



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 2015

CCBul 5340  
1B

SEP 09 2014

COMBAT CENTER BULLETIN 5340

From: Commanding General  
To: Distribution List

Subj: 2014 COMBINED FEDERAL CAMPAIGN

Ref: (a) Title 5, Part 950, Code of Federal Regulation, "Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations" Current Edition

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 bless others in need. It is the world's largest and most successful annual workplace charity campaign, with almost 200 CFC campaigns throughout the country and overseas raising millions of dollars each year. Pledges made by federal civilian employees, postal workers, and military personnel aboard the Combat Center support eligible nonprofit organizations that provide health and human service benefits throughout our local community and the world.

2. Mission. In accordance with the reference, provide the opportunity for federal employees aboard the Combat Center to contribute funds to local, national, and international nonprofit health care and service organizations from 15 October to 15 December 2014. The focus of the campaign is ensuring the unit representatives make 100 percent contact.

3. 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.

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SEP 09 2014

(b) The 2014 CFC Chair is Captain Kelly F. Sloan. Captain Sloan may be reached via telephone at (760) 830-8692 and (760) 362-9838, or via email at kelly.sloan@usmc.mil. Captain Sloan's office is located in Building 1554, Room 120. The assistant chairman is Mr. Ramon Vargas-Ortiz who may be reached at (760) 830-7426, or via email at ramon.vargasortiz@usmc.mil.

(c) Training is mandatory for all unit CFC representatives. Training will be conducted on 6 and 8 October 2014, from 1000 to 1130, in Building 1551, the Village Center, Human Resources Office (HRO) classroom (Room 15).

b. Subordinate Element Missions

(1) Commanding Officers. In accordance with the reference, the Commanding Officers of the units identified within enclosure (1), shall ensure the following:

(a) Assign a staff noncommissioned officer, civilian equivalent, or above, in writing using enclosure (2) as the unit CFC representative. Submit the appointment letter to the CFC Chair, Captain Sloan, located in Building 1554, Room 120, no later than 19 September 2014. Rank or grade waivers will be considered on a case-by-case basis through the CFC Chair to the Chief of Staff.

(b) Ensure your unit CFC representative attends the mandatory training on either 6 or 8 October 2014.

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

(2) Command Representative

(a) Attend the mandatory CFC training either on 6 or 8 October 2014, from 1000 to 1130, in Building 1551, the Village Center, HRO classroom (Room 15).

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

(c) Assign key workers to assist as necessary.

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

(e) Maintain tight accountability for all pledge cards, cash, and check collection envelopes. Verify all pledge cards are properly filled out prior to mailing or turning in to the CFC office.

(f) Encourage donors to give via computer, an online pledge as a means that is fast, secure, efficient, and paperless.

(g) 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.

(h) Separate all payroll copies, envelope, and deliver to the appropriate payroll office.

SEP 09 2014

(3) Payroll Offices. Provide a representative from each of the payroll offices listed in enclosure (3) and ensure the following:

(a) Attend CFC training at on either 6 or 8 October 2014, at 1000 to 1130, in Building 1551, the Village Center, HRO classroom (Room 15).

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

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

c. Coordinating Instructions

(1) Personal contact is the key to a successful CFC campaign. 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, credit card, or through monthly payroll deductions during calendar year 2015.

(3) Active duty Service members have the capability to start CFC charity allotments via MyPay for 90 of the 200 contribution areas. Service members must still submit a hard copy pledge card for campaign areas not covered in MyPay and for one time contributions. CFC allotment in MyPay will be for starts only. For changes and stops, Service members will have to visit their designated payroll office. MyPay provides detailed online instruction on how to start a new CFC contribution.

(4) Pledging Online

(a) Go to SOCAL CFC website <http://www.socalcfc.org>.

(b) Click on the "Pledge Now" link button.

(c) Click on the "Pledge Here" link button as appropriate.

(d) Returning donors simply log in using their username and password, then make their pledge.

(e) First time donors click to register. Search for and select your activity. Enter your name, email, username, password, and click register.

(f) Complete the pledge form and click to enter your pledge. You will receive the option to print a copy or have a copy emailed. The payroll copy will be delivered to payroll by your coordinator. Sign the pledge using your mouse.

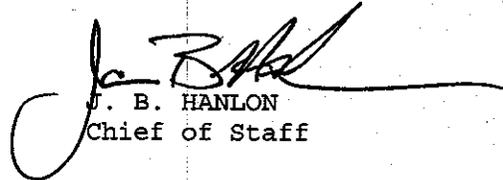
4. Administration and Logistics. Distribution Statement A bulletins issued by the Commanding General are distributed by email upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Bulletins.aspx>.

SEP 09 2014

5. 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.



J. B. HANLON  
Chief of Staff

Distribution: A

SEP 09 2014

Command List1. Subordinate Commands

- a. Headquarters Battalion
- b. Marine Corps Tactics and Operations Group
- c. Marine Corps Logistics Operations Group
- d. Tactical Training Exercise Control Group

2. Tenant Commands

- a. Marine Corps Communication Electronics School
- b. 7th Marines
- c. 1st Battalion, 7th Marines
- d. 2d Battalion, 7th Marines
- e. 3d Battalion, 7th Marines
- f. 1st Tank Battalion
- g. 3d Light Armored Reconnaissance Battalion
- h. 3d Battalion, 11th Marines
- i. Company D, 3d Assault Amphibian Battalion
- j. Combat Logistics Battalion 7
- k. Marine Wing Support Squadron 374
- l. Marine Unmanned Aerial Vehicle Squadron 1
- m. Company D, 4th Tank Battalion
- n. Naval Hospital Twentynine Palms
- o. 23d Dental Company

SEP 09 2014

Sample Unit CFC Representative Appointment Letter



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

5340  
1B  
Date

From: (Unit Commanding Officer)  
To: (Appointed CFC Representative)

Subj: APPOINTMENT AS THE UNIT COMBINED FEDERAL CAMPAIGN (CFC) REPRESENTATIVE

Ref: (a) CCBul 5340

1. In accordance with the reference, you are hereby appointed as the unit's Combined Federal Campaign (CFC) Representative.
2. You will read and familiarize yourself with the reference, attend mandatory training on either the 8 October 2014, from 1000 to 1100 in Classroom #15, Building 1554, and conduct weekly turn-in of all contributions.
3. You will deliver a copy of this appointment letter to the CFC Chair not later than 19 September 2014.
4. The CFC Chair is Captain Sloan, located in the G-1, Adjutant's Office, Building 1554, Room 120, and may be reached at (760) 830-2121.

(Unit Commanding Officer's Signature)

(ORG CODE)  
(Date)

ENDORSEMENT

From: (Appointed CFC Representative)  
To: (Unit Commanding Officer)

1. I acknowledge appointment and responsibilities as the unit's CFC Representative.
2. My telephone number is (Number), my email is (email), and I will deliver a copy of this appointment letter to the CFC Chair, Capt Sloan, located in the G-1, Adjutant's Office, Building 1554, Room 120 no later than 19 September 2014.

(Appointee's Signature)

Copy to:  
CFC Chair

SEP 09 2014

Payroll Offices

OFFICE	SERVICING
Installation Personnel Administration Center	All Combat Center Marine Corps Personnel.
Navy Personnel Office	All Navy Personnel attached to Unit Identifying Code: 48139 - 1st Marine Division 47790 - Marine Wing Support Squadron 374 42320 - Combat Logistics Battalion 7 47367 - 23d Dental Company
Marine Corps Community Services Finance	All non-appropriated funds civilian personnel.
Civilian Payroll	All appropriated funds civilian personnel.
Naval Hospital Twentynine Palms	All Navy and civilian personnel under the cognizance of the hospital.