

Personnel - General  
**ANNUAL FORT HOOD COMBINED FEDERAL CAMPAIGN**

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**HISTORY.** This regulation supersedes FH Regulation 600-23, 1 October 1989.

**SUMMARY.** This regulation sets the guidance for the Combined Federal Campaign (CFC).

**APPLICABILITY.** This regulation applies to all military and civilian personnel at Fort Hood.

**SUPPLEMENTATION.** Local supplementation of this regulation is prohibited without prior approval from the Directorate of Personnel and Community Activities (DPCA), AFZF-PA-FSD.

**INTERIM CHANGES.** Interim changes to this regulation are not official unless they are authenticated by the Directorate of Information Management (DOIM). Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**SUGGESTED IMPROVEMENTS.** The proponent of this regulation is DPCA. Users are invited to send comments and suggested improvements to DPCA, Family Support Division, ATTN: AFZF-PA-FSD, Fort Hood, Texas 76544-5056.

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**OVERVIEW**

		<u>1</u>
Purpose	This regulation prescribes policies and procedures for conducting the Fort Hood CFC.	<u>1a</u>
References	<b>Publications</b>  AR 600-29      Fund-Raising Within the Department of the Army  <b>Forms</b>  FH Form 600-X7 Combined Federal Campaign (Part 1 - CFC/AER Campaign Payroll Transmittal) (Part 2 - CFC/AER General Purpose Transmittal) (Part 3 - CFC/AER Campaign Cash Transmittal)	<u>1b</u>
Abbreviations	Abbreviations used in this regulation are explained in the glossary.	<u>1c</u>
General	The CFC was developed to meet Federal employees' requests to consolidate fund-raising for international, national, and local voluntary health and welfare agencies into one fund-raising campaign.	<u>1d</u>

Participation The Fort Hood CFC is composed of the following agencies

- Independent Charities of America.
- International Service Agencies.
- National/United Service Agencies.
- National Voluntary Health Agencies.
- World Service Organizations of America.
- American Red Cross.
- Earth Share.
- National Black United Federation of Charities.
- United Service Organization.
- United Way of America.
- Children’s Charities of America.
- Medical Research Agencies of America.
- Local Affiliated Agencies.
- Local and National Non-Affiliated Agencies.

The Office of Personnel Management (OPM) approves national agencies for participation and the Local Federal Coordinating Committee (LFCC) approves local agencies for participation.

1e

Command Command support is essential to the success of any fund-raising event.

Unit commanders and activity chiefs ensure that CFC personnel are briefed on the work of the organizations participating in the CFC.

1f

**CAMPAIGN**

2

Specifics The III Corps and Fort Hood DPCA is the proponent agency for the CFC.

All Fort Hood personnel will be

- briefed on the CFC.
- provided with campaign literature.
- given the opportunity to make voluntary contributions through on-the-job solicitation.

The Installation Campaign Receipt Point is located at DPCA, Family Support Division, building 1. The phone number is 287-4199.

2a

Organization The Campaign Chairperson is the Installation Commander or designated representative.

The LFCC (appendix A) plans, coordinates, and directs the solicitation of funds as outlined in AR 600-29.

The Installation Project Officer (IPO)

- manages the total fund-raising campaign effort.
- is under the operational control of III Corps, DPCA.

2b

**ORGANIZATION/ACTIVITY REPRESENTATIVES**

3

CPO

The Command Project Officers (CPOs)

- are appointed in writing by major subordinate commands and tenant organizations, commanders, and activity chiefs listed in appendix B.
- are responsible to their commanders and the LFCC chairperson for the conduct of the campaign within their units or agencies.
- oversee the appointment and the activity of project officers (POs).
  - brigade level,
  - separate battalion level,
  - companies,
  - detachments,
  - sections, or
  - equivalent subordinate elements

An information briefing for CPOs will be held at a time and place to be announced.

3a

PO

Commanders and activity chiefs listed in appendix B appoint a PO in writing.

The PO

- is responsible to the commander and to the CPO for the conduct of the campaign within the unit or activity.
- ensures that one keyperson is appointed, in writing, for every 25 individuals.

To assist in assigning and overseeing keypersons, POs may use assistant POs.

3b

Keypersons

A keyperson

- is appointed for every 25 individuals as determined by size of unit or section.
- solicits contributions directly from individuals assigned to the unit or agency.
- is chosen for
  - leadership qualifications
  - compatibility with coworkers, and
  - motivation toward successful performance.
- attends a CFC program briefing before the start of the campaign.

Rules governing keypersons are in block 9.

3c

**PROCEDURES**

4

Completing Campaign Forms

CFC Contributor Card completion instructions are in appendix C.

See appendix D for FH Form 600-X7-part 1 (CFC Transmittal) completion instructions.

See appendix E for FH Form 600-X7-part 2 (General Transmittal) completion instructions.

See appendix F for FH Form 600-X7-part 3 (Cash Transmittal) completion instructions.

4a

Processing Campaign Contributions

Keypersons and POs use the procedures outlined in paragraphs 4c-4f in the recording and accounting of campaign contributions.

4b

Military Payroll Deductions

This type of contribution is recorded by the keyperson on FH Form 600-X7-part 1 as shown in appendix D.

Company level POs will hand carry finance copies of the CFC contributor cards and FH Form 600-X7- Part 1 to their servicing Finance and Accounting Office for processing.

Finance and accounting personnel

- verify the number of payroll allotments, date, sign, and stamp FH Form 600-X7-part 1.
- keep the top copy of FH Form 600-X7-Part 1 and all finance copies of the CFC contributor card.
- return remaining copies of FH Form 600-X7-part 1 to the PO.

4c

Military and Civilian Cash or Check Contributions

The keyperson records cash or check contributions on FH Form 600-X7-Part 3 as identified in appendix F.

All collections must be safeguarded until they can be deposited into the CFC account.

Deposit procedures are outlined in paragraph 4f.

4d

Civilian Payroll Deductions

Civilian Payroll Deductions are processed the same as military except FH Form 600-X7-Part 1 is handcarried to the Civilian Pay Section.

4e

Making Bank Deposits

POs at all levels are authorized to make cash or check bank deposits.

Preprinted Fort Hood National Bank deposit slips will be provided for this purpose.

Use the following guidelines

- print the date of deposit in the upper right- hand corner of the bank deposit slip.

(continued on next page)

Making Bank Deposits (cont)

- POs making the deposit will print their organization and phone number. This is to identify bank deposits during the monthly reconciliation.
- the commercial teller provides POs with deposit receipts.
- deposit receipts are attached to FH Form 600- X7-Part 2 to verify cash totals listed in section III, item H.
- an example of a completed deposit slip is at appendix G.

4f

**ANONYMOUS AND CONFIDENTIAL CONTRIBUTIONS**

5

Anonymous Contributions

An anonymous contributor may request that their name not appear on the FH Form 600-X7-Part 3.

The keyperson

- prints ANONYMOUS in the Name of Contributor block and
- enters the
  - contributor's status and
  - cash amount of the contribution.

The CFC contributor card is

- completed in the same manner and
- the name and signature block remains blank.

There will be no payroll deductions for anonymous contributions

5a

Confidential Contributions

The keyperson

- provides the contributors who desire their contributions (dollar amount) be unknown with blank CFC contributor cards.
- records the contributor's name and social security number (SSN)
- explains to contributors
  - how to fill out the CFC contributor card.
  - that the CFC contributor card must be signed.
  - that they must provide an envelope in which to seal contribution cards and gifts.
- will print CONF on the FH Form 600-X7-Part 3
- sends the sealed envelope through channels to the IPO.

Contributors can use the payroll deduction method, but must tell the keyperson of their choice.

5b

Processing  
Anonymous or  
Confidential  
Contributions

The IPO processes

- all sealed gifts and credits the appropriate organization.
- sealed contributions that are payroll deductions through the individual contributor’s supporting finance and accounting office.

5c

**SOLICITATION AND CONTRIBUTIONS**

6

Soliciting  
Contributions

Commanders and activity chiefs ensure each soldier and civilian employee is provided the opportunity to make a voluntary contribution through on-the-job solicitations.

Action will not be taken which might be construed as coercive or contrary to the principles of voluntary giving as described in section 950, title 5 Code of Federal Regulations (Solicitation of Federal Civilian and Uniformed Services Personnel for Contributions to Private Voluntary Organizations).

6a

Prohibitions

The desire to have 100 percent participation will not be stressed at any time during the personal face-to-face solicitation of the individual contributors. This restriction should not be confused with the objective of achieving 100 percent solicitation of all employees.

Prohibited activities include

- raffles, lotteries, or any such technique that requires an individual to buy an opportunity or chance to win a service or something of value.
- bake sales, carnivals, car washes, admission to athletic games, events, or entertainment activities, etc.

These prohibitions do not bar kickoffs, victory events, awards ceremonies, and other nonsolicitation activities which are held to publicize or promote support for the campaign.

6b

**COMPLAINTS**

7

Procedures

The Fort Hood CFC is based on the principle of voluntary giving.

Military personnel assigned to Fort Hood, who feel they may have a complaint of undue pressure or coercion toward making a contribution are advised to

- use their “chain of command” to resolve their complaints or
- register those complaints that cannot be satisfied within the “chain of command” with the respective inspector general.

Fort Hood civilian employees who feel they have a valid complaint of pressure or coercion register the grievance with the Directorate of Civilian Personnel (DCP) in accordance with DCP policy.

7a

**RECORDS AND REPORTS**

8

Records

All central receipt and accounting point records, including deposit slips and reports, are kept until the audit is completed.

All campaign workers must ensure that information contained in the CFC forms is not

- disclosed,
- disseminated, or
- used for purposes other than
  - payroll
  - accounting, or
  - administration

8a

Reports

CPOs, by 1200, each Monday will provide the IPO with the previous weeks

- consolidated FH Form 600-X7-Part 2
- supporting documents (FH Forms 600-X7-Part 1 and Part 3), and
- bank deposit slips for cash/check collections.

The IPO, by close of business Tuesday, provides the Commanding General, through the DPCA and Garrison Commander, a progress report stating the Corps' dollar goal and total collections for the preceding week.

8b

**KEYPERSON RESPONSIBILITIES AND INSTRUCTIONS**

9

Keypersons

Keypersons

- are key elements in the conduct of a successful campaign.
- make the actual personal solicitations for contributions from Federal employees.
- are chosen for
  - leadership qualifications,
  - compatibility with coworkers, and
  - motivation toward successful performance.

It is essential for the keyperson to have a thorough understanding of the CFC and the purpose of the participating voluntary agencies.

9a

Responsibilities

Keypersons are responsible to

- attend the Fort Hood CFC Kickoff meeting and subsequent meetings conducted by their CPO. These are mandatory meetings.
- become familiar with the provisions of this regulation and AR 600-29 (acknowledge in writing to their PO that they understand and will comply with these regulations).

(continued on next page)

Responsibilities  
(cont)

- inventory their pledge forms. All blank pledge forms must be controlled to prevent illegitimate solicitations. All unused forms will be returned to the IPO through the unit POs and CPOs.
- get the leadership involved! Brief supervisors on what the CFC is all about. Inform supervisors on proposed methods of accomplishing the mission. Seek supervisors suggestions and support.
- reserve battalion classroom or conference room for briefings to prospective contributors. Have this time period and event recorded on the unit training schedule. Select a date and time when 100 percent attendance of your unit can be accomplished. Do not conduct this briefing at a unit formation--it will be ineffective.
- prepare for briefings. Cover the following items
  - explain that CFC is a once-a-year campaign involving over 900 major charitable organizations. Hence, their generous support now represents their contribution to charity for the entire year.
  - explain the service performed by the voluntary agencies. All participating agencies provide support to Fort Hood personnel and their family members. Answer any questions about the agencies and the Federal fund-raising campaign.
  - explain the voluntary nature of the campaign. Cover the various means of contribution: cash, check, and payroll deduction. Encourage payroll deductions as the most painless method of giving.

**NOTE:** Briefing is most effectively presented to a small group of no more than 25 people. If you have more than 25 people, run briefings back to back until all members of your organization can be briefed.

- give each person the opportunity to make a contribution. Assist in filling out pledge cards. Use personal solicitations to obtain contributions. Do not use coercive tactics or pressures toward attaining a 100 percent contributor objective. If an individual states that they do not wish to make a contribution, any further solicitation is prohibited.
- collect employees' contributions and pledge forms, check forms for completeness and legibility, and ensure all checks are made payable to Combined Federal Campaign.
- take all contributions, pledge forms, and two copies of contributors' record to their unit POs. Key person will return a signed copy of contributors' record to contributor as a receipt.

9b

Campaign  
Planning

With proper planning, attention to detail, and use of an informative briefing, tremendous success can be achieved.

This campaign is important. Over 900 charitable organizations and thousands of people depend on the proceeds of the CFC. Conduct the campaign with a positive attitude.

9c

Appendix A  
**LOCAL FEDERAL COORDINATING COMMITTEE**

TITLE	POSITION
Installation Commander or Designee	Chairperson
Director of Personnel & Community Activities	Vice Chairperson
Public Affairs Office	Member
CofS, 1st Cav Div	Member
CofS, 2d Armd Div	Member
CofS, 13 COSCOM	Member
CofS, TEXCOM	Member
CofS, MEDDAC	Member
Director of Resource Management	Member
DENTAC	Member
Air Force Liaison Officer	Member
Commissary Officer	Member
Postmaster, Killeen	Member
Postmaster, Copperas Cove	Member

<b>OBSERVING ORGANIZATIONS</b>
International Service Agencies
American Red Cross
National Voluntary Health Agencies
Independent Charities of America
Earth Share
American Federation of Government Employees
National/United Service Agencies
World Service Organizations of America
National Black United Federation of Charities
United Service Organization
United Way of America
Children's Charities of America
Medical Research Agencies of America

Appendix B  
**ORGANIZATIONS/ACTIVITIES**

1st Cavalry Division  
2d Armored Division  
6th Cavalry Brigade  
Combat Aviation Training Brigade  
31st Air Defense Artillery Brigade  
504th Military Intelligence Brigade  
89th Military Police Brigade  
13th Corps Support Command  
13th Finance Group  
3d Personnel Group  
Headquarters Command  
Medical Department Activity  
Dental Activity  
Test and Experimentation Command  
1114th Signal Battalion  
Noncommissioned Officers Academy  
Air Force Liaison Officer  
United States Army Criminal Investigation Division

Headquarters Command covers:

ACofS, G1	Army Research Institute
ACofS, G2	Army Audit Agency
ACofS, G3	Corps Communications and Electronics
ACofS, G4	DRCS
ACofS, G5	Det 14, 5th Weather
ACofS, G6	HHC, III Corps
AG	HHC, USAG
Chaplains	USAISC
IG	FH Personnel Center
PAO	64th Engineer Detach
SGS	182d Commo Squadron
SJA	
Corps Surgeon	
DCP	
DPCA	
EEO	
DEH	
DOL	
DOC	

Appendix C  
**CONTRIBUTION FORM**

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General

The contribution form is a three part form that is used as

- proof of contribution.
- initiation of allotment (payroll deduction).
- record of cash or check contribution.

The accurate completion of this form is the responsibility of the keyperson.

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C-1

Instructions

Copy 1 goes to finance center (if cash contribution, this copy can be discarded).

Copy 2 goes to the central receipt point (IPO).

Copy 3 is the contributor's copy.

Ensure complete name and social security number appears on contribution form.

Designated Gifts - Indicate the agency number and the annual amount.

The total of all designations must equal the total gift recorded.

Contributor must date and sign form.

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C-2



Appendix D  
**FH FORM 600-X7-PART 1**

Introduction      The CFC transmittal, FH Form 600-X7-Part 1 is a four page, noncarbon document that is used for

- transmittal letter to finance office.
- keypersons record of payroll contributions.
- CFC accounting document.
- POs proof of allotment turn-in to finance office.

D-1

Instructions      The CFC transmittal form has three sections see table D-1 for completion instructions.

D-2

**Table D-1. Completion instructions for FH Form 600-X7-Part 1**

SECTION	INSTRUCTIONS
<p><b>SECTION I</b></p> <p>Name</p> <p>Signature</p>	<p>This section is completed by PO who</p> <ul style="list-style-type: none"> <li>• turns in military allotments to the finance and accounting office.</li> <li>• completes this section only after they have verified the accuracy and completion of Section II of this form.</li> <li>• prints in the designation of the finance company that supports the unit.</li> <li>• identifies the MSC/Bde/ Bn/Co under the "From" block.</li> <li>• dates the transmittal as of the turn-in date.</li> </ul> <p>POs print his/her name in the block indicated.</p> <p>The POs sign his/her name and date.</p>
<b>SECTION II</b>	WILL BE USED BY FINANCE OFFICE PERSONNEL ONLY.
<p><b>SECTION III</b></p> <p>CFC Contributor Card</p> <p>Name of Contributor SSN</p> <p>Status</p> <p>Amount Verify Summary</p> <p>Keyperson's Name Verified By</p>	<p>The keyperson completes this section as they solicit contributions.</p> <p>Keypersons list the control number of the contributor cards as they assist contributors in completing the contributor card in the column indicated on the CFC transmittal.</p> <p>Keypersons print the name of the contributor that used the contributor card.</p> <p>Keypersons must print the contributor's SSN since contribution is made by payroll deduction.</p> <p>Keypersons must show the status of the contributor, i.e., civilian, active duty, or retiree.</p> <p>Keyperson must show the annual amount of contribution.</p> <p><b>FOR IPO USE ONLY!</b></p> <p>Keypersons</p> <ul style="list-style-type: none"> <li>• complete this section after the solicitation is completed.</li> <li>• review the listing of contributors.</li> <li>• provide totals for contributions and contributors as noted on form.</li> </ul> <p>Keypersons print their name in the block indicated.</p> <p>The PO checks the contributors listing and summary for correctness and accuracy. PO verifies by signature and date. After verification, the PO gives copy 4 to the keyperson as a receipt for the contributor cards listed on form.</p>

NOTE 1 - All transmittals must be stamped by the finance and accounting office.

CFC / AER CAMPAIGN PAYROLL TRANSMITTAL (AR 600-29 / AR 930-4)						
SECTION I						
TO: CONTROL SECTION _____ FINANCE COMPANY		FROM: (MSC BDE-BN CO)			DATE:	
FORWARDED ARE DOCUMENTS WHICH SUPPORT CHANGES TO THE PAY AND ALLOWANCES OF THE MILITARY / CIVILIAN PERSONNEL IDENTIFIED IN SECTION III OF THIS FORM						
NAME:				SIGNATURE:		
PROJECT OFFICER:					DATE:	
SECTION II (FOR FINANCE USE ONLY)						
NUMBER OF CONTRIBUTOR CARDS RECEIVED: _____ (FINANCE COPY OF DA 4908)						
CONTRIBUTION CARDS RECEIVED BY: (SIGNATURE / STAMP)						
SECTION III						
CONTROL NUMBER	NAME OF CONTRIBUTOR	SSN	STATUS	AMOUNT	VERIFY	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
SUMMARY:		TOTAL NUMBER OF CONTRIBUTORS				
		TOTAL AMOUNT OF CONTRIBUTIONS				
NAME OF KEYPERSON:			VERIFIED BY:		DATE:	

SAMPLE

Appendix E  
**FH FORM 600-X7 - PART 2**

Purpose The general purpose transmittal is to be used only by POs.

The purpose of this form is to provide

- POs at all levels a reporting document that will assist with
  - recordkeeping,
  - fund accountability, and
  - control of CFC allotments and funds.
- receipt for CFC contributor cards and CFC transmittals at the PO level.

The general purpose transmittal form is divided into five sections (instructions for completion are listed in table E-1 in sequence as they appear on the form).

E-1

**Table E-1. Instructions for completion of FH Form 600-X7 - Part 2**

SECTION	INSTRUCTIONS
MSC/Directorate/ Tenant, Date, and Phone	To be completed by the PO who is preparing the form.
SECTION I & II	Company level POs will acquire data for this section by consolidating the summary information from FH Form 600-X7 - Parts 1 and 3. Battalion level and higher POs will consolidate general transmittals to reflect campaign totals at their respective levels. Represents breakdown of cash gifts and payroll deductions by civilian or military.
SECTION III	This portion of the transmittal totals the receipts of campaign documents.
SECTION IV	ITEM K - The PO will sign and date stating that all information attached has been verified. ITEM L - FOR IPO office use only.
SECTION V	The IPO is the only individual authorized to open sealed contributions. This section is for IPO use ONLY. The IPO will tabulate the sealed contribution data and update the general transmittal. This information will be returned to the major subordinate command POs only.

<b>CFC / AER GENERAL PURPOSE TRANSMITTAL</b> (AR 600-29 / AR 930-4)		
MAJOR SUBORDINATE COMMAND / DIRECTORATE / TENANT	DATE	PHONE
<b>SECTION I: MILITARY CONTRIBUTIONS</b>		
	NUMBER	AMOUNT
A PAYROLL PLEDGES		
B CASH & CHECK GIFTS		
C TOTAL CONTRIBUTORS & CONTRIBUTIONS		
<b>SECTION II: CIVILIAN CONTRIBUTIONS</b>		
	NUMBER	AMOUNT
D PAYROLL PLEDGES		
E CASH & CHECK GIFTS		
F TOTAL CONTRIBUTORS & CONTRIBUTIONS		
<b>SECTION III: TOTAL CONTRIBUTIONS</b>		
	NUMBER	AMOUNT
G PAYROLL PLEDGES		
H CASH & CHECK GIFTS		
I TOTAL CONTRIBUTORS & CONTRIBUTIONS		
J SEALED ENVELOPES RECEIVED		XXXXXXXXXX
<b>SECTION IV: VERIFICATION</b>		
	NAME	DATE
K MSC / DIR PROJECT OFFICER		
L CFC / AER IPO		
<b>FOR CFC / AER ACCOUNTING OFFICE ONLY</b>		
<b>SECTION V: SEALED CONTRIBUTION BREAKDOWN</b>		
	NUMBER	AMOUNT
M PAYROLL PLEDGES		
N CASH / CHECK GIFTS		
O TOTAL		
P ADJUSTED TOTAL (SECTION III + SEALED CONTRIBUTIONS)		
Q ADJUSTED TOTAL VERIFIED BY: (CFC / AER IPO SIGNATURE AND DATE)		
REMARKS:		

Appendix F  
**FH FORM 600-X7 - PART 3**

Introduction The CFC transmittal, FH Form 600-X7-Part 3 is a three page, noncarbon document that is used for

- keypersons record of cash contributors contributions.
- CFC accounting document.

The CFC transmittal form has two sections for completion see table F-1 for instructions.

F-1

**Table F-1. Completion instructions for FH Form 600-X7 - Part 3**

SECTION	INSTRUCTIONS
<p style="text-align: center;"><b>SECTION I</b></p> <p>Name</p> <p>Signature</p>	<p>This section is completed by PO who</p> <ul style="list-style-type: none"> <li>• completes this section only after they have verified the accuracy and completion of Section II of this form.</li> <li>• identifies the MSC/Bde/ Bn/Co under the "From" block.</li> <li>• dates the transmittal as of the turn-in date.</li> </ul> <p>POs print his/her name in the block indicated.</p> <p>The POs sign his/her name and date.</p>
<p style="text-align: center;"><b>SECTION II</b></p> <p>CFC Contributor Card</p> <p>Name of Contributor</p> <p>SSN</p> <p>Status</p> <p>Amount</p> <p>IPO Verify</p> <p>Summary</p> <p>Keyperson's Name</p> <p>Verified By</p>	<p>The keyperson completes this section as they solicit contributions.</p> <p>Keypersons list the control number of the contributor cards.</p> <p>Keypersons print the name of the contributor that used the contributor card.</p> <p>Listing SSN of contributors is optional depending upon the wishes of the contributor.</p> <p>Keypersons must show the status of the contributor, i.e., civilian, active duty, or retiree.</p> <p>Keyperson must show the total amount of contribution.</p> <p>FOR IPO USE ONLY!</p> <p>Keypersons</p> <ul style="list-style-type: none"> <li>• complete this section after the solicitation is completed.</li> <li>• review the listing of contributors.</li> <li>• provide totals for contributions and contributors as noted on form.</li> </ul> <p>Print name as indicated.</p> <p>The PO checks the contributors listing and summary for correctness and accuracy. PO verifies by signature and date. After verification, the PO gives copy 3 to the keyperson as a receipt for the contributor cards listed on form.</p>

CFC / AER CAMPAIGN CASH TRANSMITTAL (AR 600-29 / AR 930-4)				
SECTION I				
TO: CONTROL SECTION _____ FINANCE COMPANY		FROM: (MSC BDE BN CO)		DATE
NAME:			SIGNATURE:	
PROJECT OFFICER:				DATE
SECTION II				
CONTROL NUMBER	NAME OF CONTRIBUTOR	STATUS	AMOUNT	IPO VERIFY
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
SUMMARY:	TOTAL NUMBER OF CONTRIBUTORS			
	TOTAL AMOUNT OF CONTRIBUTIONS:			
NAME OF KEYPERSON:		VERIFIED BY		DATE:

SAMPLE



Glossary

ACofS	Assistant Chief of Staff
AER	Army Emergency Relief
AG	Adjutant General
CFC	Combined Federal Campaign
CPO	Command Project Officer
DCP	Directorate of Civilian Personnel
DEH	Directorate of Engineering and Housing
DOC	Directorate of Contracting
DOIM	Directorate of Information Management
DOL	Directorate of Logistics
DPCA	Directorate of Personnel and Community Activities
DRCS	Directorate of Reserve Components Support
EEO	Equal Employment Opportunity
HHC	Headquarters and Headquarters Company
IG	Inspector General
IPO	Installation Project Officer
LFCC	Local Federal Coordinating Committee
MSC	major subordinate command
OPM	Office of Personnel Management
PAO	Public Affairs Office
PO	project officer
SGS	Secretary of the General Staff
SJA	Staff Judge Advocate
SSN	social security number
USAG	United States Army Garrison
USAISC	United States Army Information Systems Command

The proponent of this regulation is the DPCA

FOR THE COMMANDER:



WILLIAM E. PARKER  
LTC, SC  
DOIM

LEON J. LAPORTE  
Brigadier General, USA  
Chief of Staff

DISTRIBUTION:  
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