



UNITED STATES MARINE CORPS  
MARINE FORCES RESERVE  
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ForO 5000-24.2  
PAD

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## OFFICIAL FILE COPY

FORCE ORDER 5000-24.2

From: Commander  
To: Distribution List

Subj: POLICY FOR THE CONDUCT OF THE ANNUAL MARINE CORPS RESERVE  
TOYS FOR TOTS PROGRAM

Ref: (a) MCO 5726.14F  
(b) Marine Toys for Tots Foundation Standing Operating  
Procedures (SOP) for local Toys for Tots Campaigns  
(c) MARFORRES-MTFTF Memorandum of Understanding of  
11 Aug 2004  
(d) DoDD 5500.7-R "Joint Ethics Regulations,"  
November 17, 2011  
(e) SECNAVINST 5720.44C  
(f) MCO 3500.26A  
(g) SECNAVINST 1650.1H

Encl: (1) Toys For Tots Procedural Guidance

1. Situation. The annual Marine Corps Reserve Toys for Tots Campaign (TFT) is the Marine Corps' premier community outreach program. Since 1947, Marine Corps personnel, both in the Reserve and Active Components, have positively touched the lives of millions of less fortunate children assisting them in becoming responsible, productive, patriotic citizens.

2. Cancellation. ForO 5726.3.

3. Mission. Marine Forces Reserve (MARFORRES) will collect new, unwrapped toys during October, November and December each year, and distribute those toys as Christmas gifts to less fortunate children in the community in which the campaign is conducted in order to contribute to the welfare of the local community, increase public awareness and enhance the image of the Marine Corps.

4. Execution

a. Commander's Intent and Concept of Operations

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

(1) Commander's Intent. MARFORRES units will execute their TFT Program without interruption of their primary mission and responsibilities through the prudent use of voluntary site support personnel and by relying heavily on Marine volunteers from the Selected Marine Corps Reserve, Individual Ready Reserve, Individual Marine Augmentation Detachments, local volunteer organizations, military support organizations and veteran support organizations. Units will foster positive relationships with their host communities while minimizing any negative impacts on unit readiness and their ability to train, mobilize, deploy and "fight tonight".

(2) Concept of Operations. Commanding Officers and Site Support Commanders will maximize the use of reserve component Marines using Appropriate Duty Orders to ensure Marine volunteers receive applicable career and retirement credit. Units will establish programs to recognize supporting Marine volunteers and organizations which significantly contributed to the success of local TFT campaigns. Units will conduct TFT events with no more than two full time site support personnel. Additional full time site support personnel may be approved by an O-5 level Commander.

b. Summary of Revisions. This Order contains a number of changes and must be completely reviewed. Major changes included are as follows:

(1) Office of Marine Forces Reserve (OMFR) replaces MARFORRES Public Affairs for management of the TFT Program [Order para. 5; chapters 1.1(a), 1.2(c), 2.1(b), 2.1(c), 2.1(d), 2.3(d), 4.1(1), 6.2(a), 6.2(b) and 6.4(d)].

(2) Chapter 3 contains changes for mobilization issues.

(3) Chapter 8 contains changes regarding mandatory awards for units and personnel.

## 5. Administration and Logistics

a. OMFR manages the TFT Program [enclosure (1)].

b. OMFR ensures this Order is issued to all Marine Coordinators.

c. OMFR collects all appointment letters for each TFT season. The letters are kept on file for two years.

d. MARFORRES Public Affairs arranges and supports media engagements and community awareness events throughout the year on request [Ch 3.1b(3)].

e. All Reserve Marines conducting TFT will be in a duty status to include appropriate duty orders, which provides medical liability coverage and Uniform Code of Military Justice convening authority, when a paid duty status is not appropriate or available.

f. Unit commanders are responsible for developing programs to recognize and reward Reserve Marines that substantially contribute to local TFT program success in a non-paid (appropriate duty orders) status.

6. Command and Signal

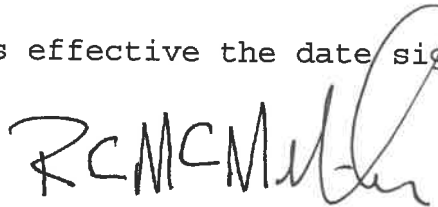
a. Command. This Order is applicable to the Marine Corps Reserve. Contact information for TFT Foundation personnel is contained in reference (b). Contact information for key MARFORRES personnel:

(1) OMFR: 703-604-4538/4478/4586

(2) MARFORRES Public Affairs: 504-697-8184  
mfrpao@usmc.mil

(3) MARFORRES Counsel: 504-697-8144/8143

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



REX C. MCMILLIAN

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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## Chapter 1

Description and Organization

1. Introduction. The Marine Corps Reserve Toys for Tots (TFT) Program is a superb program that has altruistically provided hope in the form of toys for millions of less fortunate children throughout the United States since 1947. The mission of local United States Marine Corps Reserve (USMCR) TFT campaigns is to collect new, unwrapped toys and distribute those toys to less fortunate children in the community in which the campaign is conducted. The objectives of TFTs are to help less fortunate children throughout the United States experience the joy of Christmas; to play an active role in the development of one of our nation's most valuable resources - our children; to unite all members of local communities in a common cause for three months each year during the annual toy collection and distribution campaign; to contribute to better communities in the future; and to enhance the image of the Marine Corps and achieve its community outreach objectives. The direct participation of Marine Forces Reserve (MARFORRES) personnel and units has had a tremendous impact on the success of this unique Program.

a. The Director, Office of the Marine Forces Reserve (OMFR) is responsible for the administration and operation of the annual Program on behalf of the Commander, Marine Forces Reserve (COMMARFORRES) and is his designated advisor with regard to the conduct of the annual Program.

b. COMMARFORRES has delegated to the President, Marine TFT Foundation (MTFTF), approval authority and management responsibility for TFT campaigns in communities without a Marine Reserve Center. Such campaigns must be conducted in accordance with the provisions of this Order and the Foundatoin's Standing Operating Procedures (SOP) contained in reference (b).

c. The MTFTF, an Internal Revenue Service (IRS) recognized 501(c) (3) not-for-profit public charity is the fundraising, funding and support organization for the TFT Program. The Foundation provides support in accordance with reference (c). All donations made to TFT by individuals, groups, organizations or businesses and all funds raised using the TFT name and logo must be forwarded to the Foundation which manages all such donations and funds.

d. The Foundation maintains and distributes an SOP, reference (b), that contains specific procedures, guidance, information,



sample forms and other useful information designed to assist Coordinators in effectively conducting local campaigns.

e. Local Community Organizations (LCOs), such as the Marine Corps League (MCL), Veterans of Foreign Wars, etc., that seek to support TFT can make substantial contributions to the overall program. Reserve units may, and are highly encouraged, to use the support of such organizations.

f. LCOs supporting TFT are required to operate in accordance with reference (b).

g. This Order is designed for use on a daily basis and details requirements and procedures to be followed by all commands in the conduct of this important program. All administrative and operational matters in support of the TFT Programs will be accomplished per the procedures set forth in this Order.

h. In keeping with the Commander's Intent, Commanding Officers (COs)/Inspector-Instructors (I-Is) will select the "right" individual to be the Coordinator; someone who has exceptional planning, coordinating, managing, supervising and will be actively engaged throughout the planning and execution phases of the Program. Due to complex coordination and managerial requirements, recommend E-5s (active duty, Active Reserve or Selected Marine Corps Reserve (SMCR)) and above to be appointed as unit Coordinators. When a new Coordinator is appointed, the CO/I-I will ensure a proper turnover takes place between the new Coordinator and the previous Coordinator when feasible. To maintain continuity, the new coordinator should have served as the assistant coordinator during the previous campaign if at all possible. COs/I-Is will also ensure that all military personnel participating in the annual TFT Program are familiar with the contents of this Order.

i. Violations of this Order can result in unfavorable media attention concerning this important community outreach effort. All allegations regarding violations of this directive will be immediately reported to MARFORRES Public Affairs at mfrpao@usmc.mil or via the MARFORRES Command Inspector General Office Hotline at 1-800-295-2712 or mfrhotlines@usmc.mil.

2. Program Description. The priority of MARFORRES is to organize, man, equip, train and provide Reserve units and personnel to combatant commanders for theater security cooperation exercises and overseas contingency operations. It is imperative that MARFORRES personnel and units are properly trained to mission essential tasks and are well prepared prior to mobilization and

deployment. Accordingly, COs/I-Is are highly encouraged to leverage the support, participation, and efforts of LCOs (especially those affiliated with the Marine Corps) and civilian volunteers throughout communities across the Nation. Active recruitment of LCOs and civilian volunteers will significantly assist MARFORRES units execute this Program with their limited manpower resources.

a. The direct efforts of Marine Corps Reserve units conducting local campaigns, with the "right" individual coordinator, assigned and supervised by the CO/I-I, properly organizes, coordinates and manages the annual Christmas holiday toy collection and distribution campaign in the communities where their home training centers are located.

b. The volunteer efforts of selected local community organizations that either support local Reserve unit programs or are authorized by the Marine TFT Foundation to conduct TFT campaigns in communities without a Marine Reserve Center.

c. The OMFR Director and the TFT Foundation Regional Representatives are the reporting authorities for all MARFORRES campaigns.

d. The voluntary support provided to campaigns by local citizens and local businesses.

e. The support and sponsorship provided to the Foundation by national level corporations, organizations and individuals.

3. Program Organization. COMMARFORRES has delegated management authority and responsibility to the Foundation for the approval and oversight of local community organizations conducting annual TFT campaigns in communities without a Marine Reserve Center. Local campaign participants are classified into one of three categories:

a. Category A: A Marine Reserve unit, including Marines in an active duty status and Reserve Marines on appropriate duty orders.

b. Category B: A LCO that supports a local Reserve unit campaign by working in conjunction with the local Reserve unit. A local Reserve unit commander can authorize a Category B organization to assist his/her local program. Such organizations

are not required to submit an authorization request to the Foundation.

c. Category C: A LCO located some distance from a Marine Reserve unit making it appropriate for that organization to conduct a local TFT campaign instead of working in direct support of a Reserve Unit. Approval authority and management responsibility for Category C participants has been delegated to the Foundation. An organization in this category must submit a request to conduct a local campaign to the Foundation, using the forms in reference (b). Application procedures for approval to conduct a local TFT campaign are also contained in reference (b). For information, contact the TFT Foundation's Vice President of Operations at (703) 649-2022.

## Chapter 2

Program Guidance

1. Objective. The objectives of the USMCR TFT Program are to help less fortunate children throughout the United States experience the joy of Christmas; to play an active role in the development of one of nature's most valuable resources- our children; to unite all members of local communities in a common cause for three months each year during the annual toy collection and distribution campaign; and to contribute to better communities in the future.

a. Mission. The mission of local USMCR TFT campaigns is to manage and organize volunteers to collect new, unwrapped toys during October, November and December each year, and distribute those toys as Christmas gifts to less fortunate children in the community in which the campaign is conducted.

b. TFT Name and Logo. Control of the TFT name and logo, registered with the U.S. Patents and Trademark Office, has been delegated to the Foundation by COMMARFORRES. No individual, group, or organization beyond the USMCR, the Foundation, or organizations approved to conduct local campaigns are authorized to use the name and logo in conjunction with a toy collection and distribution campaign, or for any other purpose. Evidence of inappropriate/illegal use of either the name or logo will be reported to the Foundation and OMFR for appropriate action.

c. TFT Coordinator

(1) COs or site Commanders/I-Is will appoint, in writing, a unit TFT Coordinator annually (see APPENDIX A). The Coordinator will be responsible for the planning and execution of the unit's TFT Program, and must have a security clearance or have been granted an interim security clearance upon the completion of the Questionnaire for National Security Position, Standard Form 86. Coordinator security clearance eligibility should be confirmed through the Joint Personnel Adjudication System. A copy of the appointment letter will be submitted to OMFR annually, no later than (NLT) 1 August, and a hard copy will be maintained on hand at the command for two years. Once assigned, the Coordinator will receive an Acknowledgement of Responsibilities Form from the Foundation to be signed by the Coordinator and the CO/I-I, and then returned to the Foundation prior to the start of the Campaign. A hard copy will be maintained on hand at the command for two years. Although not required, COs and site

commanders/I-Is are encouraged to appoint an assistant coordinator and a warehouse chief to manage the toy storage facility.

(2) Marine Coordinators and their assistants (if assigned) must read and understand this Order and the MTFTF SOP contained in reference (b). In addition, the Coordinators are required to maintain a hard copy or electronic version of the documents at all times. Each Marine Coordinator is provided the Marine Corps Order, Force Order and the MTFTF SOP during the annual coordinators training conducted each September prior to the execution of the campaign.

d. TFT Coordinator Training. The TFT Coordinator Training is mandatory for all TFT Coordinators and LCOs unless advised otherwise by the Foundation or OMFR Director. The training is normally held in September and focuses on preparing Marine and LCOs Coordinators for the upcoming campaign.

## 2. Authorized Activities

a. Individual units are responsible to COMMARFORRES for the implementation of the TFT Program in their local communities and are authorized to promote the donation of new, unwrapped toys. Reserve unit COs/I-Is may authorize participation by members of the unit in accordance with references (a) and (d) of this Order. Participation of unit personnel and use of government warehouses, vehicles and equipment in support of TFT is authorized in accordance with this Order.

b. Reserve units are authorized and encouraged to accept the volunteer assistance, support, and participation of local volunteer community organizations and individuals in support of the local TFT Program.

c. Reserve units may accept support from local businesses such as offerings to locate collection boxes on the premise of businesses and publicity for the campaign. Other support may be accepted per the references.

d. Local volunteer community organizations are the appropriate means of arranging other support such as warehouses for storage, non-military vehicles for picking up and transporting toys, etc.

e. Eligible military members and their families, as determined by references (a) and (b), may receive donated toys from the local TFT Program. However, in order to lessen the appearance of favoritism, any military member receiving gifts must

first be registered with the local TFT Coordinator and may only accept gifts in the identical manner as other recipients pursuant to specific criteria established by the Coordinator per references (a) and (b).

### 3. Unauthorized Activities

a. Active Duty for Operational Support (ADOS). ADOS will not be used in support of the MARFORRES TFT Program unless a training requirement can be accomplished, consistent with the Mission Essential Task List (METL). In other words, support to the TFT program cannot be the primary reason for using ADOS funds. A Marine whose active duty status is being funded by ADOS may only participate in the TFT Program if such participation is ancillary and subordinate to the main purpose of the Marine being on ADOS. MARFORRES must focus ADOS on activities that enhance our ability to train Marines and Sailors according to the METL for their specific military occupational specialties and unit missions.

b. Inactive Duty Training (IDT) Periods. IDT Periods are not to be used in support of the MARFORRES TFT unless a training requirement can be accomplished, consistent with the METL, reference (f) or the period of IDT during which TFT is accomplished exceeds the minimum four hour requirement for an IDT. For example, a Marine that completes eight hours of training during two consecutive IDT periods by four additional hours (12 hours total) to participate in a TFT event Friday night. Although the Marine is covered for medical liability and convening authority under the Uniform Code of Military Justice, no additional pay or retirement credit would be earned as the Marine will have reached the maximum limit of two drills/retirement credits per day.

c. Annual Training (AT). AT is not to be used in support of the MARFORRES TFT unless a training requirement can be accomplished, consistent with the METL, reference (f).

d. Operations and Maintenance Funds (O&M). O&M is not to be used by units in support of the MARFORRES TFT Program unless a training requirement can be accomplished, consistent with the METL reference (f). Any expenditure associated with TFT campaigns must be funded by use of the Marine Corps TFT Foundation purchase card. Units should contact the Foundation regarding their Foundation purchase card as needed. If a government vehicle used for TFT accomplishes a training requirement, then do not consider this an instance where the Foundation purchase card must be used. For example, if the delivery of toy boxes is ancillary to the main purpose of driver training, do not consider this a cost to be

incurred by the Foundation purchase card. However, if the sole purpose for the use of government vehicles is to support the TFT campaign, then this cost should be borne by the Foundation purchase card. As long as the above conditions are followed, Government and/or tactical vehicles may be used in support of the TFT Foundation. Waivers or specific exceptions to this policy can be requested from COMMARFORRES, via OMFR.

e. Marines or Reserve units are not authorized to solicit monetary donations from any source; however, they may accept monetary donations on behalf of Marine TFT Foundation. All donations must be forwarded to the foundation via procedures articulated in reference (b) as soon as possible.

f. Marines or Reserve units are not authorized to endorse a product or company. All offers of support or requests from non-Federal individuals, organizations or companies must be processed in accordance with references (a) through (e).

g. Marines or Reserve units are not authorized to enter into contracts, memoranda of understanding, or other written agreements (except for the Gratuitous Service Agreement contained in Appendix E) with community organizations or businesses concerning any aspect of participation or support of TFT campaigns.

h. Marines or Reserve units are not authorized to conduct or sponsor fundraising activities of any kind. It is permissible to provide support to such events within the rules contained in references (d) and (e).

i. Marines or Reserve units are not authorized to seek toy donations or other support outside their specific community or area of responsibility.

## Chapter 3

### Program Execution

#### 1. General

a. Each Reserve unit is authorized to conduct an annual TFT campaign in the community in which the Reserve Center is located. Likewise, LCO authorized by the Foundation to conduct local campaigns are permitted to conduct annual campaigns in their communities.

b. Planning and preparation typically take place throughout the year.

(1) The execution phase takes place from approximately 1 October and concludes on or about 24 December.

(2) Upon completion of the campaign, an After Action Report (APPENDIX C) must be submitted to the Marine TFT Foundation via the Foundation website NLT 15 January of the following year. In addition, the following reports are due NLT 15 January of the following year: a Cost-Capturing Report (APPENDIX D), and a Lessons Learned Report (if a site has recommendations for the overall campaign).

(3) In order to help maintain community awareness throughout the year, units should consider conducting no-cost TFT related events throughout the year. Some possible events might include golf tournaments, media engagements and public speaking events. Prior to conducting any such event, the unit TFT Coordinator is encouraged to first contact MARFORRES Public Affairs and the Foundation for additional guidance.

c. Reserve units and approved LCOs typically accomplish the following in support of the TFT Program:

(1) Exercise overall cognizance of the local Program.

(2) Develop an annual plan of action for the conduct of the local Program.

(3) Utilize support offered by MCL detachments, volunteer LCOs, businesses and individuals who wish to assist the Program.

(4) Arrange with local media to publicize the campaign. For assistance with media engagements, contact MARFORRES Public Affairs.



(5) Make public appearances and speeches in support of the Program.

(6) Collect toys from drop off points, and stage at a central secure location.

(7) Sort toys by age and gender.

(8) Distribute toys to selected local social welfare agencies, churches, hospitals, etc., that have registered economically disadvantaged children in the community, since time, manpower and other considerations will limit the opportunities for Marine units to distribute toys directly to families and children. The use of local social service agencies and other legitimate organizations to identify less fortunate children and help coordinators distribute toys in the local community strongly recommended. TFT Coordinators are required to verify, approve, and maintain a list of approved agencies, organizations, and entities and to supervise the distribution of toys to less fortunate children. Community coordinators must use sound judgment when accepting support from or providing support to any local community agency. If support is requested and viewed to not be in the best interest of the Marine Corps by the coordinator, documentation of the disapproval will be maintained by the Coordinator for a minimum of two years.

(9) Take reasonable action to see that inappropriate or unsafe toys are not distributed.

d. LCOs authorized to conduct local TFT campaigns must conduct such campaigns in accordance with reference (b).

e. The Foundation accomplishes the following:

(1) Provides toys to supplement local unit collections.

(2) Promotes national media exposure of the Program.

(3) Conducts public information and education projects designed to motivate the general public to action in support of TFT.

(4) Provides administrative, advisory, financial and logistical support to Reserve units and approved LCOs organizations.

(5) Provides promotional and support materials to each Reserve unit and approved LCOs during each campaign.

(6) Manages donations made to the Foundation processed through Reserve units and approved LCOs and all monetary donations using the TFT name and logo.

(7) Manages all funds raised using the TFT name and logo.

(8) Handles state charitable registration filings.

(9) As an IRS recognized 501(c)(3) not-for-profit charity, serves as the tax exempt agent for the Program. All monetary donations managed by the Foundation are tax deductible. The majority of all monetary donors receive a tax-deduction letter from the Foundation. The exception is individual cash donations received at the local campaign level.

(10) Obtains and coordinates activities and involvement of national and regional sponsors.

(11) Conducts national and regional fundraising projects.

(12) Takes action against persons or organizations who use the TFT name and or logo without authority.

2. Mobilization Issues. In the event a Reserve unit is mobilized during the campaign, or it is anticipated that a unit will be mobilized, commanders must assess the feasibility of supporting a campaign through I-I/Site Support Staff, any Remain Behind Elements and local volunteers/community organizations to augment personnel requirements and request program exemption via the Chain of Command to the Commander, MARFORRES, if unable to support the Program.

a. Volunteer Gratuitous Service Agreement. All volunteers are required to complete a Gratuitous Service Agreement (APPENDIX E) prior to providing any volunteer services.

b. All signed copies of the Gratuitous Service Agreements will be kept by the local unit for three years from the date of signature.

## Chapter 4

### Handling Donations and Funds

#### 1. Donations

a. Donations may be monetary, goods, and/or services.

b. All cash donations made to TFT by individuals, groups, organizations, or businesses and all funds raised using the TFT name and logo may only be accepted by the approved local TFT Coordinator or a designated representative. All such donations must be forwarded to the Foundation as soon as possible.

c. Commanders are responsible for ensuring that donated goods or services are used solely in support of the TFT mission. As such, commanders will be notified when such goods or services are accepted by the TFT Coordinator/Representative in order to maintain situational awareness. Examples of goods and services which may be abused by unit members and volunteers include: Mobile phones, vehicles, computers, personal digital assistants or pocket personal computers.

d. Every effort must be made to ensure monetary donations are in the form of check or money order; however, in some situations, cash donations are unavoidable. In such cases, the amount of cash donations will be verified using the "two person rule" with at least one being the TFT Coordinator when possible or his/her designated representative. Upon completion of verifying the cash donation amount, the cash will be processed per reference (b) and forwarded to the Foundation as soon as possible.

e. Any TFT fundraising activities conducted by local volunteer civilian committees, groups, or organizations must be in accordance with reference (b) or coordinated with, and approved by, the Foundation.

f. The Foundation earmarks all donations forwarded by a Reserve unit or approved LCO specifically for the benefit of the area of responsibility of the forwarding Reserve unit or LCO.

g. Donors will be able to take a tax deduction for all donations managed by the Foundation. The Foundation is a 501(c)(3), tax-exempt, not-for-profit, public charity.

h. All activities of Reserve units related to the TFT Program and their association with Marine Corps League

detachments, volunteer LCOs, businesses and individuals must be in accordance with reference (d).

i. Since there are liability issues associated with accepting assistance from non-military personnel and groups, civilian volunteers should sign TFT Gratuitous Service Agreement (APPENDIX E).

j. LCO, businesses, and individuals that provide volunteer assistance, support or participation must agree to assist the TFT Program in a manner that exemplifies the spirit that is the hallmark of the United States Marine Corps and TFT Program. In the event an organization, or segment thereof, does not conduct itself in an acceptable manner, TFT Coordinators will terminate further involvement of these individuals or organizations with the Program. In extreme cases, units may be required to terminate the campaign. Due to the potential for negative publicity, such actions must be coordinated with and approved by MARFORRES Public Affairs prior to taking action.

k. Reserve units and approved LCOs are cautioned to avoid associating the TFT Program with events, activities, or organizations that could bring discredit upon the Marine Corps.

l. Toy deliveries to social service organizations, churches and other approved organizations must be documented using the Toy Delivery Form (see APPENDIX B). This form of accounting will help Marines track the distribution of toys. All forms should be kept on file for at least two years. The Reserve site will only provide the Toy Delivery Forms to OMFR upon request.

2. Disposition of Unusable/Inappropriate Items. Although Reserve units are authorized to accept only new, unwrapped toys, some donors deposit other items such as used toys, used clothing, food, etc. in toy collection boxes.

a. Due to sanitary, safety, environmental, and legal concerns such items are not to be distributed as part of the TFT Program.

b. These type of items will be donated to appropriate organizations such as Goodwill, Salvation Army and other reputable organizations. APPENDIXES B and F will be used to record these donations.

c. Under no circumstances will any items donated to the TFT Program whether new, unusable or inappropriate be taken by

Marines or volunteers for their personal use or disposed of at flea markets, garage sales, E-bay or by other such means.

Chapter 5

Publicity

1. General. Publicity at the local level will be coordinated by the I-I/Marine unit commander in accordance with APPENDIXES O through P of reference (b).

2. Publicity Efforts. I-I/Marine units may be involved in the following publicity efforts, for which seeking advice and counsel from MARFORRES Public Affairs is encouraged:

a. Accepting support of local celebrities for the unit TFT campaign. Such support may include serving as an honorary spokesperson for the local campaign or participating in local public service announcements.

b. Releasing information about the campaign and upcoming activities to local newspaper, television and radio outlets (see APPENDIX P of reference (b)).

c. Conducting interviews with local media.

d. Distributing posters, pamphlets, and other promotional materials that have been approved for the TFT Campaign by the Foundation per reference (b).

e. Speaking and making public appearances at meetings of local community businesses and organizations.

## Chapter 6

Reports1. Marine TFT Foundation After Action Report

a. A prompt, comprehensive After Action Report is necessary to ensure the Marine Corps Reserve TFT Program remains vibrant and is conducted in accordance with all applicable regulations.

b. Reserve units must submit a completed After Action Report via the Foundation's website NLT 15 January of each year utilizing the format contained on the Foundation's Website (See APPENDIX C). A physical copy of this report should be filed for two years in the Coordinator's TFT turnover binder.

c. MCL detachments and LCOs that work in direct support of a local Reserve unit are not required to submit an After Action Report, but such detachments and organizations should make input as appropriate to the local Reserve unit they support.

2. MARFORRES Lessons Learned Report

a. In an effort to capture and share best practices and prepare for future TFT campaigns, TFT Coordinators are required to complete a Lessons Learned Report covering methods to increase volunteer support, toy collection and improve distribution procedures. These reports will be submitted to OMFR at the conclusion of each campaign NLT 15 January of the year.

b. The Lessons Learned Report will be submitted using the standard topic, discussion and recommendation format to OMFR via their Major Subordinate Command NLT 15 January. A physical copy of this report will be filed for two years in the Coordinator's TFT turnover binder.

3. Validation Visits. There are six TFT regions. A Validation Officer/Staff Noncommissioned Officer (SNCO) from MARFORRES/OMFR will visit at least one site per region each and up to 12 sites total year in order to review operations and obtain pictures of the locally donated toys. While a minimum of one site visit per region and up to 12 site visits total will be conducted, the scope and number of these site visits is contingent on available funds in the department to which the Validation Officer/SNCO Officer belongs.

4. Cost Capturing Report

a. COMMARFORRES has directed all Marine Corps Reserve Campaign Coordinators to capture and report all MARFORRES resources and Purchase Card expenditures associated with the annual TFT campaign.

b. Accurate reporting of MARFORRES resources applied in association with TFT is essential, to include time (one man-day = eight hours including SMCR Marines on appropriate duty orders), funding, and equipment. This report must be completed for each site conducting a TFT campaign annually, and utilize the form contained in APPENDIX D.

c. Funding and donated resources should not be included in this report. The intent of this report is to capture the costs of MARFORRES resources only.

d. Campaign Coordinators are required to submit completed reports to OMFN NLT 15 January. A physical copy of this report should be filed for two years in the Coordinator's TFT turnover binder. It should be noted that this report is separate from the After Action Report which Coordinators submit directly to the TFT Foundation.

5. Unit Inspections

a. TFT has been classified as an Inspector General MARFORRES special interest item and is subject to inspection on a two-year basis. The inspection of the TFT Program is to assess and enhance the ability of a unit to perform its assigned campaign mission.

b. At least annually, the Site Commander/I-I will conduct a self-inspection of the unit's TFT Campaign. To assist in this inspection, a checklist is provided in APPENDIX F.

c. Each newly appointed Coordinator will complete an internal inspection of their areas of responsibilities. This internal inspection will be conducted within 30 days of the individual being appointed to the Coordinator position.

d. All inspection results, whether command inspections or self-inspection results, are to be maintained for a period of three years.



## Chapter 7

Desktop Procedures and Turnover Folders1. Desktop Procedures

a. Frequent personnel changes within installations and units challenge their ability to maintain TFT Program compliance and the continuity of campaign operations. The proper use of desktop procedures and turnover folders alleviates these challenges and improves overall efficiency. It also provides operational continuity and ensures the implementation of developed best practices.

b. Each coordinator shall prepare and maintain desktop procedures for the operation of the TFT Campaign. Desktop procedures need not be all-inclusive or formal; rather, they may simply be a list of significant items and standardized instructions pertinent to a coordinator's duties. Normally, desktop procedures should include such items as current references, step-by step procedures for completing required duties, points of contact names, telephone numbers, email addresses and instructions for required reports.

c. Desktop procedures are current, concise instructions and need not duplicate information within the turnover folder when the two documents are within the same record. Desktop procedures should also not be voluminous, as this will discourage their use. Each coordinator shall make reviewing and updating the desktop procedures a primary duty or responsibility.

2. Turnover Folders. Each installation and unit shall prepare and maintain a turnover folder. The turnover folder contents may be included within desktop procedures and shall be specific to the unit's campaign. Items that a turnover folder may contain:

a. A list of tasks essential to coordinator's major duties and responsibilities;

b. A list generally referencing the regulations, orders and other instructions directly related to the billet;

c. A list of required reports, required report due dates and evidence of required report submissions for at least two prior fiscal years;

d. A list of fundraising events that the unit has supported in prior campaigns. The event descriptions shall identify each permitted event, location and general description of the event.

e. A list of points of contact internal and external to the unit, with telephone numbers and mailing and email addresses. The list shall briefly describe each contact's general relationship to the campaign (e.g., major donators and program supporters).

f. Miscellaneous information (e.g., administrative or operational procedures) peculiar to the coordinator billet (e.g., Foundation website management).

g. Each installation and unit shall organize its turnover folders to permit billet incumbents to continuously improve them. Installation and unit commanders may establish procedures for turnover folder organization and the sufficiency of detail required to satisfy turnover folder content requirements.

Chapter 8

Personal Awards and Unit Recognition

1. Campaigns/Coordinator of the Year

a. Upon the conclusion of the annual campaign, a special committee at the TFT Foundation reviews the performance of all coordinators to determine the Reserve Unit Campaigns of the Year for each TFT region and one overall National Coordinator of the Year. The criteria used to determine the campaigns and coordinator of the year include the following:

(1) The number of toys collected relative to the community population.

(2) The number of children reached relative to the community population.

(3) Adherence to administrative procedures.

(4) Spirit of teamwork demonstrated.

(5) Attention to detail.

(6) Advance planning.

(7) Effectiveness of execution of the local plan.

(8) Responsiveness.

(9) Timeliness.

(10) Effectiveness of communications procedures.

(11) Results of Internal Audit.

b. The Reserve Unit Campaigns of the Year for each TFT region and the overall National Coordinator of the Year are recognized for their outstanding performance by the presentation of the below awards. The Navy and Marine Corps Commendation Medal and Navy and Marine Corps Achievement Medal proposed summary of action and citations will be personally forwarded to COMMARFORRES from the President and Chief Executive Officer of the Marine TFT Foundation.

(1) Display plaque for the organization.

(2) Marine TFT Foundation Founder's Medallion.

(3) Navy and Marine Corps Commendation Medal for the National Coordinator.

(4) Navy and Marine Corps Achievement Medal for each region coordinator.

APPENDIX A

SAMPLE CAMPAIGN COORDINATOR APPOINTMENT LETTER

From: Inspector-Instructor/Site Commander  
 To: Gunnery Sergeant Im A. Marine EDIPI: XXXXXXXXXXXX/MOS USMC  
 Subj: APPOINTMENT AS 20XX TOYS FOR TOTS COORDINATOR  
 Ref: (a) MCO 5726.14F  
 (b) ForO 5000-24.25000-24.2  
 (c) 20XX Marine Toys for Tots Foundation SOP

1. Per the references, you are hereby appointed as the Toys for Tots (TFT) Coordinator for insert name of your Company, Battalion, Regiment (or equivalent) here.
2. You are directed to familiarize yourself with and be guided by the applicable portions of the references in the performance of your duties within 30 days of appointment. You will organize and maintain a turnover folder and make recommendations regarding the implementation of the programs. You will ensure the timely submission of all required reports and forward all donations to the TFT Foundation.
3. You must hold an interim level security clearance or higher in order to serve as the TFT Coordinator.
4. This appointment is effective until revoked, relief or upon your transfer from this unit.

S. M. SMITH

-----  
ENDORSEMENT

(Date)

From: Gunnery Sergeant Im A. Marine EDIPI: XXXXXXXXXXXX/MOS USMC  
 To: Inspector-Instructor/Site Commander

1. I certify that I have read and understand the provisions of the references, hold an interim secret level security clearance or higher, and assume all duties as the unit TFT Coordinator.

I. A. MARINE

APPENDIX B

TOY DELIVERY FORM

I, [Marine or volunteer to deliver toys (print)], took into my possession [number of toys] toys for delivery to [Receiving Organization or person (print)].

\_\_\_\_\_  
Marine/Volunteer Signature

\_\_\_\_\_  
Organization/Person Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPENDIX C

MTFTF AFTER ACTION REPORT FORM

TOYS FOR TOTS (TFT) AFTER ACTION REPORT

Campaign Conducted During (Current Campaign Dates)

**Section I: Site Information**

Reserve Site/Local Community Organization:

Address:

City:

State:

Zip:

Coordinator:

Phone:

Fax:

Asst Coord:

Phone:

Fax:

Population of area covered by local campaign:

Describe geographic area (sq mile, # of counties, etc.):

**Section II: Contributions**

**Toy Contributions**

**Inventory from previous year campaign**

Total number of toys:

Total number of books:

Total number of stocking stuffers:

**Foundation Adjustment (Input by the Foundation ONLY)**

Total number of toys:

Total number of books:

Total number of stocking stuffers:

Reason, if applicable:

**Collected by Local Campaign**

Total number of toys:

Total number of books:

Total number of stocking stuffers:

**Purchased by Local Campaign**

Total number of toys:

Total number of books:

Total number of stocking stuffers:

**Received from the Foundation (Input by the Foundation ONLY)**

Total number of toys:  
Total number of books:  
Total number of stocking stuffers:

**Totals**

Total number of toys:  
Total number of books:  
Total number of stocking stuffers:

**Received from another UNIT(s)**

Total number of toys:  
Total number of books:  
Total number of stocking stuffers:  
(If applicable, name(s) of UNIT(s):

**Sent to another UNIT(s)**

Total number of toys:  
Total number of books:  
Total number of stocking stuffers:  
(If applicable, name(s) of UNIT(s):

**Total Distributed**

Total number of toys:  
Total number of books:  
Total number of stocking stuffers:

**Adjusted Distribution For Release To Public:**

**Total Remaining (New Inventory)**

Total number of toys:  
Total number of books:  
Total number of stocking stuffers:  
Location of Inventory Storage:

**Total number of children receiving toys:**

**Average number of toys given to each child:** (will be completed by Foundation)

**Monetary Contributions**

**Funds in local campaign account**

Transferred into local account by the Foundation:  
Deposited into local account by the Foundation:



Total of donations collected locally (begins one day after previous year's report submitted:

Total amount forwarded to the TFT Foundation:

Donations not forwarded to the TFT Foundation:

Provide reasons all donations were not forwarded to the Foundation: \_\_\_\_\_

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Total amount expended for toy purchases:

Total amount expended for other than toys:

Percentage expended for other than toy purchases:

**Section III: Media Support**

**Television**

List the TV stations supporting, and their network affiliation (ABC, NBC, CBS, FOX, etc.):

**Radio**

List the radio stations supporting, and their network affiliation (ABC, NBC, CBS, FOX, etc.):

**Section IV: Comments**

1. List significant promotions or events that were effective:
  
  
  
  
  
  
  
  
  
  
2. List any significant problems incurred during the campaign, and any comments or suggestions regarding future efforts:
  
  
  
  
  
  
  
  
  
  
3. Did your campaign receive support from USMC Recruiters? (Yes/No)

Sample Cost Capturing Report



UNITED STATES MARINE CORPS  
MARINE FORCES RESERVE  
2000 OPELOUSAS AVENUE  
NEW ORLEANS, LOUISIANA 70146-5400

\*\*\*NOTE: THE INTENT OF THIS REPORT IS TO CAPTURE ALL COSTS OF MARINE FORCES RESERVE RESOURCES TO INCLUDE MISSION ESSENTIAL TASK CONDUCTED WHILE ASSISTING T4T. FUNDING PROVIDED BY THE TOYS FOR TOTS FOUNDATION (I.E., FOUNDATION CHARGE CARD EXPENDITURES) AND DONATED RESOURCES SHOULD BE INCLUDED IN THE SECTIONS PROVIDED.

Cost Collected Report

Reserve Site: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Unit Coordinator \_\_\_\_\_

Man Power Cost		MANDAYS	
ADOS	of Mandays by paygrade in direct	Mission Essential Support	Direct Support
Report number of Mandays by paygrade in direct support of Toys for Tots program. (Include attendance at conferences)			
		GRADE	
		E-1	20*
		E-2	0
		E-3	0
		E-4	0
		E-5	0
		E-6	0
		E-7	0
		E-8	0
		E-9	0
		WO	0
		CWO	0
		O-2	0
		O-3	0
		O-4	0
		O-5	0
		O-6	0

\* Man Days are equal to one Marine working eight hours in support of T4T. Mission Essential Support is work that was done by a Marine for T4T that met a MFPL requirement as explained in the order. The example in this block is expressing 20 man days worked by the grade of E-1

\*\* Man Days are equal to one Marine working eight hours in support of T4T. Direct support is work that was done by a Marine for T4T outside of a Marine's normal duties. The example in this block is expressing 52 man days worked by the grade of E-1.

Man Power Cost		MANDAYS	
AT	of Mandays by paygrade in direct	Mission Essential Support	Direct Support
Report number of Mandays by paygrade in direct support of Toys for Tots program. (Include attendance at conferences, Investigation/Legal procedures, etc).			
		GRADE	
		E-1	0
		E-2	0
		E-3	0
		E-4	0
		E-5	0
		E-6	0
		E-7	0
		E-8	0
		E-9	0
		WO	0
		CWO	0
		O-2	0
		O-3	0
		O-4	0
		O-5	0
		O-6	0

Man Power Cost		MANDAYS	
ADO	Appropriate Duty Order	Mission Essential Support	Direct Support
Report number of Mandays by paygrade in support of Toys for Tots program.			
		GRADE	
		E-1	0
		E-2	0
		E-3	0
		E-4	0
		E-5	0
		E-6	0
		E-7	0
		E-8	0
		E-9	0
		WO	0
		CWO	0
		O-2	0
		O-3	0
		O-4	0
		O-5	0
		O-6	0

Man Power Cost		MANDAYS	
ACTIVE DUTY	Report number of Mandays by paygrade in	Mission Essential Support	Direct Support
support of Toys for Tots program.			
		GRADE	
		E-1	0
		E-2	0
		E-3	0
		E-4	0
		E-5	0
		E-6	0
		E-7	0
		E-8	0
		E-9	0
		WO	0
		CWO	0
		O-2	0
		O-3	0
		O-4	0
		O-5	0
		O-6	0

Man Power Cost		Drill Periods - 1 period is equal to 4hrs	
DRILLS	Report number of drills by paygrade in support of Toys for Tots program.	Mission Essential Support	Direct Support
		E-1	0
		E-2	0
		E-3	0
		E-4	0
		E-5	0
		E-6	0
		E-7	0
		E-8	0
		E-9	0
		NO	0
		CMO	0
		O-2	0
		O-3	0
		O-4	0
		O-5	0
		O-6	0
Man Power Cost		MANDAYS	
TOTAL		Mission Essential Support	Direct Support
		0	0
Materials and Services		Estimated \$ Value	
		Essential	Direct Support
Travel / Per Diem	Estimated \$ value in support of Toys for Tots. (Include TAD for Conference)	\$0.00	\$0.00
Storage	Estimated \$ value of space leased or rented in support of Toys for Tots.	0	\$0.00
Vehicle Rental	Estimated \$ value in support of Toys For Tots.	\$0.00	\$0.00
Fuel (Rented vehicle)	Provide estimated fuel charges in support of Toys For Tots.	\$0.00	\$0.00
Fuel (GSA/Tactical)	Estimated \$ value in support of Toys For Tots.	\$0.00	\$0.00
Transport of things	Estimated \$ value in support of Toys For Tots.	\$0.00	\$0.00
OTHER	Identify Category and estimated \$ value of any Misc Costs directly associated with Toys for Tots	\$0.00	\$0.00
Provide written discription of "OTHER" cost: _____			
Submitted By : _____ Date: _____			
Signature: _____			

## APPENDIX E

## TOYS FOR TOTS GRATUITOUS SERVICE AGREEMENT

I, (Name of volunteer), by signing this agreement, agree to provide gratuitous and/or volunteer services as a Toys for Tots (TFT) volunteer for (Name of Local Community Organization (LCO) TFT Site, Marine Unit, or Command) in compliance with 10 U.S.C. §1588. I agree to provide such services without expectation of compensation. I further understand that such gratuitous service does not constitute Government service for purposes of Federal retirement benefits or preference in hiring for paid Federal employment positions. Any reimbursement for incidental expenses shall be subject to the availability of funds and the discretion of the Commanding Officer/Inspector-Instructor/coordinator of (Name of LCO TFT Site, Marine Unit, or Command) and the Marine TFT Foundation.

In compliance with 10 U.S.C. §1588(a)(3)(A), the nature of my service will be to provide volunteer services for the TFT Program. I understand that as a TFT volunteer, I will not be considered a Federal employee for any purpose other than the Federal Tort Claims Act (28 U.S.C. §§1346(b), 2671, 2672, and 2674-2680) and the Military Claims Act (10 U.S.C. §§ 2731-2738). I may also be entitled to compensation under the Federal Employees' Compensation Act (5 U.S.C. §§ 8101-8193), should I suffer any personal injuries in the performance of my volunteer services for the TFT Program.

I understand that as a TFT volunteer, any personal information provided to me during the course of my volunteer services is, and will be, protected from release to any individual by the Privacy Act of 1974. I agree to hold myself to the highest standards of confidentiality in this regard. I further understand that any issues pertaining to military members, their families, donors or recipients of TFT items will be discussed ONLY with those individuals with a "need to know".

This document encompasses all understandings between myself and (Name of LCO TFT Site, Marine Unit, or Command) as it pertains to my volunteer services for the TFT Program.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
TFT Coordinator Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
\*Parent or Legal Guardian Signature  
(Required if Volunteer is less than 18 years of age)

\_\_\_\_\_  
Date of Signature

APPENDIX F

DETAILED INSPECTION CHECKLIST

TOYS FOR TOTS

Functional Area Manager: OMFR Point of Contact:

Date Last Revised:

- 001 Has a Marine TFT Coordinator been assigned in writing by the Commanding Officer or I-I/Site Commander per APPENDIX A?  
Reference  
FORO 5000-24.2 CHAP 2, PAR 1C; MTFTF SOP, CHAP 4, SEC 4.4, PAR B
- 002 Does the coordinator assigned possess a security clearance or interim security clearance?  
Reference  
FORO 5000-24.2, CHAP 2, PAR 1C
- 003 Does the coordinator assigned possess a signed copy of the Acknowledgement of Responsibilities Form from the Foundation?  
Reference  
FORO 5000-24.2, CHAP 2, PAR 1C
- 004 Are the appropriate current references readily available?  
Reference  
FORO 5000-24.2, CHAP 7, PAR 1B
- 005 Did the coordinator or unit representative attend the annual conference?  
Reference  
FORO 5000-24.2, CHAP 2, PAR 1D
- 006 Has the local coordinator read the ForO 5000-24.2 and Marines Toys for Tots Foundation SOP concerning the procedures for conducting a toy drive?  
Reference  
FORO 5000-24.2, CHAP 2; MTFTF SOP, CHAP 4, SEC 4.4, PAR A-K

DETAILED INSPECTION CHECKLIST

- 007 Has the local coordinator read the MTFTF SOP concerning the procedures for the Handling of Unsolicited Monetary Donations and Funds Raised?  
Reference  
FORO 5000-24.2 CHAP 4; MTFTF SOP, CHAP 7, SEC 7.3, PAR A
- 008 Has the local coordinator read the MTFTF SOP concerning the procedures for the MTFTF purchase card? Is the Coordinator knowledgeable of the proper care and use of the purchase card.  
Reference  
MTFTF SOP, CHAP 3, SEC 3.12
- 009 Was there any improper or illegal use of the TFT Name or logo reported within your area of responsibility?  
Reference  
MTFTF SOP, CHAP 6, SEC 6.15, PAR A-I
- 010 Were any local community organizations denied support from your campaign?  
Reference  
FORO 5000-24.2, CHAP 3, PAR 1C(8)
- 011 Were there any waivers submitted for the approval to utilize ADOS, AT, or Drills in support of your campaign?  
Reference  
FORO 5000-24.2, CHAP 2, PAR 3D
- 012 Upon completion of the TFT campaign, was the appropriate After Action Report submitted to the Foundation NLT 15 January?  
Reference  
FORO 5000-24.2, CHAP 6, PAR 1
- 013 Upon completion of the TFT campaign, was the appropriate Lessons Learned Report submitted NLT 15 January?  
Reference  
FORO 5000-24.2, CHAP 6, PAR 2

DETAILED INSPECTION CHECKLIST

- 014 Upon completion of the TFT campaign, was the appropriate Cost Collected Report submitted NLT 15 January?  
Reference  
FORO 5000-24.2, CHAP 6, PAR 4
- 015 Were desktop procedures and turnover folder maintained and on hand as explained in the reference?  
Reference  
FORO 5000-24.2, CHAP 7
- 016 Was an annual site self-inspection conducted by the Commanding Officer/Inspector-Instructor of his/her TFT Campaign?  
Reference  
FORO 5000-24.2, CHAP 6, PAR 5B
- 017 Did the newly appointed Coordinator custodian complete a self-inspection of their areas of responsibilities within 30 days of the individual being appointed or joined?  
Reference  
FORO 5000-24.2, CHAP 6, PAR 5C