



Department of Defense **INSTRUCTION**

NUMBER 5035.05
February 21, 2008

DA&M

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

- References:
- (a) DoD Instruction 5035.5, "DoD Combined Federal Campaign-Overseas (CFC-O)," October 12, 1999 (hereby canceled)
 - (b) Title 5, Code of Federal Regulations, Part 950, "Solicitation of Federal Civilian and Uniformed Services Personnel for Contributions to Private Voluntary Organizations," current edition ("OPM CFC Regulation")
 - (c) DoD Instruction 5035.01, "Combined Federal Campaign (CFC) Fundraising Within the Department of Defense," May 7, 1999
 - (d) Executive Order 12353, "Charitable Fund-Raising," March 23, 1982 as amended by Executive Order 12404, "Charitable Fund-Raising," February 10, 1983
 - (e) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 1998

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues Reference (a) to reflect updated CFC-O fundraising rules and regulations of Reference (b), and provide for improved CFC-O administration and procedures.

1.2. Authorizes and provides guidance governing a single Combined Federal Campaign - Overseas (CFC-O) 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, the U.S. Virgin Islands, Guam, the Commonwealth of Northern Mariana Islands, and American Samoa, and who are governed by the policies and procedures of Title 5, Code of Federal Regulations, Part 950, DoD Instruction 5035.01 and Executive Order 12353 (References (b) through (d)).

2. APPLICABILITY AND SCOPE

This Instruction applies to the assigned overseas elements of the Office of the Secretary of Defense, the Military Departments, the Joint 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 Department of Defense (hereafter referred to collectively as the “DoD Components”).

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. 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 Reference (d). Section 7 of Reference (d) states: “This order shall not apply to solicitations conducted by organizations composed of civilian employees or members of the uniformed services 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 (Reference b)) and this Instruction. Such solicitations shall not be made during conflicting periods or conflict with solicitations authorized for the CFC-O.

3.4. The CFC-O does not involve participation of “local” charitable organizations, unlike 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. (FSYPs are those which improve the quality of life at each installation).

4. RESPONSIBILITIES

4.1. The Director of Administration and Management (DA&M), Office of the Secretary of Defense, shall:

4.1.1. Chair the DoD CFC-O Local Federal Coordinating Committee (LFCC), its subcommittees, and the local Command Coordinating Committees.

4.1.2. Select an eligible organization or combination of organizations to conduct a CFC-O in accordance with 5 CFR Part 950.104 (c) and 105 (c).

4.1.3. Ensure that a single CFC-O is properly planned, coordinated, and conducted in accordance with the governance document of the appropriate campaign year.

4.1.4. Issue policy, instructions, and procedures required for the operation of the CFC-O, and provide 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 for a period of 6 months or longer and during at least 30 days of the formal CFC-O period are, for solicitation and donation purposes, exclusively eligible to participate in the CFC-O.

4.2. The Director, Voluntary Campaign Management Office (VCMO), Washington Headquarters Services, Human Resource Directorate (WHS/HRD) shall:

4.2.1. Serve as the DoD Fund-Raising Coordinator.

4.2.2. Serve as the DoD CFC-O LFCC Executive Director. On behalf of the DoD CFC-O LFCC, the Executive Director shall:

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

4.2.2.2. Monitor the work of the selected PCFO.

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

4.3. The Heads of the DoD Components, including commanders and heads of said installations and activities which comprise the CFC-O, shall:

4.3.1. Ensure that the campaign is properly planned, scheduled, and conducted in their areas of jurisdiction, in accordance with the governance document of the appropriate campaign year and of any separately prescribed campaign procedures issued by the LFCC.

4.3.2. 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.

5. PROCEDURES

5.1. The selected PCFO shall be responsible for campaign planning/development, execution, recognition, and evaluation.

5.2. To aid CFC-O fundraising, 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.

5.3. 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 kickoffs, rallies, victory events, awards ceremonies, and other similar events that build support for the CFC-O but that are not directly involved in fundraising (such as carnivals, car washes, and sporting events). Authorized support 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. The use of appropriated funds for personal gifts, or any other item or activity that is not essential to support the CFC-O, is not authorized.

6. INFORMATION REQUIREMENTS

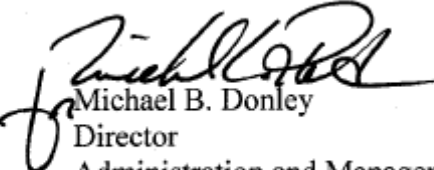
6.1. The CFC Pledge Cards are designed annually in accordance with Reference (b) and are exempt from licensing in accordance with paragraph C4.4.2. of Reference (e).

6.2 The reporting requirements for the DoD CFC-O are exempt from licensing in accordance with paragraph C4.4.9. of DoD 8910.1-M (Reference (e)).

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release. Copies may be obtained through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE

This Instruction is effective immediately.


Michael B. Donley
Director
Administration and Management

Enclosures – 1

E1. General and/or Background Information on Voluntary Giving

E1. ENCLOSURE 1

GENERAL AND/OR BACKGROUND INFORMATION ON VOLUNTARY GIVING

E1.1 National and international charitable and philanthropic organizations eligible to participate in the CFC-O depend on voluntary contributions to achieve their objectives, which includes support for established 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-O, 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-O 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 both its own and the organization's progress.

E1.2. Each member of the Armed Forces and each civilian employee of the Department of Defense shall be encouraged, through on-the-job solicitations, to participate in the CFC-O by making a voluntary contribution to one or more of the listed organizations of his/her choice. The PCFO shall remit such designated contributions, less approved administrative costs, to the specified recipient. Undesignated contributions shall be distributed according to the formula identified by Reference (b).

E1.3. True voluntary giving is fundamental to Federal fundraising activities. Procedures that do not allow free choice, that create the appearance that employees cannot freely choose to give or not to give, or that do not provide for the confidentiality of that election or the amount of any donations, are contrary to Federal fundraising policy. Such prohibited practices include, but are not limited to:

E1.3.1. 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 kickoff or from demonstrating his or her support of the CFC publicly in employee newsletters or other routine communications with Federal employees.

E1.3.2. 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.

E1.3.3. Setting of 100 percent participation goals.

E1.3.4. Establishing individual dollar goals and quotas.

E1.3.5. Developing and using lists of non-contributors.

E1.3.6. Providing and using contributor lists for purposes other than the routine collection and forwarding of contributions and allotments, and for recognizing donors.

E1.3.7. Factoring the results of the solicitation within a supervisor's unit or organization into the supervisor's performance appraisal.

E1.4. 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:

E1.4.1. Publicity items such as balloons, lapel pins, desk cards, posters, etc.

E1.4.2. Goal board displays showing achievement of organizations participating in the campaign.

E1.4.3. Charts and/or reports and analyses of campaign progress.

E1.4.4. Letters or memorandums of endorsement by principal officials or organization leaders that provide general information about, generate interest in, and show support for the campaign.

E1.4.5. News stories and articles for installation publications and/or local newspapers.

E1.4.6. 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.)

E1.4.7. 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.

E1.4.8. 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 fundraising effort.