



CFC MEMORANDUM 2019-05

August 5, 2019

**TO: COMBINED FEDERAL CAMPAIGN (CFC)-PARTICIPATING
FEDERATIONS AND ORGANIZATIONS, LOCAL FEDERAL
COORDINATING COMMITTEES, CFC CENTRAL
CAMPAIGN ADMINISTRATOR (CCA), AND CFC OUTREACH
COORDINATORS**

FROM: KEITH WILLINGHAM *Keith Willingham*
DIRECTOR, COMBINED FEDERAL CAMPAIGN

**SUBJECT: RETIREE SERVICE ON THE LOCAL FEDERAL
COORDINATING COMMITTEES**

Background

For many years, retirees have served as advisors to members of Local Federal Coordinating Committees (LFCCs). Their commitment and knowledge has been invaluable. However, they have not been able to provide service beyond that. With rule changes implemented to the CFC program and updated Executive Order, OPM has determined that retirees can play a bigger part on the LFCC. I am pleased to announce that retired Federal employees can and should play a bigger role on LFCCs in all zones.

For each campaign zone, the OPM Director establishes an LFCC for governing the CFC for that zone. It is the responsibility of the Federal Executive Board or lead agency in the zone to ensure an active and diverse membership, with a minimum of three members. LFCC members may be:

- 1) From local Federal inter-agency organizations, such as Federal Executive Boards, or from personnel assigned to the military installation and agency identified as the lead agency in that zone;
- 2) From local offices of Federal Departments and Agencies located within the zone, representing a cross-section of agencies, personnel types, and locations; and
- 3) From representatives of approved employee unions and other employee groups.

Expanded Role

With this announcement, the LFCC may now reach out to and recruit Federal retirees to participate as voting members of the LFCC. As a general rule, retirees shall not make up more than one-third of all voting LFCC members. Exceptions to this rule will be evaluated on a case-by-basis. In addition, the LFCC may not designate a retiree to serve as Chair or Vice Chair. However, retirees may serve on committees or subcommittees including as a Zone Manager or Charity Application Reviewer.

We require all LFCC members to review and maintain an understanding of current campaign regulations, policies and procedures. This is especially true for retirees due to the many changes that have taken place. Among the other LFCC responsibilities and duties that retirees can assist with include:

- 1) Attend required LFCC training and obtain certification in LFCC operations;
- 2) Maintain minutes of LFCC meetings and respond promptly to any request for information from the Director;
- 3) Assist in determining the eligibility of organizations applying to participate in the campaign as required and assigned by OPM;
- 4) Provide training to retiree groups and employees;
- 5) Instruct employees regarding the process for making donations and designating the charitable organizations to receive their donations;
- 6) Review Outreach Coordinator (OC) proposals as a member of the Technical Evaluation Panel (TEP) provided that the retiree is not affiliated with any proposing organizations; and,
- 7) Assist with the LFCC supervision of the selected OC; monitor the work of the Outreach Coordinator, and ensure compliance with these regulations, as well as performance as outlined in the agreement with the LFCC.

Thank you for your partnership in advancing the CFC.