



**DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES**  
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Human Resources

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
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SUBJECT: New CFC Rules and Regulations for Fundraising in the Federal Workplace

The U.S. Office of Personnel Management (OPM) has promulgated new regulations governing the Combined Federal Campaign (CFC). These rules follow the recommendations of a Federal Advisory Committee charged with advising the Director of OPM on how CFC's integrity, operations and effectiveness could be strengthened. The committee report was issued in 2012, the new regulations (5 CFR § 950) were published in 2014, and went into effect on January 1, 2017. Department of Defense Instruction 5035.01, "*CFC Fundraising Within the Department of Defense*" was revised accordingly on June 6, 2017.

The revisions represent the first major reform of the program in over 20 years. Attached is a listing of the key changes and their impact on solicitations within the DoD.

Questions or concerns about changes may be directed to the DoD Voluntary Campaigns Office at (703) 697-7971.

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Date: 2017.08.29 16:11:21 -0400

Christopher A. Kapellas  
Director

Attachment:  
As stated

## **New Combined Federal Campaign (CFC) Rules and Regulations for Fundraising in the Federal Workplace**

1. **Cash** – The CFC no longer accepts cash contributions. Donors have the option of making pledges via payroll deduction, check, money order or credit/debit card. The elimination of cash removes the risks associated with the chain of custody and reduces auditing, processing and oversight expenses.
2. **Events** – Special CFC events are permitted, but fundraising at those events is now prohibited. All events are required to include an educational component to bring the charities closer to the donor. This may include a charity fair and/or a speaker from a participating CFC charity. Events, including bake sales, fun runs, and chili cook-offs, cannot be conducted without the incorporation of a charity fair or other activity that places the focus on the philanthropic aspect of the program. Similarly, participation in an event or a drawing at the event cannot be tied to the submission of a CFC pledge. Any special CFC event and associated prize or gift must be approved in advance by the organization’s ethics official. For example, an event may include baked goods donated by employees, but those goods cannot be offered in exchange for a contribution. The attendees may still vote on the best cake or chili and receive a modest award such as a meal with a supervisor.
3. **Undesignated Funds** – Donors must designate one or more participating charities to receive the funds. Previously, funds raised at events and pledges from individual donors who did not specify a charity were shared proportionately among all charities that received designations. This is no longer allowed.
4. **Retiree Giving** – 2017 marks the first time a retired Federal civilian or member of the military may make a CFC contribution via an annuity deduction. CFC personnel are prohibited from directly soliciting such individuals. Retirees will be informed of their giving options via their retirement office and Federal retirement associations.
5. **Volunteerism** – Donors may now also pledge their time (outside of duty hours) to participating charities. Each organization seeking volunteer support will include information on opportunities via the CFC website. The selected charity will contact the donor to complete the transaction. The monetary value of all pledged time will be made public, but will not be part of the established monetary goals.
6. **Campaign Costs** – The CFC does not receive appropriated funds. Charities participating in the CFC must pay a non-refundable application fee and, if approved for participation, a listing fee. These fees will be used to cover expenses related to the development of a new online pledging system and the printing of paper charity lists and pledge forms, reducing, if not eliminating, operational expenses generated by the CFC prior to the distribution of contributions to the designated charities.
7. **CFC Website** – OPM and the Central Campaign Administrator, the nonprofit contracted to manage back room operations of the program, have developed a new CFC website through

which all Federal employees, regardless of location or agency, may research charities and make an e-pledge of time and/or money. The CFC website will provide each Federal payroll system information on donors who made payroll deductions.

8. **Solicitation Period** – The OPM Director may determine the solicitation period each year, within the September 1 – January 15 timeframe. The 2017 solicitation period will be October 2, 2017 – January 12, 2018.
9. **New Employee Giving Option** – New hires no longer need to wait until the annual solicitation period to make a pledge to the CFC charities of their choice. They may now make a pledge within 30 days of being hired, if it is outside of the solicitation period.
10. **Pledging Platform** – The *myPay* module for CFC giving used in the past has been phased out. OPM contracted with a not-for profit entity to serve as the Central Campaign Administrator (CCA). The CCA is the organization responsible for developing and maintaining the CFC online donation system and charity application module, as well as disbursing contributions to the charities designated by CFC donors. DoD civilian employees, members of the military, military retirees and others throughout the government who want to give through the CFC can now make online pledges at [www.opm.gov/showsomalovecfc](http://www.opm.gov/showsomalovecfc).

#### **Additional Resources:**

- DoD Instruction 5035.01 (<http://www.dtic.mil/whs/directives/corres/pdf/503501p.pdf> )
- CFC-50 Commission Report (<https://www.opm.gov/combined-federal-campaign/cfc-50-commission/> )
- CFC Regulations and Supplementary Information (<https://www.federalregister.gov/documents/2014/04/17/2014-08574/solicitation-of-federal-civilian-and-uniformed-service-personnel-for-contributions-to-private> )