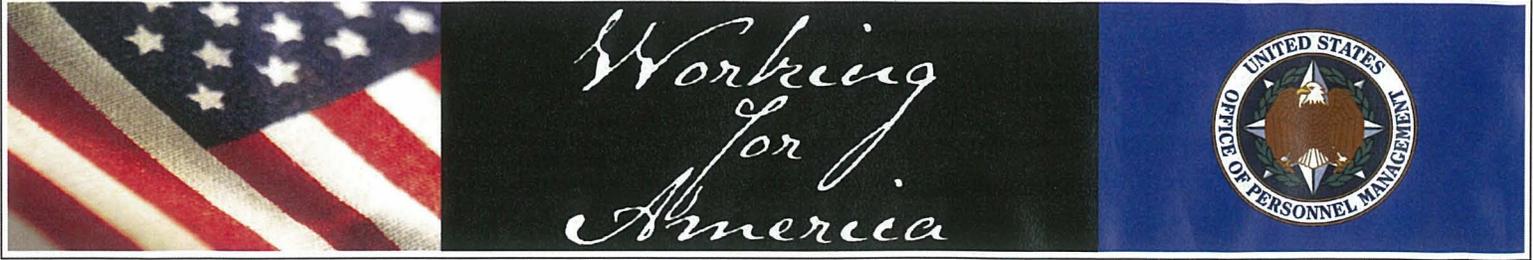


UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

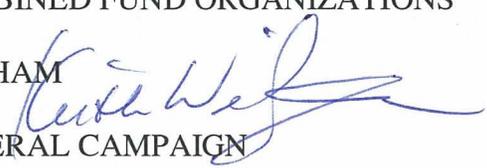


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April 15, 2010

CFC MEMORANDUM 2010-3

TO: LOCAL FEDERAL COORDINATING COMMITTEES AND
PRINCIPAL COMBINED FUND ORGANIZATIONS

FROM: KEITH WILLINGHAM
DIRECTOR
COMBINED FEDERAL CAMPAIGN 

SUBJECT: 2010 CFC MODEL PLEDGE FORM

This memorandum transmits the 2010 CFC Model Pledge Form and accompanying guidance for use by all local campaigns. Changes from the 2009 Model Pledge Form are detailed below. Unless otherwise stated, these changes must appear on all local campaign pledge forms, according to the CFC regulations at 5 CFR § 950.402. Other modifications, except those noted, may not be made without prior approval from OPM.

REQUIRED MODIFICATIONS FOR THE 2010 CFC PLEDGE FORM:

- A new field is added to the top of the form titled: State/City Code. This field identifies the State and City code for the campaign. It is used by federal agencies whose payroll is processed by National Finance Center. The Office of CFC Operations will work with the National Finance Center to prepare a list of these codes and provide it to campaigns in May 2010 prior to the printing of local pledge forms.
- The Recognition Options section is revised to provide clearer instructions to the donor.
- The Payroll Authorization date is changed from 2010 to 2011.
- The Revised Date in the lower right corner is changed from March 2009 to January 2010.

- Campaigns must insert the campaign name, local campaign ID, and contact information on the face of the pledge form. A website address may also be included.
- Under Military Payroll Branch of Service, the United States Coast Guard has been added. (Viewable in the online version).
- Under Interval for Civilian Payroll, pay periods has been changed to 26 pay periods.

OPM APPROVAL IS NOT REQUIRED FOR THE FOLLOWING OPTIONAL PLEDGE
FORM MODIFICATIONS:

- Campaigns may decide the overall size of the pledge form, e.g., one-up, two-up, three-up, etc. and the proportions of sections and text within the pledge form.
- Campaigns may use alternate placements for sections of the pledge form. For example, the placement of the SSN/Employee ID box may be at the top of the form or bottom of the form and may be with or without lines, hyphens or boxes. Another example is that the “Civilian Payroll” information may be moved above the “Military Payroll” information.
- Campaigns may add local giving levels and award recognition options.
- Campaigns should include the CFC Logo either on the pledge form itself or on the cover sheet.
- Campaigns may use cover sheets to the pledge form that contain CFC content in accordance with CFC regulations at 5 CFR § 950.401.
- Campaigns may make stylistic changes to the pledge form such as different fonts, colors, and layout arrangements of required text.
- The checkbox and statement indicating interest in being a CFC volunteer is optional and can be removed.

Requests for modifications, questions and comments on this guidance should be directed to Cherlynn Stevens at casteven@opm.gov. Requests must list each specific modification (additions or deletions) that is requested and include a review copy of the pledge form in its proposed format.

Attachment: [2010 CFC Model Pledge Form](#)