



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 2017

CCBul 5340
1B

AUG 15 2016

COMBAT CENTER BULLETIN 5340

From: Commanding General
To: Distribution List

Subj: 2016 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 of others, and bless those in need. It is the world's largest and most successful annual workplace charity campaign, with almost 200 CFC contribution areas 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 6 September 2016 to 15 December 2016. The focus of the campaign is ensuring 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.

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(2) Concept of Operations

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

(b) The 2016 CFC Chairperson is the Combat Center Adjutant, Captain (Capt) Ciara G. Desse. She may be reached via telephone at (760) 830-8692, or via email at ciara.desse@usmc.mil. Capt Desse is located in Building 1554, Room 126. The 2016 CFC Assistant Chairperson is Staff Sergeant Shawn T. Bear. He can be reached at (760) 830-7399, or via email at shawn.t.bear@usmc.mil.

(c) Training is mandatory for all unit CFC representatives. Training will be conducted on 29 August 2016 and 30 August 2016, from 1000 to 1130, in Building 1551 at 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 as the unit CFC representative, a staff noncommissioned officer or above, or civilian equivalent, in writing using enclosure (2) as the unit CFC representative. Submit the appointment letter to the CFC Chairperson, Capt Desse, located in Building 1554, Room 126, no later than 22 August 2016. Rank or grade waivers will be considered on a case-by-case basis, and shall be routed through the CFC Chairperson to the Chief of Staff.

(b) Ensure your unit CFC representative attends the mandatory training on either 29 August 2016 or 30 August 2016.

(c) CFC Representative. Must be available to perform duties throughout the campaign. Ensure your unit CFC representative maintains secure accountability of, and turn-in completed pledge cards, and provide a report of the status of unit personnel contacted to the CFC Chairperson, on a weekly basis.

(2) Command Representative

(a) Attend the mandatory CFC training from 1000 to 1130, either on 29 August 2016, or 30 August 2016, in Building 1551 at the Village Center HRO classroom (Room 15).

(b) Establish a comprehensive 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.

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(e) Brief all personnel assigned to the unit about the CFC Campaign and offer them an opportunity to contribute to worthy charitable organizations of their choice. Once all personnel in the unit have received the brief or turned-in a pledge card, have them initial the unit alpha roster.

(f) Maintain tight accountability for all turned-in pledge cards. Verify all pledge cards are properly filled out prior to turning in to the Combat Center CFC office.

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

(h) Maintain a record of the total number of personnel in the unit, total number of personnel contacted, and accurate number for all turned-in pledge cards.

(i) Deliver completed pledge cards to the CFC Chairperson for turn-in to the appropriate payroll office.

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

(a) Attend CFC training from 1000 to 1130, either on 29 August 2016, or 30 August 2016, in Building 1551 at the Village Center HRO classroom (Room 15).

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

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

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 through monthly payroll deductions during calendar year 2017.

(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. For individuals desiring to make a one-time contribution using their credit card, they may do so by making a pledge online. CFC allotments created 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.

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(4) Pledging Online

- (a) Go to SOCAL CFC website <http://www.socalcfc.org>.
- (b) Click on the "Pledge Now" link button.
- (c) Scroll down and click on the "Pledge Here" link button, as appropriate.
- (d) Returning donors simply log in using their username and password, and 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 card and click to enter your pledge. You will receive the option to print a copy or have a copy emailed. Print out the payroll copy and provide it to your CFC unit representative for delivery to the CFC Chairperson for accountability purposes. The payroll office will automatically receive a copy for processing, as appropriate.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center bulletins can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Bulletins.aspx>.

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. F. HARE
Chief of Staff

Distribution: A

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Command List

1. Subordinate Commands
 - a. Headquarters Battalion
 - b. Marine Corps Tactics and Operations Group
 - c. Marine Corps Logistics Operations Group
2. Directorate. Tactical Training Exercise Control Group
3. 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, 4th Marines
 - i. 3d Battalion, 11th Marines
 - j. Company D, 3d Assault Amphibian Battalion
 - k. Combat Logistics Battalion 7
 - l. Marine Wing Support Squadron 374
 - m. Company D, 4th Tank Battalion
 - n. Naval Hospital Twentynine Palms
 - o. 23d Dental Company

Sample Unit CFC Representative Appointment Letter



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MARINE AIR GROUND TASK FORCE TRAINING COMMAND
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BOX 788100
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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 19 August 2016 or 30 August 2016, from 1000 to 1130 in Classroom #15, Building 551, and conduct weekly turn-ins of all contributions.
 3. You will deliver a copy of this appointment letter to the CFC Chairperson not later than 22 August 2016.
- The CFC Chairperson is Captain Maria C. Desse, located in the G-1, Adjutant's Office, Building 1554, Room 126 and may be reached at (760) 630-7199.

SAMPLE

(Unit Commanding Officer's Signature)

(ORG CODE)
(Date)

FIRST ENDORSEMENT

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

1. I acknowledge my 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 Chairperson, Capt Desse, located in the G-1, Adjutant's Office, Building 1554, Room 126 no later than 22 August 2016.

(Appointee's Signature)

Copy to:
CFC Chairperson

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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.