



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Tuesday, July 29, 2014

**MEMORANDUM FOR: Heads Of Executive Departments And Agencies**

FROM: Katherine Archuleta Director

Subject: 2014 Combined Federal Campaign

Federal employees have shown an incredible amount of generosity by giving more than \$7 billion through the Combined Federal Campaign (CFC) since the first campaign in 1964. Last year alone, more than 800,000 employees donated more than \$209 million to the charities and causes they care about. I am asking for your help in making sure that this year's campaign is also a success.

Time and again we have seen that CFC results are stronger when there is clear and strong support from leadership. Your actions will go a long way towards ensuring the campaign's success within your department or agency this year. Here are some ways that you can make a difference.

**Suggested Email to Employees**

Please consider sending the following email message to all employees:

*The Combined Federal Campaign (CFC) is the world's largest and most successful workplace giving campaign. Since the first campaign in 1964, Federal employees have donated more than \$7 billion for the charities and causes that are near and dear to them. During the 2014 CFC solicitation period, I encourage you to consider giving through the CFC because:*

- *Payroll deduction lets you spread your contribution across the entire year;*
- *A CFC pledge gives your charity a steady source of revenue throughout the year;*
- *It is convenient for you (in most cases, you can pledge online) and provides you with tax records; and*
- *It shows all Americans that Federal employees care about our communities.*

*You will have an opportunity to make a pledge this fall. CFC funds only go to the charities that you and your fellow Federal employees designate. You can determine how much to contribute and which participating organization receives your contribution. Even the smallest donation can go a long way to making a difference in a needy person's life.*

*For the first time, donors have the option of giving to any of the more than 24,000 charities participating in the CFC, regardless of where they are located. To learn more about the CFC and how to make a pledge to a charity that is not listed in your local CFC Charity List, talk to the CFC keyworkers who will be distributing the Charity List and pledge forms in your office.*

### **Encourage Volunteer Support to Administer the CFC**

Volunteers are the heart of the CFC. Without a personal solicitation from a colleague, employees are less likely to participate in the program.

I recommend allowing your employees to serve as CFC Loaned Executives, Coordinators, and Keyworkers to the extent possible during the campaign period as well as encouraging employees to serve on their Local Federal Coordinating Committees. These positions are often a great way to develop professional skills such as public speaking, financial accountability and building 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.

### **Suggested Email to Senior Executives, Supervisors, and Managers**

I also encourage you to send the following message to your senior executives, supervisors, and managers located at your headquarters and regional/field offices:

*The Combined Federal Campaign (CFC) is the world's largest workplace giving campaign. Last year, Federal employees contributed more than \$209 million to charitable organizations across the country and overseas. I am asking for your help to ensure that employees have the opportunity to give to the participating charities of their choice again this year.*

*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 your department/agency. I encourage you to provide the local CFC office 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 (LFCC) in your CFC region. To do so, please go to OPM's website at [opm.gov/cfc/Search/Locator.asp](http://opm.gov/cfc/Search/Locator.asp) to find the LFCC point of contact in your area. The LFCC can provide you with more information on how to volunteer for this oversight role.*

*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 consideration and support of the CFC.*

### **CFC Charity Fairs**

Please consider holding several charity fairs at your locations throughout the solicitation period. These give Federal employees the opportunity to learn more about the participating charities directly from representatives of those organizations. We have found this to be one of the most effective ways to engage potential donors. Your local CFC office can provide more information on how to set up a charity fair and/or invite charitable organizations ([opm.gov/cfc/Search/Locator.asp](http://opm.gov/cfc/Search/Locator.asp)).

### **CFC Geographic Boundaries**

The CFC comprises 151 geographic regions throughout the U.S. and overseas. Each region sets its own campaign dates and has a unique listing of local charities. Federal employees may only participate in the campaign area where their official duty station is located. Please make sure that agency-wide campaign communications do not specify information or include links to CFC websites that may not be applicable to all employees. I encourage you to contact the Office of CFC at (202) 606-2564 or [cfc@opm.gov](mailto:cfc@opm.gov) for more information.

Thank you for your support of the CFC.

cc: Chief Human Capital Officers