



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

### Memorandum for Heads of Executive Departments and Agencies

From: Kiran A. Ahuja  
Director

A handwritten signature in black ink that reads "Kiran A. Ahuja".

Subject: 2022 Combined Federal Campaign

Thanks to your efforts and the generosity of Federal, Postal, and military personnel and retirees, the Combined Federal Campaign (CFC) raised more than \$80 million for local, national, and international charities in last year's campaign. During the extended period of the Special Solicitation for needs arising from the war in Ukraine, Federal employees and retirees gave an additional \$670,000.

Thank you for supporting the local, national, and international charities in the CFC and the people we serve. Through the annual CFC, members of the Federal family demonstrate that our commitment to public service extends far beyond the workplace. Every campaign starts with great organization, and I am writing to you today to ask you to start the internal planning for a successful 2022 Fall Campaign.

The health and human needs around us are great and growing. The CFC is an ideal way to help in hard times. This CFC solicitation period will run from September 1, 2022, through January 14, 2023. Outside of that period, new employees or retirees may make pledges within 30 days of entry on duty, if outside of the campaign solicitation period. If you're new to the CFC, we recommend you familiarize yourself with your responsibilities to the program under the CFC Regulations codified at 5 CFR part 950.

#### **The CFC Needs Your Leadership**

Your leadership is critical to a successful campaign. Please recruit active leaders who can run an internal employee engagement campaign that will raise the level of your department or agency's support for charities. Ask your leadership team to develop a department- or agency-level campaign plan to reach every employee with messages about how critical charitable giving through the CFC is this year. As you develop your plans to reach higher levels of employee engagement, I also remind you to remain focused on the voluntary nature of giving.

With your help, we can assure campaign workers in your organization reach every Federal employee to let them know how they can make a monetary contribution and pledge volunteer time to support organizations that they care about and help people in need. This is important since employees are more likely to participate in the program if asked by someone they know.

You also can encourage employees to become CFC leaders. The success of the CFC is due in no small part to the dedicated service of Federal leaders who administer the campaign within their agencies and in 36 CFC zones around the world. I invite you to allow employees from your department or agency to serve on the Local Federal Coordinating Committee (LFCC) in geographic areas where your organization has a substantial presence. A strong LFCC is the foundation of a successful local campaign.

Please invite your employees to serve in other leadership positions such as CFC campaign managers, loaned executives, coordinators, and key workers to the extent permissible during and after the annual solicitation period. These positions are a great way to gain exposure to senior leaders in your agency and develop professional skills, such as public speaking, financial accountability, and expertise in building public-private sector partnerships. Leadership and service within the CFC also can help augment the knowledge, skills, and abilities required to advance to more senior-level positions and eventually, into Senior Executive Service positions.

### **Benefits of CFC**

Giving through the CFC has never been easier. The Online Giving System ([cfcgiving.opm.gov](https://cfcgiving.opm.gov)) offers a simple way to give and volunteer. For any employees who may not have access to or decide not to use the electronic giving system, we also will continue to accept PDF versions of the traditional paper forms. A .pdf file will be available on the CFC informational website ([www.GiveCFC.org](https://www.GiveCFC.org)).

The CFC regulations and systems put the privacy and security of personal information at the forefront. **Only donors can decide to release their names and information to charities.** The CFC and OPM make no use or release of contributor names otherwise.

We also ask you to invite your employees to pledge volunteer time to help causes as we move from the pandemic to hybrid work environments. Federal employees pledged more than 80,000 hours of volunteer service at their favorite CFC-listed charities during the 2021 campaign. The non-profits value those hours as worth more than \$1.9 million to their organizations.

### **Special Events**

We encourage campaign kickoffs and other non-solicitation events to build support for the CFC as they focus on increasing employee awareness. Events bring a higher level of employee engagement into the workplace. The CFC Giving Mobile App can supplement payroll deduction and other e-giving methods at these events. If you have any questions, please email [cfc@opm.gov](mailto:cfc@opm.gov) or call (202) 606-2564.

Cc: Federal Executive Boards  
Chief Human Capital Officers Council  
Local Federal Coordinating Committees  
Outreach Coordinators