



DEPARTMENT OF THE NAVY
NAVY AND MARINE CORPS PUBLIC HEALTH CENTER
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CS
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From: Commanding Officer, Navy and Marine Corps Public Health Center

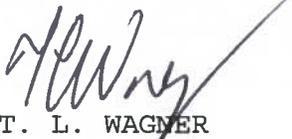
Subj: POLICY STATEMENT REGARDING USE OF GOVERNMENT PROPERTY,
FUNDRAISING AND SALE OF ITEMS

Ref: (a) 5 C.F.R §2635.808
(b) DoD 5500.07-R, Joint Ethics Regulation
(c) DoD Instruction 5035.1 of January 2008

1. Per references (a) and (b), it is my policy that government property and government time is for authorized official purposes only and excludes fundraising, endorsing, and selling of merchandise. Fundraising in a personal capacity is prohibited in the workplace because it disrupts the workplace, competes with Combined Federal Campaign (CFC) for donations, invites an abuse of power by superiors, and tempts subordinates to contribute to gain favor with superiors. For example, the following actions are not permitted: Placing boxes of candy in the lunchroom requesting donations for child's team, or posting order forms for Girl Scout cookies.

2. Exemptions as outlined in reference (a) through (c) are: CFC, emergency and disaster appeals approved by the Office of Personnel Management, Army Emergency Relief, Navy-Marine Corps Relief Society, and the Air Force Assistance Fund. In addition, it is permissible for other organizations composed primarily of DoD employees or their dependents to fundraise among their own members for their benefit or the benefit of their dependents. This includes most Morale, Welfare, and Recreation Programs, First Class Petty Officer Associations, etc. These fundraisers must be approved by the Commanding Officer or Officer in Charge.

3. Additionally, per reference (b), community support activities may be authorized by the Commanding Officer or Officer in Charge. These activities must promote civic awareness and uncompensated public service, such as local disaster relief events, blood drives, food drives, and programs such as the Adopt-A-School, Clean the Bay, and Holiday Angel Tree.


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