

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON  
Fort Gordon, Georgia 30905-5000

USASC&FG Regulation  
No. 600-10

15 May 1998

Personnel - General  
COMBINED FEDERAL CAMPAIGN, CENTRAL SAVANNAH RIVER AREA

**Summary.** This regulation establishes policies, responsibilities, and procedures for the Combined Federal Campaign (CFC) at United States Army Signal Center and Fort Gordon (USASC&FG).

**Supplementation.** Supplementation of this regulation is prohibited unless specifically approved by Commander, USASC&FG, ATTN: CAM.

**Suggested improvements.** The proponent of this regulation is Directorate of Community Activities (DCA). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DCA, ATTN: ATZH-CAM, Fort Gordon, Georgia 30905 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the installation AIEP coordinator.

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**1. Purpose.** This regulation establishes the procedures for conducting the Combined Federal Campaign (CFC) at United States Army Signal Center and Fort Gordon (USASC&FG).

**2. General.**

a. The CFC provides for financial support to voluntary health and welfare organizations through a single campaign annually. The campaign is conducted in the fall of each calendar year, and is normally limited to 8 weeks.

b. All soldiers and Department of Defense employed civilian personnel working at USASC&FG or within the USASC&FG area of responsibility are encouraged to participate in this campaign and will be afforded the opportunity to voluntarily contribute to these organizations. Persons eligible to contribute include those assigned to tenant activities.

\*This regulation supersedes USASC&FG Regulation 600-10, 15 April 1994.

**3. Reference.** Army Regulation (AR) 600-29, Fund-Raising Within the Department of the Army.

**4. Responsibilities.**

a. The DCA serves as the installation project officer and federal coordinating committee chairperson with overall responsibility for the conduct of the CFC. The DCA will:

(1) Serve as a member of the local federal coordinating group and the Central Savannah River Area (CSRA) CFC Committee.

(2) Request tasking, through Directorate of Plans, Training, and Mobilization, to staff installation CFC cell with one officer and two enlisted personnel. DCA will prescribe duties and supervise cell.

(3) Conduct all meetings necessary to plan and conduct a campaign at USASC&FG.

(4) Provide organizations and activities as listed at appendix A with campaign reporting instructions and materials as required

(5) Maintain and report data as required by the United States Office of Personnel Management and the Principle Combined Fund Organization.

(6) Arrange training for key persons and project officers.

(7) Request design and camera ready mechanical support from the Training Support Center and printing support from the Defense Automated Printing Service.

(8) Construct two CFC thermometers for Gates 1 and 5 and update progress weekly during campaign period.

b. The Public Affairs Officer will:

(1) Provide appropriate publicity throughout the campaign.

(2) Prepare "header" by Commanding General, or his designated representative, for CFC film.

(3) Coordinate with United Way on USASC&FG representation at United Way functions.

c. The Director of Plans, Training, and Mobilization will:

(1) Prepare videotape "header" by Commanding General, or his designated representative, for CFC videotape.

(2) Reproduce CFC film and broadcast same over closed circuit television throughout the campaign period.

(3) Task appropriate unit(s) to staff installation CFC cell (one officer and two enlisted) per annual DCA request.

d. The Director of Public Works will provide transportation to off-post training sites for project officers and key personnel.

e. Organizations and activities listed in appendix A will:

(1) Appoint an individual as primary CFC project officer. Names of primary project officers will be submitted to the DCA not later than (NLT) 1 month prior to scheduled KICKOFF of campaign.

(2) Appoint secondary project officers for each company-size unit or comparable administrative organization as appropriate.

(3) Appoint a key person for each 25 members (or major fraction thereof) of the organization or activity. NOTE: No commander or supervisor will be designated a key person with respect to persons under his or her control or supervision.

(4) Ensure that project officers and key persons will be selected on the basis of their qualifications as leaders, compatibility with co-workers, salesmanship ability, and responsible citizenship. Selection of key persons should be made NLT 3 weeks prior to scheduled KICKOFF and trained NLT 2 weeks prior to campaign.

(5) Ensure attendance at training meetings by project officers and/or key persons as appropriate.

#### **5. Conduct of the campaign.**

a. The official dates for the campaign period and KICKOFF will be announced yearly by the DCA NLT 1 August.

b. Solicitation of individual members by key persons will not begin prior to or continue after the official campaign period. The campaign period may be extended for good cause by the local federal coordinating committee.

c. Headquarters, USASC&FG personnel assigned to staff offices will be solicited at the staff office to which assigned.

d. Primary project officers will be furnished individual contributor packets consisting of an information and instruction brochure and a pledge form in a quantity equal to the number of assigned personnel. Accountability of contributor's packets will be maintained.

e. Primary project officers are responsible for receiving, reporting, and forwarding to the Installation Project Officer, all contributions, payroll withholding authorization cards, and unused or rejected pledge cards according to prescribed suspenses.

### **APPENDIX A**

#### **ORGANIZATIONS AND ACTIVITIES LIST**

ORGANIZATION

Command Group  
Office of the Garrison Commander  
Chaplain  
Inspector General  
Office of Staff Judge Advocate  
Battle Command Battle Laboratory  
National Science Center - Army  
Regimental Noncommissioned Officers Academy  
TRADOC System Managers  
15th Regimental Signal Brigade  
Directorate of Combat Development  
Directorate of Resource Management  
Regimental Directorate of Training  
Computer Science School  
Historian  
Public Affairs Office  
Protocol  
Office, Executives for Reserve Component Affairs  
Regimental Officers Academy/442d Signal Battalion  
Allied Liaison Offices  
Directorate of Community Activities  
Directorate of Human Resource  
Directorate of Contracting  
Directorate of Information Management  
Directorate of Public Safety/Military Police Activity  
Directorate of Plans, Training, and Mobilization  
Directorate of Public Works  
Equal Employment Opportunity Office  
Equal Opportunity Office  
Office Chief of Signal  
Dwight David Eisenhower Army Medical Center/Directorate of Health  
Services  
USA Dental Activity/Directorate of Dental Services  
USA Area Dental Laboratory  
Army and Air Force Exchange Service  
Commissary Store, DeCA Southern Region  
Defense Accounting Office  
GTE Government System  
93d Signal Brigade  
513th Military Intelligence Brigade  
702d Military Intelligence Group  
Liaison Offices

(ATZH-CAM)

FOR THE COMMANDER:

15 May 1998

USASC&FG Reg 600-10

OFFICIAL:

THOM E. TUCKEY  
Colonel, SC  
Garrison Commander

SIGNED

JOSE' C. MILLER  
Director, Information Management

DISTRIBUTION:

HQ, USASC&FG: A  
Major commands: A  
Field operating activities/agencies: A  
FORSCOM units: A  
ATZH-CA (50)  
ATZH-MH (Archives) (1)  
DOIM Files (2)  
Svc Sec, DOIM (1)