



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT

WASHINGTON, D.C. 20415

OFFICE OF THE DIRECTOR

SEP 12 2001

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: KAY COLES JAMES
Director

A handwritten signature in black ink, appearing to read "Kay Coles James", written over the printed name and title.

SUBJECT: RELIEF EFFORTS FOR VICTIMS OF THE TERRORIST ACTIONS

I join the President in expressing sympathy to the victims of the attacks on the World Trade Center and the Pentagon. We are all saddened and outraged by the loss of life and suffering caused by these senseless acts of violence.

All Federal employees have the opportunity to contribute to national and local relief efforts through their participation in the Combined Federal Campaign (CFC). Generous contributions by Federal employees to numerous relief organizations allow such groups to provide needed assistance throughout the year, as well as at specific times such as those following the horrible events of September 11, 2001.

The 2001-2002 CFC is just beginning throughout the nation. As they have done so many times in the past, I urge Federal employees to consider the CFC as a timely, convenient and secure mechanism to help our fellow citizens, now and throughout the year. In view of the magnitude of the attacks on the World Trade Center and the Pentagon, I also am authorizing department and agency heads to allow a special solicitation of Federal employees at the workplace. Such a special solicitation will allow Federal employees to assist the ongoing relief efforts in New York City and the National Capital Area with a one time cash or check donation, outside the normal CFC procedures.

A number of special relief funds have been created or will be created to deal with the relief efforts in the New York City and National Capital areas. In addition, a number of existing CFC participating charities are involved in the relief effort. While employees can contribute directly to the charities of their choice, the CFC of the National Capital Area and the New York City CFC are uniquely equipped to receive and distribute employee contributions, either to existing CFC charities that are involved in relief efforts or to the special relief funds that have been created. We urge departments and agencies to contact OPM's Office of CFC Operations to let us know about any special solicitation efforts, to allow us to assist you in the development and implementation of such efforts, and to respond to questions about the special solicitation donation process. The Office of CFC Operations can be contacted at {202} 606-2564 or {202} 606-2301

Further information on the CFC, the special relief effort, and the CFC contacts for this special solicitation authority can be found on the OPM/CFC website at www.opm.gov/cfc.

I greatly appreciate your efforts in allowing your employees this opportunity to assist those so greatly in need, and to show again the generous and caring character of Federal employees throughout the Nation.