



CFC MEMORANDUM 2018-01

January 22, 2018

**TO: LOCAL FEDERAL COORDINATING COMMITTEES (LFCCs),
OUTREACH COORDINATORS (OCs), AND THE CENTRAL
CAMPAIGN ADMINISTRATOR (CCA)**

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

SUBJECT: CFC ACTIVITIES DURING A LAPSE OF APPROPRIATIONS

The following guidance is provided to local Combined Federal Campaign (CFC) personnel and Federal agencies in the event of a lapse of appropriations that results in a complete or partial shutdown of the Federal government. The restrictions below are removed when a Continuing Resolution or full appropriations have been passed by the United States Congress.

Local Federal Coordinating Committees (LFCC) – LFCCs will not conduct CFC business during a lapse of appropriations. This includes CFC meetings, the review of campaign expenditures and invoices related to preparation for events to be held once appropriations are restored. LFCC members who are not furloughed are similarly prohibited from doing the work of the LFCC.

Loaned Executives (LE) – LEs are recalled to their home agencies during a lapse of appropriations. These individuals cannot work on CFC activities or engage in campaign communications until appropriations are restored. LEs that perform exempt functions at their home agencies will remain at their agencies to support those functions during the shutdown.

Principal Combined Fund Organizations (PCFO) – PCFOs will continue to conduct administrative tasks associated with the 2016 CFC, including the disbursement of funds to designated charities. However, requests for reimbursement and communications with Federal agencies, LFCCs, and other CFC personnel must be suspended, regardless of the status of the agencies and/or personnel (i.e. excepted, exempt, furloughed, or otherwise) with whom the PCFO seeks to communicate.

Outreach Coordinators (OCs) – OCs will completely suspend all CFC-related activities related to employee engagement, event planning, marketing and distributing materials. OC's upon prior approval can continue to conduct charity outreach for the 2018 campaign.

Central Campaign Administrator (CCA) – The CCA will continue with its CFC-related activities except that it will suspend communications with Federal agencies, LFCCs, and other CFC personnel, regardless of the status of the agencies and/or personnel (i.e. excepted, exempt, furloughed, or otherwise) with whom the CCA personnel seeks to communicate.

CFC Events – Activities, such as solicitations, trainings, and special events that are conducted by a Federal agency not impacted by the shutdown may continue at the discretion of the agency head. However, any events that require the administrative support of the OC must be reviewed and approved by the LFCC in advance for the shutdown. Events that do not have such approval must be postponed until government operations resume.