

**12 JULY 2002**



**Personnel**

**FUNDRAISING WITHIN THE AIR FORCE**

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Supersedes AFI 36-3101, 8 July 1994.

Pages: 33

Distribution: F

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This document instructs Air Force personnel on how to raise funds or contribute to voluntary health-and-welfare agencies at their workplaces. It also instructs Air Force personnel on how to raise funds for other Air Force members and for agencies outside of the workplace. This instruction implements:

Executive Order (EO) 12353 (23 March 1982), *Charitable Fund-Raising*.

EO 12404 (10 February 1983), *Charitable Fund-Raising*.

Office of Personnel Management (OPM) Regulation, Title 5, Code of Federal Regulations (CFR), Part 950 (26 May 1988), *Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations*.

DoD Directive 5035.1 (7 May 1999), *Combined Federal Campaign (CFC), Fundraising Within the Department of Defense*

DoD Instruction 5035.5 (17 August 1990), *DoD Combined Federal Campaign - Overseas Area (CFC-OA)*.

DoD Instruction 5035.5 (12 October 1999), *DoD Combined Federal Campaign - Overseas Area (CFC-O)*.

DoD 5500.7-R, *Joint Ethics Regulation*, authorized by DoD Directive 5500.7, (30 August 1993).

This instruction requires you to collect and maintain information protected by the Privacy Act of 1974. The authority to collect and maintain this information is in Title 10, United States Code (U.S.C.), Section 8013. Systems of Records Notices F177 AF AFC D, *Joint Uniform Military Pay Systems (JUMPS)*, and F177 AF AFC F, *Civilian Pay Records* apply. **Attachment 1** contains references, acronyms, terms, and addresses. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Pro-*

grams--Developing and Processing Publications (formerly Air Force Regulation (AFR) 5-8). Refer to **Attachment 1** for a glossary of references, acronyms, and addresses.

**SUMMARY OF REVISIONS**

This revision incorporates Interim Change IC 2002-1 (**Attachment 3**). It incorporates changes made to DoD Directive 5035.1 (7 May 1999), *Combined Federal Campaign (CFC), Fund-Raising Within the Department of Defense* and DoD Instruction 5035.5 (12 October 1999), *DoD Combined Federal Campaign - Overseas Area (CFC-O)*, and updates them in the Purpose Statement. It adds DoD 5500.7-R, *Joint Ethics Regulation*, authorized by DoD Directive 5500.7 (30 August 1993) to the Purpose Statement as a new reference (Purpose Statement and **Attachment 1, Section A - References**). This change updates addresses/office symbols (paragraphs **6.**; **6.5.**; **7.**; **7.1.**; **13.1.6.**; **13.2.7.**; **27.1.**; and **27.2.**). It aligns Air Force campaign goals apportionment and prohibitions with DoD (paragraph **13.1.2.**). It adds Joint Ethics and DoD recommendations for keeping fundraising honest and aboveboard (paragraphs **13.2.1.** and **13.2.3.**). It removes previous restrictions against conducting promotional/special events in support of the CFC and provides guidance on how these events must be conducted (paragraph **15.2.2.**). It updates DoD references governing payroll allotments for the CFC (paragraph **17.6.4.**). It provides new DoD guidance and some examples for the use of appropriated funds to support fundraising campaigns (**Table 1.**, column C and note 1) and adds reference to the *Joint Ethics Regulation* for determining when command sponsorship (official endorsement) is appropriate for fundraising events (**Table 1.**, column D, note 7 - added). It changes the title of paragraph **19.** and **Table 1.**, column D from command sponsorship to official endorsement and allows commanders to officially endorse internal fundraising falling under rules 3 and 4. Paragraph **19.** also spells out the Joint Ethics Regulation requirements for official endorsement. It eliminates the **Table 1.**, note 5 prohibition against external private organizations participating in both the CFC and additional solicitations on base but away from the workplace. It removes similar dual Solicitation restrictions from the AFAF affiliates (paragraph **29.**). It updates examples of authorized campaign aids and adds electronic communications (**Attachment 1, Section C**). See the last attachment of the publication, IC 2002-1, for the complete IC. A bar (|) indicates revision from the previous edition.

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### ***Section A—Fundraising Responsibilities***

**1. Fundraising in the Air Force.** The Air Force conducts two annual fundraising campaigns at the workplace; the CFC and AFAF Campaign. CFC key workers will solicit each active duty military and civilian employee to contribute to approved organizations. AFAF key workers will solicit Air Force personnel including active duty, Air Force Reserve, and Air National Guard members for contributions to support the AFAF charities that benefit Air Force military personnel and their families. Commanders will also use this instruction to evaluate requests for additional fundraising.

**2. Office of Personnel Management (OPM):**

2.1. Manages fundraising in the Federal workplace.

2.2. Oversees the annual CFC.

2.3. Approves the AFAF campaign and any additional on-the-job fundraising drives for private voluntary organizations.

2.4. Prohibits capital fund campaigns in the Federal workplace.

**3. The Secretary of the Air Force (SAF/OS), Chief of Staff (HQ USAF/CC):**

3.1. Announce and endorse the annual CFC and AFAF campaigns in a joint action memorandum to commanders.

3.2. Establish a dollar goal for the AFAF Campaign.

**4. The Director of Administration and Management, Office of the Secretary of Defense (ASD/DA&M).**

4.1. Appoints a DoD program manager as the point of contact for fundraising operations.

4.2. Publishes DoD guidance.

**5. The Deputy Chief of Staff, Personnel (HQ USAF/ DP).** Establishes fundraising policy for the Air Force through HQ USAF/DPX, Director of Military Personnel Policy.

**6. HQ Air Force Personnel Center, Directorate of Operations, Field Activities Division (HQ AFPC/DPSF):**

6.1. Coordinates the distribution of AF Forms prescribed by this instruction.

6.2. Investigates allegations of fundraising violations and institutes corrective action. Coordinates or refers complaints about local fundraising to commanders for action in accordance with paragraph [13.2](#).

6.3. Evaluates requests for Air Force-wide, off-the-job solicitations by charitable organizations and coordinates with appropriate approval authority.

**6.4. For The CFC:**

6.4.1. Communicates directly with the OPM director of CFC, the DoD fundraising program manager, and campaign chairman appointed by SAF/OS.

6.4.2. Administers the annual CFC.

6.4.3. Advises MAJCOM, Field Operating Agency (FOA), and Direct Reporting Unit (DRU) project officers.

#### **6.5. For The AFAF Campaign:**

6.5.1. Administers the annual AFAF campaign.

6.5.2. Announces the annual AFAF campaign dates, publishes the campaign plan, materials, and suggested giving guides.

6.5.3. Contracts for printing AFAF campaign materials. Contracts will clearly state that they are not Federal contracts and no Federal funds are obligated. Contracts will identify the contracting party as the AFAF and be signed by an agent for the AFAF.

6.5.4. Arranges to deliver materials to each installation Publishing Distribution Office (PDO) through Secretary of the Air Force, Director of Information Management, Distribution Management Branch (SAF/AAIPD).

6.5.5. Determines how much of the AFAF campaign dollar goal each installation should aim for, based on population serviced by the military personnel flight (MPF).

6.5.6. Develops a suggested-giving guide for the AFAF campaign.

6.5.7. Announces the annual AFAF campaign to retirees, in conjunction with HQ Air Force Personnel Center, Directorate of Personnel Program Management, Retiree and Transition Division (HQ AFPC/DPPT), and prints a retiree pay deduction authorization form in the retiree newsletter before the start of the campaign.

#### **6.6. For Collecting and Disbursing Funds:**

6.6.1. Serves as the central receipt and accounting office for AFAF campaign funds. Collects cash contributions from Installation Project Officers (IPO), retirees, and other sources.

6.6.2. Maintains an AFAF bank account, deposits campaign funds, and distributes funds to the designated affiliate organizations. Disburses undesignated AFAF cash contributions to the affiliates in the same ratio as the

designated contributions.

6.6.3. Monitors the Defense Finance and Accounting Service (DFAS) Denver Center (DFAS-DE) and DFAS Cleveland Center (DFAS-CL) to see that they properly disburse funds designated in the payroll allotment for AFAF.

6.6.4. Sends a consolidated disbursement report to the AFAF affiliates each month, listing the cash, active, and retiree disbursements made to each affiliate.

#### **7. Military Personnel Flights (MPF):**

7.1. Communicate between HQ AFPC/DPSFM and the IPO.

7.2. Send fundraising communications and reports to the appointed IPOs or host MAJCOM HQ.

7.3. Maintain fundraising instructions and other directive guidance. Provide the IPO with informational guidance including campaign plans, messages, letters, continuity folders, and other information needed to conduct the AFAF and CFC campaigns.

7.4. Review applications for off-the-job solicitations and forward them to the installation commander for a decision. Civilian Personnel Flights forward applications received to MPFs.

**8. Major Command (MAJCOM), Field Operating Agency (FOA), and Direct Reporting Unit (DRU) Commanders.**

8.1. Direct the fundraising program within their commands.

8.2. Suspend fundraising activities in areas of conflict. Resume normal fundraising practices when the hostilities are over, if they are during the authorized time.

8.3. Host commands conduct the AFAF campaign. MAJCOMs that own bases participate in campaign goals and reports. MAJCOMs, FOAs, and DRUs that do not own bases have oversight responsibility only.

**9. MAJCOM, FOA, and DRU Directors of Personnel.** Administer the AFAF campaign within their commands.

**10. The Comptroller of the Air Force (SAF/FM).** Appoints Deputy Assistant Secretary for Plans, Systems, and Analysis (SAF/FMP) as the comptroller working team member.

**10.1. Deputy Assistant Secretary for Plans, Systems, and Analysis (SAF/FMP):**

10.1.1. Reviews the monthly financial statements, annual budgets, annual audits, and annual AFAF accountability reports submitted by the AFAF affiliates to see that they comply with regulations.

10.1.2. Reports any problems, along with recommended solutions, to the chairperson of the Air Force Working Team.

**11. The Defense Finance and Accounting Service (DFAS).** Oversees the fiscal responsibilities and payroll allotment program of the Air Force fundraising programs, per DFAS-DE 7073.2-M, *JUMPS Unit Procedures*.

**11.1. Installation Financial Services Offices (FSO) and Installation Defense Accounting Offices (DAO).** Manage payroll allotments for authorized fundraising campaigns for active duty and retired military personnel, and civilian employees.

**11.2. DFAS, Cleveland Center (DFAS-CL):**

11.2.1. Establishes individual AFAF allotment accounts and monthly deductions and reconciles personnel accounts for retirees.

11.2.2. Disburses payroll allotments each month from retirees to the designated AFAF activities.

11.2.3. Prepares and distributes an AFAF Allotment Disbursement Report, RCS: HAF-DP(M) 9441.

**11.3. DFAS, Denver Center (DFAS-DE):**

11.3.1. Establishes individual allotment accounts and monthly deductions for CFC and reconciles personnel accounts for active duty members.

11.3.2. Disburses payroll allotments to the designated CFC voluntary organizations and AFAF activities, once a month for active duty military and once a pay period for civilian employees. **NOTE:** As certain DAOs convert to the Defense Civilian Pay System (DCPS), DFAS-DE will assume these responsibilities for civilian employees.

11.3.3. Prepares and distributes an AFAF Allotment Disbursement Report, RCS: HAF-DP(M) 9441.

## **12. CFC Local Federal Coordinating Committee (LFCC):**

12.1. Sets the dates and goals for the local CFC campaign.

12.2. Organizes the campaign and grants extensions per 5 CFR, part 950, *Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organization*.

**13. Installation Commanders:** Organize and conduct fundraising at the local level. Ensure sponsors of solicitations, special events or benefits which are conducted at times other than during the annual AFAF campaign, disburse contributions directly to any individual AFAF affiliate (Air Force Enlisted Men's Widows and Dependents Home Foundation, Air Force Village, Air Force Aid Society, General and Mrs Curtis E. LeMay Foundation), by separate check or money order.

### **13.1. Setting Up Fundraising Campaigns.**

13.1.1. Appoint an officer or senior noncommissioned officer to act as the IPO for the annual CFC and AFAF campaigns. A civilian employee may act as the IPO for the annual CFC campaign.

13.1.2. Support campaign goals. An overall campaign goal may be announced to encourage voluntary participation through voluntary contributions by all Air Force personnel. Dollar goals may be established for installations/activities and units. The installation goal may be divided equitably among activities and units that are large enough to provide confidentiality to individual unit members. The following are prohibited:

13.1.2.1. Setting 100 percent participation goals.

13.1.2.2. Establishing individual dollar goals, individual quotas or individual assessments.

13.1.3. Endorse the CFC and AFAF campaigns by letter or memorandum and review the campaigns as they go along.

13.1.4. Serve (or appoint the installation CFC IPO) as members of the CFC Local Federal Coordinating Committee (LFCC).

13.1.5. Provide the LFCC with information on installation strength and payroll to help them establish local CFC goals.

13.1.6. Send requests for extensions to the AFAF campaign through the host MAJCOM DP to HQ AFPC/DPSFM for approval.

13.1.7. Determine local criteria for giving AFAF campaign awards.

### **13.2. Keeping Fundraising Honest and Above-Board.**

13.2.1. Ensure contributions to fund drives are truly voluntary and that each contributor can give confidentially without fear of censure or criticism. No employee may be coerced in any way to participate or contribute to the campaign. The Directives listed in **Attachment 1, Section A**, contain additional instructions on how to ensure that contributions are truly voluntary.

13.2.2. Ensure no one establishes lists of persons who don't contribute. Guard lists of contributors under the Privacy Act. Use them only for accounting for and forwarding contributions.

13.2.3. Ensure that any gaming devices or games of chance used in the AFAF, CFC or internal fundraising comply with Federal, state, and local laws, and the referenced DoD 5500.7-R.

13.2.4. Protect AFAF funds from loss and fraud. Use the accountability procedures in the campaign plan and ensure that no single individual has complete control over all phases of accounting: receipting cash, making deposits, and final disbursements.

13.2.5. Appoint a disinterested officer to examine and certify the accuracy of the AFAF campaign funds and records.

13.2.6. Resolve local complaints about fundraising practices according to AFI 90-301, *Inspector General Complaints*.

13.2.7. Request an OSI investigation according to AFI 90-301 when contributions have disappeared. Send the investigating officer's report through channels to your MAJCOM/FOA/DRU and HQ AFPC/DPSFM.

13.2.8. Ensure organizations that receive money from the CFC or AFAF do not further solicit Air Force personnel at the workplace.

**13.3. Identifying the Workplace.** Installation commanders determine which areas of the installation are workplaces (for example, offices, hangars, flight line) and which are not (for example, base quarters, entrances, lobbies or concourses of buildings, schools, chapels). Use this standard and **Table 1** to evaluate local fundraising requests.

#### **14. Unit Commanders:**

14.1. Appoint a Unit Project Officer (UPO) to plan and conduct the CFC and AFAF at the unit level.

14.2. Appoint a key person for each 10 to 20 employees.

14.3. Participate in the host-base AFAF campaign, if a tenant or Geographically Separated Unit (GSU).

14.4. Turn in cash and payroll deduction plan contributions to the host IPO, if a tenant or GSU.

14.5. Participate in the local Continental United States (CONUS) or overseas area CFC campaign, if a tenant or GSU.

#### **15. Installation Project Officers (IPO):**

##### **15.1. For All Fundraising Campaigns.**

15.1.1. Develop campaign objectives, themes, strategies, and schedules.

15.1.2. Procure campaign materials and aids.

15.1.3. Organize and train the campaign staff.



15.1.4. Hold a kickoff rally or media event.

15.1.5. Maintain and destroy campaign records according to AFI 37-133, volume 2, *Disposition of Air Force Records--Records Disposition Schedule* (formerly AFR 4-20, volume 2).

15.1.6. Do not accept cash or other assets from nonappropriated fund programs.

15.1.7. Identify and resolve campaign difficulties.

## **15.2. For The CFC:**

15.2.1. Procure CFC contributor information leaflets, a list of organizations, and pledge cards from the local Principal Combined Fund Organization (PCFO).

15.2.2. Get key persons to solicit employees at duty locations. Project officers may also conduct innovative promotional events and activities such as car washes, carnivals, bake sales, or athletic events during the campaign period if approved by the appropriate agency head and the events are consistent with agency ethics regulations (maintained by the installation Staff Judge Advocate). For these approved special fundraising events, the project officers must do one of the following: allow donors to designate their money to any of the local CFC organizations or Federations published in the local CFC brochure, or advise all donors that their donation will be counted as an "undesignated contribution." Conducting a special event for a specific organization or charity must be avoided.

15.2.3. Submit CONUS CFC reports to the Director of OPM and DoD CFC-Overseas Area reports to the DoD fundraising program manager per DoD Directive 5035.5 requirements. Provide information copies to the Installation and host MAJCOM commander if requested.

15.2.4. Don't accept or distribute any educational or advertising materials from the participating voluntary agencies.

15.2.5. Don't solicit military or civilian retirees by mail. Key workers may solicit military retirees working for the Air Force as civilian employees.

## **15.3. For The AFAF Campaign:**

15.3.1. Borrow a copy of the AFAF campaign plan from the MPF. Return the plan to the MPF following the campaign.

15.3.2. Contact the AFAF affiliates directly for questions not covered in the campaign educational materials.

15.3.3. Order recognition certificates (AF Form 333, **Air Force Assistance Fund Campaign Recognition Certificate--Organizational**, and AF Form 767, **Air Force Assistance Fund Campaign Recognition Certificate--Individual and Group**) from the PDO.

15.3.4. Apply contributions from retirees to the installation's campaign goals, including contributions turned in to retiree activities offices.

15.3.5. Accept AFAF contributions from private, social, or fraternal organizations on military installations (such as spouse clubs) or in the civilian community (such as local chapters of the Air Force Association, the Air Force Sergeants Association, or businesses).

15.3.6. Report results through host command channels. The AFAF Campaign Plan gives detailed instructions on the reporting system for measuring the progress of the campaign.

**16. UPOs:**

- 16.1. Organize, train, and supervise key persons.
- 16.2. Distribute campaign materials and information
- 16.3. Verify the accuracy of each key person's report and deposit or forward all funds to the appropriate reception point.
- 16.4. Report campaign progress and final results to the IPO.

**17. Campaign Key Persons.** They will:

- 17.1. Attend training, kick-off, and motivational events.
- 17.2. Contact each assigned member individually to explain the services of the charities and to answer questions.
- 17.3. Provide a pledge card and brochure listing the eligible organizations or agencies.
- 17.4. Collect and account for all contributions and process confidential contributions.
- 17.5. Deliver monies to the reception point designated by the IPO.

**17.6. For The CFC :**

- 17.6.1. Accept contributions designated to organizations listed in the CFC brochure. You may not accept "write-in" designations, for organizations not listed in the CFC brochure.
- 17.6.2. Accept undesignated cash and payroll allotment contributions.
- 17.6.3. Accept CFC allotments from separating members even when the member has pledged for more months than are left in the member's service commitment or enlistment. DFAS will cancel any remaining CFC allotments when members separate.
- 17.6.4. Accept CFC allotments from active duty and civilian Air Force members, including Guard or Reserve members and civilian employees. See Financial Management Regulations; DoD 7000.14-R, Volume 7A, *Military Pay Policy and Procedures Active Duty and Reserve Pay*, and DoD 7000.14-R, Volume 8, *Civilian Pay Policy and Procedures*, that govern allotments.
- 17.6.5. Tell CFC contributors that allotments will start in the January following the campaign.
- 17.6.6. Ask contributors to specify the dollar amount per month they wish to contribute. The maximum allotment term is 12 months, the minimum is 3 months. The minimum amount of the allotment is set by the LFCC, but will not be less than \$1 per month.

**17.7. For AFAFs:**

- 17.7.1. Complete AF Form 2561, **Contributions to Air Force Assistance Fund**, for each AFAF contribution. This form receipts cash contributions and sets up payroll allotment deductions.
- 17.7.2. Don't solicit civilian employees. Key workers may accept unsolicited cash or check contributions from civilians.
- 17.7.3. Accept retiree cash or payroll deduction contributions. The term for Retiree AFAF allotments is 12 months (June through May). The minimum retiree deduction for an AFAF affiliate is \$1 per month. IPOs, UPOs, key persons, retiree activities offices, and the AFAF affiliates may

solicit retirees through local publicity, retiree newsletters, media, or direct mail. Don't give retirees' home addresses to the AFAF affiliates for any purpose.

### ***Section B—Procedures***

**18. Requests for Fundraising.** Commanders use **Table 1.** to evaluate requests for fundraising. Send requests for Air Force-wide fundraising to HQ AFMPC/DPMASC. Send local requests to the installation MPF.

**19. Official Endorsement .** Under DoD 5500.7-R, Section 3-210.a., Air Force employees may not officially endorse, or appear to endorse, fundraising for any non-Federal entity except for those specifically identified in JER Section 3-210.a. That section permits official support and endorsement of the CFC and AFAF. Under Section 3-210.a.(6), officials may also officially endorse and support fundraising activities when conducted by organizations composed primarily of DoD employees (or their dependents) when fundraising among their own members for the benefit of welfare funds for their own members (or dependents) when approved by the installation commander, after consultation with an ethics official.

**20. Privacy of Campaign Records.** IPOs, key persons, and DAOs may develop records and rosters for accounting and campaign reporting purposes only. Campaign personnel must safeguard a contributor's privacy:

20.1. Do not disclose or use information from the contributors' forms for purposes other than payroll accounting or program administration.

20.2. Safeguard the contributors' right to make contributions in sealed envelopes or to personally take their contributions to the UPO or IPO.

**21. Using Official Mail and Base Information Transfer System (BITS).** Fundraising personnel use official mail and BITS to administer the CFC and AFAF campaigns in accordance with DoD 4526.6-M/Air Force Supplement 1, *Military Post Office Operating Procedures*.

### ***Section C—AFAF Fundraising***

**22. Soliciting for the AFAF.**

22.1. As the primary method for raising funds for the AFAF, IPOs, unit project officers, and key persons solicit active duty military, non-extended active duty reservists, and Air National Guardsmen at their duty locations.

22.2. Campaign personnel may also conduct special events or benefits to solicit funds for the AFAF campaign. Units or organizations apply the proceeds from these additional activities, as well as contributions from other authorized sources, toward the campaign goal.

**23. Eligibility Requirements for AFAF Affiliates.** To qualify as an AFAF affiliate, an organization must:

23.1. Be nonprofit, tax-exempt, and eligible for charitable contributions or gifts as defined in Title 26, U.S.C. part 170.

23.2. Offer services throughout the Air Force and define the criteria it uses to determine who is eligible for assistance.

23.3. Conduct a program that provides health and welfare services to individual Air Force members and their families.

23.4. Provide a human welfare service to the Air Force community that does not duplicate the services of existing AFAF affiliates.

23.5. Use AFAF funds for its announced purposes.

**24. Using AFAF Contributions .** AFAF affiliates use contributions for:

24.1. Direct support for an indigent spouse (widow, widower), including rent, maintenance, subsidies for apartments, or expenses associated with relocating to an AFAF affiliated home.

24.2. Fundraising administration (5 percent of funds), including printing, postage, and administrative staff, telephone service, etc., used to answer questions that concern the AFAF Campaign.

24.3. The annual AFAF campaign educational materials.

24.4. Loans and grants to Air Force members and their dependents to meet emergencies and educational expenses.

24.5. Deposits to investment accounts for future affiliate income to support their stated purposes.

24.6. Uses stipulated in separate Air Force instructions.

**25. Non-discrimination by AFAF Affiliates.** Affiliate organizations must not discriminate on the basis of race, color, religion, sex, national origin, age, or political affiliation in staffing, providing services, and appointing members to the board of directors or trustees.

**26. AFAF Affiliate Budget and Accounting.**

**26.1. Accounting Systems.** Affiliates use financial accounting and budgeting systems that are acceptable to SAF/FM.

**26.2. Annual Budget.** Each AFAF affiliate must conduct its fiscal operations according to a detailed annual budget that its board of directors or trustees approves.

**27. AFAF Reports.**

**27.1. The AFAF Allotment Disbursement Report (RCS: HAF-DP(M) 9441).** DFAS-DE and DFAS-CL prepare the AFAF Disbursement Report and send it to HQ AFMPC/DPMASC monthly. The report includes a breakdown of Class F allotments, listing the number of items (allotments) and dollar amount disbursed to each affiliate (include the affiliate's name and company code) during the calendar month. DFAS-DE sends part I, which covers active duty AFAF allotments disbursed to AFAF affiliates. DFAS-CL sends part II, which covers retiree AFAF allotments. This report is designated emergency status code C-3; continue reporting during emergency conditions, precedence delayed. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by non-electronic means, if possible.

**27.2. Budget Report** . Each AFAF affiliate must send a copy of the approved annual budget to HQ AFPC/DPSFM and SAF/FMP within 30 days of its approval and before the start of the fiscal year. This report is not subject to Office of Management and Budget (OMB) review because it collects information from nine or fewer members of the public.

**27.3. Financial Statements**. Each AFAF affiliate must send monthly financial statements to SAF/FMP not later than the 15th day of the following month. This report is not subject to OMB review under The Paperwork Reduction Act because it collects information from nine or fewer members of the public.

**27.4. AFAF Affiliate Annual Financial Report** . AFAF affiliates prepare this report. It is not subject to Office of Management and Budget review under The Paperwork Reduction Act because it collects information from nine or fewer members of the public. This annual report describes the affiliate's accomplishments and provides a detailed accounting of revenues and expenditures. It accounts for AFAF contributions received during the fiscal year. Include the AFAF Contributions Accountability Report using the format shown in figure 1. Send the report to HQ AFPC/DPSF and SAF/FMP within 30 days of the end of your fiscal year. The Air Force Team (working level) reviews the reports for compliance.

**28. Annual Audit** . AFAF affiliates hire an independent certified public accountant to conduct an annual audit. Provide a copy of the audit, including auditor and management comments, to HQ AFPC/DPSFM and SAF/FMP no later than 90 days after the end of the affiliate's fiscal year.

**29. Dual Solicitation** . Affiliates may not take part in the AFAF Campaign if they receive funds from the CFC. Organizations benefiting from solicitations at the workplace (AFAF or CFC) may conduct additional solicitations on base but away from the workplace with approval of the Installation Commander in accordance with [Table 1.](#), rules 4 and 5.

**Table 1. Requests For Fundraising Activities.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	If the requester wants to:	then get approval from:	Use of resources is: (Note 1)	Official endorsement is: (Note 7)	Conducting during CFC or AFAF is:	The Installation Commander:
<b>1</b>	Solicit for CFC at the workplace	OPM	Authorized	Authorized	Not applicable	-Refers to LFCC and 5 CFR Part 950 for procedures.  Allows additional fundraising special events or benefits at or away from the workplace if proceeds go to the CFC.
<b>2</b>	Solicit for the AFAF campaign at the workplace	HQ AF/DP				Allows additional fundraising special events or benefits at or away from the workplace if proceeds go to the AFAF campaign.
<b>3</b>	Solicit for a local internal program at the workplace (Notes 2 and 3)	Installation Commander	Limited by AFI 34-223, <i>Private Organization Program</i>	Authorized	Not authorized	-May approve, as authorized by Section 7 of EO 12353.  -Identifies the purpose of the activity and limits recipients to activities authorized by Air Force Directives that benefit only the military community.  -Apply for 10% of CFC receipts at overseas installations for youth activities programs.
<b>4</b>	Solicit for local internal program away from the workplace (Notes 2 and 4)	Installation Commander	Limited by AFI 34-223	Authorized	Authorized	Ensures that activities do not detract from CFC or AFAF campaigns if in progress.

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
	If the requester wants to:	then get approval from:	Use of resources is: (Note 1)	Official endorsement is: (Note 7)	Conducting during CFC or AFAF is:	The Installation Commander:
<b>5</b>	Solicit for a local external private voluntary organization away from workplace (Note 5)	Installation Commander	Limited by AFI 34-223	Not authorized	Not authorized	-Evaluates each request on its own merits  -Uses discretion, maintains good order, and allows equal access to installation public areas (away from the workplace).
<b>6</b>	Support an off-base fundraising campaign				Not governed by this instruction	Limits support to publicity (note 6).
<b>7</b>	Support an Air Force drive for US competition in Pan-American and Olympic Games off-the-job	AF Services Agency				Supports a campaign every 4 years, away from work place, as authorized by EO 10927, section 3, AFI 34-271, <i>Air Force Shooting Program</i> , and AFI 34-266, <i>Air Force Fitness and Sports Programs</i> . 114
<b>8</b>	Support a membership drive for a private organization off-the-job	Not governed by this instruction	Not governed by this instruction	Not governed by this instruction		Not governed by this instruction

**NOTES:**

1. Includes use of Federal funds, materials, or duty time to support fundraising. The use of appropriated funds is limited to expenses related to appointing project officers, using duty time for solicitation or organizational meetings, using office space, office equipment/materials, kick-off functions, rallies, victory events, award ceremonies and other similar events that build support for the campaign but are not directly involved in fundraising (such as carnivals, car washes and sporting events). The use of appropriated funds for refreshments, personal gifts, or any other item or activity that is not essential to support the campaign is not authorized. For the DoD CFC Overseas Program, this authority extends to the use of installation-level CFC administrative and logistical support, and the use of military aircraft to transport CFC materials on a "space available" basis.
2. These are solicitations conducted by organizations that are directed exclusively at their members. Only Air Force members may conduct internal fundraising activities (for example, solicitations, special events, and benefits), and these funds must exclusively benefit Air Force members. This restriction also applies to internal private organizations governed by AFI 34-223 or would be if their assets exceeded the minimums listed in AFI 34-223.
3. For example, a squadron special event or benefit food sale for the unit Christmas party or a collection to assist fellow employees in need.

4. Typical examples: benefit sales by base scout troops, athletic teams, or youth activities; and special events or benefits conducted by private, social, or professional organizations associated with the installation and composed primarily of DoD employees. To be eligible for official support and endorsement, the fundraising must be conducted by DoD employees, among DoD employees, for the benefit of DoD employees. Examples include (but are not limited to) spouses' clubs, organization booster clubs, base-charted scouting organizations, Company Grade Officers' Association, Non-Commissioned Officers' Association, and so on. If the fundraising will benefit external or "outside" interests, follow Rule 5, Footnote 5.
5. Typical examples: seasonal, traditional, or unique human care projects; fundraising drives for local, regional or national external charities or civil relief organizations and charitable collections to aid nonmilitary members of the local community, and so on.
6. Commanders can publicize off-base fundraising activities, requests for volunteers, and so on in daily bulletins, base radio or television stations, or on bulletin boards. Commanders must not discriminate among organizations. During the CFC or AFAF, don't publicize any organizations.
7. See referenced DoD 5500.7-R, Section 3-210.a. for guidance.

**30. Forms Prescribed.** AF Form 333, **Air Force Assistance Fund Campaign Recognition Certificate--Organizational**; AF Form 767, **Air Force Assistance Fund Campaign Recognition Certificate--Individual and Group**; and AF Form 2561, **Contributions to Air Force Assistance Fund**.

BILLY J. BOLES, Lt General, USAF  
DCS/Personnel



## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

**References**

DoD 4526.6-M/Air Force Supplement 1, *Military Post Office Operating Procedures*, 6 Dec 1990.

DoDD 5035.1, *Combined Federal Campaign (CFC), Fund-Raising Within the Department of Defense*, 7 May 1999

DoDI 5035.5, *DoD Combined Federal Campaign - Overseas Area (CFC-O)*, 12 October 1999

DoD 5500.7-R, *Joint Ethics Regulation* authorized by DoD Directive 5500.7, 30 August 1993

DoD 7000.14-R, *Department of Defense Financial Management Regulation; Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay*, February 1999, Volume 7A, *Military Pay Policy and Procedures for Retired Pay*, September 1999, and Volume 8, *Civilian Pay Policy and Procedures*, January 1995

DFAS-DE 7073.2-M, *JUMPS Unit Procedures*.

EO 12353, *Charitable Fund-Raising*, 23 March 1982, and 12404, *Charitable Fund-Raising*, 10 February 1983

Systems of Records Notices F065 AF AFC E, *Joint Uniform Military Pay System (JUMPS)*, and T7735, *Defense Civilian Pay Systems (DCPS)*

Title 5 CFR, Part 950, *Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations*, 24 November 1995

Title 10 U.S.C. 8013, *Privacy Act of 1974*

Title 26 U.S.C., Subchapter F, *Internal Revenue Code, Exempt Organizations*, 24 January 1999

**Abbreviations and Acronyms**

**AFAF**—Air Force Assistance Fund

**AF/CC**—Chief of Staff

**AFI**—Air Force Instruction

**AFM**—Air Force Manual

**AFPD**—Air Force Policy Directive

**ASD/DA&M**—Director of Administration and Management, Office of the Secretary of Defense

**BITS**—Base Information Transfer System

**CFC**—Combined Federal Campaign

**CFR**—Code of Federal Regulations

**CONUS**—Continental United States

**DAO**—Defense Accounting Offices

**DCPS**—Defense Civilian Pay System

**DCS**—Deputy Chief of Staff

**DFAS**—Defense Finance and Accounting Service

**DFA-SCL**—Defense Finance and Accounting Service, Cleveland Center

**DFAS-DE**—Defense Finance and Accounting Service, Denver Center

**DoD**—Department of Defense

**DRU**—Direct Reporting Unit

**EO**—Executive Order

**FOA**—Field Operating Agency

**FSO**—Financial Services Office

**GSU**—Geographically Separated Unit

**HQ AFPC/DPPT**—HQ Air Force Personnel Center, Retiree and Transition Program Division

**HQ AFPC/DPSFM**—HQ Air Force Personnel Center, Field Operations Branch, Field Activities Division

**HQ USAF/DP**—Deputy Chief of Staff, Personnel

**HQ USAF/DPX**—Director of Military Personnel Policy

**IPO**—Installation Project Officer

**JUMPS**—Joint Uniform Military Pay System

**LFCC**—Local Federal Coordinating Committee

**MAJCOM**—Major Command

**MPF**—Military Personnel Flight

**OPM**—Office of Personnel Management

**PAO**—Personal Affairs Office

**PCFO**—Principal Combined Fund Organization

**PDO**—Publishing Distribution Office

**SAF/AAIPD**—Secretary of the Air Force, Director of Information Management, Distribution Management Branch

**SAF/FM**—Comptroller of the Air Force

**SAF/FMP**—Deputy Assistant Secretary for Plans, Systems, and Analysis

**SAF/OS**—Secretary of the Air Force

**UPO**—Unit Project Officer

**U.S.C**—United States Code

### *Terms*

**Affiliate Organizations**—Organizations authorized to receive funds from the Air Force Assistance Fund (AFAF). AFAF is the umbrella organization for these nonprofit, tax-exempt, charitable organizations (listed in paragraph 13.) that benefit Air Force military personnel and their families.

**Air Force Assistance Fund Campaign**—The AFAF campaign is an authorized on-the-job annual solicitation of Air Force members (active duty military, non-extended active duty Reservists, and Air National Guardsmen) through host command channels. Air Force civilian personnel who want to give, may do so.

**Campaign Aids**—Publicity items that make the CFC and AFAF campaigns more effective. Authorized campaign aids include:

- Balloons.

- Lapel pins.

- Posters.

- Goal thermometers or displays showing achievement by organization.

- Campaign progress reports, charts and analyses of campaign progress.

- Endorsement or kick-off memoranda or letters.

- News stories and articles for military installation publications or local newspapers.

- Speeches and public appearances.

- Recognition awards given to individuals for outstanding service to the campaign or for contributions based on a percentage of salary donated. (**EXAMPLE:** presentation of the CFC Eagle Award pin to recipients.)

- Automated/electronic communication/marketing to widely promote the campaign.

**Air Force Team**—AF/CC appoints the incumbents from the following positions: Deputy Chief of Staff (DCS), Personnel (team chief); DCS Logistics and Engineering; Comptroller of the Air Force; The Judge Advocate General; Surgeon General; Office of Public Affairs, to provide advisory and consultative services to the AFAF-affiliated retiree homes for the benefit of the Air Force and the welfare needs of its people. The action officer representatives of the above offices form the Working Team that maintains regular and recurring contact with the retirement homes.

**Capital Funds**—Contributions from fundraising campaigns conducted by charitable organizations that provide the financial base or capital for major property or program additions.

**Combined Federal Campaign (CFC)**—The CFC is an authorized on-the-job annual solicitation of active duty military personnel and civilian employees of the Air Force.

**Designation**—Individual contributions earmarked by a contributor for a particular organization.

**Dual Solicitation**—Soliciting funds for one organization from the same audience within a given fundraising cycle.

**Local Federal Coordinating Committee (LFCC)**—Within the CONUS, OPM establishes an LFCC at each geographical CFC location. It governs the local CFC and contracts a Principal Combined Fund Organization (PCFO) to administer it. Commanders or IPOs frequently chair or serve as a member of the LFCC.

**Membership Drives for Private Organizations**—An activity by a private organization to solicit members who will derive a substantial direct, private benefit in return for an established fee. Benefits may include the use of an organization's recreational, consulting, and other facilities and services or the right

to enjoy professional standing or some other honor. Membership drives are not fundraising events and are not governed by this instruction.

**Off-the-Job Fundraising Solicitation**—The solicitation of Air Force personnel away from their workplace including their quarters on a military installation, and entrances, lobbies, or concourses of buildings, to raise funds.

**On-the-Job Fundraising Solicitation**—The personal solicitation of Air Force military or civilian personnel by designated key persons at their workplace or duty station for the support of eligible private voluntary organizations. Air Force personnel may conduct on-the-job fundraising solicitations at the workplace, using federal resources, during duty time or in their official capacities, on or off duty.

**Seasonal, Traditional, and Unique Human-Care Projects**—These projects vary from installation to installation. You may support them through off-the-job solicitations, special events, and benefits. They include certain fundraising activities such as the use of "Poppies" by veterans' organizations, or food or toy collections from boxes in public areas of Federal buildings, or installations, when approved by the commander or heads of field installations or activities.

**Solicitation**—A request for money.

**Special Events and Benefits**—Commander-approved fundraising efforts organized to support worthy causes and to return something of value to participants. The item of "value" can represent consideration for a payment or contribution to the sponsoring organization over and above costs and expenses.

**Suggested Giving Guides**—Amounts that reasonably relate to the campaign goal, presented in terms of percentage of annual income, number of hours' pay, or tabular form showing the suggested size of the gift for various levels of income.

**Voluntary Organizations**—Private, nonprofit, tax-exempt, charitable organizations that provide specific health, welfare, or recreational service functions or that provide international services consistent with the policies of the US government. They are self-governing organizations financed primarily by contributions from the general public and do not receive appropriated funds from the US Air Force. This term describes agencies receiving money from the annual CFC.

**Youth Activities Programs**—On-base morale and recreational programs that support the morale of parents by providing a year-round program that improves and maintains the physical and mental well-being of their youth in accordance with AFI 34-801.

### *Addresses*

HQ AFPC/DPSFM  
550 C Street West Ste 37  
Randolph AFB TX 78150-4739

SAF/FMP  
1130 Air Force Pentagon  
Washington DC 20330-1130

Attachment 2

AFAF CONTRIBUTIONS ACCOUNTABILITY

(as of \_\_\_\_\_)

	Current Year		Proposed for Next Year	
	Amount	Percent of AFAF Contributions	Amount	Percent of AFAF Contributions
<b>Revenues:</b>				
AFAF Contributions Received This Year	\$ _____	_____ %	\$ _____	_____ %
Interest Accrued On Investment Accounts (AFAF Only)	\$ _____	_____ %	\$ _____	_____ %
<b>Total Revenues</b>	\$ _____	_____ %	\$ _____	_____ %
<b>Expenditures and Deposits:</b>				
Direct Indigent Support for _____ persons	\$ _____	_____ %	\$ _____	_____ %
Deposits to Investment Accounts	\$ _____	_____ %	\$ _____	_____ %
Fundraising Administration (Not to exceed 5% of total AFAF contribution)	\$ _____	_____ %	\$ _____	_____ %
Student Loan Support (deposits and fees)	\$ _____	_____ %	\$ _____	_____ %
Emergency Assistance (Loans and Grants)	\$ _____	_____ %	\$ _____	_____ %
<b>Total Expenditures &amp; Deposits</b>	\$ _____	_____ %	\$ _____	_____ %
<b>Investment Account:</b>				
Beginning Balance	\$ _____	_____ %	\$ _____	_____ %
Additions During Period (AFAF Funds)	\$ _____	_____ %	\$ _____	_____ %
Investment Interest Income & Other	\$ _____	_____ %	\$ _____	_____ %
Withdrawals During Period (List Uses)	\$ _____	_____ %	\$ _____	_____ %
<b>Total Investment Balance</b>	\$ _____	_____ %	\$ _____	_____ %

**Attachment 3****IC 2002-1 TO AFI 36-3101, FUNDRAISING WITHIN THE AIR FORCE****12 JULY 2002**

## SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2002-1 (**Attachment 3**). It incorporates changes made to DoD Directive 5035.1 (7 May 1999), *Combined Federal Campaign (CFC), Fund-Raising Within the Department of Defense* and DoD Instruction 5035.5 (12 October 1999), *DoD Combined Federal Campaign - Overseas Area (CFC-O)*, and updates them in the Purpose Statement. It adds DoD 5500.7-R, *Joint Ethics Regulation*, authorized by DoD Directive 5500.7 (30 August 1993) to the Purpose Statement as a new reference (Purpose Statement and **Attachment 1, Section A - References**). This change updates addresses/office symbols (paragraphs **6.**; **6.5.**; **7.**; **7.1.**; **13.1.6.**; **13.2.7.**; **27.1.**; and **27.2.**). It aligns Air Force campaign goals apportionment and prohibitions with DoD (paragraph **13.1.2.**). It adds Joint Ethics and DoD recommendations for keeping fundraising honest and aboveboard (paragraphs **13.2.1.** and **13.2.3.**). It removes previous restrictions against conducting promotional/special events in support of the CFC and provides guidance on how these events must be conducted (paragraph **15.2.2.**). It updates DoD references governing payroll allotments for the CFC (paragraph **17.6.4.**). It provides new DoD guidance and some examples for the use of appropriated funds to support fundraising campaigns (**Table 1.**, column C and note 1) and adds reference to the *Joint Ethics Regulation* for determining when command sponsorship (official endorsement) is appropriate for fundraising events (**Table 1.**, column D, note 7 - added). It changes the title of paragraph **19.** and **Table 1.**, column D from command sponsorship to official endorsement and allows commanders to officially endorse internal fundraising falling under rules 3 and 4. Paragraph **19.** also spells out the Joint Ethics Regulation requirements for official endorsement. It eliminates the **Table 1.**, note 5 prohibition against external private organizations participating in both the CFC and additional solicitations on base but away from the workplace. It removes similar dual Solicitation restrictions from the AFAF affiliates (paragraph **29.**). It updates examples of authorized campaign aids and adds electronic communications (**Attachment 1, Section C**). See the last attachment of the publication, IC 2002-1, for the complete IC. A bar (/) indicates revision from the previous edition.

OPR: HQ AFPC/DPSFM (Mr John Lowrance)

Certified by: HQ AFPC/DPS (Col Michael Schiefer)

Supersedes AFI 36-3101, 8 July 1994.

Purpose Statement: This document instructs Air Force personnel on how to raise funds or contribute to voluntary health-and-welfare agencies at their workplaces. It also instructs Air Force personnel on how to raise funds for other Air Force members and for agencies outside of the workplace. This instruction implements:

Executive Order (EO) 12353 (23 March 1982), *Charitable Fund-Raising*.

EO 12404 (10 February 1983), *Charitable Fund-Raising*.

Office of Personnel Management (OPM) Regulation, Title 5, Code of Federal Regulations (CFR), Part 950 (26 May 1988), *Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations*.

DoD Directive 5035.1 (7 May 1999), *Combined Federal Campaign (CFC), Fundraising Within the Department of Defense*

DoD Instruction 5035.5 (12 October 1999), *DoD Combined Federal Campaign - Overseas Area (CFC-O)*.

DoD 5500.7-R, *Joint Ethics Regulation*, authorized by DoD Directive 5500.7, (30 August 1993).

## **6. HQ Air Force Personnel Center, Directorate of Operations, Field Activities Division (HQ AFPC/DPSF):**

6.5.7. Announces the annual AFAF campaign to retirees, in conjunction with HQ Air Force Personnel Center, Directorate of Personnel Program Management, Retiree and Transition Division (HQ AFPC/DPPT), and prints a retiree pay deduction authorization form in the retiree newsletter before the start of the campaign.

7.1. Communicate between HQ AFPC/DPSFM and the IPO.

11. The Defense Finance and Accounting Service (DFAS). Oversees the fiscal responsibilities and payroll allotment program of the Air Force fundraising programs, per DFAS-DE 7073.2-M, *JUMPS Unit Procedures*.

13.1.2. Support campaign goals. An overall campaign goal may be announced to encourage voluntary participation through voluntary contributions by all Air Force personnel. Dollar goals may be established for installations/activities and units. The installation goal may be divided equitably among activities and units that are large enough to provide confidentiality to individual unit members. The following are prohibited:

13.1.2.1. Setting 100 percent participation goals.

13.1.2.2. Establishing individual dollar goals, individual quotas or individual assessments.

13.1.6. Send requests for extensions to the AFAF campaign through the host MAJCOM DP to HQ AFPC/DPSFM for approval.

13.2.1. Ensure contributions to fund drives are truly voluntary and that each contributor can give confidentially without fear of censure or criticism. No employee may be coerced in any way to participate or contribute to the campaign. The Directives listed in **Attachment 1, Section A**, contain additional instructions on how to ensure that contributions are truly voluntary.

13.2.3. Ensure that any gaming devices or games of chance used in the AFAF, CFC or internal fundraising comply with Federal, state, and local laws, and the referenced DoD 5500.7-R.

13.2.6. Resolve local complaints about fundraising practices according to AFI 90-301, *Inspector General Complaints*.

13.2.7. Request an OSI investigation according to AFI 90-301 when contributions have disappeared. Send the investigating officer's report through channels to your MAJCOM/FOA/DRU and HQ AFPC/DPSFM.

15.2.2. Get key persons to solicit employees at duty locations. Project officers may also conduct innovative promotional events and activities such as car washes, carnivals, bake sales, or athletic events during the campaign period if approved by the appropriate agency head and the events are consistent with agency ethics regulations (maintained by the installation Staff Judge Advocate). For these approved special fundraising events, the project officers must do one of the following: allow donors to designate their money to any of the local CFC organizations or Federations published in the local CFC brochure, or advise all donors that their donation will be counted as an "undesignated contribution." Conducting a special event for a specific organization or charity must be avoided.

17.6.4. Accept CFC allotments from active duty and civilian Air Force members, including Guard or Reserve members and civilian employees. See Financial Management Regulations; DoD 7000.14-R, Volume 7A, *Military Pay Policy and Procedures Active Duty and Reserve Pay*, and DoD 7000.14-R, Volume 8, *Civilian Pay Policy and Procedures*, that govern allotments.

**19. Official Endorsement.** Under DoD 5500.7-R, Section 3-210.a., Air Force employees may not officially endorse, or appear to endorse, fundraising for any non-Federal entity except for those specifically identified in JER Section 3-210.a. That section permits official support and endorsement of the CFC and AFAF. Under Section 3-210.a.(6), officials may also officially endorse and support fundraising activities when conducted by organizations composed primarily of DoD employees (or their dependents) when fundraising among their own members for the benefit of welfare funds for their own members (or dependents) when approved by the installation commander, after consultation with an ethics official.

21. Using Official Mail and Base Information Transfer System (BITS). Fundraising personnel use official mail and BITS to administer the CFC and AFAF campaigns in accordance with DoD 4526.6-M/Air Force Supplement 1, *Military Post Office Operating Procedures*.



27.2. **Budget Report.** Each AFAF affiliate must send a copy of the approved annual budget to HQ AFPC/DPSFM and SAF/FMP within 30 days of its approval and before the start of the fiscal year. This report is not subject to Office of Management and Budget (OMB) review because it collects information from nine or fewer members of the public.

27.4. **AFAF Affiliate Annual Financial Report.** AFAF affiliates prepare this report. It is not subject to Office of Management and Budget review under The Paperwork Reduction Act because it collects information from nine or fewer members of the public. This annual report describes the affiliate's accomplishments and provides a detailed accounting of revenues and expenditures. It accounts for AFAF contributions received during the fiscal year. Include the AFAF Contributions Accountability Report using the format shown in figure 1. Send the report to HQ AFPC/DPSF and SAF/FMP within 30 days of the end of your fiscal year. The Air Force Team (working level) reviews the reports for compliance.

28. **Annual Audit.** AFAF affiliates hire an independent certified public accountant to conduct an annual audit. Provide a copy of the audit, including auditor and management comments, to HQ AFPC/DPSFM and SAF/FMP no later than 90 days after the end of the affiliate's fiscal year.

29. **Dual Solicitation.** Affiliates may not take part in the AFAF Campaign if they receive funds from the CFC. Organizations benefiting from solicitations at the workplace (AFAF or CFC) may conduct additional solicitations on base but away from the workplace with approval of the Installation Commander in accordance with [Table 1.](#), rules 4 and 5.

Table 1. Requests For Fundraising Activities.

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>*D</b>	<b>E</b>	<b>F</b>
	If the requester wants to:	then get approval from:	Use of resources is: (Note 1)	Official endorsement is: (Note 7)	Conducting during CFC or AFAF is:	The Installation Commander:
<b>1</b>	Solicit for CFC at the workplace	OPM	Authorized	Authorized	Not applicable	*-Refers to LFCC and 5 CFR Part 950 for procedures.  Allows additional fundraising special events or benefits at or away from the workplace if proceeds go to the CFC.
<b>2</b>	Solicit for the AFAF campaign at the workplace	HQ AF/DP				Allows additional fundraising special events or benefits at or away from the workplace if proceeds go to the AFAF campaign.
<b>3</b>	*Solicit for a local internal program at the workplace (Notes 2 and 3)	Installation Commander	Limited by AFI 34-223, <i>Private Organization Program</i>	*Authorized	Not authorized	-May approve, as authorized by Section 7 of EO 12353.  -Identifies the purpose of the activity and limits recipients to activities authorized by Air Force Directives that benefit only the military community.  -Apply for 10% of CFC receipts at overseas installations for youth activities programs.
<b>4</b>	*Solicit for local internal program away from the workplace (Notes 2 and 4)	Installation Commander	Limited by AFI 34-223	Authorized	Authorized	Ensures that activities do not detract from CFC or AFAF campaigns if in progress.

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>*D</b>	<b>E</b>	<b>F</b>
	If the requester wants to:	then get approval from:	Use of resources is: (Note 1)	Official endorsement is: (Note 7)	Conducting during CFC or AFAF is:	The Installation Commander:
<b>5</b>	*Solicit for a local external private voluntary organization away from workplace (Note 5)	Installation Commander	Limited by AFI 34-223	Not authorized	Not authorized	-Evaluates each request on its own merits  -Uses discretion, maintains good order, and allows equal access to installation public areas (away from the workplace).
<b>6</b>	Support an off-base fundraising campaign				Not governed by this instruction	Limits support to publicity (note 6).
<b>7</b>	Support an Air Force drive for US competition in Pan-American and Olympic Games off-the-job	AF Services Agency				*Supports a campaign every 4 years, away from work place, as authorized by EO 10927, section 3, AFI 34-271, <i>Air Force Shooting Program</i> , and AFI 34-266, <i>Air Force Fitness and Sports Programs</i> .114
<b>8</b>	Support a membership drive for a private organization off-the-job	*Not governed by this instruction	*Not governed by this instruction	*Not governed by this instruction		Not governed by this instruction

**NOTES:**

1. Includes use of Federal funds, materials, or duty time to support fundraising. The use of appropriated funds is limited to expenses related to appointing project officers, using duty time for solicitation or organizational meetings, using office space, office equipment/materials, kick-off functions, rallies, victory events, award ceremonies and other similar events that build support for the campaign but are not directly involved in fundraising (such as carnivals, car washes and sporting events). The use of appropriated funds for refreshments, personal gifts, or any other item or activity that is not essential to support the campaign is not authorized. For the DoD CFC Overseas Program, this authority extends to the use of installation-level CFC administrative and logistical support, and the use of military aircraft to transport CFC materials on a "space available" basis.

2. These are solicitations conducted by organizations that are directed exclusively at their members. Only Air Force members may conduct internal fundraising activities (for example, solicitations, special events, and benefits), and these funds must exclusively benefit Air Force members. This restriction also applies to internal private organizations governed by AFI 34-223 or would be if their assets exceeded the minimums listed in AFI 34-223.

3. For example, a squadron special event or benefit food sale for the unit Christmas party or a collection to assist fellow employees in need.
4. Typical examples: benefit sales by base scout troops, athletic teams, or youth activities; and special events or benefits conducted by private, social, or professional organizations associated with the installation and composed primarily of DoD employees. To be eligible for official support and endorsement, the fundraising must be conducted by DoD employees, among DoD employees, for the benefit of DoD employees. Examples include (but are not limited to) spouses' clubs, organization booster clubs, base-charted scouting organizations, Company Grade Officers' Association, Non-Commissioned Officers' Association, and so on. If the fundraising will benefit external or "outside" interests, follow Rule 5, Footnote 5.
5. Typical examples: seasonal, traditional, or unique human care projects; fundraising drives for local, regional or national external charities or civil relief organizations and charitable collections to aid nonmilitary members of the local community, and so on.
6. Commanders can publicize off-base fundraising activities, requests for volunteers, and so on in daily bulletins, base radio or television stations, or on bulletin boards. Commanders must not discriminate among organizations. During the CFC or AFAF, don't publicize any organizations.
7. See referenced DoD 5500.7-R, Section 3-210.a. for guidance.

### **Attachment 1**

#### **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

##### ***References***

DoD 4526.6-M/Air Force Supplement 1, *Military Post Office Operating Procedures*, 6 Dec 1990.

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### ***Abbreviations and Acronyms***

**AFAF**-Air Force Assistance Fund

**AF/CC**-Chief of Staff

**AFI**-Air Force Instruction

**AFM**-Air Force Manual

**AFPD**-Air Force Policy Directive

**ASD/DA&M**-Director of Administration and Management, Office of the Secretary of Defense

**BITS**-Base Information Transfer System

**CFC**-Combined Federal Campaign

**CFR**-Code of Federal Regulations

**CONUS**-Continental United States

**DAO**-Defense Accounting Offices

**DCPS**-Defense Civilian Pay System

**DCS**-Deputy Chief of Staff

**DFAS**-Defense Finance and Accounting Service

**DFAS-CL**-Defense Finance and Accounting Service, Cleveland Center

**DFAS-DE**-Defense Finance and Accounting Service, Denver Center

**DoD**-Department of Defense

**DRU**-Direct Reporting Unit

**EO**-Executive Order

**FOA**-Field Operating Agency

**FSO**-Financial Services Office

**GSU**-Geographically Separated Unit

**HQ AFPC/DPPT**-HQ Air Force Personnel Center, Retiree and Transition Program Division

**HQ AFPC/DPSFM**-HQ Air Force Personnel Center, Field Operations Branch, Field Activities Division

**HQ USAF/DP**-Deputy Chief of Staff, Personnel

**HQ USAF/DPX**-Director of Military Personnel Policy

**IPO**-Installation Project Officer

**JUMPS**-Joint Uniform Military Pay System

**LFCC**-Local Federal Coordinating Committee

**MAJCOM**-Major Command

**MPF**-Military Personnel Flight

**OPM**-Office of Personnel Management

**PAO**-Personal Affairs Office

**PCFO**-Principal Combined Fund Organization

**PDO**-Publishing Distribution Office

**SAF/AAIPD**-Secretary of the Air Force, Director of Information Management, Distribution Management Branch

**SAF/FM**-Comptroller of the Air Force

**SAF/FMP**-Deputy Assistant Secretary for Plans, Systems, and Analysis

**SAF/OS**-Secretary of the Air Force

**UPO**-Unit Project Officer

**U.S.C**-United States Code

## **Terms**

**Affiliate Organizations**-Organizations authorized to receive funds from the Air Force Assistance Fund (AFAF). AFAF is the umbrella organization for these nonprofit, tax-exempt, charitable organizations (listed in paragraph 13.) that benefit Air Force military personnel and their families.

**Air Force Assistance Fund Campaign**-The AFAF campaign is an authorized on-the-job annual solicitation of Air Force members (active duty military, non-extended active duty Reservists, and Air National Guardsmen) through host command channels. Air Force civilian personnel who want to give, may do so.

**Campaign Aids**-Publicity items that make the CFC and AFAF campaigns more effective. Authorized campaign aids include:

- Balloons.
- Lapel pins.
- Posters.
- Goal thermometers or displays showing achievement by organization.
- Campaign progress reports, charts and analyses of campaign progress.
- Endorsement or kick-off memoranda or letters.
- News stories and articles for military installation publications or local newspapers.
- Speeches and public appearances.
- Recognition awards given to individuals for outstanding service to the campaign or for contributions based on a percentage of salary donated. (**EXAMPLE**: presentation of the CFC Eagle Award pin to recipients.)
- Automated/electronic communication/marketing to widely promote the campaign.

**Air Force Team**-AF/CC appoints the incumbents from the following positions: Deputy Chief of Staff (DCS), Personnel (team chief); DCS Logistics and Engineering; Comptroller of the Air Force; The Judge Advocate General; Surgeon General; Office of Public Affairs, to provide advisory and consultative services to the AFAF-affiliated retiree homes for the benefit of the Air Force and the welfare needs of its people. The action officer representatives of the above offices form the Working Team that maintains regular and recurring contact with the retirement homes.

**Capital Funds**-Contributions from fundraising campaigns conducted by charitable organizations that provide the financial base or capital for major property or program additions.

**Combined Federal Campaign (CFC)**-The CFC is an authorized on-the-job annual solicitation of active duty military personnel and civilian employees of the Air Force.

**Designation**-Individual contributions earmarked by a contributor for a particular organization.

**Dual Solicitation-**Soliciting funds for one organization from the same audience within a given fundraising cycle.

**Local Federal Coordinating Committee (LFCC)-**Within the CONUS, OPM establishes an LFCC at each geographical CFC location. It governs the local CFC and contracts a Principal Combined Fund Organization (PCFO) to administer it. Commanders or IPOs frequently chair or serve as a member of the LFCC.

**Membership Drives for Private Organizations-**An activity by a private organization to solicit members who will derive a substantial direct, private benefit in return for an established fee. Benefits may include the use of an organization's recreational, consulting, and other facilities and services or the right to enjoy professional standing or some other honor. Membership drives are not fundraising events and are not governed by this instruction.

**Off-the-Job Fundraising Solicitation-**The solicitation of Air Force personnel away from their workplace including their quarters on a military installation, and entrances, lobbies, or concourses of buildings, to raise funds.

**On-the-Job Fundraising Solicitation-**The personal solicitation of Air Force military or civilian personnel by designated key persons at their workplace or duty station for the support of eligible private voluntary organizations. Air Force personnel may conduct on-the-job fundraising solicitations at the workplace, using federal resources, during duty time or in their official capacities, on or off duty.

**Seasonal, Traditional, and Unique Human-Care Projects-**These projects vary from installation to installation. You may support them through off-the-job solicitations, special events, and benefits. They include certain fundraising activities such as the use of "Poppies" by veterans' organizations, or food or toy collections from boxes in public areas of Federal buildings, or installations, when approved by the commander or heads of field installations or activities.

**Solicitation-**A request for money.

**Special Events and Benefits-**Commander-approved fundraising efforts organized to support worthy causes and to return something of value to participants. The item of "value" can represent consideration for a payment or contribution to the sponsoring organization over and above costs and expenses.

**Suggested Giving Guides-**Amounts that reasonably relate to the campaign goal, presented in terms of percentage of annual income, number of hours' pay, or tabular form showing the suggested size of the gift for various levels of income.



**Voluntary Organizations**-Private, nonprofit, tax-exempt, charitable organizations that provide specific health, welfare, or recreational service functions or that provide international services consistent with the policies of the US government. They are self-governing organizations financed primarily by contributions from the general public and do not receive appropriated funds from the US Air Force. This term describes agencies receiving money from the annual CFC.

**Youth Activities Programs**-On-base morale and recreational programs that support the morale of parents by providing a year-round program that improves and maintains the physical and mental well-being of their youth in accordance with AFI 34-801.

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