

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131

DIRECTIVE
NUMBER 30-21

13 July 2002

PERSONNEL

Quality of Life - Combined Federal Campaign Overseas

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1. **Summary.** This directive establishes procedures and responsibilities in administering the annual Combined Federal Campaign Overseas (CFC-O) for the United States European Command (USEUCOM).
 2. **Applicability.** This directive applies to EUCOM Component Commands, assigned and attached forces, as well as defense agencies that provide QoL support to the command.
 3. **Internal Control Systems.** This directive does not contain internal control provisions and is not subject to the requirements of the Internal Management Control Program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
 4. **Suggested Improvements.** The proponent of this directive is ECJ1-Q. Recommendations for changes or corrections should be sent to HQ USEUCOM, ATTN: ECJ1-Q, Unit 30400, APO AE 09131.
 5. **References.** DODI 5035.5, DoD Combined Federal Campaign – Overseas (CFC-O).
 6. **Policy.** Ensure USEUCOM CFC program is conducted IAW DODI 5035.5, October 12, 1999.
 7. **General.** This directive authorizes and provides guidance governing a single CFC for DoD civilian and military personnel assigned to or serving on official duty in the European Command and who are governed by the policies and procedures as cited in DODI 5035.5, dated October 12, 1999. This directive applies to:
 - a. United States Army Europe & Seventh Army.
 - b. United States Air Forces in Europe.
 - c. United States Navy Europe.
 - d. Marine Forces Europe.

e. HQ European Command.

8. **Responsibilities/Procedures.**

a. The Commanders of the Component Commands shall ensure that the campaign is properly planned, scheduled and conducted in their areas of jurisdiction in accordance with the campaign procedures identified in the CFC plan as cited in this directive and in separately prescribed campaign procedures.

b. Each Component Commander will designate a CFC Component Manager to direct the campaign in his/her command no later than 01 May of each year. The Component Manager is expected to remain in the command through March of the following year. The Component Manager must have sufficient time to manager the campaign and not be subjected to excessive TDY or deployment.

c. The Component Command CFC Manager will:

(1) Establish a Command CFC Coordinating Committee for the planning and execution of the campaign.

(2) Ensure that the Coordinating Committee will include those members deemed appropriate in the Component Command.

d. The Component Command CFC Manager will direct the appointment of a community/area project officer for each installation. Sufficient numbers of unit coordinators and keypersons will be assigned at each installation to ensure 100 percent of personnel assigned are informed and have the opportunity to give. Recommended staffing is one keyperson for every twenty donors and one unit coordinator for every eight keypersons.

e. An overall campaign goal may be announced to encourage voluntary participation through voluntary contributions. Dollar goals may be established for Components. Installation goals may also be established, but may not be set at a 100 percent participation level. No individual dollar goals or quotas will be established.

f. Duties of the Keypersons, Unit Coordinator and the Community/Area Project Officer are outlined in DOD Instruction 5035.5, enclosure E3.4.8.6, E3.4.8.7 and E3.4.8.8 respectively.

g. Campaign materials will reach community/area project officers through Command channels.

h. Orientation and training arrangements:

(1) A formal plan should be developed by each Component Command CFC Coordinating Committee and the CFC-O Europe office to cover the training for community/area

project officers, unit coordinators, and keypersons, and publicity to employees and military members.

(2) In orientation programs, care should be taken to clarify that:

(a) The employee or service member's right of privacy as to the amount of the gift and the right to contribute voluntarily, either with or without the use of a confidential sealed envelope, is to be respected.

(b) Employees and service members should be told of the background and purpose of the Combined Federal Campaign, including the arrangements of installment payments through payroll allotment.

(c) Keypersons be trained effectively on procedures for soliciting potential donors and instructing these donors on the correct completion of the pledge card.

i. Information Requirements. The following information from each community/area project officer, using the individual community/area project officer identification numbers is to be reported to the USEUCOM Program Manager.

(1) Community/area project officer numbers (by installation).

(2) Installation.

(3) Number of potential contributors.

(4) Number of actual contributors.

(5) Total contributions.

(6) Average donation.

(7) Percent of participation.

j. MARFOREUR program management is provided by HQ USEUCOM. All reports will be forwarded to the HQ USEUCOM Program Manager.

k. Component CFC Managers will be responsible for coordinating Component Command Award presentations with the CFC-O Europe office.

l. Component CFC managers should be aware that all personnel eligible to participate in the CFC-O are able to designate contributions to Family Support and Youth Programs (FSYP). These donations are tracked by project officer number and are returned to the base/installation of origin.

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(1) FYSP disbursements are made twice yearly to the components by the Principal Combined Fund Organization.

(2) Components will ensure that these disbursements are processed in a timely manner, and that any checks received are cashed no later than 30 days after receipt.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

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DISTRIBUTION
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