



SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1000

MAY 27 2020

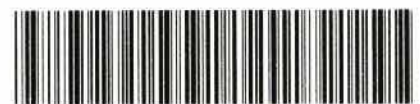
MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF
DEFENSE
SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEF OF THE NATIONAL GUARD BUREAU
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF OPERATIONAL TEST AND EVALUATION
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF
DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
DIRECTOR OF NET ASSESSMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Special Combined Federal Campaign Solicitation – Coronavirus Disease 2019

The Department of Defense (DoD) has worked closely with the Department of Health and Human Services and other Federal agencies to support response efforts to the coronavirus 2019 (COVID-19) pandemic by providing equipment, expertise and resources. As the world deals with the impact of the COVID-19 pandemic, many DoD personnel have asked how they can help relief efforts as private citizens. The U.S. Office of Personnel Management has approved a special solicitation to help the victims of the COVID-19 pandemic via the Combined Federal Campaign (CFC) pledge system. I encourage you to share the following information with your workforce.

Active duty and DoD civilian employees, as well as retirees and contractors, may make a contribution through June 30, 2020, to the participating CFC charities of their choice by visiting the CFC giving portal (<https://cfcnca.org>). Existing donors who pledged payroll allotments in the fall of 2019 can make additional donations with electronic credit, debit, or automated clearing house (ACH) on the CFC giving platform (<https://cfcgiving.opm.gov/welcome>) or the mobile application. One hundred percent of the donations made during this special campaign will go to the designated charities (without a distribution fee).

Funds raised through this solicitation will count toward DoD 2020 CFC campaign goals. Donors will have the option to make new payroll deduction pledges for the 2021 pay year.



OSD004196-20/CMD006295-20

This solicitation is supplemental to other fundraising efforts, and does not preclude personnel from making similar gifts through the military relief societies during their 2020 fundraising campaigns. Military Relief Societies such as the Army Emergency Relief Fund, Navy-Marine Corps Relief Society, and Air Force Aid Society assist Service members, families, retirees, and survivors with basic living expenses and emergencies – circumstances that may have increased across the force as a result of the COVID-19 pandemic. Based on the timing and special nature of this campaign, the military relief societies are authorized to conduct or continue their campaigns during the Special CFC solicitation.

Attached are Frequently Asked Questions and Talking Points. Additional information is available at www.cfcgiving.opm.gov. Please direct any questions to Mr. Curtis Rumbaugh at (571) 438-3996 or curtis.r.rumbaugh.civ@mail.mil.

A handwritten signature in black ink that reads "Mark T. Spier". The signature is written in a cursive, flowing style.

Attachment:
As stated

CFC SPECIAL SOLICITATION FAQ

*Helping people through the COVID-19 pandemic
Ending June 30, 2020*

What is the CFC Special Solicitation?

The Director of the Office of Personnel Management (OPM) is authorized to open the Combined Federal Campaign (CFC) pledge portal outside of the usual CFC timeframe in cases of emergencies and disasters. This CFC Special Solicitation allows the Federal community to support CFC-approved charities as they face unprecedented challenges due to the impact of (COVID-19).

Why is the Special Solicitation being launched through the CFC?

The Federal community is incredibly generous and has inquired about opportunities to contribute to those in need during this global pandemic. The CFC is uniquely positioned as the only authorized solicitation of employees in the Federal workplace on behalf of charitable organizations. The CFC online pledge portal is a safe, trusted, and proven way to make contributions to more than 6,000 qualified 501(c)(3) CFC-approved charitable organizations.

What is the timeframe of the CFC Special Solicitation?

The [CFC online pledge portal](#) will be open through June 30, 2020.

What charities will be included and eligible for donations in this Special CFC Solicitation?

Donations can be designated to one or more of the more than 6,000 local, national, and international approved and vetted 501(c)(3) organizations from the [2019 CFC Charity List](#). While the CFC Special Solicitation has been launched in response to the global pandemic, donations will be distributed as unrestricted funds to work wherever they are needed most.

How can a Federal employee or retiree pledge through the CFC Special Solicitation?

Donations can be made through the [CFC online giving portal](#) **and** the CFC mobile web application.

Can donors mail a completed paper pledge form directly to the CCA for processing during the CFC Special Solicitation?

Yes, but due to the "Shelter in Place" order in Wisconsin where the CCA facility is located, there will be significant delays in processing pledges submitted via paper. Paper forms are available on the OPM website: [Employee Paper Pledge Form 1654-A](#) and [Retiree Paper Pledge Form 1654-B](#).

If I already pledged during the 2019 CFC, can I give again during this CFC Special Solicitation?

Yes! Donors who have an existing donation account with payroll deduction will see the options to donate only via credit card, debit card, or ACH (electronic checks). Gifts can be made as either a one-time or recurring monthly pledge through January 2021.

If I did not pledge during the 2019 CFC, can I give during this CFC Special Solicitation?

Yes! Donors who have never given in the 2019 campaign via payroll deduction and any new hires/new retirees in the government will be offered the option to create a new payroll deduction if they choose. They can also donate a one-time or monthly recurring gift via credit card, debit card, or ACH (electronic check).

Can payroll allotments be increased during this CFC Special Solicitation?

No. Donors cannot make changes to an existing payroll donation. This prevents downstream impacts to payroll providers, which are not prepared to handle these changes.

Can pledges made during the CFC Special Solicitation be changed later?

Recurring donors can cancel the balance of unpaid donations at any time. However, one-time donations are processed the week of the pledge and are non-refundable.

Can an employee donate volunteer time through the CFC Special Solicitation?

Yes. Federal employees can pledge volunteer time with selected charities identified with the hand icon in either the paper charity listing or on the [CFC online pledge portal](#).

Will donations during the CFC Special Solicitation be subject to a distribution fee?

No. Any new donations collected during the special solicitation will not have any distribution fees withheld.

When will charities receive the funds pledged during the CFC Special Solicitation?

All funds collected will be distributed based on the next standard monthly distribution schedule as early as May 15 and each month until January 15, 2021 (for recurring gifts).

Does OPM have the legal authority to launch a CFC Special Solicitation like this?

Yes. This would be the first government-wide special disaster campaign as authorized by current CFC regulations. Under **5 CFR §950.102 Scope of the Combined Federal Campaign. (a) (2):**

“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 catastrophes in any part of the world. Any special solicitations will be managed through a Disaster Relief Program developed by OPM.”

What health and human welfare needs can be met as a result of this CFC Special Solicitation?

The COVID-19 global pandemic has put a strain on resources everywhere: medical, financial, educational, emotional, social, and more. Nonprofit organizations also feel these burdens. They face increased demand for their services and are often on the front lines responding to needs, but they struggle with reduced resources due to limited donations and canceled fundraising events. The urgency to support charitable services could not be more real! In the weeks and months ahead, the supplemental gifts through the CFC Special Solicitation will provide additional capacity to approved charities to deliver vital services. The people helped will include healthcare workers on the front line, children who depend on their school’s meal programs, furloughed employees and small businesses impacted by the temporary loss of income, and so much more.

CFC contributions have never been more critical to our charitable community and populations served, as contributions raised through the CFC are unrestricted funds, allowing charities to do what they do best.

Where can donors go if they have additional questions about the CFC Special Solicitation?

The CCA call center support will service donor calls during the special solicitation at 800-797-0098 (8:00 a.m. – 6:00 p.m. CST). Please note that the call center is operating remotely while the state of Wisconsin continues a shelter-in-place order.

How can I use the CFC Giving Mobile App to make my pledge?

During the CFC Special Solicitation, you can make one-time credit card and bank account donations using the CFC Giving Mobile App. Please use instructions provided here to pledge using the CFC Giving Mobile App.

What is the pledge period for recurring pledges during the CFC Special Solicitation?

Any recurring pledges made during the CFC Special Solicitation will commence after the pledge is “submitted” via cfcgiving.opm.gov and sent to the bank, credit card company or payroll service provider. The final recurring pledge installment will be January 15, 2021. New Payroll Deduction pledges will end during the pay period that includes January 15, 2021.

CFC SPECIAL SOLICITATION

Helping people through the COVID-19 pandemic

Talking Points

- The or COVID-19 global pandemic has put a strain on resources everywhere: medical, financial, educational, emotional, social, and more.
- Nonprofit organizations face increased demand for their services responding to needs of COVID-19 victims, but they struggle with reduced resources due to limited donations and canceled fundraising events.
- The steadfastness of the federal community is awe-inspiring. You have continued to fulfill your professional responsibilities and keep our country moving.
- In this time of great uncertainty, we have the opportunity to help and to lead by example.
- The CFC is one of the world's largest workplace giving campaigns and the dollars you pledged during the 2019 campaign are already providing critical support during this difficult year.
- OPM has approved a special solicitation and will open the CFC [online pledge portal and mobile giving app](#) from April 20 through June 30 to accept supplemental, one-time or recurring donations to the CFC-participating charities of your choice via credit card, debit card, or bank transfer. **This is an opportunity to help even more if you are able.** If you did not make a payroll pledge during the 2019 campaign, you have the additional opportunity to pledge via payroll allotment.
- The CFC [online giving portal](#) is a safe, trusted, and proven way to make contributions to more than 6,000 qualified 501(c)(3) charitable organizations which were approved for the fall 2019 CFC.
- The electronic gifts you make through [opm.gov/ShowSomeLoveCFC](#) or the mobile giving app will be distributed to the charities as early as May 15, 2020.
- Charities will receive Special CFC COVID-19 Solicitation donations without being charged a distribution fee or having to devote precious resources to fundraising. They will put these emergency funds to work supporting victims of COVID-19 wherever they are needed most.
- Supporting charities in this way empowers them to do what they do best, benefiting all of our communities locally and around the world during this time of great need.