

Headquarters
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Unit #15237
APO AP 96205-5237

United States Forces Korea
Regulation 600-250

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Personnel – General

FUND RAISING – COMBINED FEDERAL CAMPAIGN OVERSEAS IN KOREA

***This regulation supersedes USFK Regulation 600-250, dated 10 December 2000.**

FOR THE COMMANDING GENERAL:

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Summary. This regulation establishes the positions in United States Forces Korea (USFK) for the Country Area Coordinator (CAC), Component Project Officer (CPO), and Community Area Project Officer (CAPO). It also sets policy for the Combined Federal Campaign-Overseas (CFC-O) annual program.

Summary of Change. This regulation has been substantially changed. A full review of its contents is required.

Applicability. This regulation applies to units and activities assigned, attached, or under the operational control of United States Forces Korea and all USFK Service members and Department of Defense (DoD) civilians.

Supplementation. Further supplements to this regulation by subordinate commands are

prohibited unless prior approval is obtained from USFK J1 (FKJ1-12), Unit #15237, APO AP 96205-5237, email: pacom.yongsan.usfk.mbx.j11-workflow@mail.mil.

Forms. USFK forms are available at <http://www.usfk.mil>.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is USFK J1 (FKJ1-12). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to USFK J1 (FKJ1-12), Unit #15237, APO AP 96205-5237, email: pacom.yongsan.usfk.mbx.j11-workflow@mail.mil.

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Chapter 1

Introduction

1-1. Purpose

This regulation establishes policy, procedures and command guidance to conduct the annual Combined Federal Campaign-Overseas (CFC-O) program for United States Forces Korea (USFK) normally conducted from early October to early December.

1-2. References

Required and related publications are listed in [Appendix A](#).

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Assistant Chief of Staff J1, will oversee the CFC-O and provide a USFK Country Area Coordinator (CAC) who will:

(1) Announce annual campaign events, dates and milestones for required reports by May of each year.

(2) Coordinate, plan, organize, and monitor the progress of the campaign throughout Korea in accordance with OPM guidelines, United States Pacific Command (USPACOM) J1 and CFC-O Pacific Coordinator guidance.

(3) Monitor and report campaign progress report weekly to the Commander, USFK and the USFK Deputy Chief of Staff.

(4) Coordinate mailing of campaign materials; provide information to Component Project Officers (CPO) enabling them to train their Community Area Project Officers (CAPO), Unit Representatives (UR) and Key persons (KP).

(5) Attend weekly Defense Connect Online teleconferences with the Pacific Coordinator and USPACOM CFC-O Project Manager (PM). The purpose of this teleconference will be to review USPACOM command guidance, review training statistics of USFK CPO and CAPO personnel, review kick-off events, track weekly contact levels, and provide Public Service Announcement (PSA) tracking/feedback. During the CFC campaign, this teleconference will focus on campaign progress, mitigate challenges, and share best practices. At the end of the campaign, the focus will be on After Action Reviews and award recognition.

(6) Conduct an annual review of USFK CFC-O Area of Responsibilities (AORs) and their respective reporting units. Ensure accurate command structure. Realign the campaign and military reporting trees when necessary (add/delete/move/breakout/combine units). (See [Appendix B](#))

(7) Use pacom.yongsan.usfk.mbx.j11-workflow@mail.mil for all USFK J1 CFC-O correspondence.

b. The USFK Public Affairs Officer will ensure that the campaign receives widespread publicity throughout the command. Assist with Social Media to help advertise the CFC-O campaign and increase awareness before and during the campaign.

c. Service Component Commanders will direct Commanders of Areas I through IV to appoint primary and alternate CPOs. See [Appendix B](#) for Area breakout.

d. Garrison Commanders for Areas I through IV; Commander, Marine Forces Korea (MARFORK); Commander, U.S. Naval Forces Korea (CNFK); Commander, 51st Fighter Wing (Osan) and 8th Fighter Wing (Kunsan), will:

(1) Coordinate, plan, organize, and conduct their CFC-O campaign throughout their area of operations.

(2) Appointment of CPOs, CAPOs, Unit Representatives (UR) and Key Persons (KP). Commanders will appoint Component Project Officers (CPO), Community Area Project Officers, UR and KP who will accomplish solicitation and collection of contributions. CPOs, CAPOs, UR and KP will be of an appropriate rank for the size of the unit(s) they represent. Descriptions of these positions are in [Appendixes C ~ F](#). Each service will appoint one primary and one alternate CPO in the grade of CPT (O-3) or above. The alternate can be civilian in the grade of GS-9 or above. Both appointments are for the duration of the campaign and should not be changed during the campaign. Appointees will not have a Date Eligible for Return From Overseas (DEROS) before January following the campaign.

(3) Ensure that 100% of all Service members and DoD civilians are contacted and afforded an opportunity to contribute freely. Face-to-face interviews should stress the services that are provided by the recognized charitable organizations. Other personnel (i.e., Korean Government employees, Korean Augmentation To United States Army (KATUSAs), contractors, family members) are not required to participate nor should they be solicited, but they are welcomed to donate if they choose. Individual groups or organizations are also welcome to make donations to support the CFC-O program. CAPOs can set up a unique "Friends Unit" CFC-O accounts for cash donations upon request to the CFC-O Pacific Program Manager at pacific@cfcoverseas.org.

(4) Ensure that campaign coordinators are afforded sufficient time to accomplish their campaign related duties under the provisions of these instructions. CAPO duties will take precedence over other duties during the campaign.

Chapter 2 Policies and Programs

2-1. Policies

a. Individual or unit monetary goals will not be established.

b. Commanders or supervisors may be Component Project Officers (CPO) but will not be used as Unit Representatives or Key persons to solicit/collect from individuals under their command or supervision. One-on-one or small group solicitation by commanders or supervisors is prohibited.

c. Only assigned Service members and DoD civilians will be counted for participation rates. Korean Government Service (KGS) civilian employees, KATUSAs, Temporary Duty (TDY) personnel and contractors will not be counted for unit assigned strength for participation rates. They are welcome to donate, but there is no requirement to solicit KGS civilian employees, KATUSAs or contractors.

d. Each potential contributor will be afforded an informed opportunity to give. In addition to the traditional contribution option, using the supplied paper pledge card to contribute via payroll allotment, check or cash, CFC-O contributors also have the option of completing their pledge card online. Contributors can choose to make a fully automated pledge by using their credit/debit card or e-check. Here are the three options to complete a CFC donation:

(1) Traditional Paper Pledging. If you wish to make your pledge via the traditional paper method, please complete the pledge card you received from your CFC-O Key Person. If you did not receive a pledge card and Charity Listing, please contact your CFC-O Key Person or your [supporting CFC-O](#) Office for assistance.

(2) E-Giving. This is the CFC-O's fully automated giving option. To utilize this option, contributors will access the [e-Giving](#) program online (<http://www.cfcoverseas.org/donate>) and choose to give via credit/debit card or e-Check. Contributors can choose a one-time donation which is processed immediately or a recurring monthly allotment which begins in January of the following year and runs through December. Contributors can even select the day of the month they would like for their contribution to be processed. The user-friendly instructions guide contributors through the process. There is a limit of 2% of base pay on credit and debit card giving.

(3) Online Pledge Assistant. [Online Pledge Assistant](#) is not a fully automated pledge system but a way for contributors to fill out a pledge form online. Contributors access this method via the e-Giving system and choose to give via payroll allotment or cash/check. Once the pledge card is complete, contributors must print the pledge card and sign the payroll allotment copy before turning it in to their CFC Key person. Online pledge assistant pledge cards are processed in the same fashion as traditional paper pledge cards. Online cash/check options is processed automatically and there is no need for the donor to submit the pledge card. Recommend contributors print a copy for their tax file backup documentation.

e. The Key Person's Report will be used for administrative and accountability purposes only. This information will not be provided to anyone other than campaign officials. No additional lists will be prepared from this information.

f. Donations may be made through an allotment (the preferred method), personal check or currency (dollars or won). However, allotments will not be accepted from military personnel who will terminate active duty during the month of April or before (of the year following the campaign (for example, April 2012 for the 2011 campaign).

g. Community Area Project Officers (CAPOs) must convert Korean won to dollars at the bank before depositing the donations. The conversion rate will be the rate in effect at the time of the deposit. This regulation serves as the letter of authorization for won-to-dollar conversions required by USFK Regulation 37-14.

2-2. General

a. The CFC-O is an annual Department of Defense (DoD) sanctioned program that is conducted during a 9-week period starting the first week of October and going until December. Campaign extensions may be requested. Extension requests are reviewed and approved/disapproved by the USPACOM Commander. Extensions should only be requested in extreme cases such as, but not limited to, real world interruptions during the 9 week campaign that hinders representatives from accomplishing 100% informed opportunity to give.

b. The conduct of the campaign is governed by 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).

c. The CFC-O campaign is an "Installation Level" project; therefore, CAPOs will report campaign data to the USFK Country Area Coordinator in addition to their major subordinate command. Within USFK, the "Installation Level" will be considered the Area or Installation Commander (see USFK Regulation 10-2).

d. Each CAPO location or area has its own Family Support and Youth Program (FSYP) charity. Contributors have the option of contributing to their local community by donating to the FSYP charity. These are called designated funds because they are designated by the contributor for their FSYP program. At the end of the campaign, all undesignated funds (pledges made with no charity designation) are totaled and 6% of the total of undesignated funds is divided evenly between all the FSYP charities. The other 94% of undesignated funds is divided equally among all CFC-O participating charities.

e. Each military member and U.S. DoD civilian employee of USFK will be given the opportunity, through on-the-job solicitation, to voluntarily contribute to charities or causes of their choice. Any practice involving compulsion, coercion, or reprisal to a service member or civilian employee because of contribution size or failure to contribute is strictly prohibited.

f. The CFC-O campaign is managed by the USPACOM J1. The Pacific CFC-O Program Coordinator is located in Japan (Yokota Air Base). Contact information is as follows:

(1) Official Mailing Address: CFC-O Pacific Office, HQ USFJ, Unit 5068/J1E, APO AP 96328-5068.

(2) DSN phone numbers are 315-225-9997/5520/4720.

(3) Email address is pacific@cfcoverseas.org.

(4) Weekly Direct Connect Online teleconferences with USPACOM J1, Pacific CFC-O Coordinator, USFJ and USFK Country Coordinators will use the following link: <https://connect.dco.dod.mil/r98559888>. CPOs will be asked to participate prior, during and after each annual campaign season.

2-3. Objectives

a. Inform all potential contributors of the purpose of the various national and international health, welfare, and relief organizations listed in the CFC-O charity listing whose many worthwhile and life supporting efforts rely on contributions.

b. Advise each contributor of his or her options to designate donations to one or more agencies listed in the charity listing.

c. Stimulate generous giving in relation to the ability of the donor

d. Encourage donations by payroll deduction or online [e-Giving](#) program.

e. Provide the informed opportunity to give to 90 percent of potential contributors within 3 weeks of campaign starting date.

f. Publicize the campaign, stimulating general interest and concern for the various charities and their need for support.

2-4. Family Support and Youth Program (FSYP)

a. Through the CFC-O, service members and federal employees stationed overseas have the opportunity to contribute to programs that will directly improve the experience of living abroad for their loved ones. Gifts to FSYP help ease the transition for families and children making new lives in overseas military communities by funding programs that provide child care, offer emergency assistance, support recreational activities and improve facilities for those who are far from home. 100% of funds designated to FSYP go directly to the community that the donor lives in.

b. FSYP gifts enable overseas locations to offer free or reduced-cost programs so that the entire cost of special activities is not passed on to those serving our country and their families. Examples of past FSYP funded projects are a Skateboard Park for youths, paying for language classes for spouses, and building bus stop shelters for community bus riders during monsoon season. FSYP enhances the quality of life for all those living in Korea.

c. All CPOs, CAPOs, Unit Representatives and Key Persons will make sure that CFC-O solicitation includes information about FSYP and how it directly supports the quality of life for personnel living in Korea.

2-5. CFC-O Recognition Programs

The CFC-O recognizes individual contributors for their generosity, units for their outstanding teamwork and commitment to excellence; and Unit Representatives for their hard work and dedication. The following is a breakout of CFC-O awards:

a. Contributor Thank You Gifts. Each contributor making a minimum gift of \$120 will receive a special thank you gift. Before the start of the campaign, the local CFC-O office will mail a stock of coins to each CAPO Team. CAPOs distribute the Thank You Coins to units as needed. Key Persons present contributors with their gifts when collecting completed Pledge Cards.

b. Unit Awards. The CFC-O recognizes units or entire organizations within a base or installation that exhibit outstanding teamwork and achieve strong contribution and/or participation levels. The Unit Award calculations are based on the number of potential contributors reported for each unit, so it is vital that this number be reported correctly at the beginning of the campaign.

**Table 2-1
CFC-O Unit Awards**

Unit Awards	Per Capita Gift	% Participation
Platinum Award	\$200	85%
Gold Award	\$120	60%
Silver Award	\$90	50%
Bronze Award	\$60	40%

c. Installation or Area Special Merit Award. The highest honor given in recognition of CFC-O success is the Special Merit Award. This award recognizes the area or installation within each component demonstrating the most successful campaign as determined by each of the five overseas combatant commands.

d. Representative Certificate of Achievement. All campaign representatives receive a Certificate of Achievement for their efforts in supporting the campaign. The CAPO Team for each installation/area requests the certificates from the local CFC-O office. Based on the command or branch of service, campaign work may count toward points on performance review and/or for promotion.

e. Outstanding CAPO Performance Award. One exemplary CAPO Team within each component will receive the Outstanding CAPO Performance Award to honor their distinguished performance in managing the campaign for their installation/area.

f. CFC-O Hero Award Program. A CFC-O Hero goes above and beyond the call of duty in service to the campaign. Anyone can nominate a CFC-O Hero by simply completing the nomination form located at www.cfcoverseas.org. Heroes will be recognized by the CFC-O for their dedication and commitment to the campaign. In March of each year, the individual who most exemplifies the spirit of the campaign will be nominated to OPM for the opportunity to be chosen as a National CFC Hero.

Appendix A References

Section I. Required Publications

AFI 36-3101, Fund-Raising within the Air Force

AR 600-29, Fund-Raising within the Department of the Army

Title 5, Code of Federal Regulations, Part 950.

USFK Reg 10-2, Installation Management and Base Operations

USFK Reg 37-14, United States and Republic of Korea Currency and Currency Instruments

Section II. Related Publications

DoD Financial Management Reg, Vol 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay

DoDI 5035.01, Combined Federal Campaign (CFC) Fund-Raising within the Department Of Defense

DoDI 5035.05, DoD Combined Federal Campaign - Overseas (CFC-O)

SECNAVINST 5340.2D, Fund-Raising and Solicitation of THE Department of Navy (DON) Personnel, Military and Civilian in the National Capital Area (NCA)

USCINCPACINST 5340.1, DoD Overseas Combined Federal Campaign Pacific (OCFC-PAC)

Section III. Related Form

OPM Form 1654, Combined Federal Campaign Model Pledge Form

Section IV. Related CFC-O Online Support Web Sites

(Click on each link below to see the web page)

[Combined Federal Campaign](#)

[CFC-O MANAGE Database](#)

[For Contributors](#)

[For Representatives](#)

[Charity Search](#)

[Campaign Materials](#)

[Family Support and Youth Programs - FSYP](#)

[Publicity Kit](#)

[Recognition and Awards](#)

[Campaign Representative Survey](#)

[Frequently Asked Questions](#)

Appendix B**Community Area Project Officer Codes for USFK (Effective as of the 2011 CFC Campaign)**

Area	Command	CFC-O Code
I	USAG Red Cloud / USAG Casey	155
II	USAG Yongsan	158
III	USAG Humphreys	154
IV	USAG Daegu	153
V	Osan AB	151
VI	Kunsan AB	157
Yongsan	Commander, Naval Forces Korea	256
Yongsan	Commander, Marine Forces Korea	152
Chinhae*	Commander, Fleet Activities	256

*Includes Fleet Activities Chinhae, Military Sealift Command Office (MSCO) Pusan and CNFK Det Pohang.

Note: The first three numbers of the seven-digit CFC-O code represents the Area of the unit/agency. The last four numbers represents a specific organization.

Appendix C Combined Federal Campaign Component Project Officer (CPO) Standard Operating Procedure (SOP)

C-1. General

The Combined Federal Campaign CPO's are responsible for planning, implementing, and overseeing the Combined Federal Campaign within their service component. He or she reports to the USFK Country Area Coordinator (CAC) for the Combined Federal Campaign, and works in close coordination with the staff at the Pacific CFC-O office in Japan. Each component should have a minimum of a two member CPO team and the minimal rank requirement should be a team of a O-3 or higher and an E-8 or higher. The CPO team must exhibit strong leadership skills and have the ability to coordinate the efforts of all campaign representatives within the AOR.

C-2. Pre-Campaign (April – September)

a. Attend the USFK planning meeting (usually held in June). The CPOs should attend the planning meeting in their respective area.

b. Assist the USFK and Pacific CFC-O staff in planning and executing FSYP check presentations and office calls with senior leadership during a visit from the president and CEO of Global Impact (target month is July each year).

c. Solicit leadership support.

d. Supply the Pacific CFC-O office staff with rough estimate numbers of potential contributor numbers within the AOR for the purpose of ordering campaign materials (late June). A contributor is defined as a Service member or DoD Government Civilian. Do not count Korean Government Service (KGS) employees, KATUSAs, or contractors as potential contributors.

e. Work with leadership to establish command campaign goals (i.e., participation rates and/or contact timelines) to report to Pacific Program Manager (PM), USFK CAC, and the PACOM office (late June).

f. Task each installation/location to supply a Community Area Project Officer (CAPO) and an Assistant CAPO to spearhead the CFC campaign at each location/installation in your Area of Operation (AOR) (June/July).

g. Contact each prospective CAPO and Assistant to ensure that they are willing and able to perform the duties that will be required of them for the next six (+/-) months and to confirm their contact information: unit mailing address, e-mail address, and DSN/civilian/cell telephone and fax numbers (July).

h. Forward the list of confirmed CAPOs and their Assistants to the CFC office (end of July).

i. Work with leadership to film Public Service Announcements (PSA) for airing on American Forces Network - Korea (AFN-K) from a week before the campaign begins through the end of the campaign. The video filming will have to be scheduled well in advance to coordinate with AFN's workload, the individual performing the PSA and in some cases a representative from Public Affairs (early August). The CFC office will provide you with some suggested PSA remarks that can be tailored as necessary (late July/early August).

j. Attend a mandatory training session provided by CFC-O staff. Training will be an hour and a half and be conducted at each USFK installation (September). CAPOs will be responsible to determine the location, date and time for this training in coordination with the Pacific Program Manager (the trainer for this event).

C-3. During the Campaign (October – December)

a. Monitor the progress of the campaign by logging on to the web-based CFC management system (MANAGE) on a weekly basis to pull reports. Contact CAPOs (and possibly commanders) and follow-up with CAPOs and/or commanders of installation/locations to address possible issues or concerns. See [Appendix I](#) for CFC Status Report templates.

b. Brief the component leadership weekly or as required.

c. Participate in scheduled conference calls with the PACOM J1 Team. (PACOM Program Manager, Country Area Coordinator, and the CFC-O Pacific Campaign Coordinator).

d. Respond to USFK staff “calls for help” throughout the campaign to resolve issues as they arise. Work closely with the USFK CAC to proactively resolve issues and disseminate information to CAPO locations.

e. Work with all CAPO locations within your AOR to ensure compliance with pledge processing deadlines and critical due dates.

f. Work with the USFK and Pacific CFC Office staff to encourage CAPOs to wrap-up the campaign by the deadline (first Friday in December).

C-4. Post Campaign (January – March)

a. Assist the CFC Pacific Office staff to ensure that final turn-in envelopes are completed at each CAPO location.

b. Using the information provided by the CFC Pacific Office staff, coordinate with component leadership to select a location/installation to receive the CFC-Overseas’ highest award – the Special Merit Award - (January). Assist in the coordinated effort to prepare the award for presentation (i.e., obtaining the signature of the component Commander, coordinating the shipping of the award, planning and attending the presentation ceremony).

c. Where possible, work with the CFC Pacific Office staff to plan and execute CFC recognition ceremonies at locations/installations in your AOR. (Planning in January/February, ceremonies in March/April).

Appendix D

Combined Federal Campaign Component Project Officer (CPO) - DoDEA SOP

D-1. General

The Combined Federal Campaign Component Officer for Department of Defense Education Activity (DoDEA) is responsible for planning, implementing and overseeing the Combined Federal Campaign for Department of Defense Dependent Schools - Korea (DoDDS-K). He or she reports to the USFK CFC Country Area Coordinator for the Combined Federal Campaign and works in close coordination with the staff at the Combined Federal Campaign-Overseas Pacific as well as campaign representatives at each school/area.

D-2. Pre-Campaign (May – September)

- a. Attend the CFC planning meeting (June).
- b. Supply the CFC-O Pacific office with rough estimate numbers of potential donor numbers at each school/school district for the purpose of ordering campaign materials (late June).
- c. Task each school/school district to supply Unit Coordinators to coordinate the campaign at the school and work with the Community Area Project Officer (CAPO) Team at the appropriate area.
- d. Contact each prospective School CFC Coordinator to ensure that they are willing and able to perform the duties that will be required of them during active campaign and to confirm their contact information.
- e. Forward the list of confirmed School CFC Coordinator to the Pacific CFC office.
- f. Work with DoDDS-K leadership to establish campaign goals (i.e., participation and/or contact) to report to USFK and the CFC-O Pacific office (August).
- g. Attend an installation level training session to understand how the CFC operates at the installation level and to receive updated CFC training (September).
- h. Electronically distribute USFK's and PACOM's CFC announcement memorandums to school leadership to solicit their support of the upcoming campaign.

D-3. During the Campaign (October – December)

- a. Monitor the progress of the campaign by logging on to the CFC web-based management system (called MANAGE) on a weekly basis to pull real-time reports. Contact School Coordinators whose areas are showing little or no campaign activity and determine pro-active solutions to potential challenges.
- b. Participate in scheduled conference calls (called Direct Connect Online – DCO) with the USFK CAC, CFC staff, the PACOM Program Manager(s) and Component Managers.
- c. Respond to CFC “calls for help” throughout the campaign to resolve issues as they arise.

D-4. Post Campaign (January – March)

- a. Work with the CFC-Pacific staff to encourage campaign representatives to wrap-up the campaign by January.
- b. Attend the telephonic CFC After-Action Review with the PACOM Program Manager, USFK CAC and the Component Project Officers at the end of March.
- c. Attend the Family Services and Youth Programs Check presentation when announced.

Appendix E

Combined Federal Campaign Community Area Project Officer (CAPO) SOP

E-1. General

The USFK Combined Federal Campaign Community Area Project Officers are responsible for all aspects planning, implementing, and overseeing the Combined Federal Campaign for all of the units within the installation's geographic area to which they belong. The CAPOs ensures the regulatory requirement of 100% informed opportunity to give to all federal employees (military and DoD civilian) in his/her AOR. Each installation should have a minimum of a two member CAPO team and the minimal rank requirement should be a team of a O-3/E-6/GS-9 or higher. The CAPO team must exhibit strong leadership skills and have the ability to coordinate the efforts of all campaign representatives within the AOR. The CAPO team must fulfill all CFC duties as assigned at time of CAPO training. CFC-Overseas provides telephonic specialized training (mandatory) and a Campaign Management Guide with detailed operational and procedural information for all campaign representatives. The CFC-O staff will regularly communicate with CAPOs via telephone and email to help solve challenges, solicit feedback, provide weekly status reports, and request feedback for CFC award nominees.

E-2. Pre-Campaign (July – September)

a. Receive initial notification/appointment from installation command regarding your selection to serve as CAPO for your installation (July).

b. Officially accept the role and confirm your contact information when contacted by the Service Component Project Officer (CPO) and the CFC-Overseas Pacific staff (July).

c. Receive and review the information from the CFC-Overseas office regarding your responsibilities and specific job description (end of July/beginning of August) and attend mandatory telephonic training.

d. Task each unit in your installation's footprint to provide you with a unit Coordinator and an Assistant and build your contact list. Encourage each unit to recruit as many Key persons as necessary (August). Recommend one Key Person for every 25 personnel. Forward your completed representative contact information to your USFK CAC (pacom.yongsan.usfk.mbx.i11-workflow@mail.mil) and Pacific CFC-O office (pacific@cfcoverseas.org). This list should include each representative's name, DSN, email, DEROS and unit official mailing address.

e. Based on specific instructions/schedule you will receive from the CFC-O office, schedule a CFC representative training session for your unit coordinators and Key Persons. (Schedule and invite all campaign representatives – September).

f. Begin planning a kick-off event for the start of the campaign and do not forget to involve your unit coordinators and leadership (September). Ask your leadership to tape a public service announcement that will be aired at the beginning of the campaign.

g. Develop a publicity plan for the campaign (September). The Pacific CFC-O office will assist you with this. See [Publicity Kit](#) online at the CFC-O web page for details.

h. Contact various finance offices in your AOR to ensure the smooth processing of payroll pledge forms (September). Not all payroll pledge forms go to the same place. It varies by service component.

i. Brief your senior leadership regarding your plans for the execution of the campaign and ask for his/her support (September).

j. Receive and distribute the campaign materials (charity booklets, pledge forms, report envelopes, etc.) to all campaign representatives in preparation for the kick-off of the campaign (late September).

E-3. During the Campaign (October – December)

a. Conduct kick-off event (first week in October).

b. Receive and process weekly turn-in envelopes from unit coordinators. Enter campaign results on the on-line reporting system (MANAGE) on a daily basis. Remember - if the data has not been entered in MANAGE, it did not happen. Update the system regularly so that efforts of each unit can be recognized. Also, do not hold on to donations, weekly batch reports or envelopes. All donations received during the week will be deposited in the bank NLT Friday (1500 hours) and reported to the CAPO. Highly recommend making daily bank deposits so you don't have to hold on to cash overnight.

c. Distribute individual CFC coins to unit coordinators as necessary and order additional coins from the CFC-O office via email as your stock runs low.

d. Communicate with all campaign representatives regularly. Be proactive and resolve any problems that might arise before they turn into larger issues. Ensure they know the hours of operation that they can turn-in CFC Report Envelopes and donations (for example, no later than 1500 hours daily to allow for bank deposits).

e. Brief leadership on the progress of the campaign weekly. Only reports from MANAGE should be used. Do not report word-of-mouth or email status reports. Remember, if it is not reported in MANAGE, the unit has not completed their turn-in correctly. MANAGE allows all USFK and service component leaders to see an accurate picture of the USFK CFC campaign.

f. Turn-in: Send weekly campaign turn-in to the Pacific CFC-O office (see [paragraph 2-2f](#) for mailing address). This should include all of the pink (audit) copies of the pledge forms you have collected and entered into Manage by batch and copies of any bank receipts.

g. Final turn-in: Send final campaign turn-in to the Pacific CFC-O office. This should include all remaining pink (audit) copies of the pledge forms you have collected and any bank receipts. Wrap-up the campaign as expeditiously as possible (by the end of December) and mail your final turn-in to the CFC-O office according to the specific instructions by your CFC-O office.

E-4. Post Campaign (January – February)

a. Meet with wing/installation leadership to determine if there is interest in holding an installation-wide CFC awards ceremony. If so, coordinate with the CFC-O Pacific staff to set a date and plan the ceremony (end of December, ceremonies will be held sometime in February/April).

b. Order the unit award plaques on the on-line CFC system for the units that have qualified for them (end of December/beginning of January). These awards will be presented at the CFC

awards ceremony (if your leadership chooses to have one); otherwise, they will be sent to you for distribution at your discretion.

c. Order Certificates of Achievement for all of your campaign representatives in Manage. (January/February). When they arrive, be sure to distribute them to the units.

d. Create (or add to) a continuity binder, which can be passed on to your successor.

e. Attend the Family Services and Youth Programs Check presentation when announced (normally in July).

Appendix F

Key Persons - Duties and Responsibilities

F-1. General

The Combined Federal Campaign Key Persons are critical to the success of the campaign. Key Persons are responsible for providing each federal employee (military and DoD civilian) in his or her area of responsibility a 100% Informed Opportunity to Give to their choice of charity or charities through the Combined Federal Campaign-Overseas (CFC-O).

F-2. Pre-Campaign (August-September)

- a. Attend CFC-O training session. Contact your Unit Coordinator for the date, time and location (September).
- b. Receive campaign materials (Charity Listing, Pledge Cards, Campaign Cards and Report Envelopes) from your Unit Coordinator.
- c. Assist Unit Coordinator with developing and planning campaign publicity events.
- d. Establish a plan with your Unit Coordinator concerning the process of turning in your weekly report envelopes and when you will receive thank you gifts for contributors.

F-3. During Campaign (October-December)

- a. Attend the installation or your command's campaign kick-off event.
- b. Ensure 100% informed opportunity to give.
- c. Make certain all potential contributors, which will include all active duty, reserve, and federal civilian employees, understand the benefits of giving through the CFC and are provided a Charity Listing and Pledge Card (this can also be done online at the [CFC home page](#) using an automated version of the charity list and an automated form for the pledge card called e-Giving).
- d. Distribute campaign information materials to unit/staff personnel.
- e. Provide one-on-one contact with each potential contributor. Asking for a contribution is vital for your unit and CFC-O campaign success!
- f. Encourage contributors to use e-Giving online to make a pledge. The pledge forms are prefilled with your unit number when personnel select your unit/section name. This increases accuracy and ensures your unit/section receives proper credit for the donation.
- g. Collect all completed Pledge Cards; verify all fields are completed accurately such as: the seven digit unit code for all contributions and social security number and signature which are only required for payroll allotments. Additionally, please check all numerical calculations (i.e., total gift amount and total dollar amount per charity).
- h. Remember that everyone cannot come to the CAPO on Friday afternoons at the same time. Plan ahead and make your weekly deposits early on Fridays to ensure you are not waiting in line at the CAPO office on a Friday afternoon. The CAPO normally departs to make bank deposits at 1500 hours, so planning ahead will save you time.

- i. Verify all checks are made out to the Combined Federal Campaign or CFC.
- j. Confirm all contributions to CFC-O are represented with a Pledge Card (fundraising, cash donations, checks, and payroll allotments).
- k. Fill out all Key Person Report Envelopes for accuracy and completeness. Retain copies for your records.
- l. Ensure every contributor donating \$120 or more is recognized and receives a CFC coin (subject to availability of coin stock – first come, first served).
- m. If you do not have a Unit Coordinator, contact your installation's CAPO Team or call your supporting CFC-O office.

F-4. Post Campaign (January-February)

- a. Remain in contact with your Unit Coordinator for information concerning award presentations.
- b. Attend the Family Services and Youth Programs check presentation when announced (normally in July).

Appendix G Pledge Cards

G-1. There are three color coded copies of Pledge Cards:

a. One white copy for the respective local finance Payroll Office (i.e., General Schedule (GS), Nonappropriated Fund (NAF), Military, DoDDS, Army and Air Force Exchange Service (AAFES), Defense Commissary Agency (DeCA)).

b. One pink copy for the Auditor files is the only copy submitted in Batch Envelopes as well as any "Print and Submit" e-Giving pledges.

c. One green copy for the donor for their files.

G-2. Key Persons and Unit Representatives must ensure that the Pledge Card is filled out correctly and give the donor their copy to complete the CFC donation.

G-3. All writing must be legible.

G-4. The Project Officer's number and Unit Coordinator's number must be correct to give your unit and service component credit for the pledge and the math must be added up accurately.

G-5. A service component or civilian agency checkmarks must be correctly marked to ensure proper credit to the right service or agency.

G-6. Payroll Deduction Authorizations must be signed and dated (including a correct Social Security Number (only visible on the white finance office copy of the receipt)).

G-7. Ensure every contributor knows and understands the purpose of the Family Support and Youth Programs (FSYP) option. 100% of donations to the FSYP go back to the community the donor serves in.

G-8. All pledge cards must be safeguarded to protect individual privacy and identity. All pledge cards will be in a locked container when not being processed.

COPY #1 – PAYROLL OFFICE COPY
To Finance Office for Allotment Processing

Fall 2011 COMBINED FEDERAL CAMPAIGN-OVERSEAS
P.O. Box 64789, Virginia Beach, VA 23467-4789

ATTENTION PAYROLL OFFICES
CFC Campaign No. 0995 (Use only this number to identify the local campaign.)

PLEASE USE BLUE/BLACK BALL POINT PEN & WRITE FIRMLY

PRINT NAME	Last	First	Middle Initial	Pay Grade (Optional)	Project Officer #	Unit Coordinator #

Organization or Military Address (Include APO or FPO AE, AA, or AP number)	Unit/Organization Name	Work Phone (DSN or Civilian)

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during 2012 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2012 starting with the first pay period that begins in January and ending with the last pay period that ends in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

SIGNATURE _____ DATE _____

SOCIAL SECURITY NUMBER _____ - _____ - _____

DESIGNATED GIFTS: To designate one or more charities or federated groups, fill in the charity code(s) and the dollar amount(s) below.

Charity Code	Annual Amount
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
FSYP	\$ <input type="text"/>
TOTAL	<input type="text"/>

Please check one of the following:

ACTIVE DUTY RESERVES NATIONAL GUARD CIVILIAN NAF AGR

Please check one of the following:

AIR FORCE ARMY COAST GUARD MARINES NAVY DODEA

OTHER DOD AGENCY _____

NOTE: National Guard/Reserves are ineligible for Payroll Deduction.

Active Duty Military Payroll	Civilian Payroll
<input type="checkbox"/> \$10 x 12 months = \$120	<input type="checkbox"/> \$5 x 26 pay periods = \$130
<input type="checkbox"/> \$25 x 12 months = \$300	<input type="checkbox"/> \$10 x 26 pay periods = \$260
<input type="checkbox"/> \$50 x 12 months = \$600	<input type="checkbox"/> \$25 x 26 pay periods = \$650
<input type="checkbox"/> \$100 x 12 months = \$1,200	<input type="checkbox"/> \$50 x 26 pay periods = \$1,300
<input type="checkbox"/> \$200 x 12 months = \$2,400	<input type="checkbox"/> \$100 x 26 pay periods = \$2,600
<input type="checkbox"/> Other _____ x 12 = _____	<input type="checkbox"/> Other _____ x 26 = _____

CASH (U.S. dollars only) or CHECK Number _____ Payable to Combined Federal Campaign

AMOUNT \$ _____ DATE OF CONTRIBUTION ____/____/____

RECOGNITION OPTIONS – OPTIONAL

Address information is required to receive an acknowledgment from all designated charities. My completed information below authorizes the CFC to release my name and the corresponding information to my designated charities:

Pledge Amount: _____

Home Address: _____

E-mail Address: _____

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

OPM 1654
Rev. April 2011

COUNT ME IN! I would like to know more about the CFC-O and provide campaign feedback. I authorize CFC-O to contact me at the following e-mail address: _____

Figure G-1. OPM Form 1654, Combined Federal Campaign Model Pledge Form

Appendix H CFC-O Batch Envelopes

H-1. All CFC representatives turning in reporting envelopes must review each envelope for accuracy when turned in. Every envelope must have an accurate CAPO number. Each CAPO should go through the given checklist to ensure accuracy of the Batch Envelope.

H-2. CAPOs must verify the accuracy of each Report Envelope.

H-3. CAPOs must input the information recorded into the CFC MANAGE Database. Each MANAGE session generates a Batch Number to be used on the Batch Envelope.

H-4. Only the pink copy of the pledge card is submitted in Batch Envelopes as well as any Print and Submit e-giving pledges.

H-5. The white portion of the pledge card should be submitted to the respective local finance office (GS, NAF, Military, DODDs, AAFES and DeCA).

H-6. Each CAPO must sign and date the bottom of the Batch Envelope before mailing it in.

H-7. Batch Envelopes are prelabelled to be mailed via DoD Official Intra Theater Military Postal System (MPS) to the Pacific CFC Office at the following address (see Figure H-1). Your return label must include your official mailing address.

H-8. All correspondence to the CFC Pacific Coordinator should be mailed to:

CFC-O Pacific Office, HQ USFJ, Unit 5068/J1E, APO AP 96328-5068

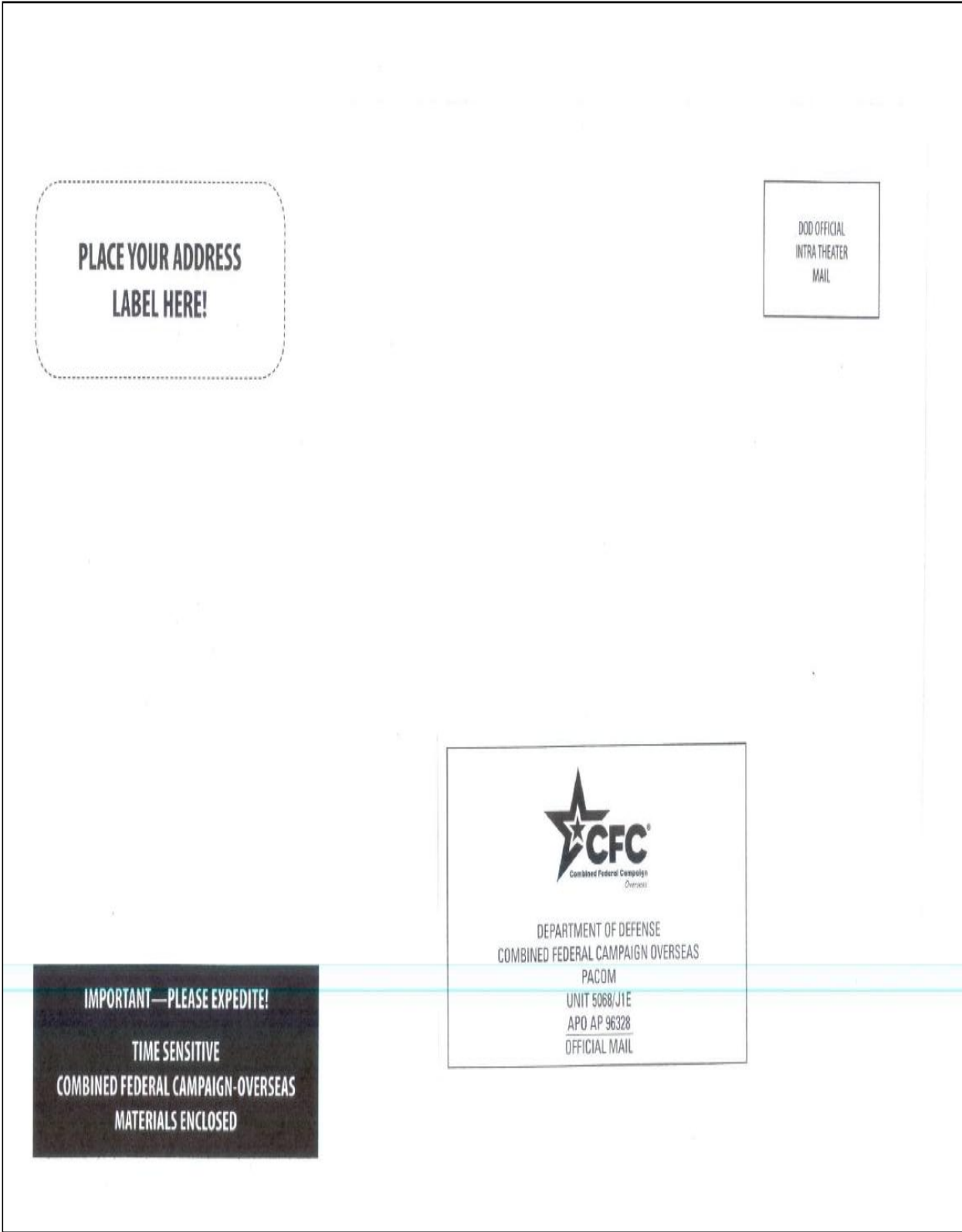


Figure H-1. 2011 Batch Envelop Front Side

IMPORTANT! DO NOT MAIL WITHOUT ENTERING BATCH AND CAPO NUMBERS!



Community/Area Project Officer (CAPO)

BATCH ENVELOPE

2011 Combined Federal Campaign-Overseas

Batch Number

--	--	--	--	--	--	--

Note: For accountability, the Batch and CAPO numbers are **REQUIRED**.

Ensure you enter correct numbers and submit only audit copies from the batch in this envelope.

CAPO Number

--	--	--

Each week throughout the campaign, please:

- Collect the Report Envelopes from each of your reporting units.
- Open each Report Envelope, verify the contents and ensure each pledge card is filled out correctly and includes the seven digit unit reporting number.
- Input the information recorded on the front of each unit's Report Envelope into the MANAGE system.
- The completed MANAGE submission generates a batch number. Enter this batch number on the space provided above.
- Place all pledge card audit copies (pink copies) in this CAPO Batch Envelope.
- Process all payroll allotment copies (white copies) of pledge cards at the appropriate finance office and shred all white copies of the pledge cards for cash/check contributions.
- Mail this CAPO Batch Envelope to your CFC-O office.

Batch entered and mailed by: _____
Name

IMPORTANT! DO NOT MAIL WITHOUT ENTERING BATCH AND CAPO NUMBERS!

Figure H-2. 2011 Batch Envelop Back Side

**Appendix I
Sample CFC-O Status Report Template**

Service Component	Total Contributions	Potential Contacts	Total Contacted	Percent Contacted
Unit 1				
Unit 2				
Unit 3				
Unit 4				
Unit 5				
Total All				

In 2011, 100% of personnel were contacted with a total contributions of \$X,XXX,XXX (enter your total contributions from last year here to help compare FY to FY).

Total Contributions = Total donations received, deposited in the bank and reported to the CFC MANAGE database by the CAPO.

Potential = Total assigned Service members and DoD civilians.

Contacted = Total number of Service members and DoD civilians contacted and reported in the CFC MANAGE database by the CAPO.

Percent Contacted = Total Contacted divided by Potential of eligible personnel in a unit / agency. Goal is to contact 90% of unit eligible personnel within the first three weeks of the CFC campaign and 100% as soon as possible thereafter.

Total = Summary of all Service Component Reporting Units for contributions and contact rate.

Glossary

Section I. Abbreviations

AFI	Air Force Instructions
AOR	Area of Responsibility
AR	Army Regulations
CAC	Country Area Coordinator
CAPO	Community Area Project Officer
CFC-O	Combined Federal Campaign - Overseas
CPO	Component Project Officer
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools
DoDEA	Department of Defense Education Activity
DoDI	Department of Defense Instruction
DSN	Defense Switch Network
FSYP	Family Services and Youth Programs
KATUSA	Korean Augmentation to U.S. Army
KP	Key Person
KGS	Korean Government Service
PM	Program Manager
PSA	Public Service Announcement
TDY	Temporary Duty
UR	Unit Representative
USAG	U.S. Army Garrison
USFK	United States Forces Korea
USPACOM	United States Pacific Command

Section II. Terms

Campaign Fundraisers. In addition to raising money through individual contributions, units and installations can hold fundraisers to supplement their campaigns. Fundraisers are a fun way to rally around a cause(s) and ideas for fundraisers are endless: car wash, pie-in-the-face, penny wars, 5K runs, BBQ, bake sales, scavenger hunt, bowl-a-thon or auction.

Community Area Project Officer (CAPO). The primary and alternate individuals appointed to collect pledge cards/donations from a specific geographical area or installation.

Component Project Officer (CPO). The primary and alternate individuals appointed by their service command headquarters to manage their CFC-O program. These persons are responsible to their service component leadership, the USFK Country Area Coordinator, and the Pacific CFC Program Coordinator.

Country Area Coordinator (CAC). The primary and alternate individuals appointed to manage a specific country or command (i.e., USFK).

Key Person. Personnel appointed to solicit/contact potential contributors for donations to the CFC-O. Responsible for providing Department of Defense Service members and civilians 100% informed opportunity to give to their charities of choice.

MANAGE. The official CFC-O database centralizing all input for contributions, participation numbers, unit strength information, unit awards and tracks CFC campaign reports.

Program Manager. Person designated to manage an area or country for CFC-O.

Service Component. A branch of the U.S. Armed Forces (for example, U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps).

Unit Coordinator. Responsible for planning, implementing and overseeing the CFC campaign for all uniformed and DoD civilian personnel in their unit, squadron, company, battery, division or Geographical Separated Unit.

Won. Korean currency.