

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**HEADQUARTERS OPERATING
INSTRUCTION 36-1**

22 NOVEMBER 2017



Personnel

**PARTICIPATION IN FUND-RAISING
DRIVES**

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This Headquarters Operating Instruction (HOI) implements AFD 36-31, Personal Affairs and AFI 36-3101, Fundraising within the Air Force. It outlines which fundraising campaigns are supported by Headquarters Air Force (HAF) and designates the Operations Directorate (SAF/AAO) as office of primary responsibility (OPR) for planning, managing, and conducting campaigns. It applies to organizational elements of the Secretariat and the Air Staff. Send recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication. Maintain all records created as a result of processes prescribed in this publication in accordance with Air Force Manual (AFMAN) 33-363, Management of Records Disposition Schedule (RDS), and dispose of in accordance with the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

The revision updates the office symbol of the OPR from SAF/AAA to SAF/AAO and makes some minor administrative changes. Please review publication in its entirety.

1. Support Authorized for Fund-Raising Drives: HAF supports fundraising campaigns. In the National Capital Area (NCA) these campaigns are:

- 1.1. Air Force Assistance Fund (AFAF), including Air Force Aid Society, Inc., Air Force Villages Charitable Foundation, Air Force Enlisted Village and the LeMay Foundation (LEMAY)—February/March solicitation.

1.2. Combined Federal Campaign (CFC), including Local, National and International Agencies approved by Office of Personnel Management (OPM) and the Local Federal Coordinating Committee (LFCC)—fall solicitation.

1.3. Approved emergency and disaster appeals as approved and issued by the Secretary of the Air Force.

2. Responsibility for Drive Leadership:

2.1. AFAF Campaign: SAF/AAO provides staff supervision for the annual AFAF fundraising campaign for Air Force military personnel within the NCA and issues appropriate instructions each year before the campaign.

2.2. Combined Federal Campaign:

2.2.1. The Secretary of the Air Force, as chairperson, designates a vice chairperson for the drive.

2.2.2. The Campaign Manager is the permanent administrator and as such, is responsible for planning and conducting the campaign for Air Force personnel in the NCA.

2.3. Emergency and Disaster Appeals: The Campaign Manager manages appeals for emergency and disaster funds.

3. Organizational Participants for Campaigns: The organizational structure for the campaigns differs according to the campaign; but generally the Secretariat, Air Staff, Bolling and Andrews AFBs, and elements in the NCA make up the organizational participants.

4. Project Officer (PO) and Alternate Project Officer (APO):

4.1. Upon the request of the Campaign Manager, each 2-letter organization designates a PO and APO and reports their names, room numbers, and telephone extensions to SAF/AAO by appointment letter. NOTE: To provide continuity, an organization may designate a permanent PO and an assistant APO. Changes in such designations must be promptly reported to SAF/AAO.

4.2. Qualifications of the PO. Each PO must be carefully selected, since the way he or she plans and conducts the campaign will determine its success. In particular, the PO must:

4.2.1. Have a grade and temperament that allows them to work effectively with all campaign workers.

4.2.2. Be able to plan and personally discuss campaign strategy and progress with the 2-letter organization.

4.3. Duties of the PO. Each PO, working with the APO and under the general guidance of the 2-letter organization, plans and actively conducts the fundraising campaign in the organization. The PO is authorized a minimum of one key worker per 15 employees.

4.4. Cooperation with SAF/AAO. POs and APOs are required to work directly with SAF/AAO regarding publicity and procedures for the turn in of campaign funds.

5. Loaned Executive (LE).

5.1. Upon the request of the Secretary of Defense (SECDEF), DoD components are encouraged to assign available personnel to serve as the CFC loaned executives to assist in

the critical fundraising activities at the discretion of senior leadership within their respective organizations.

6. Participation by 2-Letter Organization: To ensure the success of fundraising drives in the NCA, each 2-letter organization is expected to actively support their PO, and promote the various campaigns within their organization.

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