



CFC MEMORANDUM 2017-03

September 14, 2017

TO: 2016 PRINCIPAL COMBINED FUND ORGANIZATIONS

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

SUBJECT: 2016 CAMPAIGN RECORDS

As we implement the 2017 campaign, there remains an enduring need for the Principal Combined Fund Organizations (PCFO) to supply to the LFCC critical campaign data from 2016 and prior years. Specifically, what is required are:

- 1) Electronic files of the campaign structure and results from 2016 in csv or Excel format.
- 2) Contact lists (in Outlook, .csv, or Excel formats) for campaign managers, loaned executives and keyworkers.
- 3) URL registration for any CFC web site that your organization maintained for the CFC to make sure web traffic is redirected from legacy campaign pages to the new CFC zone website and to turn over webpage ownership to the LFCC.

Data submitted to the Office of Personnel Management as a part of the 2015 compliance audits included personally identifiable information. Files needed for the 2017 campaign are aggregated data by Federal, department, agency and offices/reporting units.

These requirements are based upon your responsibilities under 5 CFR § 950.604 Records retention:

Federations, PCFOs and other participants in the CFC shall retain documents pertinent to the campaign for at least three completed campaign periods.

Documents requested by OPM must be made available within 10 business days of the request.

Please turn over these records directly to the LFCC within 10 days and **NO LATER THAN September 29, 2017**.

As a condition of your organization's participation in the CFC and the access you had to government information from a position of trust, you completed a certification to remain in compliance with all statutes and rules governing the campaign. Failure to provide this

information may require OPM to take such steps as it deems appropriate under the circumstances, including, but not limited to, suspending disbursement of CFC funds not yet disbursed, retracting (to the extent practicable) CFC funds already disbursed, and suspending or expelling the organization from the CFC.

If you have any questions on this, please direct them to Anthony DeCristofaro, 202-606-2564 or Anthony.decristofaro@opm.gov.