



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

April 18, 2022

### MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: KIRAN AHUJA, DIRECTOR

A handwritten signature in blue ink that reads "Kiran A. Ahuja".

Subject: CFC Special Solicitation – UKRAINE

Through the annual Combined Federal Campaign (CFC), members of the Federal family demonstrate that our commitment to public service extends far beyond the workplace. Last year, Federal employees and retirees generously contributed tens of millions of dollars to more than five thousand local, national, and international causes in both funds and volunteer time. Dollars pledged are already providing critical support to people and organizations.

On March 24, 2022, President Joseph R. Biden, Jr. ordered federal assistance to help ease the burden on people in Europe and refugees around the world impacted by the war in Ukraine. Millions of Ukrainians, especially vulnerable populations, are in great need. Many of these individuals are unable to access clean water, food, shelter, and medical care.

International, national, and local health and human welfare organizations in the CFC are positioned to supplement these efforts by providing critical services and partnership during this crisis. Therefore, under existing CFC regulatory authority<sup>1</sup>, I am authorizing a special CFC solicitation period that will open the [CFC online donation portal](#) from April 18, 2022, through June 30, 2022. This special solicitation provides an opportunity for Federal employees, members of the military, postal workers, and retirees to create a new gift or an extra gift to support their favorite CFC-participating charities online or through the CFC mobile giving app. (The list is limited to the charities accepted by the CFC in 2021). This special solicitation will provide for the following:

- One hundred percent (100%) of the gifts made in this campaign will go to charities (without a distribution fee).
- Funds pledged will be paid out to charities by the 15<sup>th</sup> day of the month following receipt of the pledge by the CFC Central Campaign Administrator.
- Any employee who did not pledge via payroll deduction in fall 2021 can make a payroll-funded gift through the CFC.
- Existing donors who pledged by payroll allotments in the fall of 2021 can make additional donations with electronic credit, debit, or ACH gifts on the [CFC giving platform](#) or the mobile app. (2021 Payroll pledges cannot be increased at this time.)

Donors can pledge to their choice of the more than 5,000 charities that were on the CFC Charity List. Many of these 501(c)(3) organizations are now working overtime, assisting refugees who need food, medical attention, housing, relocation, and other day-to-day needs.

The CFC is uniquely positioned to supplement the Federal government's overall response by allowing employees to pledge additional resources to charities and to those that are actively responding throughout the world.

**We Need Your Help:** Your active and visible leadership is critical to the impact that this campaign will make in supporting the work of these charities. To assure that the employees in your department or agency know that we are coming together again to support CFC charities during this challenging time, we ask you to highlight the OPM announcement to your workforce through internal communications.

If you have any questions, please email [cfc@opm.gov](mailto:cfc@opm.gov) or call (202) 606-2564.

Cc: Federal Executive Boards  
Chief Human Capital Officers Council  
Local Federal Coordinating Committees  
Outreach Coordinators

---

<sup>1</sup> 5 CFR §950.102(a)(2) Scope of the Combined Federal Campaign: "The Director may grant permission for solicitations of Federal employees, outside the CFC, in support of victims in cases of emergencies and disasters. Emergencies and disasters are defined as any hurricane, tornado storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the world. Any special solicitations will be managed through a Disaster Relief Program developed by OPM."