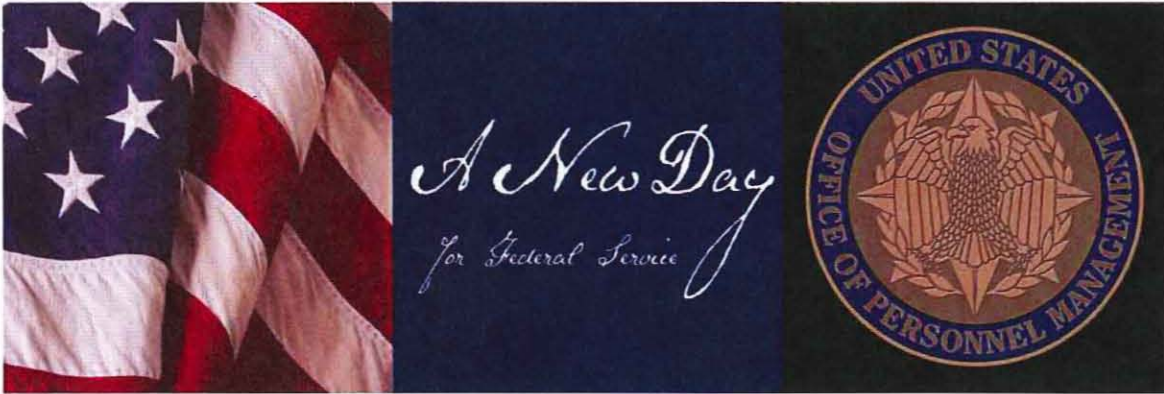


UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



CFC MEMORANDUM 2013-03

April 16, 2013

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

FROM: KEITH WILLINGHAM 
DIRECTOR, COMBINED FEDERAL CAMPAIGN

SUBJECT: 2013 CFC MODEL PLEDGE FORM

This memorandum transmits the 2013 CFC Model Pledge Form and accompanying guidance for use by all local campaigns. There is only one change from the 2012 Model Pledge Form. This is the revision of dates that are included in the Payroll Authorization Statements. This change 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.

**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 must 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.

Please remember that your campaign must print its city/state code in addition to its four-digit CFC code. It is used by federal agencies whose payroll is processed by National Finance Center.

Requests for modifications, questions and comments on this guidance should be directed to your OPM Regional Representative. 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: 2013 CFC Model Pledge Form
City/State Codes