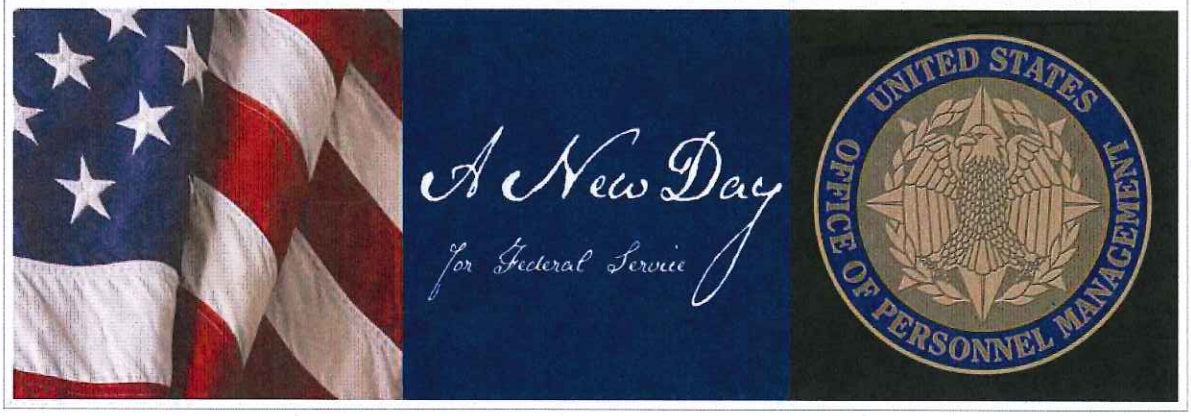
UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



CFC MEMORANDUM 2014-03 **July 11, 2014**

TO: **LOCAL FEDERAL COORDINATING COMMITTEES AND PRINCIPAL COMBINED FUND ORGANIZATIONS**

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

SUBJECT: **UNIVERSAL GIVING**

Beginning with the 2014 Combined Federal Campaign, all campaign regions must offer donors the opportunity to give through Universal Giving—the ability to donate to any national, international, or local charity not denied participation in the CFC. Since the implementation of a universal coding system in 2006 through the successful piloting of Universal Giving in selected campaigns during the 2012 & 2013 campaigns, the time has come to provide federal employees with the option to give to any participating CFC charity they choose, without regard to geographic boundaries. All campaigns must honor their donors' valid Universal Giving pledges.

Local Printed List vs. Universal Giving List

The print version of the CFC Charity List will continue to be designed as it has in the past (i.e., it will contain the national and international charity information provided by the OPM and the unique local charity section based on the Local Federal Coordinating Committee (LFCC's)

review of local charity applications. The printed list will not contain information on charities that did not apply to the local campaign area and were not approved by the LFCC.

The "Universal Giving List", on the other hand, is a single nationwide list of local charities and is determined through a combination of all campaigns' eligibility decisions. It will be determined by compiling all approved local charities and then removing all charities that were denied at the local level in any campaign[1] and, where applicable, had that decision sustained upon appeal to the local LFCC and the OPM. This list will only be made available to donors electronically.

In the case of a charity that belongs to different federations in different campaign regions, the charity will be listed on the "Universal Giving List" as belonging to the federation to which it is a member in its local campaign region.

As the "Universal Giving List" is dependent upon the issuance of a "Local Printed List" to every campaign, this list will be compiled and published only after all campaigns have entered their charity data into the CFC Charity Registry and the OPM has verified that the organizations may participate. Every effort on the part of the OPM will be made to issue the "Universal Giving List" as soon as possible.

eGiving Campaigns

Universal Giving was tested in the Federal eGiving portals—Employee Express (EEX) and myPay—as well as in campaigns with commercially available eGiving systems. These campaigns' eGiving systems represent those available to a vast majority of local campaigns. The utility of Universal Giving in EEX and myPay will continue. PCFOs are encouraged to contact their eGiving system provider to discuss the implementation of Universal Giving in their eGiving systems in accordance with this guidance.

Non-eGiving Campaigns and Paper Pledges

The OPM will produce and provide on its website (www.opm.gov/cfc) a "Universal Giving List" in both/either an online search tool and/or a searchable Portable Document Format (pdf) file. Donors presenting pledge forms with valid charity codes from this list must be processed by all PCFOs. Charity contact information, disbursement addresses, and Electronic Funds Transfer (EFT) data will be provided to campaigns as needed based on the Universal Giving pledges they

[1] For example, a charity that applies to five local campaigns in an effort to get listed in all five "Local Printed Lists" will be excluded from the national "Universal Giving List" if it is denied participation in any one of the five campaigns to which it applied; however, exclusion from the Universal giving list will not affect its being printed in the "Local Printed List" of any campaign in which its application was approved.

receive. Again, all campaigns must honor their donors' valid Universal Giving pledges, without regard for the pledging method used.

Distribution of Universal Giving Pledges

The disbursement process is the same as the process PCFOs have followed in the past; that is, the funds are processed through the PCFO of the campaign where the donor is located. If a donor selects a charity participating in a different campaign region, the local PCFO will disburse the funds directly to the independent organization or federation representing the designated charity. The funds are not distributed to the PCFO where the charity is located. The donor's local PCFO is credited with the pledge.