



FROM: Jennifer Ward, Local Federal Coordination Committee (LFCC) member
TO: Agency Leaders
SUBJECT: LFCC Member Recruitment

Are you a leader interested in meeting and collaborating with other federal regional leaders in our area? We are reaching out regarding serving on the Local Federal Coordinating Committee (LFCC) for the Desert Southwest Combined Federal Campaign (CFC). The LFCC acts as the Board of Directors for our local zone and our goal is to have leadership representation from the largest federal agencies and installations for the 2023 campaign.

CFC is the world's largest and most successful annual workplace charity campaign. Last year alone nearly \$72.6 million was pledged in monetary gifts and volunteer time for local, national, and international charities. Pledges made by Federal civilian, postal and military donors during the campaign season support eligible non-profit organizations throughout the world. LFCCs are overseen by OPM and must comply with CFC regulations and guidance memoranda. The LFCC works in partnership with the local Outreach Coordinator (OC) contracted for campaign implementation.

Although the role is important and an excellent management opportunity, we understand your time and attention are valuable and we respect those limitations. We meet monthly via teleconference. The meetings last approximately 30-60 minutes and are a great way to get to know the other federal agencies and senior leadership in our zone. I have attached the LFCC job description for your review. In the meantime, I am happy to answer any questions you might have.

Thank you for your continued support of and commitment to CFC.

Jennifer Ward
Admin Assistant, DOI, Office of the Solicitor
Desert Southwest LFCC member

Local Federal Coordinating Committee: (LFCC)

Each of the 36 local CFC zones is governed by a Local Federal Coordinating Committee (LFCC). An LFCC is comprised of federal executives that represent the diversity of agencies and geography in each zone. LFCCs are overseen by OPM and must comply with CFC regulations and guidance memoranda, as well as meet the deadlines in the CFC calendar. LFCCs serve as a board of directors for the campaign zone and are responsible for selecting and monitoring the work of the Outreach Coordinator (OC) that is contracted to implement the CFC in the local zone.

Specific responsibilities include, but are not limited to:

- Ensure, to the extent reasonably possible, that every employee is given the opportunity to participate in CFC, and that employee designations are honored.
- Ensure that there is no coercion of employees to donate to CFC, and that any allegations of coercion are promptly investigated and reported to OPM.
- Establish the local campaign solicitation period, within the dates set by OPM.
- Participate in one of the five subcommittees described below.

Oversight and Compliance

- Ensures that the campaign conforms to OPM regulations and policies.
- Work with and supervise the OC in accordance with OPM regulations.
- Review all invoices submitted by the OC to ensure they are consistent with deliverables as reported and submit approved invoices to OPM for payment.

Federal Employee Engagement and Development

- Encourage local federal agencies to appoint loaned executives to assist the campaign in accordance with OPM guidelines.
- Selection of an agency coordinator who will facilitate the campaign activities with the agency.
- Ensure that, within the limits of the policies and procedures established by the Director of OPM, campaign arrangements are facilitated within each agency.

Marketing and Social Media

- Review and approve marketing and social media plans.
- Review and approve local marketing materials to ensure compliance with CFC regulations.

Awards

- Review and approve awards and contest plans.
- Provide leadership for the selection and presentation of awards through a zone recognition event at the close of the campaign.

Charity Application review and communication

- Determine the eligibility of local charities to participate in the local campaign through establishment of an annual application review process.
- Review the local charity list for completion and approve all campaign publicity information.