



CFC MEMORANDUM 2016-02

May 20, 2016

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

FROM: KEITH WILLINGHAM
DIRECTOR, COMBINED FEDERAL CAMPAIGN

A handwritten signature in purple ink that reads "Keith Willingham".

SUBJECT: 2016 CFC MODEL PLEDGE FORM

This memorandum transmits the 2016 CFC Model Pledge Form and accompanying guidance for use by all local campaigns. There are two minor changes to this year's form. Both are revisions to the years noted in the Payroll Deduction Authorization statement. 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.

**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 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 include the CFC logo either on the form itself or on a cover sheet as well as print its city/state code in addition to its four-digit CFC code. The city/state code 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.

Attachments