



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

September 27, 2007

MEMORANDUM FOR DEPARTMENT AND AGENCY HEADS

FROM: LINDA M. SPRINGER  
DIRECTOR

A handwritten signature in blue ink, appearing to be "LMS", written over a horizontal line.

Subject: 2007 Combined Federal Campaign

The 2007 Combined Federal Campaign (CFC) solicitation season is upon us. I encourage each of you to fully support the CFC and the solicitation of your employees to benefit the many worthy charitable organizations participating in the 2007 CFC. Federal employees have continually demonstrated their commitment to helping others through the CFC and we should assist them in any way we can. I bring several items to your attention.

**New Five-Digit Codes**

The Office of Personnel Management (OPM) has assigned unique five-digit codes to all national, international, and local charitable organizations. Due to CFC growth over the years, the previous four-digit codes were being depleted and could not serve our purposes anymore. The unique five-digit codes are effective beginning September 2007 for all participating charities and must be used in order for CFC pledges to be processed. The unique five-digit codes will never be reassigned or repeated.

Department and Agency Heads are encouraged to send the following message in an employee email to help educate Federal contributors about this important change:

**Suggested Email to Employees**

“Beginning in 2007, all charities participating in the CFC have been assigned a new five-digit CFC code by OPM. *Pledges made using the former four-digit codes cannot be honored.* Designations made with incorrect CFC codes which cannot be resolved or corrected cannot be honored and will be distributed as undesignated contributions in accordance with 5 CFR §950.501(a). This change is effective with pledges made during fall 2007 CFC solicitation period and does not affect 2006 CFC pledges that are currently being deducted from donors’ pay. A cross reference of the new five-digit codes to the previous four-digit codes for national and international organizations is located on OPM’s CFC website at <http://www.opm.gov/cfc/07lists/Docs/2007CFCCross-ReferenceofCodesRevised.xls>. Local charity code information can be found by using the Campaign Locator at [www.opm.gov/cfc/Search/Locator.asp](http://www.opm.gov/cfc/Search/Locator.asp) to contact your local CFC representatives. For more

details on the new five digits CFC codes, consult the New Five-Digit Charity Code Fact Sheet at [www.opm.gov/cfc/Campaigns/NewFiveDigitCFCCharityCodeFactSheet.asp](http://www.opm.gov/cfc/Campaigns/NewFiveDigitCFCCharityCodeFactSheet.asp).”

### **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. Please note this is contrary to CFC regulations and must not be done. CFC regulation 5 CFR § 950.103(h) requires “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.” Federal employees can determine their appropriate CFC by visiting OPM’s CFC website at [www.opm.gov/cfc/Search/Locator.asp](http://www.opm.gov/cfc/Search/Locator.asp) and selecting the State where their official duty station is located.

Each local campaign contains national and international charitable organizations, as well as local charitable organizations which in most cases operate exclusively within that campaign area. By conducting national and regional campaigns, Departments and Agencies may unintentionally cause a loss of funding to these local charitable organizations.

In addition, each local campaign plans and budgets for the CFC based on the number of Federal employees covered within their geographic boundaries. This includes the printing of CFC Charity Lists and pledge forms and ordering awards to recognize contributors. By removing contributors from the local campaigns, the Departments and Agencies unintentionally interfere with the CFC’s ability to plan and budget.

### **CFC Administration**

The CFC is the only authorized solicitation of Federal employees within the workplace on behalf of charitable organizations. The CFC was established by President John F. Kennedy in 1961 via Executive Order. Currently, the CFC is authorized under Executive Order 12353 (March 23, 1982) as amended by Executive Order 12404 (February 10, 1983). CFC regulation, 5 CFR § 950.103(c)(3), requires that each Department and Agency Head “Initiate official campaigns within their offices or installations and provide support for the campaign.” As such, I highly recommend you allow your employees to serve as CFC Loaned Executives, Coordinators, and Keyworkers to the extent possible during the CFC as well as encourage employees to serve on the local campaign’s Local Federal Coordinating Committee. 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 support of the CFC. If you have any questions or need assistance, please contact OPM’s Office of CFC Operations at (202) 606-2564 or at [cfc@opm.gov](mailto:cfc@opm.gov).