

Sample 1

** DATE **

Commander address block

Local Federal Coordinating Committee,
Combined Federal Campaign of South Puget Sound
C/o PCFO
1501 Pacific Ave, Ste. 400
Tacoma WA 98402

1. I submit the following organizations for inclusion in the charity listing for the 2016 Combined Federal Campaign of the South Puget Sound per 5 CFR 950.204(c):

- a. Name of Organization:
 - i. Physical Address: charity location
 - ii. Mailing Address: for payment
 - iii. Telephone Number: donors can contact to receive further information about organization:
 - iv. Percentage of total support and revenue spent on administration and fundraising: %
 - v. 25 word description (may state "Same as previous year." if participated in 2015 campaign):
 - vi. Taxonomy Codes: (may list up to three)

2. I certify that the organization named in this application is in compliance with all statutes, Executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries, entities, or individuals subject to economic sanctions administered by the U.S. Department of the Treasury's Office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to such sanctions, a list of Specially Designated Nationals and Blocked Persons subject to such sanctions, and overviews and guidelines for each such sanctions program can be found at <http://www.treas.gov/ofac>. If any change in circumstances pertaining to this certification occur at any time, the organization will notify OPM's Office of CFC Operations immediately.

3. CFR Certification: I certify that the above named organization(s) meet the eligibility criteria of 5 CFR 950.204(d). Specifically, I certify that the organization listed above:

- a. Is a nonprofit, tax-exempt organization(s) that provides family service programs or youth activity programs to personnel in the command, and does not receive a majority of its financial support from appropriated funds.
- b. Demonstrates a high degree of integrity and responsibility in the conduct of its affairs and uses contributions received for the announced purposes of the organization.

- c. Is directed by the base/installation Non-Appropriated Fund Council or an active voluntary board of directors which serves without compensation and holds regular meetings.
- d. Conducts its fiscal operations in accordance with a detailed annual budget, prepared and approved at the beginning of the fiscal year. Any significant variations from the approved budget receives prior authorization from the directors. The activity has accounting procedures acceptable to an installation auditor and the inspector general.
- e. Has a policy and practice of nondiscrimination on the basis of race, color, religion, sex, or national origin applicable to persons served by the organization.
- f. Prepare an annual report which includes a full description of the organization's activities and accomplishments. The reports are available to the public upon request.

Signed
Commander's Signature Block

Sample 2



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 75TH AIR BASE WING (AFMC)
HILL AIR FORCE BASE UTAH

Colonel Kathryn L. Kolbe
75th Air Base Wing Commander
7981 Georgia Street, Suite 100
Hill Air Force Base, Utah 84056

Intermountain Combined Federal Campaign (CFC)
2955 Harrison Blvd.
Suite 201
Ogden, Utah 84403

SUBJECT: Eligibility of Combined Federal Campaign Application

1. I certify that Hill AFB Youth Programs in this application meets eligibility criteria in 5 C.F.R. §950.204(d).
2. Youth Programs is a Non-Appropriated Instrumentality that supports the installation Morale, Welfare and Recreation (MWR)/Family Support and Youth Activities (FSYA) program.
3. Youth Programs is a nonprofit, tax-exempt organization that provides youth activity programs to personnel on Hill AFB where the organization is located. The activity does not receive a majority of its financial support from appropriated funds.
4. Youth Programs has a high degree of integrity and responsibility in the conduct of its affairs. Contributions received are used effectively for the announced purposes of the organization. The organization is directed by the base Non-Appropriated Fund Council or an active voluntary board of directors which serves without compensation and holds regular meetings.
5. Youth Programs conducts its fiscal operations in accordance with a detailed annual budget, prepared and approved at the beginning of the fiscal year. Any significant variations from the approved budget must have prior authorization for the Non-Appropriated Fund Council or the directors. The youth activities must have accounting procedures available to an installation auditor and the inspector general.
6. Youth Programs has a policy and practice of nondiscrimination on the basis of race, color, religion, sex, or national origin applicable to persons served by the organization.
7. Youth Programs prepares an annual report which includes a full description of the organization's activities and accomplishments. These reports are made available to the public upon request.
8. My point of contact is Alvin Ulsh, Assistant Director, Youth Programs, (801) 777-2419.

3/6/2013

X 

KATHRYN L. KOLBE, Colonel, USAF
Commander