

MPG 3940.1

REVISION E

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# **MARSHALL PROCEDURES AND GUIDELINES**

**CD01**

## **WELFARE AND CHARITY CAMPAIGNS AND PRIVATELY-SPONSORED ON-THE-JOB SOLICITATIONS**

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<b>Marshall Procedures and Guidelines</b> CD01		
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**DOCUMENT HISTORY LOG**

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	E	9/30/99	History log added with this revision; previous history contained in Directives Manager's Reference File. Document is a rewrite from MMI 3940.1D to an MPG.

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## PREFACE

### P.1 PURPOSE

To outline types of fund-raising drives, privately-sponsored on-the-job solicitations and collections, and other welfare activities to be conducted within the Center and to assign responsibilities and prescribe related procedures.

### P.2 APPLICABILITY

This Directive is applicable to all civil service employees at Marshall Space Flight Center (MSFC).

### P.3 AUTHORITY

- a. Executive Orders 12353 and 12404
- b. 5 CFR 950

### P.4 APPLICABLE DOCUMENTS

- a. NPD 1440.6, "NASA Records Management"
- b. NPG 1441.1, "NASA Records Retention Schedules"
- c. MPG 1440.2, "MSFC Records Management Program"

### P.5 REFERENCES

None

### P.4 CANCELLATION

MMI 3940.1D dated January 21, 1982

Original Signed by  
Carolyn S. Griner for

A. G. Stephenson  
Director

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## DOCUMENT CONTENT

### 1. DEFINITIONS

1.1 Bloodmobile Program. Solicitation of blood donations for the American Red Cross, military hospitals, blood banks, or in response to emergency calls for needy individuals.

1.2 Combined Federal Campaign (CFC). Combined fund-raising campaign to solicit contributions for the support of voluntary health and welfare agencies – United Way, National Health Agencies, International Service Agencies, National Service Agencies, and non-federated voluntary agencies.

1.3 Privately-Sponsored On-the-Job Solicitations and Collections. Activities conducted for voluntary contributions to benefit fellow employees confronted with emergency situations and/or fund-raising campaigns of other worthy local and national welfare organizations.

### 2. RESPONSIBILITIES

2.1 The Community Relations Specialist, Government and Community Relations Department, (CD50), is the designated Center representative for the CFC to maintain permanent contact with participating organizations. He/she will provide guidance and assistance to the Center campaign chairperson appointed to manage each year's CFC.

2.2 The Director, Human Resources Department, is responsible for coordination of the MSFC Bloodmobile Program. Also, he/she will investigate requests for other Centerwide solicitations and appeals and make recommendations to the Center Director for approval.

### 3. PROCEDURE

3.1 The Community Relations Specialist will work with the Director, Customer and Employee Relations, on the appointment of an Executive Chairperson to conduct the annual MSFC CFC. Detailed procedures governing each campaign will be issued by the Executive Chairperson.

3.2 The Director, Human Resources Department, will designate a Bloodmobile Program coordinator who will handle publicity and

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work with each MSFC organization to schedule donors. Employees who donate blood will be excused for 4 hours recuperation time plus travel time and the time required to give blood. The excused absence is to be taken on the day the blood is donated and all donors are encouraged to take it. A longer period may be authorized only when required for additional recuperation purposes. If donors are rejected, only the travel time and time required to determine that the employee should not donate blood will be excused.

3.3 Requests for other Centerwide welfare campaign support and appeals will be made to the Director, Human Resources Department, who will investigate requests and make recommendations to the Center Director for approval. Upon approval, the Director, Human Resources Department, will coordinate publicity support with the Internal Relations and Communications Department and appoint a collection agent.

#### 4. RECORDS

Records will be maintained in accordance with NPD 1440.6 "NASA Records Management," NPG 1441.1, "NASA Records Retention Schedule," and MPG 1440.2, "MSFC Records Management Program." Records which document and serve as the basis for official actions will be destroyed when 2 years old. Authorization for individual allotments to the CFC will be destroyed after GAO audit or when 3 years old, whichever is sooner.

#### 5. FLOW DIAGRAM

None