



Combined Federal Campaign of the National Capital Area

OVERVIEW OF GOVERNING REGULATIONS 5 CFR 950

OPM Innovator Award Recipient 2003-2008

Today's Presentation Objectives

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- Review Regulations Governing CFC
- Provide Insight into Roles and Responsibilities
- Explain the Importance of Adherence to Regulations

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CFC Terms, Scope and Facts

CFC Terms

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- OPM - Office of Personnel Management
- LFCC – Local Federal Coordinating Committee
- PCFO – Principal Combined Fund Organization
- CFCNCA – Combined Federal Campaign of the National Capital Area

Scope of CFC

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- Only authorized solicitation of employees in the Federal workplace
- September 1 – December 15 solicitation period
- Overseen by Office of Personnel Management (OPM)
- **VOLUNTARY!!!**

CFC Facts

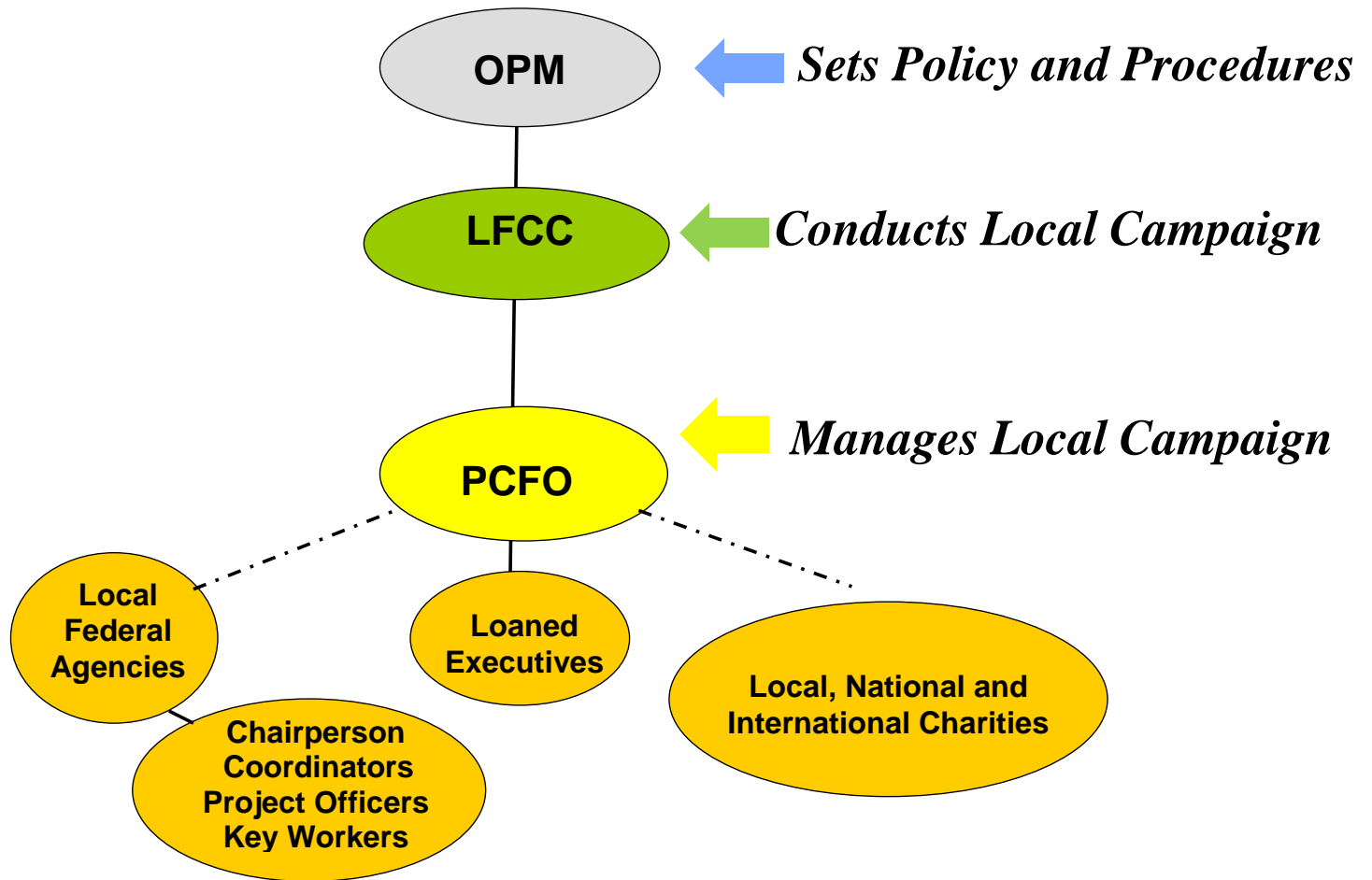
- President Kennedy initiated the CFC in 1961
- Mission is to provide Federal employees the opportunity to improve life for others
- Oversight for the CFC is the responsibility of the Office of Personnel Management (OPM)
- Managed by Local Federal Coordinating Committee (LFCC)
- Administered by Principal Combined Fund Organization (PCFO)
- Over 225 campaigns - CFCNCA is the largest

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CFC Structure

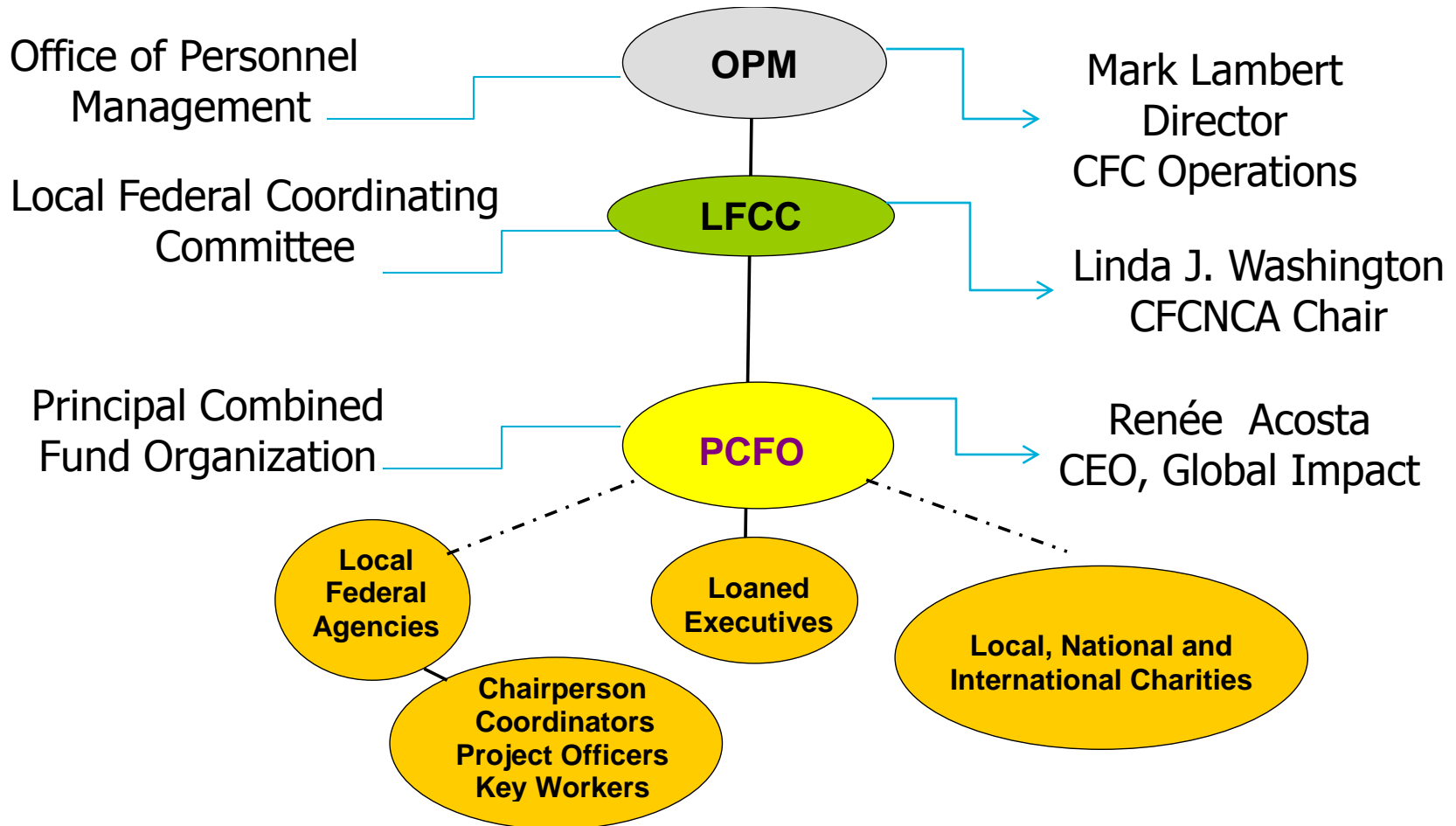
CFC Structure

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CFCNCA Structure

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Roles and Responsibilities

Office of Personnel Management (OPM)

Office of CFC Operations

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- Publishes CFC regulations
- Establishes timelines
- Oversees local campaigns' compliance with CFC regulations
- Review national and international charities' eligibility and publishes list
- Verifies 501(c)(3) status and assigns codes

Office of Personnel Management (OPM)

Office of CFC Operations

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- Reviews appeals of national and local organizations denied participation
- Reviews audits of local campaigns and participating federations
- Conducts compliance reviews of local campaigns

Local Federal Coordinating Committee (LFCC)

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- Appoints and provides oversight of PCFO
- Approves budget and authorizes reimbursement of PCFO expenses
- Conducts local agency application eligibility
- Approves campaign material
- Conducts compliance audit
- Ensures opportunity to participate and employee designations are honored

Principal Combined Fund Organization (PCFO)

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- 501(c) (3) non-profit organization
- Manages all aspects of campaign
- Develops campaign materials
- Conducts efficient and effective campaign in even-handed manner
- Trains loaned executives, coordinators and keyworkers

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CFC Regulations

CFC Regulations – 5 CFR §950

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- The only authorized solicitation of employees in the Federal workplace on behalf of charities - 5 CFR §950.102 (a)
- Regulations do not apply to collection of gifts-in-kind, such as food, clothing, and toys - 5 CFR §950.102 (b)
- The Director (OPM) exercises general supervision over all operations of the CFC – 5 CFR §950.102 (c)

CFC Regulations – 5 CFR §950

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- 950.204: Local List Eligibility
- 950.304: Responsibilities of Local Federations
- 950.401: Campaign Materials
- 950.501: Undesignated Funds
- 950.601: Release of Donor Names
- 950.602: Solicitation and Fund Raising
- 950.801: Campaign Schedule
- 950.901: Payroll Allotment

Independent vs. Federation

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- Independent Organization – listed independent in the charity list. Receive funds directly from PCFO
- Federation – group of 15 or more participating organizations created to supply common fundraising, administrative and management services to members
- Exceptions – American Red Cross and United Service Organization

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Regulation Highlights

Campaign and Publicity Materials

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- Distribution of educational materials permitted
- Neither the LFCC nor campaign personnel (Loaned Executives, keyworkers, etc.) can distribute charity or federation literature.
- Charities may participate in agency fairs and other CFC events.

CFC Solicitation Methods

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- Solicitations conducted during duty hours
- Voluntary participation
- Special fundraising events are permitted during solicitation period
- Contributions at these events are either undesignated or designated by the donor

CFC Payroll Allotment

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- Allotment is for one full pay year
- If appointment is less than 1 year, approval to make payroll allotment is required.
- Donor may cancel allotment at any time
- LFCC sets minimum amount of allotment
- Allotment ends upon termination, retirement, death, etc.

CFC Pledge Form

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- OPM issues model pledge form
- No write-in organizations
- Donor may elect to release name/address and pledge amount to designated charity(ies)
- Contributions not designated to a specific charity will be shared by all designated charities in proportion to designations

CFC Funds Distribution

- Federal payroll offices send aggregate funds to PCFO
- PCFO distributes funds on a monthly basis to designated charities
- PCFO deducts administrative costs from all designations

Contractors and Retirees

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- Cannot be solicited
- May be given the opportunity to participate
- May make a one-time contribution

Preventing Coercive Activity

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Examples of Coercive Activity

- Solicitation of an employee by supervisor
- Supervisory inquiries about individual participation/donation
- 100% participation goals
- Personal dollar goals
- Lists of non-contributors
- Use of donor lists for purposes other than pledge recording
- Using CFC as a factor in performance appraisal

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THANK YOU

**The *Compassion* of Individuals.
The *Power* of Community.**