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MARINE CORPS AIR STATION
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Canc: Dec 2013

ASB 5341
MCAS (MPR)
2d MAW (G-1)
16 Aug 13

AIR STATION BULLETIN 5341

From: Commanding Officer, Marine Corps Air Station, Cherry Point
Commanding General, 2d Marine Aircraft Wing
To: Distribution List
Subj: 2013 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 a focused cost 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 2013 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 2013 Cherry Point Area CFC will begin on 20 September 2013 and will close on 15 December 2013.

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(b) Sequence of events

29 August 2013 - Unit coordinators and key worker representative information provided to the Local Federal Coordinating Committee (LFCC) representative.

12 September 2013 - Training of subordinate unit coordinators and key worker representatives, 0900 until 1030, in the Station Chapel.

20 September 2013 - CFC Kickoff: The Kickoff activities will include the 2nd Annual CFC Cup Competition. Other activities and details are to be determined. A booth manned by CFC volunteers will be set up so that donors may fill out a CFC pledge card and contribute to any charities found in the approved Charity Listing.

26 September 2013 - 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 Room 2112, Second Floor, Building 1, from 1000 until 1200. Pledge turn-ins shall be on a weekly basis, every Thursday, with the exception of Thanksgiving Day. The specific dates are:

3, 10, 17, 24, 31 October 2013

7, 14, 21 November 2013 (21 November is the Final Scheduled Turn-In)

(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 29 August 2013.

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 29 August 2013.

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 will be provided to the Local Federal Coordinating Committee Representative (Attn: Bobbie Whitbeck, Manpower Directorate, MCAS Cherry Point) by 29 August 2013. 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).

3. Attend training and coordinate attendance of subordinate unit coordinators and key worker representatives on 12 September 2013, 0900 until 1030, in the Station Chapel. This is a critical meeting and attendance is necessary to the success of the Air Station 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 Air Station's 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.

c. Administration and Logistics

(1) If the payroll deduction method is selected, the first donation will be deducted in January 2014. While many contributors will find the payroll deduction method most appropriate, cash/check contributions will also be accepted.

(2) 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.

(3) Pledge Turn-In Schedule. Unit coordinators and key workers shall turn in pledges collected during the campaign utilizing a weekly report form provided during the training session. Turn-ins shall be delivered to the CFC staff in Room 2112, Second Floor, Building 1, on Thursdays from 1000 until 1200, 26 September through 21 November 2013. Arrangements for additional turn-ins until 15 December 2013 may be made by contacting Ms. Bobbie Whitbeck at 252-466-4237.

4. Command and Signal

a. Command

(1) MCAS Cherry Point has overall responsibility for the fund drive. All tenant commands are supporting.

(2) This Bulletin is applicable to MCAS Cherry Point and all subordinate and tenant commands.

b. Signal

(1) The Fund Drive Manager for the 2013 MCAS Cherry Point Combined Federal Campaign is Capt Antony J. Andrious, Director, Joint Public Affairs Office (JPAO).

(2) 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.

(3) This Bulletin is effective the date signed.



P. D. BUCK
Chief of Staff



B. R. BLALOCK
Executive Officer

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