DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
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JBPHHINST 5370.3F
JB00
23 May 11

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 5370.3F

Subj: FUNDRAISING ACTIVITIES ON BOARD JOINT BASE PEARL HARBOR HICKAM

Ref: (a) DOD 5500.7-R, Joint Ethics Regulations
(b) SECNAVINST 5370.2J
(c) BUPERINST 1710.11C (Operation of Navy MWR Programs)
(d) NAVCOMPT Manual, section 075261 (Private Organizations)
(e) 5 C.F.R. 950
(f) 5 C.F.R. 2635
(g) 5 C.F.R. 2638
(h) SECNAVINST 5720.44B (PAO Manual)
(i) AFI 36-3101

1. Purpose. To provide guidelines and procedures for submitting requests for conducting fundraising activities on board Joint Base Pearl Harbor-Hickam (JBPHH). The scope of this instruction does not include the solicitation activities already approved by the appropriate regulations for the Combined Federal Campaign, Navy and Marine Corps Relief Society, or programs and events within the Morale, Welfare, and Recreational Commercial Sponsorship Program.

2. Cancellation. NAVSTAPEARLINST 5370.3A

3. Applicability. This instruction applies to all sponsored private organizations, non-federal entities and other organizations composed primarily of Department of Defense (DOD) employees or their dependents, for example, Chief/First Class Petty Officers Associations, and various organizations comprised of spouses or dependents of DOD employees.

4. Policy. It is Department of the Navy (DON) policy to ensure that Naval personnel and their families are provided with programs, which will effectively enhance their morale and well being. The operation of fundraising drives and similar events must be strictly monitored to ensure that the guidelines and rules set forth by Congress, the Secretary of the Navy, and the Chief of Naval Operations are followed. References (a) through (f) establish principles of ethical conduct and implement standards for fundraising activities. Nothing in this instruction shall in any way contravene references (a) through (f).

5. Official Endorsement. Per references (a), Navy, Air Force, and DOD employees may not officially endorse, or appear to endorse, fundraising activities for any non-Federal entity except for those

specifically identified in Section 3-210.a of the Joint Ethics Regulation. That section permits official support and endorsement of the Combined Federal Campaign (CFC), the Navy-Marine Corps Relief Society, and the Air Force Assistance Fund (AFAF) Campaign. Under Section 3-210.a(6), officials may also officially endorse and support fundraising activities when conducted by organizations composed primarily of DOD employees (or their dependents) when fundraising among their own members for the benefit of welfare funds for their own members (or dependents), when approved by Commander, Joint Base Pearl Harbor-Hickam, and after consultation with an ethics official.

6. Procedure. All requests to conduct fundraising activities on board JBPHH, except as noted below, must be submitted in writing to the Commander, Joint Base Pearl Harbor-Hickam, at least two (2) weeks prior to the event. **All groups or organizations engaged in fundraising activities on the base will be limited to two (2) fundraising events per quarter. Waivers to the quarterly limitation may be granted by the base Commander on a case-by-case basis, for good cause, and upon request.** (An example of when a waiver may be granted would be for Chief Petty Officer selectee indoctrination fundraising activities, given the limited time period that CPO selectees have to fundraise between the initial publication of Chief Petty Officer selection to the pinning ceremony):

Fundraising activities conducted on board JBPHH under this instruction shall not include solicitation of or by (DON) personnel in the federal workplace. Per reference (a) the Commander, JBPHH, will define which areas are defined as in the federal workplace.

All fundraising requests must be made in writing to Commander, Joint Base Pearl Harbor-Hickam, and must contain the following information:

a. The name of the organization and its mission in relation to the military. (Example: Navy wives Club, NCO Associations, etc.)

b. Indicate if military members or federal employees are participating in this event during official working hours. Indicate if active duty military participants have been approved special liberty to participate in this event.

c. Type of event (bake sale, crafts sale, etc.)

d. The purpose of the event and how the proceeds will be used. (Example: Scholarships, sponsor little league team, etc.)

e. Description of the merchandise that will be sold or the services that will be offered.

i. List the government support, if any, desired to be provided by Joint Base Pearl Harbor Hickam. (Example: utilities, water, parking, podium, chairs, building space, etc.)

g. The date, time, site, and length of the event.

h. Provide a point of contact (name, daytime telephone number and email address) to answer questions about scheduling the event.

7. General Guidance. A fundraiser request form can be obtained from the JBPHH legal office. Requests will be honored on a first come/first served basis. Dates for specific events may be reserved by phone and "penciled-in" on the schedule, however priority will be determined based on the date the legal office receives the written request.

a. All personnel involved in performing fundraising activities taking place on or utilizing Navy Exchange (NEX) or Army and Air Force Exchange Service (AAFES) gas lanes shall review and comply with the Gas and Glass Checklist, which will be provided to the requesting organization upon approval of the event.

b. Fundraising activities shall be conducted in a safe and professional manner, and shall not interfere with the regular operation of the venue where the fundraising activity is held. Fundraising activities held onboard JBPHH will be held at least 30 feet from any entrance or exit, and will not block or obstruct employees or personnel in the execution of their duties.

c. All Fundraising activities will be clearly identified without the appearance of official endorsement. Any signage utilized by a fundraising activity shall be professional in appearance, and be removed upon completion of the event. During events that utilize Navy, NEX, AAFES, or Morale Welfare and Recreation (MWR) equipment or facilities (such as gas and glass fundraisers), the area or lane that is being utilized for the event shall be clearly marked, and shall allow for patronage of the facility without the necessity to contribute to the fundraising activity.

d. On the day of the fundraising activity, a representative from the organization or group conducting the event will contact the management of the venue where the activity is to be held for the duration of the event, and to alleviate any potential conflict with normal operations of the venue.

e. The organization conducting the fundraising activity is responsible for cleaning and maintaining the area both prior to and following the fundraising event.

7. All fundraising activities, which involve the handling and sale of food, must ensure precautions are taken and safe food handling practices are followed to prevent food-borne illness. Fundraising activities that involve the handling of raw food items shall obtain approval and adhere to all relevant guidance from either Naval Health Clinic Hawaii Preventive Medicine or the 15th Aerospace Medicine Squadron Public Health Flight. A completed application from one of the two previously mentioned commands shall accompany all fundraising requests involving the handling of raw food items. Approval of the fundraising activity shall not be granted without an approved application.

8. Requests for charitable fundraisers or activities for local schools, social or business groups with no direct military affiliation will normally not be honored due to the inability to support such a large number of requests. When feasible, community relations programs may be conducted by the MWR Department, per reference (c).

9. Noncompliance with this instruction or any reference could result in the group or organization, or the group's sponsoring Navy, Air Force or DoD affiliate, being permanently barred from conducting fundraising activities onboard JBPHH. The installation Commander shall make the final determination of whether a violation occurred, and the appropriate remedial action for the violation.

10. Commander, Joint Base Pearl Harbor-Hickam reserves the right to cancel any approved fundraising activity at any time, and to order any non-approved fundraising activity to immediately cease and desist.

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