution: A