

## Office of Personnel Management

## § 950.102

### Subpart I—Payroll Withholding

950.901 Payroll allotment.

AUTHORITY: E.O. 12353 (March 23, 1982), 47 FR 12785 (March 25, 1982), 3 CFR, 1982 Comp., p. 139. E.O. 12404 (February 10, 1983), 48 FR 6685 (February 15, 1983), Pub. L. 100-202, and Pub. L. 102-393 (5 U.S.C. 1101 Note).

SOURCE: 60 FR 57890, Nov. 24, 1995, unless otherwise noted.

### Subpart A—General Provisions

#### § 950.101 Definitions.

*Administrative Expenses, PCFO Expenses, Campaign Expenses, or CFC Expenses* means all documented expenses identified in the PCFO application relating to the conduct of a local CFC and approved by the LFCC in accordance with these regulations.

*Campaign Year* means the calendar year in which Federal employees are solicited for contributions to the Combined Federal Campaign.

*Combined Federal Campaign* or *Campaign* or *CFC* means the charitable fundraising program established and administered by the Director of the Office of Personnel Management (OPM) pursuant to Executive Order No. 12353, as amended by Executive Order No. 12404, and all subsidiary units of such program.

*Designated Funds* means those contributions which the contributor has designated to a specific charitable organization(s), federation(s), or general option(s).

*Director* means the Director of the Office of Personnel Management or his/her designee.

*Domestic Area* means the several United States, the District of Columbia, the Commonwealth of Puerto Rico, and the United States Virgin Islands.

*Employee* means any person employed by the Government of the United States or any branch, unit, or instrumentality thereof, including persons in the civil service, uniformed service, foreign service, and the postal service.

*Federation* or *Federated Group* means a group of voluntary charitable human health and welfare organizations created to supply common fundraising, administrative, and management services to its constituent members.

*International General Designation Option* means that the donor wishes that his or her gift be distributed to all of the international organizations listed in the International Section of the campaign brochure in the same proportion as all of the international organizations received designations in the local CFC. This option will have the code IIII.

*International Organization* means a charitable organization that provides services either exclusively or in a substantial preponderance to persons in non-domestic areas.

*Local Federal Coordinating Committee* or *LFCC* means the group of Federal officials designated by the Director to conduct the CFC in a particular community.

*Organization* or *Charitable Organization* means a private, non-profit, philanthropic, human health and welfare organization.

*Overseas Area* means the Department of Defense (DoD) Overseas Campaign which includes all areas other than those included in the domestic area.

*Principal Combined Fund Organization* or *PCFO* means the federated group or combination of groups, or a charitable organization selected by the LFCC to administer the local campaign under the direction and control of the LFCC and the Director.

*Solicitation* means any action requesting money, either by cash, check or payroll deduction, on behalf of charitable organizations.

*Undesignated Funds* means those contributions which the contributor has not designated to a specific charitable organization(s), federation(s), or the International General Designation Option.

#### § 950.102 Scope of the Combined Federal Campaign.

(a) The CFC is the only authorized solicitation of employees in the Federal workplace on behalf of charitable organizations. A campaign may be conducted during a 6 week period, as determined by the LFCC, from September 1 through December 15 at every Federal agency in the campaign community in accordance with these regulations. Except as provided in this section, no

other solicitation on behalf of charitable organizations may be conducted in the Federal workplace. Upon written request, the Director may grant permission for solicitations of Federal employees, outside the CFC, in support of victims in cases of emergencies and disasters. Emergencies and disasters are defined as any hurricane, tornado storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the world. No such permissions will be granted for such solicitations during the period September 1 through December 15, except at the discretion of the Director upon a showing of extraordinary circumstances.

(b) These regulations do not apply to the collection of gifts-in-kind, such as food, clothing and toys, or to the solicitation of Federal employees outside of the Federal workplace as defined by the applicable Agency Head consistent with General Services Administration regulations and any other applicable laws or regulations.

(c) The Director exercises general supervision over all operations of the CFC, and takes all necessary steps to ensure the achievement of campaign objectives. Any disputes relating to the interpretation or implementation of this part may be submitted to the Director for resolution. The decisions of the Director are final for administrative purposes.

(d) Heads of departments or agencies may establish policies and procedures applicable to solicitations conducted by organizations composed of civilian employees or members of the uniformed services among their own members for organizational support or for the benefit of welfare funds for their members. Such solicitations are not subject to these regulations, and therefore do not require permission of the Director.

[60 FR 57890, Nov. 24, 1995, as amended at 63 FR 65637, Nov. 30, 1998]

**§ 950.103 Establishing a local campaign.**

(a) The Director establishes and maintains the official list of local campaigns and the geographical area each

covers. There is no prerequisite regarding the Federal employee population needed to establish or maintain a CFC. However, rather than establishing or maintaining small campaigns, OPM encourages mergers and expansions of campaigns to promote efficiency and economy.

(b) The Director establishes an LFCC to govern the conduct of the local CFC. The LFCC will, whenever possible, be comprised of members of local Federal inter-agency organizations, such as Federal Executive Boards, Federal Executive Associations, Federal Business Associations or, in the absence of such organizations, self-organized associations of local Federal officials. These groups will include local Federal agency heads or their representatives. It may also include representatives of employee unions and other employee groups. Rotation of the LFCC Chair position among the LFCC members is encouraged. For continuity, each LFCC should appoint a Vice Chair who would be expected to serve at the conclusion of the Chair's term.

(c) The agency head at each Federal installation within a campaign area shall:

- (1) Become familiar with all CFC regulations,
- (2) Cooperate with the representatives of the LFCC and PCFO in organizing and conducting the campaign,
- (3) Initiate official campaigns within their offices or installations and provide support for the campaign, and
- (4) Assure the campaign is conducted in accordance with these regulations.

(d) Once a campaign has been established, agency heads may not discontinue solicitation of Federal employees within their organization without the written approval of the Director.

(e) Any change in the geographical boundaries of local campaigns may be made only upon the express written permission of the Director.

(f) Each year the LFCC must establish the 6 week time period to solicit employees. Each campaign should not be conducted for more than a 6 week period. However, in unusual circumstances the LFCC may extend the campaign as local conditions require. The solicitation may not begin before