



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

Canc: Aug 2013

CCBul 5340

1B

AUG 14 2012

COMBAT CENTER BULLETIN 5340

From: Commanding General  
To: Distribution List

Subj: 2012 COMBINED FEDERAL CAMPAIGN

Ref: (a) CFR, Title 5, Part 950

Encl: (1) Command List  
(2) Sample Unit CFC Representative Appointment Letter  
(3) Payroll Offices

1. Situation. The Combined Federal Campaign (CFC) supports and promotes philanthropy through a voluntary program that is employee-focused, cost-efficient, and effective in providing federal employees an opportunity to improve the quality of life and assist others in need. In the last eight years federal employees, postal workers, and military personnel aboard the Combat Center have pledged over \$2,000,000 to charitable organizations through CFC.

2. Cancellation. CCBul 5340 dated 1 September 2011.

3. Mission. Per reference (a), provide the opportunity for Marines, Sailors, and civilian employees aboard the Combat Center to contribute funds to local, national, and international nonprofit health care and service organizations from 14 September to 14 December 2012.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Each Marine, Sailor, and civilian employee aboard the Combat Center will be provided information on the CFC fund drive and offered an opportunity to contribute to worthy charitable organizations of their choice. The fund drive also provides Combat Center personnel an opportunity to contribute to activities that directly support military and civilian personnel and the local community.

(2) Concept of Operations

(a) As the senior federal representative in the local area, the Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center will conduct this campaign.

(b) The 2012 CFC Chairman is the Combat Center G-1 Staff Noncommissioned Officer (SNCOIC), Master Gunnery Sergeant Lawanda D. Hall

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

(office phone 830-8332, blackberry (760)401-0188, email: Lawanda.hall@usmc.mil).

(c) In order to ensure a successful campaign, training is mandatory for all unit CFC representatives. It will be offered on two separate occasions in order to accommodate various schedules. The dates, times and location are from 0900 to 1030 on 5 September 2012, in the Village Center, Human Resources Office (HRO) classroom (room 15) and 0900 to 1030 on 10 September 2012, in the Village Center, Friendship classroom (room 93).

b. Subordinate Element Missions

(1) Marine Air Ground Task Force Training Command Commanding Officers and Tenant Command Commanding Officers (CO's). The command list is identified in enclosure (1).

(a) Request a unit CFC representative, (staff noncommissioned officer, GS-5, NF-3 or above) in writing using enclosure (2) and submit to the G-1 SNCOIC, Building 1551, room 55, no later than 20 August 2012. Rank or grade waivers will be considered on a case-by-case basis through the CFC Chairman to the Chief of Staff.

(b) Request and ensure your unit CFC representative attends training on 5 or 10 September 2012.

(c) Request and ensure your unit CFC representative maintains secure accountability of cash and turns in contributions on a weekly basis.

(2) Command Representative

(a) Attend CFC training on 5 or 10 September 2012.

(b) Establish an aggressive campaign within your respective unit.

(c) Assign key workers to assist as necessary.

(d) Ensure 100% face to face contact with each member of your unit.

(e) Maintain tight accountability for all pledge cards, cash, and check contributions. Verify all pledge cards are properly filled out prior to turning them in to Ms. Paula Wharton, the Coachella Valley and Twentynine Palms area CFC representative. From 14 September to 14 December 2012, turn in cash, checks, pledge cards, and a detailed report of personnel contacted, each week at Building 1551 in room 54, Tuesdays from 0930 to 1130 or on Friday from 1330 to 1500. Receipts will be signed by Ms. Wharton and the unit representative at turn-in. A copy will be given to the unit representative and maintained on file for a period of two years.

(f) Maintain records on the total number of personnel in the unit, total number of personnel contacted, and accurate records for all cash and check contributions.

(3) Payroll Offices. A representative from each of the payroll offices listed in enclosure (3) will:

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(a) Attend CFC training at 0900 to 1030 on Wednesday, 5 September 2012, in the Village Center HRO Classroom (room 15) or at 0900 to 1030 on Monday, 10 September 2012, in the Village Center Friendship Classroom (room 93).

(b) Ensure allotments are processed on a weekly basis when pledge forms are delivered to your office. Maintain records of allotments that are successfully ran or rejected by the system and return rejected pledge cards to the CFC Chairman.

(c) Maintain a copy of the certification regarding successful entry of allotments and forward a copy to the CFC Chairman.

c. Coordinating Instructions

(1) Personal contact is the key to a successful CFC. This contact is achieved through an extensive network of knowledgeable command representatives and subordinate key workers.

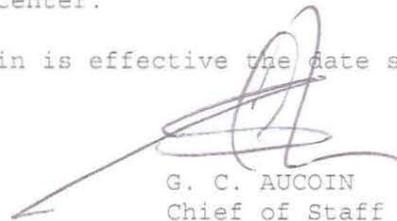
(2) Using a pledge card, individuals may contribute by cash, check, or through monthly payroll deductions during Calendar Year 2013.

5. Administration and Logistics. Distribution Statement A bulletins issued by the Commanding General are distributed by email upon request and can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

6. Command and Signal

a. Command. This Bulletin is applicable to all military and federal employees aboard the Combat Center.

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



G. C. AUCOIN  
Chief of Staff

Command List

1. Headquarters Battalion
2. Marine Corps Tactics and Operations Group
3. Marine Corps Communication Electronics School
4. 7th Marines
5. 1st Battalion, 7th Marines
6. 2d Battalion, 7th Marines
7. 3d Battalion, 7th Marines
8. 3d Battalion, 4th Marines
9. 1st Tank Battalion
10. 3d Light Armored Reconnaissance Battalion
11. 3d Battalion, 11th Marines
12. 3d Combat Engineer Battalion
13. Company D, 3d Assault Amphibian Battalion
14. Combat Logistics Battalion 7
15. Marine Wing Support Squadron 374
16. Marine Unmanned Aerial Vehicle Squadron 1
17. Marine Unmanned Aerial Vehicle Squadron 3
18. Company D, 4th Tank Battalion
19. Naval Hospital Twentynine Palms
20. 23d Dental Company
21. Marine Corps Logistics Operations Group
22. Advisor Training Group
23. Tactical Training Exercise Control Group

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Sample Unit CFC Representative Appointment Letter

(Unit Letterhead)

5340  
1B  
Date

From: Commanding Officer, Unit  
To: Gunnery Sergeant John D. Marine 000 00 1234/03XX USMC  
Subj: APPOINTMENT AS THE UNIT COMBINED FEDERAL CAMPAIGN (CFC)  
REPRESENTATIVE  
Ref: (a) CCBul 5340

1. Per reference (a), you are hereby appointed as the unit CFC representative.
2. You will read and familiarize yourself with reference (a), attend training in the Village Center on Wednesday, 5 September 2012, from 0900 to 1030 in the HRO Classroom (room 15) OR on Wednesday, 10 September 2012, from 0900 to 1030 in the Friendship Room (room 93) and conduct weekly turn-ins of all contributions.
3. You will deliver a copy of this appointment letter to the G-1 SNCOIC, Building 1551, room 55, no later than 20 August 2012.
4. The CFC Chairman is Master Gunnery Sergeant Hall at (760) 830-8332.

I. M. COMMANDER

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1B  
Date

FIRST ENDORSEMENT

From: Gunnery Sergeant John D. Marine 000 00 1234/03XX USMC  
To: Commanding Officer, Unit

1. I acknowledge my appointment and responsibilities as the unit CFC representative.
2. My phone number is XXX-XXXX, my email is john.marine@usmc.mil, and I will deliver a copy of this appointment letter to the G-1 SNCOIC, Center Personnel, Building 1551, room 54 no later than 20 August 2012.

J. D. MARINE

Copy to:  
CFC Chairman

Enclosure (2)

Payroll Offices

OFFICE:	SERVICING:
Installation Personnel Administration Center (IPAC)	All Combat Center USMC Personnel
Navy Personnel Office	All Navy Personnel attached to UICs 48139 (1st MarDiv), 47790 (MWSS-374), 42320 (CLB-7), and 47367 (23d Dental)
MCCS Finance	All Civilian Non-Appropriated Fund Personnel
Civilian Payroll	All Civilian Appropriated Fund Personnel
Naval Hospital	Both Navy and Civilian Hospital Personnel