



Joint Task Force National Capital Region Medical **INSTRUCTION**

NUMBER 5035.01

OCT 11 2011

J-1

SUBJECT: Fund-Raising (Combined Federal Campaign (CFC))

- References:**
- (a) JTF CAPMED-D 5101.01, "Administration/Personnel Decision Making Committee (APDMC) Charter," May 20, 2010
 - (b) DoD Instruction 5035.01, "Combined Federal Campaign (CFC) Fund-Raising Within the Department of Defense," January 31, 2008
 - (c) DoD Instruction 5035.05, "DoD Combined Federal Campaign – Overseas (CFC-O)," February 20, 2008
 - (d) Part 950 of title 5, Code of Federal Regulations, current edition
 - (e) Executive Order 12353, "Charitable Fund-Raising," March 23, 1982, as amended
 - (f) DoD 5500.7-R, "Joint Ethics Regulation," August 30, 1993

1. PURPOSE. This Instruction, in accordance with the authority in Reference (a) and the guidance in References (b) and (c), establishes policy for the CFC fundraising.

2. APPLICABILITY. This Instruction applies to Joint Task Force National Capital Region Medical (JTF CapMed) and all Joint Medical Treatment Facilities (MTFs) and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital (FBCH), Walter Reed National Military Medical Center (WRNMMC), and the Joint Pathology Center (JPC)).

3. POLICY. It is JTF CapMed policy that the CFC is the authorized solicitation of employees in the Federal workplace on behalf of charitable organizations. The campaign is intended to reduce disruptions in the workplace by consolidating all approved solicitations into a single, annual, officially supported campaign.

4. RESPONSIBILITIES. See Enclosure 1.

5. PROCEDURES. See Enclosure 2.

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6. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Web Site at: www.capmed.mil.

7. EFFECTIVE DATE. This Instruction is effective immediately.



SCOTT WARDELL
Executive Director for Administrative Operations
By direction of the Commander

Enclosures

1. Responsibilities
2. Procedures

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ENCLOSURE 1

RESPONSIBILITIES

1. JTF CAPMED DIRECTOR OF MANPOWER AND PERSONNEL (J-1). The JTF CapMed Director of Manpower and Personnel (J-1) shall be responsible for the general administration of the fund-raising program for the JTF CapMed and shall perform the following specific functions:

a. Issue policy, instructions, and procedures required for the effective operation of the CFC fund-raising activities of the JTF CapMed.

b. Provide advice and assistance on the policy, objectives, and procedures of CFC fund-raising activities of the JTF CapMed.

c. Uphold the policy of voluntary giving and ensure employee choice during the CFC fund-raising campaign.

d. Provide methods to investigate employee complaints of undue pressure and coercion regarding CFC donations.

2. COORDINATOR/CAMPAIGN MANAGER, CFC CAMPAIGN, JTF CAPMED. The Coordinator/Campaign Manager, CFC Campaign, JTF CapMed shall:

a. Serve as the coordinator for JTF CapMed Joint Operating Area (JOA) CFC fund-raising activities.

b. Assist in managing and administering CFC fund-raising solicitations within the JTF CapMed JOA.

c. Accumulate and distribute reports of accomplishments/goals to the JTF Commander, as required (CFC JTF CapMed Chair/Co-Chair).

d. Publicize program requirements throughout the JTF CapMed JOA.

e. Answer inquiries about the CFC fund-raising activities from officials and employees of JTF CapMed as well as selected MTF CFC Directors and keyworkers throughout the JOA

f. Arrange for investigation or corrective action on complaints that allege violation of CFC fund-raising activity requirements within the JTF CapMed JOA.

g. Evaluate all CFC fund-raising activities as required.

h. Assist MTF/JPC in selection of key workers by arranging training and promotion of CFC opportunities.

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i. Responsible for ordering all supplies necessary for all assigned personnel within the JTF CapMed JOA.

3. MTF/CENTER CFC DIRECTORS. The MTF/JPC CFC Directors shall:

- a. Serve as the coordinator for their respective MTF or Center fund-raising activities.
- b. Assist in managing and administering CFC fund-raising solicitations within assigned areas
- c. Accumulate and distribute reports of accomplishments as directed (tracking using MANAGE website) up to the JTF CapMed JOA assigned CFC Coordinator/Campaign Manager.
- d. Publicize program requirements throughout assigned areas
- e. Answer inquiries about the CFC fund-raising activities from officials and employees of assigned areas as well as helping key workers in assigned areas.
- f. Will direct and assign key worker personnel down to the directorate/department level and ensure all training and supplies are available
- g. Evaluate all CFC fund-raising activities as required within assigned areas
- h. Assist JTF CapMed CFC Coordinator/Campaign Manger in getting key workers trained and supplied by communicating needs and personnel amounts.
- i. Commit to the key worker to employee ratio set by the JTF CapMed CFC Coordinator/Campaign Manager each campaign year.

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ENCLOSURE 2PROCEDURES

1. The policies, programs, and procedures prescribed in part 950 of title 5, Code of Federal Regulations (Reference (d)) shall be applied by DoD Components to all authorized CFC fund-raising solicitations at DoD installations and activities.

2. Reference (d), Executive Order 12353, and DoD 5500.7-R (References (e) and (f)) establish restrictions on solicitation activities and methods. No employee may be coerced in any way to participate or contribute to the campaign.

3. The Department of Defense is authorized limited use of its resources, including appropriated funds, in support of the CFC. The use of appropriated funds is limited to expenses related to CFC kickoffs, rallies, victory events, awards ceremonies, and other similar events that build support for the CFC, but that are not directly involved in fund-raising (such as carnivals, car washes, and sporting events). The use of appropriated funds for personal gifts, or any other item or activity that is not essential to support the CFC, is not authorized.

4. To aid CFC fund-raising, innovative promotional events and activities such as car washes, raffles, lotteries, bake sales, carnivals, athletic events, or races are permitted during the annual campaign period. Such special events must conform to the guidance in section 4 of this enclosure. Reference (b) also provides guidance on such activities, including specific limitations on those events that involve gambling activities.

5. See Reference (c) for guidance on non-CFC fund-raising.

6. As an exception to policy and as specified in Reference (d), fund-raising solicitations conducted by organizations composed of civilian employees or members of the uniformed Services among their own members for organizational support, or for the benefit of specific member welfare funds, are permitted and may be conducted in the workplace. However, such solicitations should be limited in number and scope during the official CFC period in order to minimize competition with CFC.

7. True voluntary giving is fundamental to Federal fundraising activities. Actions that do not allow free choices or create the appearance that employees do not have a free choice to give or not to give, or to publicize their gifts or to keep them confidential, are contrary to Federal fundraising policy. Activities contrary to the non-coercive intent of Federal fundraising policy are not permitted in campaigns. They include, but are not limited to:

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a. Solicitation of employees by their supervisor or by any individual in their supervisory chain of command. This does not prohibit the head of an agency to perform the usual activities associated with the campaign kickoff and to demonstrate his or her support of the CFC in employee newsletters or other routine communications with the Federal employees.

b. Supervisory inquiries about whether an employee chose to participate or not to participate or the amount of an employee's donation. Supervisors may be given nothing more than summary information about the major units that they supervise.

c. Setting of 100 percent participation goals.

d. Establishing personal dollar goals and quotas.

e. Developing and using lists of non-contributors.

f. Providing and using contributor lists for purposes other than the routine collection and forwarding of contributions and allotments, and as allowed under section 950.601 of Reference (d).

g. Using as a factor in a supervisor's performance appraisal the results of the solicitation in the supervisor's unit or organization.