



Department of Defense INSTRUCTION

NUMBER 5035.5

October 12, 1999

DA&M

SUBJECT: DoD Combined Federal Campaign - Overseas (CFC-O)

- References:
- (a) DoD Instruction 5035.5, subject as above, August 17, 1990 (hereby canceled)
 - (b) Title 5, Code of Federal Regulations, Part 950, "Solicitation of Federal Civilian and Uniformed Services Personnel for Contribution to Private Voluntary Charitable Organizations," November 24, 1995
 - (c) [DoD Directive 5035.1](#), "Combined Federal Fundraising Within the Department of Defense," May 7, 1999
 - (d) Executive Order (E.O.) 12353, "Charitable Fund-Raising," March 23, 1982 as amended by E.O. 12404, "Charitable Fundraising," February 10, 1983
 - (e) through (h), see enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues reference (a) to reflect new Combined Federal Campaign - Overseas (CFC-O) fund-raising rules and regulations of reference (b), and provide for improved CFC-O administration and procedures.

1.2. Authorizes and provides guidance governing a single CFC for DoD civilian and military personnel assigned to or serving on official duty overseas, with the exception of those individuals located in Alaska, Hawaii, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands and who are governed by the policies and procedures of references (b) through (g).

2. APPLICABILITY AND SCOPE

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereafter referred to collectively as "the DoD Components"). The CFC-O includes the five DoD Combatant Commands: European, Pacific, Atlantic, Southern and Central Commands.

3. POLICY

3.1. The program, practices, and procedures prescribed in reference (b) shall be applied by all DoD Components to all authorized fund-raising solicitations.

3.2. DoD Components, including commanders and heads of field installations and activities, shall cooperate with and assist recognized voluntary health and welfare organizations and representatives or authorized organizations or representatives of other Federal Agencies as appropriate, in the arrangements for and conduct of authorized solicitations. Such assistance will be provided to meet the requirements of reference (b) and the needs of DoD communities. Employee solicitations shall be conducted during duty hours using methods that permit true voluntary giving and shall reserve to the individual the option of disclosing any gift or keeping it confidential.

3.3. Legal authority for the Federal fund-raising program is E.O. 12353 as amended by E.O. 12404 (reference (d)). Section 7 of E.O. 12353 states: "This order shall not apply to solicitations conducted by organizations composed of civilian employees or members of the Armed Forces among their own members for organizational support or for benefit or welfare funds for their members. Such solicitations shall be conducted under policies and procedures approved by the Head of the Department or Agency concerned." On-the-job solicitations for military relief and aid organizations shall be governed by the general principles of the OPM CFC Regulation and this Instruction. Such solicitations shall not be made during conflicting periods or in any other way conflict with solicitations authorized for the CFC-O.

3.4. Reference (c) gives the Director of Administration and Management, Office of the Secretary of Defense, the responsibility for issuing policy, instructions and

procedures required for the operation of the Combined Federal Campaign, and for providing advice on that policy. In accordance with that responsibility, the DA&M has determined that all military and DoD civilian personnel assigned to and serving on official duty within the Combatant Commands during the formal CFC-O period are, for solicitation and donation purposes, exclusively eligible to participate in the CFC-O.

3.5. The CFC-O does not involve participation of “local” charitable organizations as with campaigns located within the United States. Therefore, as authorized by reference (b), DoD Family Support and Youth Programs (FSYP) established in overseas locations are directly eligible for individual designated CFC-O donations and will also be provided support from undesignated CFC-O funds. FSYP programs are those which improve the quality of life at each installation.

3.6. To aid CFC-O fund-raising, innovative promotional events and activities such as car washes, raffles, lotteries, bake sales, carnivals, athletic events, or races are permitted during the annual campaign period. Such special events must conform to the guidance in references (b) and (c), and should not be offensive to local host-nation sensitivities.

3.7. In support of the CFC-O, DoD Components are authorized limited use of appropriated funds. The use of appropriated funds is limited to expenses related to CFC kick-offs, rallies, victory events, awards ceremonies, and other similar events that build support for the CFC-O but that are not directly involved in fund-raising (such as carnivals, car washes, and sporting events). The use of appropriated funds for refreshments, personal gifts, or any other item or activity that is not essential to support the CFC-O is not authorized. This authority extends to the use of installation-level CFC-O administrative and logistical support and the use of military aircraft to transport CFC-O materials on a “space available” basis.

4. RESPONSIBILITIES

By the authority of reference (c):

4.1. The Chairman of the DoD CFC-O Local Federal Coordinating Committee (LFCC), its subcommittees, and the local Command Coordinating Committees shall ensure that a single CFC-O is properly planned, coordinated, and conducted in accordance with the plan in enclosure 2.

4.2. The DoD Fund-Raising Coordinator shall also serve as DoD CFC-O LFCC Executive Director. On behalf of the DoD CFC-O LFCC, the Executive Director shall:

4.2.1. Provide information and advice, as required, on matters relating to the campaign and appropriately support the efforts of the PCFO.

4.2.2. Monitor the work of the selected Principal Combined Fund Organization (PCFO).

4.2.3. Ensure the campaign meets all regulatory requirements regarding the CFC-O among DoD employees.

4.3. The Commanders of the Combatant Commands shall ensure that the campaign is properly planned, scheduled and conducted in their areas of jurisdiction in accordance with the campaign procedures identified in the CFC-O plan at enclosure 3 and of any separately prescribed campaign procedures issued by the LFCC.

5. PROCEDURES

The Chairman, DoD-O CFC LFCC, shall select an eligible organization or combination of organizations to conduct a CFC overseas in accordance with the plan indicated in enclosure 3. The selected PCFO will be responsible for campaign planning/development, execution, recognition, and evaluation.

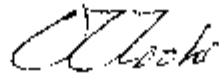
6. INFORMATION REQUIREMENTS

6.1. The Final Campaign Reports required by paragraph E3.6.4. of enclosure 3 have been assigned Report Control Symbol DD-DA&M(A)1392 in accordance with DoD 8910.1-M (reference (h)).

6.2. The Combined Federal Campaign Contributor Cards described in this Instruction are exempt from licensing in accordance with paragraph C4.4.2. of reference (h).

7. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke
Director
Administration and Management

Enclosures - 3

- E1. References, continued
- E2. General and/or Background Information on Voluntary Giving
- E3. Plan for DoD Combined Federal Campaign - Overseas

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Public Law (P.L.) 100-202, "Treasury, Postal Service, and General Government Appropriations Act of 1988," December 21, 1987
- (f) DoD Financial Management Regulation, Volume 7A, "Military Pay Policy and Procedures - Active Duty and Reserve Pay," February 1999
- (g) DoD Financial Management Regulation, Volume 8, "Civilian Pay Policy and Procedures," January 1995, authorized by DoD Instruction 7000.14, November 15, 1992
- (h) [DoD 8910.1-M](#), "DoD Procedures for Management of Information Requirements," June 1998, authorized by [DoD Directive 8910.1](#), "Management and Control of Information Requirements," June 11, 1993

E2. ENCLOSURE 2

GENERAL AND/OR BACKGROUND INFORMATION ON VOLUNTARY GIVING

E2.1.1. National and international charitable and philanthropic organizations eligible to participate in the CFC-O depend on voluntary contributions to achieve their objectives. This includes established Family Support and Youth Programs (FSYP) overseas. Members of the Armed Forces and civilian employees of the Department of Defense, as individual citizens and as members of the community in which they live, have the opportunity through the CFC to support these organizations. To that end, the establishment of unit/group dollar goals is encouraged to provide a focus for good spirit and unity of purpose that contributes materially to overall CFC success. By apportionment of a given goal equitably among installations/activities, each group shares goal responsibility in a team effort, and thus has the ability with which to measure its own and the organization's progress.

E2.1.2. Each member of the Armed Forces and each civilian employee of the Department of Defense shall be encouraged, through on-the-job solicitations, to designate his or her contribution(s) to a specifically listed organization. The Principal Combined Fund Organization (PCFO) shall remit such designated contributions, less approved administrative costs, to the specified recipient. Undesignated contributions shall be distributed according to the formula as identified in attachment E3.A1. to enclosure 3.

E2.1.3. True voluntary giving is fundamental to Federal fund-raising activities. Procedures that do not allow free choice or even create the appearance that employees do not have a free choice to give or not to give or which do not provide for the confidentiality of that election or the amount of any donations, are contrary to Federal fund-raising policy. Such prohibited practices include, but are not limited to:

E2.1.3.1. Solicitation of employees by their supervisor or by an individual in their supervisory chain of command. This does not prohibit the Head of an Agency from performing the usual activities associated with the campaign kick-off or from demonstrating his or her support of the CFC publicly in employee newsletters or other routine communications with Federal employees.

E2.1.3.2. Supervisory inquiries about an employee's choice to participate or not to participate or the amount of an employee's donation. Supervisors may be given nothing more than summary information about the major units that they supervise.

E2.1.3.3. Setting of 100 percent participation goals.

E2.1.3.4. Establishing individual dollar goals and quotas.

E2.1.3.5. Developing and using lists of non-contributors.

E2.1.3.6. Providing and using contributor lists for purposes other than the routine collection, forwarding of contributions and allotments, and recognizing donors.

E2.1.3.7. Using as a factor in a supervisor's performance appraisal the results of the solicitation in the supervisor's unit or organization.

E2.1.4. The use of campaign aids and effective campaign promotion/marketing can significantly improve the overall results of a campaign. Authorized campaign aids and promotional activities include, but are not limited to, the following:

E2.1.4.1. Publicity items such as balloons, lapel pins, desk cards, posters, etc.

E2.1.4.2. Goal board displays showing achievement of organizations participating in the campaign.

E2.1.4.3. Charts and/or reports and analyses of campaign progress.

E2.1.4.4. Letters or memoranda of endorsement by principal officials or organization leaders that provide general information about, generate interest in, and show support for the campaign.

E2.1.4.5. News stories and articles for installation publications and/or local newspapers.

E2.1.4.6. Recognition and/or presentation of campaign awards earned by individuals for outstanding service to the campaign or for contributions keyed to percent of salary donated. (Example: presentation of the CFC Certificates of Appreciation to recipients.)

E2.1.4.7. Speeches and/or addresses and/or public appearances made, throughout the campaign, by principal officials or organization leaders, to present campaign information, to encourage participation, and to promote community support through voluntary giving.

E2.1.4.8. Automated/electronic communication/marketing to widely promote the campaign. These campaign aids and marketing activities are considered to be effective for building team spirit and promoting organizational pride. When performed within the true spirit of volunteer giving, employment of campaign aids with appropriate campaign marketing activities are not coercive actions, but are constructive campaign undertakings materially contributing to the success of the CFC-O fund-raising effort.

E3. ENCLOSURE 3

PLAN FOR DEPARTMENT OF DEFENSE COMBINED FEDERAL CAMPAIGN - OVERSEAS

E3.1. PURPOSE

E3.1.1. This plan for the DoD Combined Federal Campaign - Overseas (CFC-O), in support of participating voluntary charitable and philanthropic organizations, has been developed to:

E3.1.1.1. Meet contributor wishes for a single campaign.

E3.1.1.2. Reduce costs to the Government; and

E3.1.1.3. Provide greater financial resources for the voluntary agencies (that are dependent on voluntary private gifts) for their vital programs.

E3.1.2. This plan was approved by the Director, Office of Personnel Management (OPM), under the authority of E.O. 12353, which has been amended by E.O. 12404 (reference (d)).

E3.2. DEPARTMENT OF DEFENSE CFC - OVERSEAS ORGANIZATION

E3.2.1. Local Federal Coordinating Committee

E3.2.1.1. A Local Federal Coordinating Committee (LFCC) has been established in Washington, DC to make final decisions on policy and planning matters relating to the CFC-O for both the Government and the Principal Combined Fund Organization (PCFO).

E3.2.1.1.1. The committee will name the Secretary of Defense as the Honorary Chair of the CFC-O.

E3.2.1.1.2. The committee will provide uniformity to the CFC-O.

E3.2.1.1.3. The committee's organizational structure and the activities that are represented are indicated in attachment E3.A2. to this enclosure.

E3.2.1.2. The LFCC is responsible for overseeing the activities of the PCFO,

and acting upon any problems relating to a voluntary agency's non-compliance with the policies and procedures of the CFC. The responsibilities will also include those listed in the OPM CFC Regulation (reference (b)).

E3.2.1.3. The campaign areas of responsibility and organization for the DoD CFC-O are as follows:

E3.2.1.3.1. Five DoD Combatant Commands campaign: European, Pacific, Atlantic, Southern and Central Commands.

E3.2.1.3.2. The Commander of each Combatant Command will be the Campaign Chair for his/her command.

E3.2.1.3.3. The CFC-O will include: All members of the Armed Forces and civilian employees assigned to organizations and units of the above DoD Combatant Commands and activities, including those who are employed due to the presence of U.S. Forces overseas and those who are temporary, part-time, or intermittent personnel, who are located overseas (excluding Alaska, Hawaii, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands).

E3.2.1.4. The procedures for the CFC in sections E3.3., E3.4., E3.5., and E3.6., below, of this plan may not be changed or modified, except as specifically approved by the Chairman, LFCC. Requests to modify procedures will be addressed to the Chairman, Local Federal Coordinating Committee, Overseas CFC, Office of the Secretary of Defense, Pentagon, Washington, DC 20301.

E3.2.2. Principal Combined Fund Organization (PCFO)

E3.2.2.1. Utilizing the criteria in 5 CFR Part 950, section 950.105 (reference (b)) or subsequent OPM Rules and Regulations, the LFCC will select a PCFO to administer the campaign and to serve as fiscal agent. The selected PCFO will be entitled to limited logistical and administrative support to fulfill its responsibilities. This support will include transportation of CFC-O materials using DoD aircraft on a "space available" basis.

E3.2.2.2. The PCFO will administer all phases of the campaign and also assist the Combatant Commanders by working out basic plans and operating arrangements, such as coordinating the distribution of funds provided for Family Support and Youth Programs (FSYP). Voluntary donations to FSYP are neither appropriated nor non-appropriated and may be utilized at the discretion of the installation commander, within his or her Service regulations, to enhance FSYP. The

PCFO will publicize FSYP in all relevant PCFO, installation and command publications and through the media. This will include the campaign brochure. The current policy for distribution of FSYP funds is attached at E3.A1.

E3.2.2.3. Questions related to the conduct of annual campaigns will be addressed to the DoD Overseas CFC coordinator at the address shown in paragraph E3.2.1.4., above, of this enclosure.

E3.2.3. Participating Voluntary Agencies. Only those organizations approved by OPM will participate in CFC-O. If any individual agency or group of recognized national voluntary agencies chooses not to participate in the CFC under the final arrangements decided upon, it may withdraw from the campaign. The agency will not have fund-raising privileges at places of employment or duty in DoD installations or activities in the overseas area. The CFC is the only authorized charitable fund-raising drive in the Federal workplace. No other fund-raising drive may be conducted in the Federal workplace without written permission of the Director of OPM.

E3.3. COMBATANT COMMAND CAMPAIGN ORGANIZATION

E3.3.1. Commanders will actively and visibly support the campaign. As Campaign Chairman for the Combatant Command, the Commander ensures that the campaign is properly planned, coordinated, scheduled, and implemented each year on a timely basis. Campaign implementation responsibilities include ensuring the campaign is formally launched, efficiently executed and that effective recognition is provided for unit and individual CFC-O achievement.

E3.3.2. Each Combatant Commander will designate a CFC-O Program Manager to direct the campaign in his/her command. Based on well-established precedence, the Combatant Command's CFC-O Program Manager is resident within the J-1.

E3.3.3. The Combatant Command Program Manager will work with the PCFO and/or its representatives to organize all aspects of the CFC-O.

E3.3.4. The Combatant Command CFC-O Program Manager will:

E3.3.4.1. Establish a Command CFC Coordinating Committee for the planning and conduct of the campaign.

E3.3.4.2. The Coordinating Committee will be organized and have membership as deemed appropriate in the Combatant Command.

E3.3.5. The Combatant Command Program Manager will direct the appointment of a community/area project officer for each installation. Sufficient numbers of unit coordinators and keypersons will be assigned at each installation to ensure 100 percent informed opportunity to give.

E3.4. CAMPAIGN ARRANGEMENTS

E3.4.1. Campaign Name. The name will be the Combined Federal Campaign - Overseas. The title may include the fall of the fiscal year during which the contributions are solicited. Example: Combined Federal Campaign - Overseas, Fall 1999, Atlantic Command.

E3.4.2. Campaign Period. The solicitation of employees will occur for no more than a 6-week period between September 1 and December 15, as established by the PCFO and the command. The 6-week period may be recommended for extension by the LFCC to OPM.

E3.4.3. Campaign Area. As indicated in paragraph E3.2.1.3., above, of this enclosure.

E3.4.4. Annual Campaign Announcement. Annually, well ahead of the campaign period, the Secretary of Defense will announce the forthcoming campaign by memorandum addressed to the five DoD Combatant Commanders (European, Pacific, Atlantic, Southern and Central Commands). This memorandum will also direct the establishment of campaign goals. Such goals will be structured at the Combatant Command level, in concert with the PCFO, and be widely and visibly promoted.

E3.4.5. Contributor Designations. A brochure that adheres to current OPM Rules and Regulations will be provided for each potential contributor. The brochure will explain the contributor's right to designate gifts to individual agencies.

E3.4.6. Distribution of Undesignated Funds. Undesignated funds include contributions in cash and pledges by payroll allotment to the CFC that are not designated by the contributor for a specific voluntary agency. Family Support and Youth Activity Programs (FSYP) will not share any campaign overhead costs and may receive up to six percent of the gross undesignated funds contributed. The remaining undesignated funds minus appropriate budget and shrinkage expenses will be distributed among the authorized voluntary campaign organizations as specified by OPM Rules and Regulations and the PCFO.

E3.4.7. Campaign Goal. An overall campaign goal may be announced to encourage voluntary participation through voluntary contributions by all DoD personnel. Dollar goals may be established for commands and activities. Command/activity goals may also be established, but may not be set at a 100 percent participation level. No individual dollar goals or quotas will be established.

E3.4.8. Monetary Controls, Payroll Deduction and Accounting

E3.4.8.1. The central depository for all funds is the CFC-O. The appropriate address is found in each year's campaign materials.

E3.4.8.2. Financial institutions, such as U.S. military banking facilities, lend their services in overseas areas to the PCFO. All participating financial institution's accounts are authorized solely by the PCFO. Non-PCFO authorized accounts are not allowed; local withdrawals from CFC-O accounts are not allowed.

E3.4.8.2.1. Banks with PCFO authorized accounts will forward all but the minimum required to keep the account open to the CFC-O, within 30 days of the end of the campaign in their area, or when requested by the PCFO. This remittance will refer to the account title as illustrated in subparagraph E3.4.8.1., above, of this enclosure.

E3.4.8.2.2. Contributors' checks that fail to clear the bank after the second presentation will be forwarded to the PCFO at the time the funds are transferred.

E3.4.8.3. The audit copy of each contributor's card must be sent to the PCFO who will tally designations, track missing pledge cards and compile other reports.

E3.4.8.4. The specific banking/finance procedures to be followed at all military installations are printed in the community/area project officer's guide.

E3.4.8.4.1. In areas where the PCFO has established a bank account, the PCFO will oversee arrangements for deposit slips to be printed and make available for the community/area project officer's deposits.

E3.4.8.4.2. In areas without a PCFO established bank account, community/area project officers will utilize bank-by-mail to the PCFO.

E3.4.8.5. DoD Directives and the implementing regulations of the Military Departments authorize payroll allotments for contributions to the CFC-O as follows:

<u>Department</u>	<u>Military Personnel</u>	<u>Civilian Personnel</u>
DoD	DoD FMR, Vol 7A	DoD FMR, Vol 8, Ch 3
Army	AR 37-104-4, Ref 24.5	DoD FMR, Vol 8, Ch 3
Navy	DoD FMR, Vol 7A Ch 43, 0201-0205	DoD FMR, Vol 8, Ch 3
Air Force	DFAS-DEM 7073-1, Vol 1	DoD FMR, Vol 8, Ch 3
Marine Corps	DoD FMR, Vol 7A Ch 43, 0201-0205	DoD FMR, Vol 8, Ch 3

E3.4.8.5.1. CFC payroll allotment forms will be transmitted to the Customer Service Representative (CSR) as promptly as possible, preferably by December 15.

E3.4.8.5.2. However, if pledge cards are received after that date, they shall be accepted and immediately processed by the CSR.

E3.4.8.6. The Keyperson will:

E3.4.8.6.1. Ensure the contributor's card is fully and accurately completed.

E3.4.8.6.2. Give the contributor his or her copy of the card as a receipt.

E3.4.8.6.3. Complete the keyperson's report form.

E3.4.8.6.3.1. Retain the second copy of the report form for his or her records.

E3.4.8.6.3.2. Forward the audit copy of the report form along with the finance and audit copies of the contributors' cards; cash, checks, money orders, and sealed confidential envelopes to the unit coordinator for delivery to the community/area project officer.

E3.4.8.6.4. Destroy all CFC-O records after 1 year.

E3.4.8.7. The Unit Coordinator will:

E3.4.8.7.1. Verify the accuracy of the totals of each keyperson's report form and ensure that the report reconciles with the amount of cash/checks listed on the report form.

E3.4.8.7.2. Prepare his or her report by compiling all the keyperson data and forward the original of that report; the original of all keyperson report forms; the finance and audit copies of the contributors' cards, cash, checks, money orders, and sealed confidential envelopes to the community/area project officer.

E3.4.8.7.3. Destroy all CFC-O records after 1 year.

E3.4.8.8. The Community/Area Project Officer will:

E3.4.8.8.1. Verify the accuracy of the totals of each unit coordinator's report form and ensure that the report reconciles with the amount of cash/checks listed on the report form.

E3.4.8.8.2. Review the contributors' cards received and distribute the payroll allotment authorization forms in accordance with enclosure 1.

E3.4.8.8.3. Where such accounts have been specifically authorized, deposit all checks, cash, money orders or other cash items and confidential envelopes into the local participating financial institution.

E3.4.8.8.4. Where no PCFO authorized institution is available, convert all cash to a postal money order or U.S. treasury check and forward it to the PCFO address listed in the community/area project officer guide.

E3.4.8.8.5. Open all confidential envelopes in the presence of a third party, ideally at a PCFO authorized financial institution. Cash and checks from confidential donations will be deposited immediately or prepared for bank-by-mail to the PCFO. Payroll authorization forms that are enclosed in confidential envelopes will be processed at the appropriate finance center.

E3.4.8.8.6. Process all payroll allotment forms at the appropriate finance or payroll office as promptly as possible. Request a receipt for the payroll authorization forms for the allotment cards and obtain a signature acknowledging receipt of the forms.

E3.4.8.8.7. Prepare a final community/area project officer report

consolidating all unit coordinator reports which will be supported by the deposit slips from the financial institutions and by amounts for payroll deduction listed on pledge cards. The total amount from these items will equal the total funds raised.

E3.4.8.8.8. Send the original of the community/area project officer report, the audit copy of each contributor card received to date, bank deposit slips and finance office receipts to the PCFO address listed in the community/area project officer guide. These items must be sent registered mail, return receipt requested, to the PCFO promptly within 30 days of the campaign's end. With prior approval from the PCFO, audit copies may be returned to the PCFO by FedEx, UPS or other traceable express services.

E3.4.8.8.9. Prepare a report to the Combatant Command Program Manager in accordance with the Command and Service Regulations.

E3.4.8.8.10. Destroy all CFC-O records after 1 year.

E3.4.8.9. The PCFO will:

E3.4.8.9.1. Arrange for the tabulation of contributions according to designations on the contributor cards and furnish the PCFO accounting agent with the appropriate details regarding designations to member agencies. The voluntary campaign organizations will be responsible for distribution internally to member agencies in accordance with the OPM CFC Regulation (reference (b)) and their agreements among member groups.

E3.4.8.9.2. Receive funds from the overseas financial institutions and payroll allotment checks from finance and payroll officers, and disburse them in accordance with reference (b) and with the agreements among member groups, and provide accounting information to all participants in the CFO-O.

E3.4.8.9.3. With the exception of the Family Support and Youth Activity contributions, share the campaign expenses proportionally among all recipient organizations reflecting their percentage share of gross campaign receipts.

E3.4.8.9.4. Process the contribution acknowledgement forms in accordance with reference (c), except that a computerized list of names and addresses may be sent to the authorized agency instead of a copy of the form.

E3.4.9. Campaign and Publicity Materials

E3.4.9.1. Campaign materials will reach community/area project officers through Command channels. Additional supplies are available from the local representatives of the PCFO or through Command channels. All materials are to be approved by the Department of Defense CFC-O LFCC.

E3.4.9.1.1. The following materials will be provided for the campaign:

E3.4.9.1.1.1. Keyperson's kits containing materials on a ratio of one keyperson soliciting 20 potential contributors. These kits include: keyperson's report forms, keyperson's envelopes, contributor's brochures, contributor's cards and posters.

E3.4.9.1.1.2. Unit Coordinator's Kit containing: unit coordinator's guide, unit coordinator's envelope and unit coordinator's report forms.

E3.4.9.1.1.3. Community/Area Project Officer's Kit containing: training information, management guides, community/area project officer report forms, award information, press kit, and campaign material samples.

E3.4.9.1.2. The contributor's brochure contains a list of eligible voluntary agencies, a suggested giving guide, and general campaign information. The contributor's pledge card (a joint pledge card), payroll authorization, and/or name release form will be distributed by each keyperson as the official CFC information package to each potential contributor.

E3.4.9.1.2.1. Suggested giving guides for use by individual contributors appear in the contributor's brochure in an effort to accomplish an enthusiastic and purposeful campaign; the decision to give and the amount are determined by each contributor. The giving guides show the amount of periodic payroll deduction suggested for various income levels. There will be no requirement that the individual meet the guides when making gifts, and care should be taken to see that the suggested giving guides are not misinterpreted as individual assessments or quotas.

E3.4.9.1.2.2. The contributor's brochure and other campaign publicity will emphasize the concept of the single combined annual campaign. The contributor's card permits the privilege of pledging extended through payroll allotment, and makes it possible to cover one year's commitment at one time. It will clearly state and urge the DoD donor to direct his or her gift to specific voluntary agencies or group

of his or her choice by designating in the boxes provided their choice from the list provided and that write-ins are prohibited.

E3.4.9.2. Publicity Materials

E3.4.9.2.1. The Department of Defense through the American Forces Information Service (AFIS) will clear all press, radio, and television publicity materials furnished by the Department of Defense for use in support of the campaign.

E3.4.9.2.2. Press publicity materials distributed by the American Forces Press and Publications Services (AFPPS) will be made available to all overseas Armed Forces newspapers receiving the service.

E3.4.9.2.3. Radio and television publicity materials distributed by the Armed Forces Radio and Television Services (AFRTS), will be made available directly to all American Forces Radio and Television networks and outlets.

E3.5. ORIENTATION, TRAINING AND PUBLICITY ARRANGEMENTS

E3.5.1. The CFC-O involves many features. A formal plan should be developed by each Combatant Command CFC Coordinating Committee in conjunction with the PCFO to cover the orientation for staff and Service representatives; the training for community/area project officers, unit coordinators, and keypersons; and publicity to employees and military members.

E3.5.2. It is expected that all overseas Commanders will assist the PCFO and campaign leaders in the conduct of an enthusiastic and purposeful solicitation on their installations for developing maximum group interest and response. In orientation programs, care should be taken to clarify that:

E3.5.2.1. The policies and procedures of the OPM regulation (reference (b)) and as described in enclosure 2 are to be maintained intact as they apply to prohibition against individual employee quotas, assessments, or any other form of coercive action.

E3.5.2.2. The employees' right of privacy as to the amount of the gift and the right to contribute voluntarily, either with or without the use of a confidential sealed envelope, is to be respected.

E3.5.3. Employees and military members should be told of the background and purpose of the combined campaign arrangements, including the availability of

installment payments through payroll allotment. It is essential that keypersons be trained effectively on procedures for arranging payroll allotments and also be equipped to answer any questions of a substantive nature regarding the programs of the voluntary agencies.

E3.6. CAMPAIGN REPORTING

E3.6.1. Each Combatant Command Program Manager will establish reporting deadlines for his/her community/area project officers in accordance with the set campaign dates.

E3.6.2. Campaign materials will have a space for the three-digit community/area project officer identification numbers. This number will be used when any specific identification is required and will also be used in the financial procedures to identify the source of contributions. These community/area project officer identification numbers are necessary to maintain monetary control. All campaign officials will ensure that they are properly constructed, assigned, reported, and entered on each contributor's card.

E3.6.3. Community/area project officer identification numbers will be assigned through coordination with the PCFO for each Combatant Command as follows:

Numbers	Command
100-299	Pacific
300-699	European
700-799	Central
800-899	Southern
900-999	Atlantic

E3.6.3.1. In addition to the pre-determined three-digit project officer number, community/area project officers may assign two optional alpha or numeric numbers to their unit coordinators and/or keypersons for purposes of local control and tracking.

E3.6.4. Final Campaign Reports

E3.6.4.1. The following information from each community/area project officer, using the individual community/area project officer identification numbers, is to be reported to the DoD overseas CFC Coordinator by each Combatant Command Program Manager.

E3.6.4.1.1. Community/area project officer numbers (by installation).

E3.6.4.1.2. Number of potential contributors.

E3.6.4.1.3. Number of actual contributors by installation.

E3.6.4.1.4. Total contributions.

E3.6.4.1.5. Number of individuals authorizing payroll deductions.

E3.6.4.1.6. Total payroll deduction amount.

E3.6.4.1.7. Number of individuals contributing cash.

E3.6.4.1.8. Total cash amount.

E3.6.4.1.9. The aggregate totals of subparagraphs E3.6.4.1.2. through E3.6.4.1.8. above, for the Combatant Command.

EXAMPLE:

1 Project Officer ID Number	2 Number of Potential Contributors	3 Number of actual contributors	4 Total Contributions	5 Number of Individuals Authorizing payroll Deduction	6 Total payroll deduction amount	7 Number of individuals authorizing Cash	8 Total cash amount
123	1,791	802	\$68,972	681	\$58,566	121	\$10,406
124	1,952	867	\$74,562	737	\$63,382	130	\$11,180
125	44	21	\$1,806	17	\$1,462	4	\$344
9 TOTALS (Aggregate totals of 2 - 8 for the Combatant Command)	3,787	1,690	\$145,340	1,435	\$123,410	255	\$21,930

E3.6.4.2. Campaign critique and recommendations for next year.

E3.6.4.3. The report is due each year within thirty days of the campaign's end.

E3.6.4.4. The information is assigned Report Control Symbol DD-DA&M(A) 1392.

Attachments - 2

E3.A1. Policy For Distribution of FSYP Contributions Combined Federal Campaign - Overseas

E3.A2. Plan For Department of Defense Local Federal Coordinating Committee Combined Federal Campaign - Overseas

E3.A1. ATTACHMENT 1 TO ENCLOSURE 3

POLICY FOR DISTRIBUTION OF FSYP CONTRIBUTIONS
COMBINED FEDERAL CAMPAIGN - OVERSEAS

E3.A1.1.1. All personnel eligible to participate in the Combined Federal Campaign - Overseas are able to designate to support Family Support and Youth Programs (FSYP).

E3.A1.1.2. FSYP designations will be tracked by project officer number and sent to the base of origin.

E3.A1.1.3. The project officer will divide the undesignated contributions up to six percent of the gross campaign revenue equally among all locations by number where FSYP exist.

E3.A1.1.4. Undesignated contributions in excess of six percent of the gross campaign revenue will be distributed proportionally among all charities listed in the overseas campaign.

E3.A2. ATTACHMENT 2 TO ENCLOSURE 3

**PLAN FOR DEPARTMENT OF DEFENSE
LOCAL FEDERAL COORDINATING COMMITTEE
COMBINED FEDERAL CAMPAIGN - OVERSEAS**

DoD

Honorary Campaign Chairman
(Secretary of Defense)

LFCC

Chairman
(Director, Administration and Management)
Vice Chairman
(WHS Director, Personnel and Security)
Director, Combined Federal Campaign
Chairman, Joint Chiefs of Staff Representative
Comptroller
General Counsel

PCFO

CAMPAIGN CHAIRMEN

(Combatant Commanders)

COMBATANT COMMAND CFC COORDINATING COMMITTEES

Program Manager (Selected by Combatant Commander)
Representatives from each component and/or subcombatant command
Representatives from PCFO

INSTALLATION CFC VOLUNTEERS

Community/area project officers
Unit Coordinators
Keypersons