



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Tuesday, August 31, 2010

MEMORANDUM FOR: Heads Of Executive Departments And Agencies

FROM: John Berry, Director

Subject: 2010 Combined Federal Campaign

The 2010 Combined Federal Campaign (CFC) solicitation season starts September 1. Please do all you can to encourage support for the CFC at your agency. With some 25,000 participating charities, the CFC is the world's largest and most successful workplace charitable drive. Last year Federal workers and military personnel pledged over \$283 million dollars, setting a new CFC record. Donations to the CFC change lives and bring relief and hope to thousands of communities and millions of Americans.

I've always said that Federal employees are big-hearted people. Nothing demonstrates that caring spirit better than the CFC. Year after year, Federal workers across the nation and around the world show remarkable generosity. In these challenging economic times, it is more important than ever to open our hearts -- and our wallets -- to extend a helping hand.

Federal civil servants never shrink from a challenge. This year, with so many in need, let's show the American people what the men and women of the Federal government can do when we work together on a common cause. We've had seven consecutive years of pledge increases and record-setting annual CFC donations. Let's make 2010 our next record-setting year!

I've enclosed materials to help you encourage potential donors and promote on-line giving through Employee Express. If you or your staff have any questions or need assistance, please don't hesitate to call or e-mail Keith Willingham, Director, Combined Federal Campaign, at (202) 606-2564 or at cfc@opm.gov.

cc: Chief Human Capital Officers

ADDITIONAL INFORMATION AND RESOURCES

Encourage Participation among Newly Hired Employees

Throughout its history, the CFC has received contributions from an average 57 percent of the Federal workforce. In order to counter anticipated trends in donor loss through retirements, I am requesting your assistance in educating employees, and particularly newly hired and younger Federal employees, about this important program.

I encourage Department and Agency Heads to send the following message in an employee email to help educate Federal contributors about the CFC:

Suggested Email to Employees

Your community needs your help. As a Federal employee, you can donate hassle-free through the Combined Federal Campaign (CFC), the world's largest workplace giving campaign. Last year, Federal employees raised over \$282 million on behalf of charitable organizations across the country and overseas. If you were one of the 1 million plus donors who contributed through the 2009 CFC, I thank you for your generous support. If you were not part of that special group, I invite you to join it and help continue the government's proud tradition of giving back to those in need.

You will be given an opportunity to make a pledge this fall. You determine how much you can afford to contribute and to which participating organization(s) you would like to direct your contribution. Even the smallest of donations can go a long way towards improving the lives of others and payroll deduction is the simplest way for you to contribute. Payroll deduction lets you spread your contribution across the entire year. For example if you make the minimum required payroll deduction contribution of \$26 and are paid twice a month for a total of 26 pay periods during the year, \$1 will be deducted from your pay check each pay period. As you can see, spreading your contribution out over the year may allow you to contribute a larger amount and increase the benefits you can provide.

I encourage all new employees who have joined us since last year's campaign to learn more about the CFC by talking with the CFC keyworkers who will be distributing the Charity List and pledge forms.

Through your Federal employment, you have already demonstrated your commitment to America. The CFC is a great opportunity to further extend your public service by supporting charitable organizations which often provide services and benefits beyond what is available through the government. In the words of President John F. Kennedy, who established the CFC via Presidential Order in 1961, "And so, my fellow Americans: ask not what your country can do for you - ask what you can do for your country." Through the CFC you can make a difference in your community, our country, and the world.

Encourage Volunteer Support to Administer the CFC

The CFC would not occur at all without the support of each Department and Agency and its employees. Further, the involvement of Federal employees as CFC representatives is a key reason that the CFC has historically been one of the most cost-effective fundraising mechanisms for nonprofit organizations.

I certainly understand that all of us are stretched for resources. However, I recommend you allow your employees to serve as CFC Loaned Executives, Coordinators, and Keyworkers to the extent possible during the campaign period as well as encourage employees to serve on the Local Federal Coordinating Committee in their area. These positions can provide professional development opportunities in areas such as public speaking, financial accountability, and public-private sector partnerships, among others. Since the CFC is a recognized Federal program, it is not appropriate to place these employees on leave or make employees take leave to administer the CFC within your agency.

I encourage Department and Agency Heads to send the following message to your senior executives, supervisors and managers located at your headquarters and at regional/field offices in an email to encourage support for the CFC:

Suggested Email to Senior Executives, Supervisors and Managers

The Combined Federal Campaign (CFC) is the world's largest workplace giving campaign. Last year, Federal employees raised over \$282 million on behalf of charitable organizations across the country and overseas. The CFC would not be successful without the administrative support of Federal employees at each Department/Agency. Federal employees may serve as CFC Loaned Executives, Coordinators, and Keyworkers to the extent possible during the campaign period to ensure a smooth campaign is administered with little or no disruption to the business of the Department/Agency. I encourage you to provide the local non-profit CFC administrator with resources, as available, to assist in a successful CFC at your location. Please contact [insert contact name and phone number/email] if you can provide staff to help administer the CFC at your location.

In addition, I encourage you to consider volunteering to serve on the Local Federal Coordinating Committee in your location. To do so, please go to OPM's website at opm.gov/cfc/Search/Locator.asp, click on the drop down State menu and click on your state to find the LFCC contact in your location. The LFCC contact can provide you with more information on how to volunteer in this role. These positions can provide professional development opportunities in areas such as public speaking, financial accountability, and public-private sector partnerships, among others. Since the CFC is a recognized Federal program, it is not appropriate to place these employees on leave or make employees take leave to administer the CFC within your agency. Thank you for your cooperation and support of the CFC.

Lower Administrative Expense with Employee Express

Finally, I bring to your attention the CFC module available through Employee Express, a convenient, user-friendly Federal human resource automated system that gives employees direct control over key payroll and personnel information without having to use forms or visit a personnel or payroll office. If your Department/Agency uses Employee Express, I encourage you to look into obtaining the CFC module available through Employee Express. The CFC option allows your employees to make contributions through the CFC in an automated, secure and convenient fashion. This option also will help reduce the cost to administer the CFC and to your payroll offices in that CFC data submitted through Employee Express is automatically uploaded into payroll office systems and transmitted to the local CFC administrator, thus eliminating the need for manual entry by the payroll offices and local CFC administrator as well as the manual collection of pledges from employees by Keyworkers and Coordinators. If your Department/Agency does not already use Employee Express, but might be interested in it, please visit the Employee Express website at www.employeeexpress.gov for information and contacts.

It has been proven your leadership and endorsement of the CFC goes a long way towards ensuring its success within your Departments and Agencies. Please take the time this year to encourage your employees' participation in the CFC via monetary contributions and assistance by volunteering to help administer the CFC. You may also consider periodic reminders to employees throughout the CFC solicitation period and personal participation in special fundraising events, which are designed to draw attention to the CFC within your Departments and Agencies.

CFC Geographic Boundaries

It has come to our attention that some Federal Departments and Agencies are attempting to conduct national campaigns for their employees by having all employees participate in the CFC of the National Capital Area located in Washington, DC, or to conduct regional campaigns by having all employees participate in one designated campaign located within a certain region.

Requiring employees to participate in campaigns outside the geographic area of their official duty station is contrary to CFC regulations at 5 CFR § 950.103(h). This regulation specifically provides that, "A Federal employee may participate in a particular CFC only if that employee's official duty station is located within the geographic boundaries of that CFC." Please ensure your campaigns are conducted accordingly. Federal employees can determine their appropriate campaign by visiting OPM's CFC website at opm.gov/cfc/Search/Locator.asp and selecting the State where their official duty station is located.

Thank you for your support of the CFC. If you have any questions or need assistance, please contact OPM's CFC at (202) 606-2564 or at cfc@opm.gov.