



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237
APO AP 96205-5237

REPLY TO
ATTENTION OF

FKJ1

15 June 2011

MEMORANDUM FOR Service Component Command Chiefs of Staff

SUBJECT: USFK Fall 2011 Combined Federal Campaign-Overseas, Pacific (CFC-O)

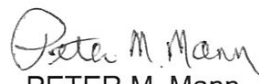
1. The 2011 Combined Federal Campaign-Overseas (CFC-O) events and milestones have been announced by the PACOM J1 (see Tab A). CFC-O includes all Service members and DoD civilians serving in USFK.
2. Pledges made by Service members and DoD civilian donors during the campaign season support eligible non-profit organizations that provide health and human service benefits throughout the world. Last year, USFK donors contributed \$1.2 million. I encourage you to place command emphasis on this very important program.
3. The 2011 CFC-O campaign season is 3 October to 2 December 2011 without extensions. There are many changes to this year's CFC-O campaign; therefore identifying Component Project Officers (CPOs) from each service component and training them is critical to the success of the campaign. The CFC-O Pacific Director will be providing training to CPO POCs on 18 July 2011 at the Dragon Hill Lodge in the Whispers Lounge starting at 0900 hours.
4. Each Component Command (CC) should identify and appoint a CC CPO team (primary and alternate CFC action officers) and provide their names, phone numbers, email and organizational mailing addresses to the USFK CAC via email NLT 8 July 2011. Recommend appointing a primary and alternate as follows: an officer (O-3 or above), an enlisted service member (E-8 or above), or civilian (GS-12 or above). The CPO is responsible for the following:
 - a. Providing the Community Area Project Officers (CAPO) names, phone numbers, email and organizational addresses to the USFK Country Area Coordinator via J11WorkFlow@korea.army.mil NLT 8 July 2011.
 - b. Receiving and distributing CFC-O brochures, pledge forms and other CFC-O related materials to CAPOs.
 - c. Scheduling campaign training for CAPO and Unit CFC representatives.
 - d. Supporting the CAC with all campaign issues and ensuring compliance with reporting requirements.
 - e. Monitoring CFC web base activity daily and report unit updates as needed.

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5. Additionally, CC should ensure the following:
 - a. Garrison/Installation Commander(s) identify and appoint Community Area Project Officers (CAPO) team and provide their names, phone numbers, email and organizational mailing addresses of the identified personnel to CC CPO via email by 20 July 2011. Recommend pairing an officer (O-3 or above) and an enlisted service member (E-8 or above) (or the civilian GS-12 or above).
 - b. Garrison/Installation Commander(s) instruct the CAPO team to identify and appoint a UC team for each unit within their AOR and provide their names, phone numbers, email and organizational addresses to the CC CPO via email NLT 1 August 2011.
6. Garrison/Installation Commander(s) instruct Area CAPO team to update the CFC-O web site daily. During the campaign, funds collected should be deposited daily and recorded in the CFC Manage Database to ensure accurate accountability of funds.
7. All identified personnel (CPO, CAPO & UC) should have a DEROS date not earlier than March 2012. To the greatest extent possible, appointed personnel should not be replaced once they have received CFC web-based training. We must have continuity throughout the CFC-O campaign.
8. The timelines listed below pertain to the 2011 CFC-O Pacific campaign for USFK:
 - a. September 2011, Mandatory Training for all identified CFC representatives (CPOs, CAPOs and Unit Representatives). The training schedule will be published at a later date by the CFC-O Pacific Director.
 - b. 3 October 2011, CFC Campaign kick-off. Garrison/Installation Commanders are encouraged to plan CFC kick-off events for their respective area. Media coverage should be used to support community awareness of the CFC-O Campaign. Consistent publicity throughout the campaign is critical to success.
 - c. 2 December 2011, CFC Campaign ends. No extensions are authorized per USPACOM.
 - d. 30 December 2011, account and audit for all component pledge cards. All donations must be turned into the CAPO by this date.
9. Please direct questions to my primary CFC-O CAC action officer, Mr. Paul L. Smith, 723-5632, or J11WorkFlow@korea.army.mil

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Tab A - USPACOM FALL 2011 CFC-O Memo
Tab B - USFK CFC-O POC List


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