

**PLACE YOUR ADDRESS
LABEL HERE!**

DOD OFFICIAL
INTRA THEATER
MAIL

**PLACE THE ADDRESS
LABEL PROVIDED BY YOUR
CFC-0 OFFICE HERE!**

**IMPORTANT—PLEASE EXPEDITE!
TIME SENSITIVE
COMBINED FEDERAL CAMPAIGN-OVERSEAS
MATERIALS ENCLOSED**

IMPORTANT! DO NOT MAIL WITHOUT ENTERING BATCH AND CAPO NUMBERS!



**Community/Area Project Officer (CAPO) Batch Envelope
2010 Combined Federal Campaign-Overseas**

Batch Number

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Note: For accountability, the Batch and CAPO numbers are **REQUIRED**.

Ensure you enter correct numbers and submit only audit copies from the batch in this envelope.

CAPO Number

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Each week throughout the campaign, please:

1. Collect the Unit Coordinator Report Envelopes from each of your reporting units.
2. Open each Unit Coordinator Report Envelope and verify the reporting information on the front of the envelope. Also ensure each pledge card is filled out correctly and includes the seven digit unit reporting number.
3. Input the report information for each unit's Report Envelope (e.g., Persons Contacted, Number of Contributors by payroll and cash/checks, \$ Amount of Contributions) into the MANAGE system.
4. Complete the entry and submit in MANAGE to generate a batch number. Enter this batch number on the space provided above.
5. Place all pledge card audit copies (pink copies) in this CAPO Batch Envelope.
6. Process all payroll allotment copies (white copies) of pledge cards for contributions made by payroll deduction at the appropriate finance office and shred all white copies of the pledge cards for contributions made by cash/check.
7. Mail this CAPO Batch Envelope to your CFC-O office using the address labels provided to you.

IMPORTANT! DO NOT MAIL WITHOUT ENTERING BATCH AND CAPO NUMBERS!