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January 26, 2021

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Mr. Brian J. Wagner
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Mr. Wagner:

As a matter of general interest, the Postal Service is revising Section 617, *Combined Federal Campaign Program* of the Employee and Labor Relations Manual (ELM).

Revisions to ELM Chapter 6, *617 Combined Federal Campaign Program* reflect changes made to the Combined Federal Campaign (CFC) by OPM between 2014 and 2016. These changes concern the scope of organizations supported by CFC and the methods in which contributions are accepted.

Please find enclosed two copies of ELM Chapter 6, *617 Combined Federal Campaign Program*, one with and one without changes identified. We have also enclosed information from the OPM website which outline the changes to the Combined Federal Campaign Program.

Please contact Bruce Nicholson at extension 7773 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills", with a long horizontal flourish extending to the right.

David E. Mills
Manager
Labor Relations Policies and Programs

Enclosures



About The CFC

The mission of the CFC is to promote and support philanthropy through a program that is employee focused, cost-efficient, and effective in providing all federal employees the opportunity to improve the quality of life for all.

CFC is the world's largest and most successful annual workplace charity campaign, with 38 CFC zones covering the world, raising millions of dollars each year. Pledges made by Federal civilian, postal and military donors during the campaign season (each autumn) support eligible nonprofit organizations that provide human health and welfare benefits throughout the world. The Director of OPM has designated responsibility for day-to-day management of the program to its Office of CFC.

This page will be of interest to anyone interested in workplace giving. It is tailored to meet the particular needs of the Federal donor, CFC regions, and charities participating in or considering participation in the CFC. If you have comments or questions, please contact the Office of CFC at cfc@opm.gov.

Fundraising for charitable organizations in the Federal workplace can be traced to the late 1940s. However, formal authority to permit fundraising in the Federal workplace was not established until 1961. By signing Executive Order 10927, President John F. Kennedy authorized the U.S. Civil Service Commission to develop guidelines to regulate fundraising in the Federal service.

Early Years

Prior to the 1950's, on-the-job fundraising in the federal workplace was an uncontrolled free-for-all. Agencies, charities, and employees were all ill-used and dissatisfied. Some of the problems cited were:

- Quotas for agencies and individuals were freely established and supervisors applied pressure to employees.
- Designations were not allowed.

Even with the frequency of on-the-job solicitations, total receipts for charitable causes that were worthy of employee support were minor. In many cases, employees donated their pocket change.

President's Committee on Fundraising

As far back as 1948, the then existing Federal Personnel Council (composed of agency personnel directors) attempted to add uniformity and stability to the fundraising effort through the issuance of guidance to departments and agencies. However, the Council had no enforcement authority and the departments and agencies continued generally to follow their own inclinations in the conduct of on-the-job solicitations.

As the solicitations proliferated and with continued dissatisfaction with a lack of uniform policy in workplace fundraising, Philip Young, the President's Advisor on Personnel Management, who also acted as Chairman of the Civil Service Commission (CSC), initiated a study of the problem. This two-year effort (1954-56) involved extensive discussions with leaders of charitable organizations and managers throughout the federal establishment.

In June 1956, President Eisenhower formally charged the President's Advisor on Personnel Management with responsibility for the development and administration of a uniform policy and program for fundraising within the federal service. In that year, Fund Raising Bulletins No. 1 and No. 2 were issued, identifying the charitable organizations recognized for on-the-job solicitations and designating the times of the year during which their solicitations could take place. General guidelines were issued for the conduct of campaigns, and an Eligibility

Standards Committee was established. The Committee's eligibility criteria formed the basis for identifying charitable organizations recognized for solicitation during 1958 and later years.

The first participating charitable organizations were:

- The American Red Cross;
- Local Community Chests, United Funds, or Federated Groups;
- The National Health Agencies (an ad hoc group of nine health-related voluntary organizations, now known as Community Health Charities); and
- International Voluntary Agencies (an ad-hoc group of two voluntary agencies primarily interested in overseas assistance programs, later known as International Service Agencies).

President Eisenhower further formalized the administration of the program by Executive Order 10728 of September 6, 1957. The Executive Order placed it under the supervision of a Presidential Committee, staffed by the Civil Service Commission. Solicitations by charities were consolidated into three on-the-job campaigns a year (for different groups of charities), and operational ground rules were established and eligibility tightened.

The principal characteristics of the emerging federal fundraising program were that all individual voluntary health and welfare agencies were grouped into the four categories above, and that each of the groups was assigned specific periods during each year when they would be permitted to carry out on-the-job solicitations. The Community Chest organizations (primarily local United Ways) were assigned campaigns privileges during the fall, the National Health Agencies and the International Service Agencies were assigned a campaign period in the spring, and the American Red Cross (where it had not consolidated its fundraising efforts with the local Community Chest) was permitted a separate campaign during the spring.

This was a giant step in simplifying and systematizing fundraising in the federal service. As it developed, however, there continued to be dissatisfaction with the expense and disruptive influence of multiple campaigns. It also remained true that receipts continued to be low in relation to the proportion of time and energy devoted to the various campaigns. Campaigns were often not organized with vigor and enthusiasm and, with the exception of United Way campaigns, were dependent upon cash donations handled through an envelope distribution system. While the United Way campaigns solicited pledges as well as one-time cash contributions, all contributions were paid directly by the employee to the voluntary agency. There was no payroll deduction.

A "Combined" Campaign

By 1961, President Kennedy had determined that the program was well-enough established that the President's Committee on Fund Raising within the federal service could be abolished. He did so and assigned the program to John W. Macy, Jr., Chairman of the Civil Service Commission, by Executive Order 10927.

Work on overcoming problems with the program continued. Serious consideration began to be given to both a system of payroll deduction and the possible consolidation of solicitation efforts into a single campaign. There was strong interest on the part of representatives of the voluntary agencies in payroll deduction. However, there was not agreement at this stage on the part of all participants about the desirability of melding the separate identities of the fundraising organizations by consolidation into a single campaign.

In 1964, the first "combined" campaigns, officially called "Combined Federal Campaigns", or CFCs, were conducted as experiments in six cities, consolidating all drives into one. The result was a substantial increase in contributions, ranging from 20% to 125%, and a highly

favorable response within the federal community: agency managers were pleased with having to deal only with a once-a-year effort, while federal employees responded with favor to the single solicitation.

By 1971, all campaigns had become "combined". President Nixon announced on March 3, 1971, that the CFC would be the uniform fundraising method for the federal service. Another major change at the time was the introduction of payroll deduction as a form of charitable contribution. This was made possible only by a truly combined, once-a-year campaign, and greatly increased the size of contributions.

Despite continued skepticism about whether the consolidated character of the CFC suited the fundraising philosophies of some of the major CFC participants, contributions grew dramatically: from \$12.9 million in 1964 to \$82.8 million in 1979.

Expansion

Up through the 1970's, the Combined Federal Campaign (CFC) was a relatively non-controversial program in terms of the charities allowed to participate. Growth in the number of participating national charities was slow—from 23 in 1969 to only 33 in 1979.

In the late 1970's, public policy advocacy groups, legal defense funds, and other organizations succeeded through lower court litigation in entering the CFC. The case that opened the doors to these types of groups was *Natural Resources Defense Council v. Campbell* in which the United States District Court for the District of Columbia ruled that the definition of a human health and welfare charity was too vague and ordered the Office of Personnel Management (OPM) to allow various groups to participate in the CFC. OPM, the successor organization to the U.S. Civil Service

Commission, assumed regulatory authority over the CFC in 1978.

Significant changes to the CFC regulations in April, 1980 went a long way toward expanding participation in the CFC and resolving a number of other problems. Regulations issued in 1982 by OPM Director Donald Devine also addressed CFC organization. They formally recognized the role and responsibilities of the local groups of Federal officials that manage the campaigns-Local Federal Coordinating Committees (LFCCs)-and introduced the concept of Principal Combined Fund Organizations (PCFOs)-local federated fundraising organizations appointed by LFCC's to administer the local campaigns.

Responding to a court order permanently enjoining OPM from excluding legal defense and advocacy groups from the CFC because of their "indirect" support of health and welfare or their lobbying/advocacy activities, Director Devine in April 1984 opened the CFC to basically any 501(c)(3) charity and permitted write-in designations.

In July 1985, however, the Supreme Court upheld President Reagan's Executive Orders, holding that the exclusion of advocacy, legal defense and other non-health-and-welfare groups is constitutional, as long as it is done even-handedly, without discrimination for or against any particular political viewpoint. In 1986, OPM revised its regulations consistent with the President's Orders.

Under the Hoyer-Hatfield Amendment to the Continuing Resolution for FY 1986, however, Congress declared that OPM could not issue the regulations in final form and implement them. Congress directed OPM to either disregard the content of the 1982 and 1983 Executive Orders or reissue the regulations used in the campaigns in 1984 and 1985. OPM reissued the 1984 regulations and administered the 1986 and 1987 CFC under these interim rules.

The 1990s

Starting in the fall of 1986 and continuing throughout 1987, the Office of Personnel Management (OPM) met with various interested parties including local federal officials and representatives of the voluntary agencies and the federations. During the course of these discussions OPM identified six areas of immediate concern.

The Director of OPM convened a task force composed of three private sector individuals, chaired by OPM's General Counsel. The task force was to consider relevant information on the design and operation of the Combined Federal Campaign (CFC) and provide the Director with its opinions on the future direction of the CFC.

Before the task force could present its report to the Director, the Congress, at the request of various national charities, adopted permanent legislation for the CFC in the Treasury, Postal Service, and General Government Appropriations Act for FY 1988 (P.L. 100-202). This legislation attempted to deal with some of the major problems that OPM had identified during the course of the meetings and discussions during the past year and a half.

Public Law 100-202 required OPM to review the formula for distributing undesignated contributions based on the experience of the 1988, 1989, and 1990 CFC's. In 1990, OPM conducted eight public meetings around the country to hear from all interested parties, especially federal employees, on this topic. Final regulations were published in August, 1991 that provided for undesignated funds to be distributed to organizations in the same proportion as they received designations. In addition, three new general designation options-to all participating organizations; to all national/international organizations; and to all local organizations-were created. They have since been removed; but a fourth general designation option for all international organizations was mandated by congressional

legislation and still exists today. These regulations were effective with the 1992 campaign.

As a result of audits of local campaigns conducted by OPM's Office of the Inspector General and to reflect the experience of the previous eight campaigns, CFC regulations were revised in November, 1995. Eligibility and public accountability criteria for participating charities remain consistent with congressional guidelines. However, several administrative changes were made. Some of the more important revisions include:

- More clearly defining the scope and meaning of workplace solicitations in the Federal government;
- Identification of the circumstances where the Director may authorize solicitations of Federal employees in the workplace outside of the CFC;
- Clarification of procedural requirements for charitable organizations seeking participation in the CFC;
- Expanding local eligibility by defining and enumerating criteria for organizations that provide services on a statewide basis;
- Removing all general designation options not required by statute; and
- Expanding the solicitation methods and the pool of potential donors.

The 1999 Combined Federal Campaign consisted of 387 regional campaigns and the 1998 campaign receipts were \$206.4 million. Despite dramatic downsizing in the Federal workforce during the 1990's, the amount received in donor contributions rose steadily-with half of the nearly \$5 billion in contributions raised since results were recorded in 1964 received in the last ten years since 1990.

The CFC in a New Millennium - A Time for Transformation

At the start of the 21st century, the CFC was known to be the most inclusive workplace giving campaign in the world with the number of participating charities estimated at over 20,000 nonprofit charitable organizations worldwide. The charities supported through the CFC range from nascent community groups to large, well-known charities.

Partnerships with nonprofit organizations continued to be a core part of the CFC structure. In each of the 320 CFC areas throughout the country, local and national nonprofit organizations collaborate closely with committees of volunteer Federal employees to design marketing strategies for the campaign and to process the receipt and distribution of Federal employee contributions to the charities they choose.

CFC also directly involves participating nonprofit organization leaders in the design of new policies and programs that are shaping the future of the Combined Federal Campaign. These partnerships are promoting greater direct giving from Federal employees to local and national nonprofits while helping nonprofit organizations use these contributions to leverage financial resources from other sources.

CFC campaigns are delineated geographically along county lines. While the structure of the campaign and parameters of responsibility established in the early 1980's remains essentially the same, an emerging trend is for greater collaboration among campaigns through the merging of local campaign operations and other arrangements. Each campaign is managed by a volunteer group of Federal employees who work with experienced nonprofit executives in their communities to generate contributions and distribute them to eligible charities. This partnership provides an opportunity for Federal workers to become involved in their communities and adds great value to the Combined Federal Campaign for both Federal employees and the participating nonprofit organizations.

The increase in the number of participating charities since the 1990s was great. The number of participating national Federations increased from 3 to 27 and the number of national and international charities grew to over 1,600. Many federations also operate a network of local affiliated federations which participate in the CFC locally.

By the middle of the 2000s, the vast majority (75%) of the charities that participated in the campaign as national organizations did so as members of national Federations. While it is estimated that the total number of CFC participating charities in the country exceeded 20,000 in 2004, national organizations and Federations alone received over 45% of the \$256 million recorded in campaign contributions in 2004.

Contributions have also increased steadily. The upward trend in giving which was seen in the 1990s continued strong well into the 2000s. In 2001 alone, following the September 11 terrorist attacks, Federal donors' contributions rose by 8% over 2000 contributions for a total of \$241 million, the largest increase in 12 years. By 2004, contributions increased to \$256 million.

Decline, a New Generation in Government, and Transition - 50 Year of the CFC

Total contributions would see their peak in 2009 with \$282.6 million and in 2011-in recognition of 50 years since John F. Kennedy signed Executive Order 10927-OPM Director John Berry convened the CFC-50 Commission. Established in accordance with the Federal Advisory Committee Act, the commission was charged with advising OPM on how it can strengthen "the integrity, the operation and effectiveness of the CFC to ensure its continued growth and success." The commission was co-chaired by former members of Congress Thomas Davis (R-VA) and Beverly Byron (D-MD). On July 23, 2012, the commission released its report with 24 recommendations to improve the program's integrity and operational effectiveness.

Many of the recommendations required changes to the federal regulations that govern the CFC. On April 16, 2014, new regulations were published that would take effect in 2017. Among other things, these regulations implemented the commission's regulations

- Allow new employees to make CFC pledges immediately upon entering Federal service;
- Increase the value proposition for donors by shifting the burden of CFC costs from donors to participating charities;
- Create a "one-stop shop" central website that lists all national and local charities, has a robust search function, and allows centralized online giving;
- Standardize and improve how payroll offices provide donor pledge reports to campaigns;
- Accelerate efforts to "go green," reducing paper processes within the CFC as much as possible; and
- Strengthen CFC regulations regarding federations to increase transparency and accountability.

The 2014 CFC was also the inaugural year for CFC All-Around Giving which allows a federal employee to give to any local charity in the country that was unanimously approved by LFCCs to which the charity applied. This, too, was a recommendation of the CFC-50 Commission.

Also, in an effort to achieve improved economies of scale, OPM plans to consolidate the 125 campaign regions of the 2016 CFC down to 38 campaign zones.

As changes throughout government push for added accountability, the most immediate and labor intensive changes stemming from the commission recommendations and resulting new regulations

are the phasing out of PCFOs in favor of a single Central Campaign Administrator (CCA, to handle all CFC charity applications and fund collection and disbursement functions) and multiple Outreach Coordinators (OCs, to perform campaign promotion and employee training services in each of the campaign zones.

New opportunities abound with the use of new technology. What seemed impossible just a few years ago is now entirely possible and will be more commonplace in the future.

The proliferation of this technology campaign-wide presents a rare strategic occasion for the CFC to become an even more efficient campaign in the future. The CFC Program is endeavoring to bring these advances to donors as well. For example, nonprofits are lending their expertise in web-based philanthropy to bring new efficiencies to giving in the Federal workplace through the use automated giving.

Without doubt, the ability to apply web-based technology while preserving donor trust, in involvement and ownership represent among the greatest challenges facing the CFC as it moves into the 21st Century.

ELM Proposed Revisions to CFC section (617 only)

617 Combined Federal Campaign Program

617.1 Annual Campaign

617.11 Purpose

The Combined Federal Campaign (CFC), established in 1961, ~~provides a single, unified, efficient~~ is the only authorized charitable solicitation for federal, military, and postal employees. The CFC conducts an annual campaign in support of voluntary agencies that solicits charitable organizations, soliciting contributions through payroll allotment. Employees contributing deduction and one-time or recurring donations, as well as through donations of volunteer time.

Through their contributions to the CFC, employees help essential organizations meet the challenges of sickness and disease. Their contributions assist organizations that minister to the needs of the aged, the handicapped, the young, the disadvantaged, and the mentally ill. Employees' CFC contributions also help organizations that provide support for education, the arts, and social programs, including veterans' and military support programs.

Other organizations that benefit from CFC contributions support disaster relief, environmental issues, animal welfare, scientific and medical research, and more. CFC charities provide aid that reaches as far as to Latin America, Asia, or Africa, and as close as to a member of the family or a next door neighbor-causes that help those in need – in the community, across the nation, and around the world.

617.12 Authorization

The Postal Service, in cooperation with the Office of Personnel Management (OPM), conducts this annual charitable fund-raising campaign pursuant to Executive Order No. 12353, as amended by Executive Order No. 12404, and all subsidiary units of such programs.

617.2 Organization

617.21 Local Federal Coordinating Committee

The ~~Director of the Office of Personnel Management~~ OPM director designates ~~a group~~ groups of federal, military, and postal officials as ~~the~~ Local Federal Coordinating ~~Committee~~ Committees (LFCCs), which ~~conducts~~ conduct the CFC in ~~a particular~~ community communities. The LFCC, in turn, ~~selects a Principal Combined Fund Organization (PCFO)~~ LFCCs may select an Outreach Coordinator to administer local campaigns. provide support to the 38 CFC zones throughout the United States and overseas.

617.22 Postal Service Organization

USPS National Human Resources administers the Combined Federal Campaign for USPS.

The ~~postmaster general~~ Postmaster General (PMG) serves as the U.S. Postal Service National Campaign Chairperson. The PMG ~~appoints a national~~ announces the campaign ~~vice—and instructs USPS vice presidents and area, regional and district managers, and senior plant managers to identify local campaign managers. The PMG confirms a vice-chairperson to initiate, promote, and monitor the Headquarters campaign, who in turn. The Headquarters campaign staff designates a national campaign coordinator. The vice-presidents of Area Operations serve as co-vice chairpersons for their geographic areas.~~ Headquarters campaign manager.

617.23 Loaned Executive Program

The ~~loaned~~ Loaned Executive Program is a CFC—sponsored program that trains mid—level managers from the federal civilian, military, and postal sector to plan and execute the annual ~~fund-raiser~~ fundraiser. The loaned executive is assigned as an extension of the CFC professional staff to departments and/or agencies throughout the government to assist in all phases of the CFC.

617.3 Solicitation

617.31 Participation

Combined Federal ~~Campaigns~~Campaign fund-raising programs are conducted throughout the country. ~~In areas where a campaign is authorized,~~All postal employees are contacted and given the opportunity to contribute to the campaign. The decision to participate is voluntary and strictly the employee's, without pressure or coercion, either direct or implied.

617.32 Time Frame

The solicitation of employees occurs for a variable period ~~of 6 weeks each year~~ between September 1 and ~~December~~January 15, as established by ~~the LFCCOPM~~.

617.33 Supplies

Specific campaign and publicity materials — i.e., the contribution information leaflet, poster, pledge ~~cards~~forms, and list of ~~organizations~~charities — are printed and supplied by the ~~PGFO~~CFC Outreach Coordinator.

617.4 Contributions

617.41 ~~General~~Contribution Methods

Contributions to the CFC ~~can may~~ be made through payroll ~~allotment, cash, deduction, paper or electronic check, or money order.~~ The minimum period of employment considered reasonable for establishing an allotment is 3 months. ~~Employees on detail to other offices can only contribute to the CFC through their home offices.~~ unlimited one-time electronic donation. No cash donations are accepted. OPM regulations ~~eliminated cash as a donation method in 2017.~~

617.42 Authorization for Payroll ~~Allotment~~Deduction

For payroll ~~allotments~~deduction, employees have two options to sign up. They must register online at cfcgiving.opm.gov, or complete, sign, and date CFC Form 100, CFC Pledge Card, a paper pledge form (OPM Form 1654A, Combined Federal Campaign U.S. Postal Service Pledge Form). Pledge forms may be obtained from local postal CFC workers. Completed pledge forms must be submitted to the local postal CFC worker (preferred) or mailed to the address on the form.

In registering online or completing a pledge form, employees must provide their name, work address, work unit information, and their Employee Identification Number (EIN) authorizing the Postal Service to withdraw the monies from their pay. They must also designate a charity or charities that they wish to receive their CFC contribution.

Campaign workers verify completed pledge forms they receive and then send them to the Central Campaign Administrator (CCA) for processing. The CCA transfers payroll deduction information to Payroll at Eagan Accounting Service Center.

Payroll deduction funds are withdrawn starting with the first pay period that begins in January 15 or later each year and ending with the last pay period that begins in December. Pledge cards are sent to the CFC coordinator for verification. The CFC coordinator then forwards the cards to the Eagan ASC for data entry. After of the official campaign has ended, new pledge forms requiring data entry are sent to the local DDE/DR site. DDE/DR sites retain the pledge cards for 6 months. calendar year.

617.43 Cancellation of ~~Allotment~~Payroll Deduction

An employee may revoke the authorization for payroll deduction at any time ~~by requesting revocation in writing to the payroll office. Discontinuance is effective the first pay period beginning after the receipt of the written revocation by the payroll office. A discontinued allotment must not be reinstated.~~ For additional information, reference Publication 530, Combined Federal Campaign Operational Guidelines.

617.44 Cash Payments

Employees making cash, check, or money order contributions must also complete a pledge card. However, these cards are not submitted to the DDE/DR site but to the CFC coordinator for forwarding to the principal CFC organization. Checks and money orders must be made out to CFC and signed.

617.45 Privacy, Confidentiality, and Integrity of Records

Completed CFC Pledge Cards, once completed, pledge forms contain confidential personal information about employees. Therefore, these records must be handledsafeguarded and disclosed only as stipulated

in the protected from unauthorized access and disclosure, and access must be limited to agency employees who need the information to perform their job.

Authorized disclosures may only be made that meet strict Privacy Act and implementing requirements, federal regulations, privacy and information security policies that safeguard the confidentiality and integrity of the personal information contained in the individual CFC records, and guidelines or instructions. Allotment records for administration of the CFC program. Agency and CFC staff should consult the Law Department or the Privacy and Records Management Office before disclosing personal information received from employees or others.

Payroll deductions and related correspondence are maintained in the privacy system under USPS 050.020, Finance Records — Payroll Privacy Act System; of Records (SOR) USPS 100.400, Personnel Compensation and Payroll Records, which supports all necessary compensation and payroll activities and related management functions, such as payroll deductions for CFC donors. For additional information, reference Publication 530, Combined Federal Campaign Operational Guidelines.

617.5 Reports

Weekly reports are produced locally that show percentage of participation and percentage of goal accomplishment. Upon completion of the campaign, the Eagan ASC generates a report showing the number of employees making contributions through CFC via payroll deduction. National Human Resources receives weekly reports from the CCA. Weekly report data is shared with campaign teams. This data contains no personally identifiable information regarding employees; rather it provides details about pledge amounts, including single donation amounts by date, from all postal units.

No lists or reports are to be created or maintained which contain the names and/or titles of participants or nonparticipants in the campaign.

617.6 Recognition

617.61 Plaques

The CFC provides a recognition program for federal units that achieve high standards of CFC support. Plaques are awarded as visible indication of the community spirit and generous giving of employees.

617.62 Certificates

Certificates of Appreciation for CFC workers are available upon request from the loaned executive ~~for keyworkers and team captains.~~

617.7 Further Information

For detailed information regarding rules, regulations, and instructions on how to run a campaign, see 5 CFR (Code of Federal Regulations) 950 and, or Publication 530, U.S. Postal Service Combined Federal Campaign Operational Guidelines, which is available ~~from the material distribution centers and on the Postal Service Intranet.~~ blue.usps.gov.

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617 Combined Federal Campaign Program

617.1 Annual Campaign

617.11 Purpose

The Combined Federal Campaign (CFC), established in 1961, is the only authorized charitable solicitation for federal, military, and postal employees. The CFC conducts an annual campaign in support of charitable organizations, soliciting contributions through payroll deduction and one-time or recurring donations, as well as through donations of volunteer time.

Through their contributions to the CFC, employees help essential organizations meet the challenges of sickness and disease. Their contributions assist organizations that minister to the needs of the aged, the handicapped, the young, the disadvantaged, and the mentally ill. Employees' CFC contributions also help organizations that provide support for education, the arts, and social programs, including veterans' and military support programs.

Other organizations that benefit from CFC contributions support disaster relief, environmental issues, animal welfare, scientific and medical research, and more. CFC charities provide aid to causes that help those in need – in the community, across the nation, and around the world.

617.12 Authorization

The Postal Service, in cooperation with the Office of Personnel Management (OPM), conducts this annual charitable fund-raising campaign pursuant to Executive Order No. 12353, as amended by Executive Order No. 12404, and all subsidiary units of such programs.

617.2 Organization

617.21 Local Federal Coordinating Committee

The OPM director designates groups of federal, military, and postal officials as Local Federal Coordinating Committees (LFCCs), which conduct the CFC in particular communities. The LFCCs may select an Outreach Coordinator to provide support to the 38 CFC zones throughout the United States and overseas.

617.22 Postal Service Organization

USPS National Human Resources administers the Combined Federal Campaign for USPS.

The Postmaster General (PMG) serves as the U.S. Postal Service National Campaign Chairperson. The PMG announces the campaign and instructs USPS vice presidents and area, regional and district managers, and senior plant managers to identify local campaign managers. The PMG confirms a vice-chairperson to initiate, promote, and monitor the Headquarters campaign. The Headquarters campaign staff designates a Headquarters campaign manager.

617.23 Loaned Executive Program

The Loaned Executive Program is a CFC-sponsored program that trains mid-level managers from the federal civilian, military, and postal sector to plan and execute the annual fundraiser. The loaned executive is assigned as an extension of the CFC professional staff to departments and agencies throughout the government to assist in all phases of the CFC.

617.3 Solicitation

617.31 Participation

Combined Federal Campaign fund-raising programs are conducted throughout the country. All postal employees are contacted and given the opportunity to contribute to the campaign. The decision to participate is voluntary and strictly the employee's, without pressure or coercion, either direct or implied.

617.32 Time Frame

The solicitation of employees occurs for a variable period each year between September 1 and January 15, as established by OPM.

617.33 Supplies

Specific campaign and publicity materials — i.e., the contribution information leaflet, poster, pledge forms, and list of charities — are printed and supplied by the CFC Outreach Coordinator.

617.4 Contributions

617.41 Contribution Methods

Contributions to the CFC may be made through payroll deduction, paper or electronic check, or unlimited one-time electronic donation. No cash donations are accepted. OPM regulations eliminated cash as a donation method in 2017.

617.42 Authorization for Payroll Deduction

For payroll deduction, employees have two options to sign up. They must register online at cfcgiving.opm.gov, or complete a paper pledge form (OPM Form 1654A, *Combined Federal Campaign U.S. Postal Service Pledge Form*). Pledge forms may be obtained from local postal CFC workers. Completed pledge forms must be submitted to the local postal CFC worker (preferred) or mailed to the address on the form.

In registering online or completing a pledge form, employees must provide their name, work address, work unit information, and their Employee Identification Number (EIN) authorizing the Postal Service to withdraw the monies from their pay. They must also designate a charity or charities that they wish to receive their CFC contribution.

Campaign workers verify completed pledge forms they receive and then send them to the Central Campaign Administrator (CCA) for processing. The CCA transfers payroll deduction information to Payroll at Eagan Accounting Service Center.

Payroll deduction funds are withdrawn starting on the first pay period that begins January 15 or later each year and ending with the last pay period of the calendar year.

617.43 Cancellation of Payroll Deduction

An employee may revoke the authorization for payroll deduction at any time. For additional information, reference Publication 530, *Combined Federal Campaign Operational Guidelines*.

617.44 Privacy, Confidentiality, and Integrity of Records

Completed CFC pledge forms contain confidential personal information about employees. Therefore, these records must be safeguarded and protected from unauthorized access and disclosure, and access must be limited to agency employees who need the information to perform their job.

Authorized disclosures may only be made that meet strict Privacy Act requirements, federal regulations, privacy and information security policies that safeguard the confidentiality and integrity of the personal information contained in the individual CFC records, and guidelines or instructions for administration of the CFC program. Agency and CFC staff should consult the Law Department or the Privacy and Records Management Office before disclosing personal information received from employees or others.

Payroll deductions and related correspondence are maintained in Privacy Act System of Records (SOR) USPS 100.400, *Personnel Compensation and Payroll Records*, which supports all necessary compensation and payroll activities and related management functions, such as payroll deductions for CFC donors. For additional information, reference Publication 530, *Combined Federal Campaign Operational Guidelines*.

617.5 Reports

National Human Resources receives weekly reports from the CCA. Weekly report data is shared with campaign teams. This data contains no personally identifiable information regarding employees; rather it provides details about pledge amounts, including single donation amounts by date, from all postal units.

No lists or reports are to be created or maintained which contain the names and/or titles of participants or nonparticipants in the campaign.

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