UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

AUG 0 5 2016

MEMORANDUM FOR DEPARTMENT AND AGENCY HEADS

FROM: BETH F. COBERT
ACTING DIRECTOR

SUBJECT: 2016 Combined Federal Campaign

Through the Combined Federal Campaign (CFC), our Federal family demonstrates that our shared commitment to public service extends far beyond the workplace. Last year, Federal employees participating in the CFC contributed more than $177 million to the causes they care about across the nation and around the world—and we are all better for it.

I am asking for your help in ensuring that this year's campaign is also a success. As a Federal employee benefit program, the CFC is available to the entire Federal workforce. With your help on the following items, we can make sure that Federal employees everywhere, no matter where they work, know how they can make a voluntary contribution and how they care, help the program minimize administration costs, ensuring that more of their contributions reach people in need.

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 $8 billion for the charities and causes that are near and dear to them. This year, you can choose from more than 18,000 participating charities at the local, national, and international levels. If your favorite charity is not on the paper Charity List, please visit www.opm.gov/cfc to search for it online. During the 2016 CFC solicitation period, I encourage you to consider giving through the CFC because:
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> - 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 many cases, you can pledge online) and provides you with tax records.
> - It shows all Americans that Federal employees care about our communities.
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> You will have an opportunity to make a pledge this fall. CFC funds go only to the charities that you and your fellow Federal employees designate. Charities that do not receive pledges will not receive CFC funds. You can decide 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.

Encourage Support to Administer the CFC

The CFC's success can be attributed to the dedication of the employees that administer the campaign within their agencies. 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 expertise in building public-private sector partnerships. Employees selected to administer the CFC should be, whenever possible, those employees with demonstrated passion for and commitment to its success. Simply assigning CFC administration responsibilities to the newest or lowest ranking employee tends to render less than desirable results. The best managers tend to identify employees best suited to achieve success. 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:

> What do cancer research, protecting the environment, ensuring access to affordable education, and protecting civil rights have in common? They are just a few of the important causes that you can support by making a Combined Federal Campaign (CFC) pledge.
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> The CFC is the world's largest workplace giving campaign. Just last year, Federal employees contributed more than $177 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.
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> In addition to making a financial pledge, please encourage your employees to consider a formal role with the program. 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. Employees selected to administer the CFC should be, whenever possible, those employees with demonstrated passion for and commitment to its success. Simply assigning CFC administration responsibilities to the newest or lowest ranking employee tends to render less than desirable results. The best managers tend to identify employees best suited to achieve success.
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> 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 would like *you* to consider serving on the Local Federal Coordinating Committee (LFCC) in your CFC region. To do so, please go to OPM's website at www.opm.gov/cfc/Search/Locator.asp to find the LFCC point of contact in your area. The LFCC can provide you with more information about how to serve in 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

The best way for Federal employees to learn about the program and how their charitable dollars are spent is to hold charity fairs in Federal facilities. Please consider holding several charity fairs at your locations throughout the solicitation period to give Federal employees the opportunity to learn more about the participating charities directly from representatives of those organizations. Your local CFC office (www.opm.gov/cfc/Search/Locator.asp) can provide more information about how to set up a charity fair and/or invite charitable organizations.

CFC Geographic Boundaries

The CFC comprises 125 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 participate only 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 the CFC at (202)606-2564 or cfc@opm.gov for more information.

Thank you for your support of the Combined Federal Campaign.