

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350-1000

SECNAVINST 5340.6
ASN(M&RA)
6 March 1992

SECNAV INSTRUCTION 5340.6

From: Secretary of the Navy
To: All Ships and Stations

Subj: COMBINED FEDERAL CAMPAIGN -
OVERSEAS AREA (CFC-OA)

Ref: (a) SECNAVINST 5370.2J, Standards
of Conduct and Government Ethics

Encl: (1) DOD Instruction 5035.5 of
17 Aug 90, DOD Combined
Federal Campaign - Overseas Area
(CFC-OA)

1. **Purpose.** To promulgate and implement enclosure (1).
2. **Applicability.** This instruction applies to all Department of the Navy commands and personnel that participate in CFC-OA.
3. **Policy.** It is DON policy to encourage civilian and military personnel stationed overseas (excluding Alaska, Hawaii, Puerto Rico and the U.S. Virgin Islands) to participate in CFC-OA consistent with this instruction and reference (a).
4. **Action**
 - a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) shall administer this instruction.

b. Overseas commanders and commanding officers shall ensure compliance with the provisions of enclosure (1) and reference (a).

c. All DON personnel participating in CFC-OA shall comply strictly with the applicable portions of this instruction.

5. **Report.** Symbol DD-DA&M(A)1392(5340) is assigned to the reporting requirement contained in enclosure (1) and is approved for three years from the date of this directive.

H. LAWRENCE GARRETT, III
Secretary of the Navy

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Department of Defense INSTRUCTION

SECNAVINST 5340.6
6 MAR 1992

August 17, 1990
NUMBER 5035.5

DA&M

SUBJECT: DoD Combined Federal Campaign - Overseas Area (CFC-OA)

- References:
- (a) DoD Instruction 5035.5, subject as above, August 23, 1978 (hereby canceled)
 - (b) DoD Directive 5035.1, "Fund-Raising Within the Department of Defense"
 - (c) Title 5, Code of Federal Regulations, Part 950 (U.S. Office of Personnel Management Combined Federal Campaign Regulation, "Solicitation of Federal Civilian and Uniformed Services Personnel for Contribution to Private Voluntary Charitable Organizations," May 26, 1988)
 - (d) Executive Order (E.O.) 12353, "Charitable Fund-Raising," March 23, 1982 as amended by E.O. 12404, "Charitable Fund-Raising," February 10, 1983 and Public Law 100-202, "Treasury, Postal Service, and General Government Appropriations Act of 1988," December 21, 1987
 - (e) DoD Directive 7330.1, "Voluntary Military Pay Allotments," January 14, 1986
 - (f) DoD Directive 1418.4, "Civilian Pay Allotments," March 16, 1979

A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a) to reflect the new Combined Federal Campaign (CFC) fund-raising rules and regulations, and provides a new mailing address for central receipt of checks and copies of contributors' cards. The European, Pacific, Atlantic, Southern (Panama Canal Area) and Central Commands are included as part of the CFC-OA.

2. Authorizes a single overseas CFC among U.S. DoD military and civilian personnel governed by the policies and procedures of references (b) and (c).

B. APPLICABILITY AND SCOPE

This Instruction:

1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Unified Commands, and the Defense Agencies (hereafter referred to collectively as "DoD Components").

2. Encompasses overseas commands, installations, and activities, excluding those located in Alaska, Hawaii, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands.

Enclosure (1)

C. POLICY

1. The program, practices, and procedures prescribed in the U.S. Office of Personnel Management Combined Federal Campaign Regulation (OPM CFC Regulation) (reference (c)) shall be applied by all DoD Components to all authorized fund-raising solicitations. DoD Components may, without any changes in content, reprint the OPM CFC Regulation in their established format and media.

2. As stated in E.O. 12404 and P.L. 100-202 (amendments to reference (d)), the CFC is open to voluntary charitable and philanthropic organizations.

3. 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 as required to meet the OPM CFC Regulation (reference (c)) and the needs of local 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.

4. Legal authority for the Federal fund-raising program is E.O. 12353 as amended by E.O. 12404 and P.L. 100-202 (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 Directive. Such solicitations shall not be made during conflicting periods or in any other way conflict with solicitations authorized for the CFC.

5. As indicated in the OPM CFC Regulation (reference (c)), fund-raising by private voluntary organizations at the place of employment or duty is limited. This restriction does not preclude local employees' initiative to assist the unfortunate.

D. RESPONSIBILITIES

1. The Chairman of the Local Federal Coordinating Committee (Washington, DC), its subcommittees, and the local Command Coordinating Committees, authorized under DoD Directive 5035.1 (reference (b)), shall plan, coordinate, and conduct a single CFC in accordance with the plan in enclosure 2.

2. The Commanders of the Unified Commands shall ensure that the campaign is properly planned, scheduled, and conducted in their areas of jurisdiction in accordance with the plan and of any separately prescribed campaign procedures issued by the local federal coordinating committee and its subcommittees.

3. The DoD Fund-Raising Coordinator shall provide day-to-day information and advice, as required, on matters relating to the combined campaign.

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E. PROCEDURES

The Chairman, Local Federal Coordinating Committee, shall select an organization or combination of organizations to conduct a CFC in the overseas areas in accordance with the plan in enclosure 2.

F. INFORMATION REQUIREMENTS

The information required in subsection G.3 of enclosure 2 is assigned Report Control Symbol DD-DA&M(A)1392.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Director of Administration and Management, Office of the Secretary of Defense, within 90 days.



D.O. COOKE
Director
Administration and Management

Enclosures - 2

1. General and/or Background Information on Voluntary Giving
2. Plan for DoD Combined Federal Campaign - Overseas Area

GENERAL AND/OR BACKGROUND INFORMATION ON VOLUNTARY GIVING

A. Local, national, and international charitable and philanthropic organizations depend on voluntary contributions to achieve their objectives. 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, should assume their respective share of the responsibility for supporting these activities. To that end, dollar goals may, while not required, be established to provide a focus for good spirit and unity of purpose that contributes materially to success. By apportioning the goal equitably among the activities and installations, each group shares responsibility in the team effort and has a mark with which to gauge its progress.

B. 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 specific organization. Such designated contributions shall, less approved administrative costs, be remitted by the principal combined fund organization to the specified recipient. Undesignated contributions shall be distributed according to formula.

C. 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:

1. Solicitation of employees by their supervisor or by any 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 in employee newsletters or other routine communications with the Federal employees.

2. Supervisory inquiries about whether an employee chose to participate or not to participate or the amount of an employees donation. Supervisors may be given nothing more than summary information about the major units that they supervise.

3. Setting of 100 percent participation goals.

4. Establishing personal dollar goals and quotas.

5. Developing and using lists of noncontributors.

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

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

D. The overall effectiveness of a campaign can be significantly improved by the use of campaign aids. Authorized campaign aids include, but are not limited to, the following:

1. Publicity items such as balloons, lapel pins, counter cards, posters, etc.

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

3. Charts and/or reports and analyses of campaign progress.

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.

5. News stories and articles for military installation publications and/or local newspapers.

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 Eagle (Pin) Award to recipients.)

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.

These campaign aids are considered to be effective techniques to build team spirit and promote organizational pride. When performed within the true spirit of volunteer giving, these activities are not coercive actions, but are positive measures contributing to the success of the fund-raising effort.

E. Raffles, lotteries, bake sales, carnivals, athletic events, or other fund-raising activities not specifically provided for in the OPM CFC Regulation (reference (c)) and this Instruction are strictly prohibited.

PLAN FOR DOD COMBINED FEDERAL CAMPAIGN - OVERSEAS AREA

A. PURPOSE

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

- a. Meet contributor wishes for a single campaign;
- b. Reduce costs to the Government; and
- c. Provide greater financial resources for the voluntary agencies (that are dependent on voluntary private gifts) for their vital programs.

2. The plan was approved by the Director, Office of Personnel Management, under the authority of E.O. 12353, which has been amended by E.O. 12404 and P.L. 100-202 (reference (d)).

B. DOD CFC - OVERSEAS AREA ORGANIZATION

1. Local Federal Coordinating Committee

a. A local Federal coordinating committee (LFCC) has been established in Washington, DC to make final decisions on policy and planning matters relating to the Combined Federal Campaign - Overseas Area (CFC-OA) for both the Government and the Principal Combined Fund Organization (PCFO).

(1) The committee shall provide uniformity and assist the overseas commanders by working out basic plans and operating arrangements, such as coordinating the distribution of funds provided for family support and youth activity programs, reviewing and approving all campaign materials, etc.

(2) The committee's organization and the activities that are represented are indicated in the attachment to this enclosure.

b. The LFCC is responsible for supervising the activities of the PCFO, and acting upon any problems relating to a voluntary agency's noncompliance with the policies and procedures of the CFC. The responsibilities shall also include those listed in the OPM CFC Regulation (reference (c)).

c. The campaign areas and organizations for the DoD CFC-OA shall be as follows:

(1) There shall be five principal campaign regions; namely, Europe, Pacific, Atlantic, Central, and Southern Commands. The Atlantic region shall include those outposts in the North Atlantic that are not now included in the Continental United States (CONUS) campaign, such as Thule AFB and Sondstrom AFB, Greenland. A Command CFC Coordinating Committee shall be established by the Unified Commander for each of the above Unified Command regions. Each Unified Commander will request subordinate commanders and other local command officials to cooperate fully with the decisions of the Command

CFC Coordinating Committee on all aspects of the CFC arrangements in the interest of achieving a single combined campaign. The Commander in Chief, Atlantic (CINCLANT), shall assume campaign responsibilities for Greenland.

(2) All members of the Armed Forces and civilian employees assigned to organizations and units of the above DoD commands and activities, which are located overseas (excluding Alaska, Hawaii, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands), shall be included in the DoD CFC-OA. Personnel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands are included in the domestic campaign.

d. The procedures for the CFC in sections C., D., E., and G., below, of this plan may not be changed or modified, except as specifically approved by the Chairman, LFCC. Requests to modify procedures shall be addressed to the Chairman, Local Federal Coordinating Committee, Overseas CFC, Office of the Secretary of Defense, Pentagon, Washington, DC 20301.

2. Principal Combined Fund Organization (PCFO)

a. The LFCC shall select a PCFO to administer the campaign and to serve as fiscal agent.

b. The Department of Defense shall utilize the criteria in 5 CFR Part 950 section 950.105 (reference (c)) or subsequent OPM Rules and Regulations to select the PCFO.

c. The National Volunteer Organizations Campaign Committee (NVOCC) is currently serving as the PCFO. It is comprised of the American Red Cross, International Service Agencies - Overseas Area, National/United Service Agencies, National Voluntary Health Agencies, and United Service Organizations.

d. Questions related to the conduct of annual campaigns shall be addressed to the DoD overseas CFC coordinator at the address shown in paragraph B.1.d., above, of this enclosure.

3. Participating Voluntary Agencies

a. Only those national organizations approved by OPM will participate in the DoD overseas CFC.

b. 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; however, it 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.

C. ORGANIZING THE CAMPAIGN

1. Upon receipt of this plan, each Unified Commander shall establish a Command CFC Coordinating Committee to give leadership and direction to the planning and conduct of the campaign.

a. The committee shall be organized and have membership as indicated in the attachment to this enclosure.

b. Employee representatives shall be appointed to the Command Committee, including any recognized employee organizations wherever practicable, to ensure employee participation in the planning and conduct of the campaign.

c. The Unified Commander shall designate a representative to serve as the Chairman of the Command Committee who, in turn, shall initiate action promptly to organize and plan for the campaign.

d. The Command Committee shall assemble necessary information and data, plan the detailed arrangements, and identify and attempt to resolve any policy issues.

2. The Unified Commander shall serve as the Campaign Chairman for his or her command area and shall ensure that the campaign is properly planned, scheduled, and implemented each year on a timely basis by the Command CFC Committee.

D. ESTABLISHING CAMPAIGN ARRANGEMENTS

1. Campaign Name. The name shall be the DoD Overseas Combined Federal Campaign. The title shall include the fiscal year during which the contributions are solicited, and the Command CFC Coordinating Committee may localize the campaign name as it sees fit. Example: FY 1990 DoD Combined Federal Campaign - Pacific.

2. Campaign Period. The solicitation of employees shall occur for no more than a 6-week period between September 1 and November 15, as established by the LFCC. The 6-week period may be extended by the LFCC as local conditions require, but in no event may it be extended beyond November 15, except in those instances where the campaign includes deployed military units and then not beyond December 15.

3. Campaign Area. As indicated in paragraph B.1.c., above, of this enclosure.

4. Annual Campaign Announcement. Annually, well ahead of the campaign period, the Secretary of Defense shall announce the forthcoming campaign by memorandum addressed to all major components of the Department of Defense that have overseas activities.

5. Contributor Designations

a. A contributor's leaflet shall be provided for contributors to identify the participating voluntary campaign organizations and shall list their member agencies with a brief description of each agency's program. The leaflet shall explain the method by which undesignated funds will be divided among the voluntary campaign organizations and shall explain the contributor's right to designated gifts to individual voluntary agencies. Designations of gifts are to be entered in the appropriate blocks on the contributor's card and

it must be signed by the contributor in the space provided for validating such designations.

b. The right to designate will be plainly stated in the contributor's leaflet, and designations will be encouraged in campaign publicity materials and speeches.

c. All contributors' designations minus appropriate budget and shrinkage expenses shall be allocated to the appropriate voluntary agency organization for the specific voluntary agency designated. These amounts shall be separate from each voluntary agency's share of the undesignated funds.

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. These funds minus appropriate budget and shrinkage expenses shall be distributed among the authorized voluntary campaign organizations as specified by OPM Rules and Regulations and the PCFO. They may also be used to support family support and youth activity programs.

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. No personal dollar goals or quotas shall be established.

8. Campaign and Publicity Materials

a. The keyworker kit shall include a contributor's leaflet, which contains a list of eligible voluntary agencies, a suggested giving guide, and general campaign information; and a contributor's card, which is a joint pledge card and/or payroll authorization and/or name release form. These shall be distributed by each keyworker as the official CFC information package to each potential contributor. All CFC literature must inform employees of their right to make a choice to contribute or not to contribute, to designate or not to designate, and to give a confidential gift in a sealed envelope.

b. Suggested giving guides for use by individual contributors appear in the contributor's leaflet in an effort to accomplish an enthusiastic and purposeful campaign; however, 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. However, there shall 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.

c. The contributor's leaflet and other campaign publicity shall emphasize the concept of the single combined annual campaign. The contributor's card permits the privilege of pledging extended payment through payroll allotment, and makes it possible to cover 1 year's commitment at one time. It shall 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.

9. Monetary Controls and Accounting

a. The central depository for all funds is the Combined Federal Campaign - Overseas Area, P.O. Box 2270, Merrifield, VA 22116-2270. Other financial institutions, such as U.S. military banking facilities and U.S. credit unions, are lending their services in overseas areas. The local participating financial institution shall be instructed to transmit all deposits to the above address. Local withdrawals are not authorized.

b. The audit copy of each contributor's card shall be sent to the CFC - Overseas Area, P.O. Box 2270, Merrifield, VA 22116-2270. This is to permit the designations to be tallied and other reports to be compiled.

c. The procedures to be followed at all military installations are printed in the project officer's guide by area.

(1) In areas where the PCFO establishes the bank account, they will ensure that arrangements have been made to have deposit slips printed and available for the project officers and keypersons to make deposits. Some areas may be directed to bank-by-mail with an account that has been established by the NVOCC and/or PCFO. In these instances, the project officers shall secure a bank draft or money order for cash received and forward the funds to the banking institutions established for their area. The cost of the bank draft or money order will be taken from the CFC funds, and a copy of the receipt included with the transfer of funds and noted on the project officer's report.

(a) The bank, credit union, or other financial institution, shall forward 90 percent of the deposits to the CFC - Overseas Area, P.O. Box 2270, Merrifield, VA 22116-2270, within 30 days of the end of the campaign in their area, and forward the balance at the end of December. This remittance shall refer to the account title as illustrated in subparagraph D.9.c.(1), above, of this enclosure.

(b) Contributors' checks that have failed to clear after the second presentation shall be forwarded to the PCFO at the time the funds are transferred. If checks not honored are returned to the local bank after December 31, they shall be forwarded with an accompanying letter to the CFC - Overseas Area, P.O. Box 2270, Merrifield, VA 22116-2270. An immediate refund shall be sent to the local financial institution.

(2) The keyperson shall:

(a) Ensure the contributor's card is fully and accurately completed. The keyperson gives the contributor his or her copy of the card as a receipt and forwards the original and audit copies to the project officer.

(b) Deposit all checks and cash in the special CFC-OA account opened by the PCFO or project officer. In certain localities, it may be impractical for the keyperson to make deposits in the account. Where such conditions prevail and when justified and authorized on a case-by-case basis by the Command CFC Committee, keypersons may turn over the funds and contributors' cards to the project officer for deposit and delivery to the servicing finance office. (When it is not practical to turn in cash to the project officer, the

keyperson shall convert all cash items to bank draft or money order made payable to the CFC-OA project officer and send it to the project officer.)

(c) After completing the keyperson's report form, the keyperson will retain the second copy of the report form for his or her records and forward the audit copy of the report form along with the financial institution's deposit slips, the contributors' cards, any sealed confidential envelopes, and any completed contribution acknowledgment forms (if attached separately) to the project officer.

(d) Upon completion of his or her duties, the keyperson will turn in to the project officer, or destroy, those records that identify unit contributors by name.

(3) The project officer shall:

(a) Verify the accuracy of the totals of each keyperson's report form before preparing his or her report, check to see that the totals of the deposit slips agree with the report totals and the financial institution statements, check the deposit slips and the number of confidential envelopes shown on the keyperson's report form, check the total number of payroll allotments against the total reported, and retain the original copy of the keyperson's report form and confidential envelopes to forward to the community area project officer.

(b) Review the contributor's cards received to determine which ones have been completed to serve as payroll allotment authorizations. The payroll allotment authorization shall be distributed in accordance with section E, enclosure 1.

(c) When such procedure has been specifically authorized, deposit all checks, and cash money orders or other cash items and confidential envelopes in the local participating financial institution. If there is no federally recognized financial institution available, the project officer will convert all cash to a bank draft money order and forward it to the banking institutions designated in the project officer's guide, or to the PCFO. Postal money orders may be purchased from contributions and the cost annotated on the report. The check or money order must be annotated with the project officer's identification number to allow the PCFO to correlate cash receipts.

(d) Prepare a report to the community area project officer in accordance with instructions on the project officer's report form and/or your Command and Service regulations. Each report submission shall be accompanied by the audit copy of each contributor card received to that date with any completed contribution acknowledgment forms attached, and sealed envelopes. Some community area project officers may require only a verbal interim report and all materials with the final report.

(e) Prepare a final report that will be supported by the deposit slips from the financial institutions and by the receipts from the finance office for payroll allotments. The total amount from these items will equal the total funds raised. The total amount will include the checks returned to the financial institution if payment is refused and will show a reduction at the bottom of the final report.

(4) Community area project officer

(a) The financial institution shall open any sealed envelopes and shall provide a deposit slip to the project officer for the total amount of the checks and cash. In the event any contributor's cards are included in the confidential envelopes, the financial institution shall return them to the project officer for processing.

(b) The community project officer will retain a copy of his or her report, the unit project officers' and keypersons' reports, and all receipts on file for 1 year.

(c) The community area project officer shall promptly forward the audit copy of each contributor's card with attached contribution acknowledgment form received from the Unit Project Officers. A community area project officer report shall be prepared by consolidating the various unit project officers' reports. The community area project officer shall be responsible for checking the unit project officer reports against the totals from the deposit slips and the allotment for receipts submitted. These receipts shall be held for at least 1 year for reconciliation and audit purposes.

d. The PCFO shall 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 shall be responsible for distribution internally to member agencies in accordance with the OPM CFC Regulation (reference (c)) and their agreements among member groups.

e. The PCFO, as the central depository for the campaign, shall receive funds from the overseas financial institutions and payroll allotment checks from finance and payroll officers, and disburse funds in accordance with the OPM CFC Regulation (reference (c)) and with agreements among member groups, and provide accounting information to all participants in the overseas CFC.

f. The campaign expenses shall be shared proportionally by all recipient organizations reflecting their percentage share of gross campaign receipts.

g. The contribution acknowledge forms will be processed by the PCFO 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.

10. Campaign and Publicity Materials

a. Campaign Materials

(1) The following materials normally shall be provided for the campaign:

(a) Project officer's kit containing: project officer's guide, project officer's report form, and project officer's receipt form (for payroll allotment authorizations).

(b) Keyperson's kit containing: keyperson's report form, contributor's leaflets, contributor's cards, posters, and bank deposit slips (where authorized).

(c) Community area project officer's report forms (enclosed in each box of materials).

(2) In addition to the above materials, the local financial institution shall have its own supply of deposit slips for cash contributions and confidential sealed envelopes, brought by the keypersons or project officers.

(3) The solicitation materials are prepared on a ration of one keyperson kit to 20 potential contributors. These materials will reach project officers through Command channels. Additional supplies are available from the local representatives of the voluntary organizations or through Command channels. All materials have been reviewed and approved by the Department of Defense.

(4) Information materials about the voluntary organizations are made available to the project officers by the voluntary organizations' representatives.

b. Publicity Materials

(1) The Department of Defense, through the American Forces Information Service (AFIS), shall clear all press, radio, and television publicity materials furnished by the Department of Defense for use in support of the campaign. Press publicity materials are distributed by the American Forces Press and Publications Services (AFPPS) directly to all overseas Armed Forces newspapers receiving the service. Radio and television publicity materials are distributed by the Armed Forces Radio and TV Services (AFRTS), Los Angeles, CA directly to Armed Forces Radio and Television networks and outlets.

(2) The press kit shall include a statement endorsing the campaign by an appropriate official and suggested press releases, as well as other suitable materials. The radio and television kits shall include general campaign and agency spot announcements in the required audio and video tape formats.

(3) Recipients of press, radio, and television publicity materials are requested to notify the appropriate public affairs officer or project officer to coordinate the release of the material.

E. PAYROLL ALLOTMENT AND AUTHORIZATION

1. Payroll allotments for contributions to the CFC-OA are authorized by the DoD Directives and the implementing regulations of the Military Departments as follows:

<u>Department</u>	<u>Military Personnel</u>	<u>Civilian Personnel</u>
DoD	DoD Directive 7330.1 (reference (e))	DoD Directive 1418.4 (reference (f))
Army	AR 37-104-3	AR 37-105
Navy	Para 60601, Navy Pay and Personnel Proce- dures Manual	NAVCOMPT Manual, Vol 3, para 033023 Vol 4, para 045061
Air Force	AFM 177-373, Vol I	AFM 177-104
Marine Corps	JUMPS FPM, Part 6	NAVCOMPT Manual, Ch 6 Vol 3, para 033023 Vol 4, para 045061

2. If a payroll allotment is authorized, the original of the contributor's card shall be separated by the project officer and taken to the appropriate finance or payroll office as promptly as possible to ensure timely processing. The project officer shall fill out the receipt for the payroll authorization form for these allotment cards and shall obtain a signature acknowledging receipt of the forms. Since authorized deductions start in January, the cards for military members should be received by the Service Finance Center no later than December 1 for processing. If the contribution is a cash donation, the original of the contributor's card may be destroyed or given to the donor. The audit copy of the contributor's card will be transmitted to the PCFO by the community area project officer.

F. ORIENTATION, TRAINING, AND PUBLICITY ARRANGEMENTS

1. The DoD CFC-OA involves so many features that a formal plan should be developed by the Command CFC Coordinating Committee to cover the orientation for staff and Service representatives, the training for project officers and keypersons, and publicity to employees and military members.

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

a. The policies and procedures of the OPM regulation (reference (c)) and as described in enclosure 1 are to be maintained intact as they apply to prohibition against individual employee quotas, assessments, or any other form of coercive action.

b. 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.

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 participating voluntary agencies.

G. CAMPAIGN REPORTING

1. A major function of the CFC is the timely reporting of campaign progress through the Unified Command channels.

2. Campaign materials shall have a blank space for a project officer identification number. This number shall be used when any specific identification is required and shall also be used in the financial procedures to identify the source of contributions. Project officer identification numbers should be assigned by each of the Unified Commands, as follows:

PROJECT OFFICER IDENTIFICATION NUMBERS

a. Three Digits + 2 ALPHA (Optional) used. Unified Commands should make every effort to see that their Commands are assigned the same numbers each year.

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

b. 2 ALPHA (Optional) used in cases where the community area project officers wish to assign them for their own local control.

3. These project officer identification numbers are necessary to maintain monetary control. All campaign officials shall ensure that they are properly constructed, assigned, reported, and entered on each contributor's card.

4. Final Campaign Reports

a. The following information from each Command project officer, using the individual project officer identification numbers, is to be reported to the DoD overseas CFC coordinator:

- (1) Number of potential contributors.
- (2) Number of actual contributors by installation.
- (3) Total contributions.
- (4) Number of individuals authorizing payroll deductions.
- (5) Total payroll deduction amount.
- (6) Number of individuals contributing cash.
- (7) Total cash amount.

(8) The aggregate totals of subparagraph G.5.a.(1) through (7), above, for the Unified Command.

EXAMPLE

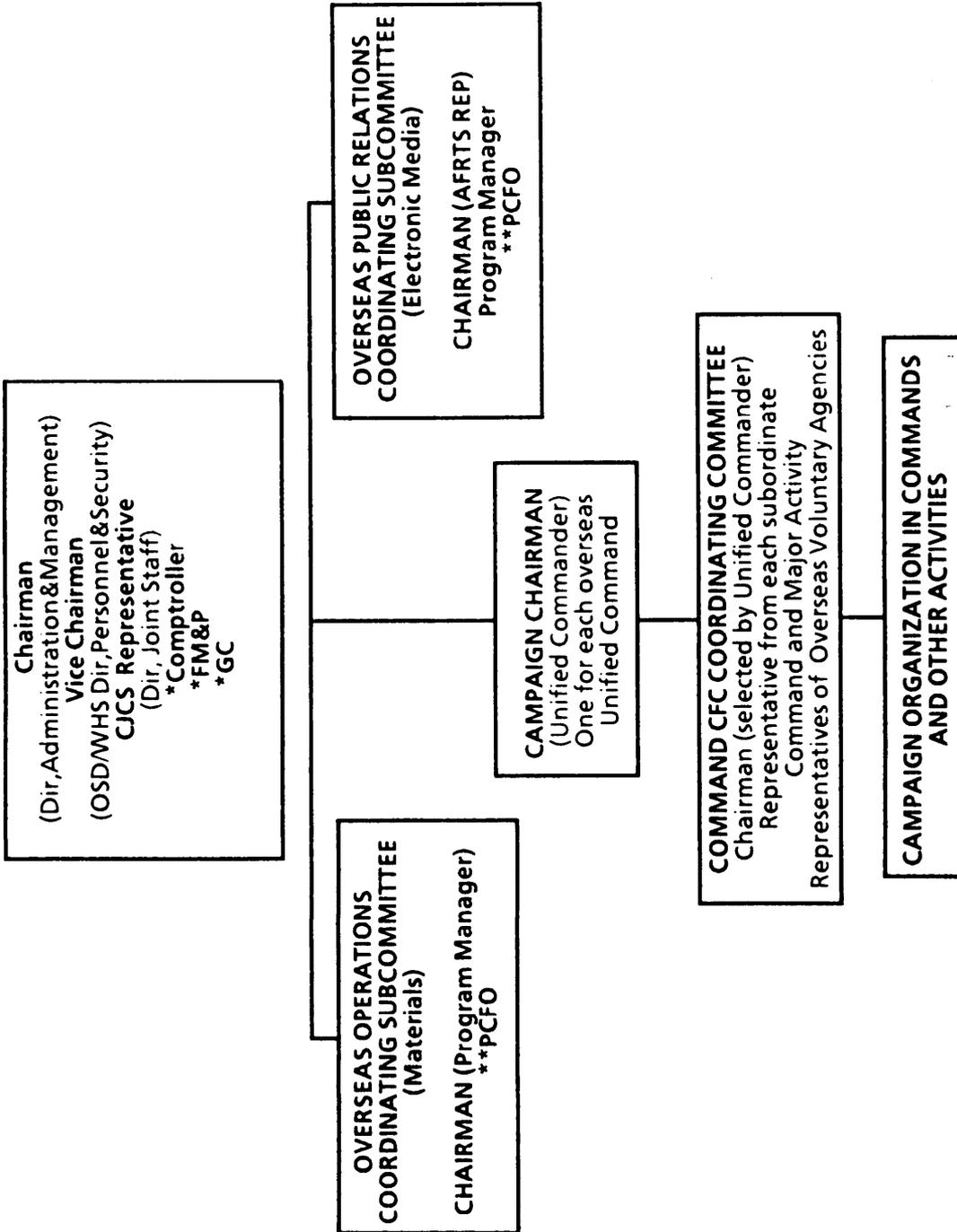
PO/ID	(1)	(2)	(3)	(4)	(5)	(6)	(7)
xxx	_____	_____	_____	_____	_____	_____	_____
xxx	_____	_____	_____	_____	_____	_____	_____
COMMAND	TOT						

- b. Campaign critique and recommendations for next year.
- c. The report is due each year by January 15.
- d. The information is assigned Report Control Symbol DD-DA&M(A)1392.

Attachment

Combined Federal Campaign - Overseas Area Organization Chart

**COMBINED FEDERAL CAMPAIGN - OVERSEAS AREA
LOCAL FEDERAL COORDINATING COMMITTEE
(WASHINGTON, DC)**



* Participate on an "as required" basis.
** Principal Combined Fund Organization