



The Director

## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

May 26, 2021

### MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: KATHLEEN M. MCGETTIGAN   
ACTING DIRECTOR

Subject: 2021 Combined Federal Campaign

Thanks to your efforts and the generosity of Federal, Postal, and military personnel and retirees, the Combined Federal Campaign (CFC) raised nearly \$83.6 million for local, national, and international charities in last year's campaign. During the extended period of the COVID-19 pandemic, these funds are making a real and meaningful difference to a countless number of individuals throughout our communities, the nation, and the world. This total is above and beyond the \$2.5 million pledged during the COVID-19 Special Solicitation and the \$520 thousand pledged for the Winter Storm Recovery. Thank you for all that support of 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 2021 Fall Campaign.

The needs continue. This fall, the CFC solicitation period will run from September 1, 2021, through January 15, 2022. New employees may make pledges within 30 days of entry on duty, if outside of the campaign solicitation period.

#### **Your Leadership is Important**

Your active and visible leadership is critical to a successful campaign. With your help, we can assure those 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 help people in need. This is important since employees are more likely to participate in the program if they are asked.

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 strongly encourage 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 encourage CFC leaders among 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 often a great way to 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**

The cornerstone of the campaign is the CFC Online Donation System ([cfcgiving.opm.gov](https://cfcgiving.opm.gov)). This year, the mobile giving app will integrate full payroll deduction options. For employees who may not have access to or decide not to use the electronic giving system, we also will continue to make a paper pledge form available.

Empowering donors to also pledge volunteer time helps communities and causes. Last year, employees gave more than 86,700 hours of volunteer service at their favorite CFC-approved charities. The non-profits value those hours as worth more than an additional \$2 million to their organizations. As we emerge from the pandemic, we expect volunteer opportunities to increase as well.

### **Special Events**

Special events during your CFC season are still encouraged provided they focus on increasing employee awareness of CFC charities and their missions. These events bring a higher level of employee engagement into the workplace. The CFC Giving Mobile App replaces cash fundraising at these events and allows federal employees to make the full range of donations from their secure accounts.

If you have any questions, please email [cfc@opm.gov](mailto:cfc@opm.gov) or call (202) 606-2564.

Cc: Federal Executive Boards  
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