



CFC MEMORANDUM 2016-07

November 29, 2016

**TO: COMBINED FEDERAL CAMPAIGN-PARTICIPATING
FEDERATIONS AND LOCAL FEDERAL COORDINATING
COMMITTEES**

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

SUBJECT: LOCAL FEDERATION APPLICATIONS

As we prepare for the opening of the new CFC application system under the new regulations, several things will change. However, I wanted to bring to your attention a change that uniquely affects local federation applications. Under the new regulations, there is no requirement that all members of a local federation be within the same zone in order to participate as a local federation. As long as the federation has 15 member organizations (not counting the federation itself) and meets the other requirements of a federation, it may be listed even if the 15 members are not all in the same zone.

When you complete your online application, you will enter your federation members and they will be assigned to the appropriate zone(s) based on their physical locations. If all members are within one zone, your federation application will also be assigned to that zone's Local Federal Coordinating Committee (LFCC) for review. If you have members in more than one zone, the members will still be reviewed by the LFCC for that zone, but your federation application will be assigned to OPM for review and approval. OPM will review the application to verify it meets the other requirements and will verify that the federation has at least 15 approved members within the local zones. If there are at least 15 approved members, the federation application will be approved and be listed as a federation in the local campaign zones even if that zone has fewer than 15 local members.

If you have any questions, please either email them to cfc@opm.gov or call (202) 606-2564.