



**CFC MEMORANDUM 2016-09**

**December 1, 2016**

**TO: LOCAL FEDERAL COORDINATING COMMITTEES (LFCCs)  
AND PRINCIPAL COMBINED FUND ORGANIZATIONS  
(PCFOs)**

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

**SUBJECT: 2017 ANNUAL TRAINING EXPENSES**

The 2017 Combined Federal Campaign (CFC) National Training will be held February 15-16, 2017 in San Antonio, Texas. The Office of Combined Federal Campaign (OCFC) is aware that 2017 campaign funding will not be available to provide funds for LFCCs' attendance at this event. Part of this event will be devoted to training LFCCs on the new funding methodology and the process of Outreach Coordinator (OC) selection.

As always, when possible, LFCCs are encouraged to secure travel authorization and funding through official channels. As the CFC is official business, there is no prohibition on the use of Federal funds for this event. However, in cases where official funding is not available, LFCCs are authorized to charge expenses related to the 2017 CFC National Training against the 2016 CFC budget. These expenses include registration, travel, and accommodation for Federal employees serving on the LFCC and other Federal employees—whom the LFCC may designate—who will be facilitating transition to 2017 regulations and consolidation of campaign regions. LFCCs should direct their PCFOs to facilitate LFCC members' travel and to adjust budgets accordingly.

Under no circumstances can Federal agencies require that attendees use annual leave or take leave without pay in order to attend national training.