



COLORADO FEDERAL
EXECUTIVE BOARD
colorado.feb.gov

Principal Combined Fund Organization

STATEMENT OF WORK

2012, 2013 With optional year 2014

Version 03

November 16, 2011 1:39 pm



By

Local Federal Coordinating Committee
Colorado Federal Executive Board
Denver Federal Center, Bldg 810, Room 5014

PO Box 25567
Lakewood, CO 80225

Phone: 303-202-4588
FAX: 303-202-4583

Abstract

The Denver Metro Local Federal Coordinating Committee (LFCC) is soliciting applications from federated groups, charitable organizations or a combination thereof, interested in being considered to serve as the Principal Combined Fund Organization (PCFO) for campaign years 2012/2013 with an option for 2014.

Document Notices

Change Notice

Version	Date	Change
Version 1	October 20, 2011	For Review
Version 2	November 1, 2011	For Review
Version 3	November 16, 2011	Final
Version 4	November16, 2011	OOPS

Table of Contents

Document Notices.....	ii
Change Noticeii	
Table of Contents	iii
List of Figures.....	v
I. Purpose.....	1
II. Authorization.....	1
III. Mission	2
IV. Statement of Work.....	2
IV.A Financial Accountability	3
IV.B Pledge Support	4
IV.C CFC Applications Processing Support	4
IV.D Campaign Management Support.....	5
IV.E Campaign Marketing	6
IV.F Reporting.....	8
IV.G Reporting relationships with LFCC and the Office of Personnel Management	9
V. Key Proposal Components:.....	10
V.A Organizational capacity and capability.....	10
V.B Prior Experience.....	10
V.C Written Campaign Plan.....	10
V.C.1 Financial Accountability.....	11
V.C.2 Pledge Support.....	11
V.C.3 CFC Applications Processing Support.....	11
V.C.4 Campaign Management Support.....	11
V.C.5 Campaign Marketing.....	11
V.C.6 CFC Campaign Budget and Budget Justification.....	12
V.C.7 Reporting requirements.....	12
VI. Required Statements and Certifications.....	13
VII. Deliverables and Points of Contacts.....	14
VIII. Optional Year 2014.....	14
Exhibit A. Budget Format	15
Exhibit B. Local Federal Coordinating Committee Governance	17

List of Figures

Figure 1	Budget Exhibit (1/2)	15
Figure 2	Budget Exhibit (2/2)	16

I. Purpose

The Denver Metro Local Federal Coordinating Committee (LFCC) is soliciting applications from federated groups, charitable organizations or a combination thereof, interested in being considered to serve as the Principal Combined Fund Organization (PCFO) for campaign years 2012 and 2013 with an option for 2014.

Note! A legal notice will be published in various local newspapers in accordance with Title 5, Code of Federal Regulations, and Part 950.104(c), which requires that the LFCC publish a notice no later than February 1 of the appropriate calendar year.

This statement of work (SOW) outlines the regulatory requirements, performance expectations, and deliverables related to the Denver Metro Campaign. Criteria are set out that will be assessed in the selection of the PCFO.

Note! All application proposals submitted for consideration must be received by the LFCC emailed/postmarked no later than **December 17 2011**

II. Authorization

Title 5, Code of Federal Regulations --

- Part 950.104 authorizes the LFCC to solicit applications from federations, charitable organizations, or combinations thereof to serve as the PCFO and to select a PCFO to act as its fiscal agent and campaign coordinator for the Combined Federal Campaign.
- Part 950.105 outlines the responsibilities of the PCFO. The primary responsibility of the PCFO is to support the federal government in managing a comprehensive local workplace fund raising campaign while ensuring the fiscal integrity, accountability, and transparency of the process. A primary goal of the PCFO is to conduct an effective and efficient campaign in a fair and even-handed manner. Only federations, charitable organizations or combinations thereof may serve as the PCFO.
- Part 950.601 provides additional requirements governing the release of contributor names.
- Parts 950.102(c), 103(b), 105(e), 603, and 403 govern the PCFO's reporting relationships with LFCC and the U. S. Office of Personnel Management (OPM). The LFCC is authorized to govern the conduct of the Combined Federal Campaign (CFC) and is responsible for overseeing the performance and accountability of the PCFO. However, the director, OPM, is the final authority in interpretation of regulations and program policy. A PCFO's failure to comply with program regulations may result in either disqualification from future service as PCFO, disqualification as a participating federation, or both penalties.

III. Mission

The mission of the Denver Metro Combined Federal Campaign (CFC) is to support and to promote philanthropy through a program that is employee-focused, cost-efficient and effective in providing all Federal employees the opportunity to improve the quality of life for all. Federal employees created the CFC-one campaign, once a year. By allowing employees to select the organizations of their choice from a single charity list and to make their contributions through payroll deductions, the CFC opened wide the door to more opportunities for generous giving to literally hundreds of worthy causes. The CFC is the only authorized solicitation of employees in the Federal workplace on behalf of charitable organizations. Annually, it solicits approximately 34,000 employees in the local area and nearly 4 million employees nationally from the postal, military, and civilian branch. The Combined Federal Campaign currently is made up of over 360 local campaigns. The Office of Personnel Management's Office of CFC Operations has the overall responsibility for the setting policy and overseeing the structure of the CFC. It reviews and provides guidance and technical advice on regulations, and has the authority to conduct compliance audits on any CFC local campaign fiscal records. Each campaign is directed by a Local Federal Coordinating Committee (LFCC) comprised of members of local Federal interagency organizations that acts as a "Board of Directors" for the local campaign (**See Exhibit B. "Local Federal Coordinating Committee Governance" on page 17.**).

IV. Statement of Work

The purpose of the statement of work (SOW) is to outline the requirements, performance expectations and deliverables required to serve as the PCFO to the local CFC campaign, as outlined in Title 5, Code of Federal Regulations, part 950 and CFC Guidance Memoranda. The PCFO will be selected by and report to the Denver Metro Local Federal Coordinating Committee.

Complete copies of all CFC regulations and memoranda may be downloaded from www.opm.gov/cfc.

Tasks definitions are presented below in six major categories:

- Financial Accountability (**See section IV.A "Financial Accountability" on page 3.**),
- Pledge Support (**See section IV.B "Pledge Support" on page 4.**),
- CFC Applications Support (**See section IV.C "CFC Applications Processing Support" on page 4.**),
- Campaign Management Support (**See section IV.D "Campaign Management Support" on page 5.**),
- Campaign Marketing (**See section IV.E "Campaign Marketing" on page 6.**),
- Reporting (**See section IV.F "Reporting" on page 8.** and **See section IV.G "Reporting relationships with LFCC and the Office of Personnel Management" on page 9.**).

IV.A Financial Accountability

The PCFO agrees to maintain a system of records that insures the integrity and accountability of all funds administered in support of the CFC program. To meet this objective the PCFO shall, in accordance with CFC regulations:

- Honor employee designations by ensuring that funds are distributed to recipient organizations pursuant to regulatory guidelines, and that necessary controls are established to maintain accountability and disclosure.
- Distribute undesignated funds to all organizations in the brochure in the same proportion that they received designations.
- Maintain a detailed schedule of PCFO actual CFC administrative expenses.
- Maintain CFC financial records and interest-bearing bank accounts separate from the PCFO's internal organizational financial records and bank accounts.
- Maintain all financial records and bank accounts pursuant to generally accepted accounting principles.
- Implement necessary controls to insure that interest earned on all CFC accounts is distributed in the same manner as undesignated funds.
- Submit to the LFCC an audit of collections and disbursements no later than June 15 for each campaign managed in which the last disbursement is made. The audit must be performed by an independent certified public accountant pursuant to generally accepted auditing standards and OPM guidance.
- Absorb the cost of any reprinting of campaign materials due to the PCFO's noncompliance with these regulations, embezzlement, or loss of funds. The PCFO must also absorb campaign costs exceeding 110 percent of the approved budget unless any overage is approved by the Director of CFC Operations at OPM.
- Prepare and maintain a line item budget that details all estimated costs required to operate the CFC. The budget must contain sufficient details for the LFCC to understand the cost associated with operating CFC. Major budget categories must include itemized salaries, supplies, rental and maintenance of equipment, printing and artwork, promotion and public events, special events, and staff and volunteer development services, including direct variable costs, and direct and indirect fixed costs. See Exhibit A (**See Exhibit A. "Budget Format" on page 15.**) for details on itemized budget categories. The budget must be prepared based on projected expenses and not based on a percentage of the funds raised in the campaign.

IV.B Pledge Support

The PCFO shall provide pledge support for the campaign. The PCFO shall:

- Provide training for campaign representatives, coordinators and keyworkers. Keyworkers should be trained to check to ensure the pledge card is legible on each copy, verify arithmetical calculations, and ensure the block on the pledge card concerning the release of the employee's name and address is completed fully.
- Prepare the annual pledge form and brochure consistent with the regulations and OPM instructions.
- Submits all campaign materials to the LFCC for approval in accordance with predefined schedules.
- Work with agency campaign officials to ensure no employee is coerced in any way regarding participation in the campaign or questioned as to his or her designation or its amount.
- Maintain donor privacy and honors employee requests that their names not be released to organization(s) that they designate.
- Support Government actions to provide electronic pledge processes to employees. Support will include production of an electronic brochure file in predefined format of campaign's local listing.

IV.C CFC Applications Processing Support

The PCFO shall support the LFCC in processing applications for participation by local charities in the Combined Federal Campaign. The PCFO will not determine the eligibility of local organizations that apply to participate in the local campaign. The eligibility determination is the exclusive responsibility of the LFCC, and may not be delegated to the PCFO. However, tasks performed by the PCFO in support of this process include:

- Assist in the dissemination of information regarding the solicitation of applications.
- Support development of local instructions and forms to assist charitable agencies applying for participation in the CFC.
- Assist the LFCC in the screening of applications for completeness.

IV.D Campaign Management Support

The PCFO will provide support to the LFCC in many CFC campaign management functions, including:

- Identifying a senior agency official to serve as the Campaign Chairperson.
- Identifying and soliciting loaned executives from local federal agencies to assist in the campaign.
- Establishing a network of employee key workers and volunteers in local federal agencies to carry out the campaign.
- Ensuring that, to the extent reasonably possible, every employee is given the opportunity to participate in the campaign.
- Maintaining records of meetings and activities performed in support of the CFC.
- Providing a planning calendar that identifies key campaign events and milestones, such as:
 1. Major campaign events and meetings
 2. National and regional workshops and conferences,
 3. Release of information and reports required by regulation and this performance agreement,
 4. Review and update of agency account profiles,
 5. LFCC review of donor recognition awards,
 6. Planned agency head visits,
 7. Interviewing of prospective Loaned Executives,
 8. LFCC review of campaign materials, i.e., pledge card, Contributor's Guide, posters, donor recognition awards, reports, invitations, and “thank you” items, etc.,
 9. LFCC review of training materials for Loaned Executives, Coordinators and Key workers, Campaign events such as the Kick Off and Final Event,
 10. Publication and distribution schedule for campaign materials to participating federal agencies,
 11. Training schedule for Loaned Executives, Coordinators and Key workers,
 12. Web site design, development and/or updates (a CFC domain name is owned by the CFC and is transferable on request).
 13. Reporting and allocation of contributions.

IV.E Campaign Marketing

The PCFO will be responsible for certain campaign marketing activities. These may include but are not limited to:

- Design and implementation of CFC awards programs, which are accessible to all employees, subject to the LFCC's approval.
- Support the following events including:
 1. Kickoff events at the Denver Federal Center, 100 charities with tables, barbecue lunch, music, etc; with more than 1000 feds in attendance.
 2. Federal Building, Downtown Denver 24 charities with tables, barbecue lunch, music, etc.; with more than 1000 feds in attendance
 3. Additional kick-off events that are either multi-agency or single agency, for example, Commerce labs in Boulder, Lakewood Federal Center, Buckley AFB and the Post Office GMF details to be determined.
 4. Victory Luncheon Celebration (approximate attendance 350). Plan and execute the celebration luncheon event.
- Identify and support scheduling of locally, regionally, or nationally recognized individuals to serve as keynote speakers at the Victory Luncheon Celebration Ceremony.
- Provide federations and agencies the opportunity to offer suggestions related to the operation of the campaign, printed materials, and training.
- Design, develop, and submit to the LFCC for approval prior to publication all campaign promotional materials.
- Design, develop, and submit to the LFCC for approval prior to publication the CFC training materials for the Loaned Executives and Coordinators/Key Workers.
- Design, develop, and submit to the LFCC for approval a web-based CFC site. The web site should provide the following minimum content and functions:
 1. Front page (welcome) should include the campaign logo and theme, and summarize results from the most recent campaign. This page should have buttons (page links) for each of the primary pages available on the site.

2. The primary pages should contain at a minimum:
 - An events notice page, announcing planned events by type, date, and location. This page should describe how a charitable organization can participate in each event, if appropriate, and it should provide a contact name and telephone number or E-mail address for each event. This page will require updating as needed.
 - An LFCC page (to post LFCC notices, advisories and membership).
 - Exit survey asking the visitors opinion about the web site.
3. Enable employees to search for a list of participating organizations to certain criteria. For example: CFC designation code, administrative expense range, organization name (including free form or wild card type searches, if practical), and affiliation.
4. An online giving tool that is consistent with efforts across government to automate CFC donations.

IV.F Reporting

The following reports must be submitted from the PCFO to the LFCC. Note all campaign records, including reports, must be retained a minimum of three campaign years. In the event the PCFO changes, all pertinent records must be transferred to the LFCC. The reports include:

- Summary report- campaign performance results using the Online Form 1417 posted on the CFC website at www.opm.gov/cfc. The 1417 must be completed by 1 March. Additionally, interest earned on the bank accounts used to deposit CFC contributions must be reported on the OPM Form 1417.
- Monthly report- provide to the LFCC management information reports describing the campaign results including absolute, statistical, and comparative data monthly during the campaign and as needed, thereafter. Such information must include at a minimum the following data:
 1. Agency identification information,
 2. Current year and if possible three additional years of Information for:
 - Number of employees,
 - Number of donors,
 - Percentage of participation,
 - Total amount pledged/contributed,
 - Percentage change in giving,
 - Per capita gift,
 - Average gift,
 - Number of leadership donors,
 - Amount pledged by leadership donors.
 - Summary information for the items above
- Documents or information requested by the LFCC and/or the Director, CFC Operations, OPM, within 10 calendar days of the receipt of that request.
- Support the LFCC oversight responsibilities by convening sessions to support milestone progress reports of the campaign's compliance with CFC regulations and OPM guidance on an annual basis. The LFCC will ensure, with PCFO support, all campaigns submit the compliance assessment documents to OPM by September 16 of each year.
- Provide to the LFCC a detailed report of actual CFC administrative expenses. The LFCC may request itemized receipts for questionable expenses. The expenses report must be in a format that can be reconciled with the PCFO's budget submitted pursuant to the campaign plan.
- Provide the LFCC the actual expenses "to date" during the months of September, October, November, December and January, succeeding year. For events with offsetting revenues received, the reports shall show revenues received. Meet monthly during these months with the LFCC and review budgets and actual expenses.

The report of actual CFC administrative expenses must be provided quarterly to the LFCC with a final report **no later than February 23 or a mutually agreed upon delivery date.**

- Provide to the LFCC a comprehensive list of campaign awards and incentives, the amount to be purchased, and cost for next year's campaign; and an accounting of the awards and incentives used in the last CFC campaign including the amount distributed and the surplus amounts.

IV.G Reporting relationships with LFCC and the Office of Personnel Management

CFR 950.102(c), 103(b), 105(e), 603, and 403 govern the PCFO's reporting relationships with LFCC and OPM. The LFCC is authorized to govern the conduct of the CFC and is responsible for overseeing the performance and accountability of the PCFO. However, the director, OPM, is the final authority in interpretation of regulations and program policy.

Note! A PCFO's failure to comply with program regulations may result in either disqualification from future service as PCFO, disqualification as a participating federation, or both penalties.

V. Key Proposal Components:

Any federation, charitable organization or combinations thereof wishing to be selected for the PCFO must submit a timely application pursuant to the deadline set by the LFCC. Applicants must provide evidence of the organizational capacity, capability, and experience to meet the requirements of the statement of work, and submit a written campaign plan addressing the factors in the SOW. The proposal will be used by the LFCC to evaluate the applicants for PCFO to act as its fiscal agent and campaign coordinator as described in this solicitation. The proposal must describe:

V.A Organizational capacity and capability.

The ability of the applicant to successfully meet the requirements of a PCFO outlined in Section One above should be detailed. Proposals must include a discussion of the organizational structure that will be used to support these requirements, including the assigned personnel and their management reporting structure. Factors to be considered are:

- Experience managing charitable fund raising initiatives on behalf of charitable organizations or analogous solicitation campaigns
- Ability to meet pledge processing and fund distribution requirements and overall technology related capacity to perform the requirements of the solicitation
- Staffing plan with the roles and resumes of the people proposed to perform PCFO services
- Description of the organization's structure and how the proposed PCFO program will fit into the existing structure

V.B Prior Experience.

The applicant should detail relevant, recent past performance on similar efforts including for whom the work was done, the scope of the effort, and any program references that may assist in verifying the quality of the work performed.

V.C Written Campaign Plan.

Submit a written campaign plan sufficient in detail to allow the LFCC to assess how the applicant will administer an efficient and effective CFC. The plan must address the approach to methods that will be used to accomplish all tasks delineated in sections IV (**See section IV. "Statement of Work" on page 2.**), as follows:

V.C.1 Financial Accountability.

Include a detailed financial proposal explaining the approach to accomplishing all tasks delineated under Fiscal Accountability requirements of section IV.A (**See section IV.A “Financial Accountability” on page 3.**). The PCFO financial management plan must present a sound fiscal approach, and demonstrate adherence to the fiduciary responsibilities of 5CFR 950.105. The plan should describe internal controls designed to provide reasonable assurances that the fiduciary responsibilities of 5 CFR 950.105 will be achieved. The financial management plan must also specifically address the system for reconciliation of original pledge amounts with final distribution of funds. Emphasis should be on the approaches to and degree of checks and balances that are offered to ensure the accountability and integrity of the system.

V.C.2 Pledge Support.

The campaign plan must describe the approach to meeting requirements of section IV.B (**See section IV.B “Pledge Support” on page 4.**). The plan should include a succinct description of the process of transferring donations to charities, including the system for reconciliation of original the donor's original pledge amounts with the final distribution.

V.C.3 CFC Applications Processing Support.

The campaign plan must describe the approach to meeting requirements of section IV.C (**See section IV.C “CFC Applications Processing Support” on page 4.**); specifically the capability of the applicant to administratively support the LFCC.

V.C.4 Campaign Management Support.

The campaign plan must describe the approach to meeting requirements of section IV.D (**See section IV.D “Campaign Management Support” on page 5.**). The plan should include how the planning calendar will be developed and executed, including a description of the employee solicitation, methods of solicitation, and timing of start-up

V.C.5 Campaign Marketing.

The campaign plan must describe the approach to meeting requirements of section IV.E (**See section IV.E “Campaign Marketing” on page 6.**). The plan should delineate the federal employee education and outreach program programmed for by the applicant.

V.C.6 CFC Campaign Budget and Budget Justification.

A complete budget based on projected expenses must be presented along with a narrative justification explaining rationale or formulas used in calculating major cost categories (See **Exhibit A. "Budget Format" on page 15.**).

V.C.7 Reporting requirements.

The campaign plan must describe the approach to ensuring the requirements of section IV.F (See **IV.F "Reporting" on page 8.** and **See IV.G "Reporting relationships with LFCC and the Office of Personnel Management" on page 9.**) are met.

The campaign plan should also specifically address an overall campaign strategy that describes:

- How the PCFO will conduct an efficient and efficient CFC, under the direction of the LFCC. The description should explain how the CFC would be supported as a separate campaign; apart from the applicant organization's own campaign or other campaigns for which it serves as a contractor.
- How the PCFO will afford federated groups and agencies in the local campaign adequate opportunity for input regarding the overall campaign, including print campaign materials and training.
- The process that federated groups and agencies must use to attend or participate in approved campaign meetings kick off events, charity fairs, and training sessions.
- The process that will provide federated groups, agencies, and the general public the opportunity to review at the PCFO office all reports, budgets, audits, training materials, and other records pertaining to the CFC.
- The procedures for ordering, delivering and tracking campaign matter.
- The internal policies and procedures to be used to safeguard the use of the CFC logo, CFC references, and/or contributor names on or included in invitation notices, letters, or promotional materials without prior LFCC approval.
- The internal policies and procedures to be used to safeguard CFC donations and contribution records including pledge forms and cash and check contributions, donor recognition awards and promotional materials.
- The internal policies and procedures to be used to safeguard CFC donor recognition awards and promotional materials.

VI. Required Statements and Certifications

The following are required statements and certifications that must be submitted as part of the application. A statement pledging to:

- Administer the CFC fairly and equitably
- Conduct campaign operations such as training, kick-off and other events, and fiscal operations, such as banking, auditing, reporting and distribution separate from the applicant's non-CFC operations.

In addition, applicants must:

- Certify the PCFO will abide by the directions, decisions, and supervision of the LFCC and/or Director.
- Acknowledge the applicant is subject to the potential sanctions of §950.403 and §950.603.
- Acknowledge the applicant is subject to the provisions of §950.202 and §950.203.

VII. Deliverables and Points of Contacts

All application proposals submitted for consideration must be received by the LFCC postmarked no later than **December 17, 2011**. Applications may also be hand-delivered. Interested organizations should submit their application proposals to the following address or email

Gay Page
Executive Director
Colorado Federal Executive Board
PO Box 25567
Denver CO 80225

Phone:303-202-4588

<mailto:gpage@colorado.feb.gov>

Only application proposals addressing all of the key elements and deliverables outlined herein will be considered for review by the LFCC. If you have any questions concerning this SOW please contact (by email only):

Frank Bair (<mailto:frank.l.bair@usps.gov>)

Amy Lucero (<mailto:amy.lucero@dot.gov>)

VIII. Optional Year 2014

By 1 January 2014 the LFCC, based on the performance of the PCFO during the previous two years, has the option of extending for the optional campaign year 2014. Annual evaluation of the PCFO's performance will be provided by the LFCC and will be based on the PCFO's degree of success in meeting the requirements outlined in the SOW and in the PCFO's proposal in response to the SOW.

Performance progress will be provided informally in November 2012 and 2013. Formal performance evaluation will be provided in February 2013 for campaign year 2012 and in February 2014 for campaign year 2013.

Exhibit A. Budget Format

March 1 - February 28 Budget		
ITEM		Proposed (\$)
Salaries	Direct	\$0.00
	Indirect	\$0.00
Employee Benefits	Direct	\$0.00
	Indirect	\$0.00
Payroll Taxes	Direct	\$0.00
	Indirect	\$0.00
Total Payroll Related Expenses	Direct	\$0.00
	Indirect	\$0.00
Annual Audit		\$0.00
Campaign Processing		\$0.00
Supplies	Office	\$0.00
	Campaign	\$0.00
Telephone	Office	\$0.00
	Campaign	\$0.00
Postage and Shipping		\$0.00
Occupancy	Staff	\$0.00
	Loaned Executives	\$0.00
	Warehousing	\$0.00
Website	Design and Development	\$0.00
	Maintenance and Update	\$0.00
Legal Notice		\$0.00

Figure 1 Budget Exhibit (1/2)

Legal Notice		\$0.00	
Printing	Contract	Campaign Materials	\$0.00
		Stationary and Reports	\$0.00
	Internal	Campaign Materials	\$0.00
		Stationary and Reports	\$0.00
Campaign Events	Direct (CFC only)		\$0.00
	Indirect		\$0.00
Campaign Promotion		\$0.00	
Campaign Video		\$0.00	
Awards		\$0.00	
Local Transportation		\$0.00	
Special Events		\$0.00	
Staff & Volunteer Development		\$1.00	
Total Expenses		\$1.00	
Campaign Projection		\$1.00	
Percent of CFC Expenses to Campaign		100.0000	

Figure 2 Budget Exhibit (2/2)

Note! A “sample” Microsoft Excel spreadsheet is available for this submission

Exhibit B. Local Federal Coordinating Committee Governance

The LFCC is charged with overseeing the execution of the annual CFC. Members represent the various sectors of the Federal workforce (civilian, military and postal employees) and are drawn from a broader group of Federal managers and supervisors who provide assistance and direction to the PCFO through a CFC Cabinet. The CFC Cabinet also provides a venue for participating charities and federations to provide suggestions on campaign operations and activities. The Cabinet serves as an important management link between local Federal agencies and the PCFO.

The LFCC directs the work of the PCFO in conducting the annual CFC and provides appropriate financial and management oversight as required by OPM regulations.

The Cabinet and LFCC use a simple majority vote as their decision-making model.

Current LFCC members include:

Frank Bair,	USPS	Chair
Amy Lucero,	FHA	Co-Chair
Darcy Cladio	VA	
Lt Colonel Timmothy Donahue	USAF	
Frank McCann	IRS	
Donald R. Mock	NOAA	
Athena Quezada	Education	
Al Vincent	ITS (NTIA)	

