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MPR (MCAS)
G-1 (2d MAW)

22 AUG 2016

AIR STATION BULLETIN 5340

From: Commanding Officer, Marine Corps Air Station, Cherry Point
Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: 2016 COMBINED FEDERAL CAMPAIGN

1. Situation. The Cherry Point Area Combined Federal Campaign (CFC) is a part of the world's largest and most successful annual workplace charity campaign. Pledges made by Federal military, civilian, and postal donors during the campaign season support eligible non-profit organizations.

2. Mission. Conduct an effective and efficient fund drive that educates, fosters and encourages 100 percent participation in order to promote and support individual philanthropy in support of the CFC.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Conduct the 2016 CFC fund drive and associated events to ensure 100 percent of the service members and civilians associated with Marine Corps Air Station (MCAS) Cherry Point are aware of the mission and goals of CFC and have the opportunity to support non-profit organizations that provide health and human service benefits throughout the world through charitable contributions.

(2) Concept of Operations

(a) Kickoff. The 2016 Cherry Point Area CFC will begin on 16 September 2016 and will close on 15 December 2016.

(b) Sequence of Events

1. 30 August 2016. Unit coordinator and key worker representative information provided to the Local Federal Coordinating Committee (LFCC) representative.

2. 8 September 2016. Training of subordinate unit coordinators and key worker representatives, 1000 until 1100, in the Hercules Room at Miller's Landing.

3. 16 September 2016 - CFC Kickoff. The Kickoff activities will include the 5th Annual CFC Cup Competition. Other activities and details are to be determined. A booth manned by CFC volunteers will be set

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22 AUG 2016

up so that donors may fill out a CFC pledge card and contribute to any charities found in the approved Charity Listing.

4. 29 September 2016. Unit coordinators and key workers turn in pledges collected utilizing a weekly report form provided during the training session. Turn-ins shall be delivered to CFC staff in Building 1, Room 2112, Second Floor, from 1000 until 1200. Pledge turn-ins shall be on October 6, 13, 20, 27; November 3, 17; and December 1, 8.

5. 15 December 2016. Last scheduled pledge turn in date. Arrangements for additional turn-ins may be made by contacting Ms. Bobbie Whitbeck at (252) 466-4237, or Mr. Wayne Snell at (252) 466-3685.

(c) Tasks. The following commands located aboard MCAS Cherry Point shall oversee the administration of this campaign for assigned units and subordinate commands:

1. COs, 2d MAW Subordinate Commands. Commanding Officers shall designate a CFC representative and task subordinate units to assign coordinators and sufficient key workers to supervise unit campaign by 26 August 2016.

2. COs, MCAS Cherry Point Subordinate Commands and Directorates. Commanding Officers and Directors shall assign coordinators and sufficient key workers to supervise unit campaigns no later than 26 August 2016.

3. CO, Naval Health Clinic, MCAS Cherry Point. The Commanding Officer is requested to designate the command coordinators and sufficient key workers to conduct unit campaign per the instructions in this Bulletin.

4. CO, Fleet Readiness Center (FRC) East. The Commanding Officer is requested to designate the command coordinators and sufficient key workers to conduct unit campaign per the instructions in this Bulletin.

5. CO, Center for Naval Aviation Technical Training (CNATT (Mar Unit)). The Commanding Officer is requested to designate the command coordinators and sufficient key workers to conduct unit campaign per the instructions in this Bulletin.

6. CO, Combat Logistics Company 21. The Commanding Officer is requested to designate the command coordinators and sufficient key workers to conduct unit campaign per the instructions in this Bulletin.

(d) Command CFC Coordinators Tasks

1. Identify subordinate unit CFC representatives.

2. Submit a letter or email listing names, grades, units and telephone numbers of unit coordinators and key worker representatives to the LFCC representative (Attn: Bobbie Whitbeck, Manpower Directorate, MCAS Cherry Point) by 30 August 2016. This correspondence should also include the number of on-board military and civilian personnel in the unit. The 2d MAW G-1 will provide personnel numbers for all Wing units. The on-board numbers are necessary to prepare statistical reports on the campaign for the Office of Personnel Management (OPM).

22 AUG 2016

3. Attend training and coordinate attendance of subordinate unit coordinators and key worker representatives on 8 September 2016, 1000 until 1100, in the Hercules Room at Miller's Landing. This is a critical meeting and attendance is necessary to the success of the campaign. Additionally, initial distribution of materials will take place.

4. Oversee the education and fund drive efforts of subordinate commands, and ensure their compliance with the pledge turn-in schedule.

b. Coordinating Instructions

(1) The MCAS Cherry Point LFCC provides guidance and oversight for the campaign to ensure conformance with the CFC regulations and the policies established by the OPM.

(2) Commanding Officers and supervisors are encouraged to promote campaign activities and participate in the campaign; however, Federal fund-raising regulations prohibit the solicitation of employees by supervisors. Unit coordinators and key workers will conduct the campaign and solicit pledges.

(3) All military personnel and Department of Defense (DoD) civilian employees shall be afforded the opportunity to support the charitable agencies of their choice.

(4) If payroll deduction method is selected, the first donation will be deducted in January 2017. While many contributors will find the payroll deduction method most appropriate, cash/check contributions will also be accepted.

(5) The group solicitation method will require one key worker per 100 employees, and the individual solicitation method will require one key worker per 20 employees.

c. Administration and Logistics. The Fund Drive Manager for the 2016 MCAS Cherry Point Combined Federal Campaign is 1stLt John Roberts, Public Affairs Officer, (252) 466-5279. The points of contact for administrative matters are Ms. Pamela Walker, LFCC Chairperson, at (252) 466-2052, or Ms. Bobbie Whitbeck at (252) 466-4237.

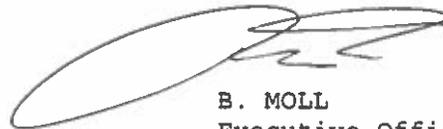
4. Command and Signal

a. Command. This Bulletin is applicable to MCAS Cherry Point and its subordinate and tenant commands. The Commanding Officer, Marine Corps Air Station Cherry Point has overall responsibility for the fund drive; all other commands are supporting.

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



M. T. PALMER
Chief of Staff



B. MOLL
Executive Officer

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A 2d MAW