

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



**Community/Area Project Officer (CAPO)
BATCH ENVELOPE
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:

- Collect the Report Envelopes from each of your reporting units.
- Open each Report Envelope, verify the contents and ensure each pledge card is filled out correctly and includes the seven digit unit reporting number.
- Input the information recorded on the front of each unit's Report Envelope into the MANAGE system.
- The completed MANAGE submission generates a batch number. Enter this batch number on the space provided above.
- Place all pledge card audit copies (pink copies) in this CAPO Batch Envelope.
- Process all payroll allotment copies (white copies) of pledge cards at the appropriate finance office and shred all white copies of the pledge cards for cash/check contributions.
- Mail this CAPO Batch Envelope to your CFC-O office.

Batch entered and mailed by: _____
Name

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