



National Postal Mail Handlers Union

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March 25, 2021

To: Local Presidents
Regional Directors/Representatives
National Executive Board

Fr: Charles R. Manago *CEM*
Contract Administration Representative

Re: **The U.S. Office of Personnel Management (OPM) authorizes the Combined Federal Campaign (CFC) a special solicitation to help with winter storm Shirley response and recovery.**

Dear Sisters and Brothers:

Please find enclosed a copy of the above-reference documents from the Postal Service regarding the Combined Federal Campaign (CFC) special solicitation to help with winter storm response and recovery.

- Communications Meeting CFC special solicitation, 3-24-2021.
- CFC special solicitation FAQ's.
- CFC U.S. Postal Service pledge form, OPM form 1654-A.

Please disseminate this information as you deem appropriate. Should you have any questions contact the Contract Administration Department.

Cc: Paul V. Hogrogian, National President
Michael J. Hora, National Secretary-Treasurer
Teresa L. Harmon, Manager Contract Administration



CFC SPECIAL SOLICITATION FAQ

Helping people through the 2021 Winter Storm Shirley Response and Recovery

What is the CFC Special Solicitation?

The Acting Director of the U.S. Office of Personnel Management (OPM) authorized the Combined Federal Campaign (CFC) pledge portal to re-open outside of the usual CFC timeframe to meet the additional and extraordinary needs of people facing the winter weather crisis in Texas and beyond. This action was taken in response to an urgent appeal from the Federal Executive Boards in Houston, Dallas, and San Antonio. This 2021 CFC Special Solicitation allows the Federal community to support CFC-approved charities as they face unprecedented challenges due to the impact of the several weather and how it has increased critical needs.

Why is the Special Solicitation being launched through the CFC?

The Federal community is incredibly generous, and leaders requested opportunities to contribute to those in need as they recover from this unprecedented winter storm. The CFC is uniquely positioned as the only authorized solicitation of employees in the Federal workplace on behalf of charitable organizations. The CFC online pledge portal is a safe, trusted, and proven way to make contributions to more than 6,000 qualified 501(c)(3) CFC-approved charitable organizations.

What is the timeframe of the CFC Special Solicitation?

The [CFC online pledge portal](#) will be open for 30 days (until April 9, 2021).

What charities will be included and eligible for donations in this Special CFC Solicitation?

While the needs in Texas are foremost, donations can be designated to one or more of the more than 6,000 local, national, and international approved and vetted 501(c)(3) organizations from the 2020 charity list who are helping. While the CFC Special Solicitation has been launched in response to the winter weather crisis, donations will be distributed as unrestricted funds to work wherever they are needed most.

How can a Federal employee or retiree pledge through the CFC Special Solicitation?

Donations can be made through the [CFC online giving portal](#) and the CFC mobile web application.

Can donors mail a completed paper pledge form directly to the CCA for processing during the CFC Special Solicitation?

Yes, but due to the "Shelter in Place" order in Wisconsin where the CCA facility is located, there may be significant delays in processing pledges submitted via paper. USPS paper forms are available at <https://blue.usps.gov/hr/pdf/508-2020-cfc-usps-pledge-form-digital.pdf> and retiree forms on the OPM website [Retiree Paper Pledge Form 1654-B](#).

If I already pledged during the 2020 CFC, can I give again during this CFC Special Solicitation?

Yes! Donors who have an existing donation account with payroll deduction will see the option to donate via credit card, debit card, or ACH (electronic checks). Gifts can be made as either a one-time or recurring monthly pledge through January 2022. Revisions to current payroll deduction pledges are not possible.

If I did not pledge during the 2020 CFC, can I give during this CFC Special Solicitation?

Yes! Donors who did not give in the 2020 campaign via payroll deduction and any new hires/new retirees in the government will be offered the option to create a new payroll deduction if they choose. They can also donate a one-time or monthly recurring gift via credit card, debit card, or ACH (electronic check).

Can payroll allotments be increased during this CFC Special Solicitation?

No. Donors cannot make changes to an existing payroll donation. This prevents downstream impacts to payroll providers, which are not prepared to handle these changes.

Can pledges made during the CFC Special Solicitation be changed later?

Recurring donors can cancel the balance of unpaid donations at any time. However, one-time donations are processed the week of the pledge and are non-refundable.

Can an employee donate volunteer time through the CFC Special Solicitation?

Yes. Federal employees can pledge volunteer time with selected charities identified with the hand icon in either the paper charity listing or on the [CFC online pledge portal](#).

Will donations during the CFC Special Solicitation be subject to a distribution fee?

No. Any new donations collected during the special solicitation will not have any distribution fees withheld.

When will charities receive the funds pledged during the CFC Special Solicitation?

All funds collected will be distributed based on the next standard monthly distribution schedule as early as April 1 and each month until January 15, 2022 (for recurring gifts).

Does OPM have the legal authority to launch a CFC Special Solicitation like this?

Yes. This would be the second government-wide special disaster campaign as authorized by current CFC regulations. Under **5 CFR §950.102 Scope of the Combined Federal Campaign. (a) (2):**

“The Director may grant permission for solicitations of Federal employees, outside the CFC, in support of victims in cases of emergencies and disasters. Emergencies and disasters are defined as any hurricane, tornado storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophes in any part of the world. Any special solicitations will be managed through a Disaster Relief Program developed by OPM.”

Where can donors go if they have additional questions about the CFC Special Solicitation?

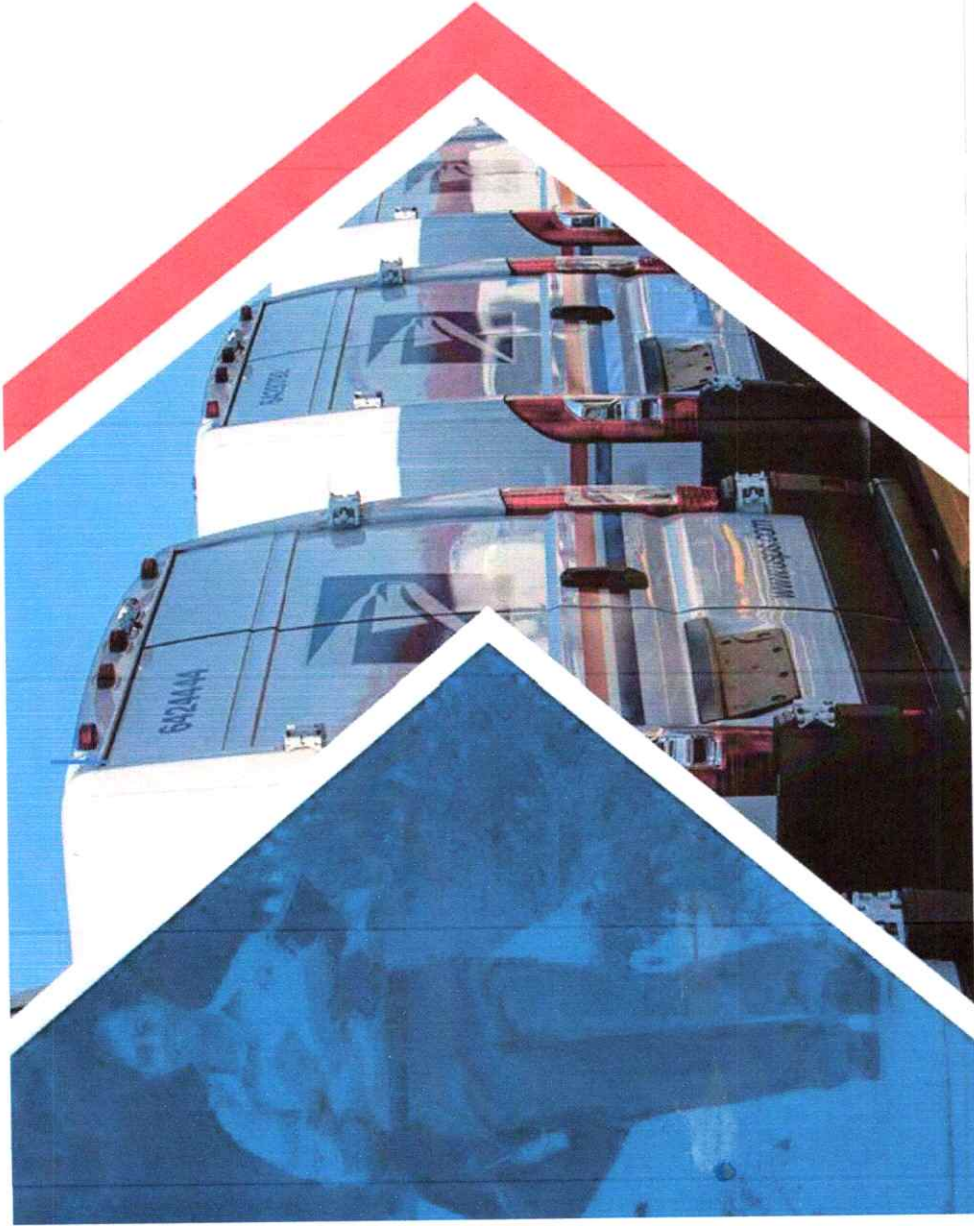
The CCA call center support will service donor calls during the special solicitation at 800-797-0098 (8 a.m. – 6 p.m. CST). Please note that the call center is operating remotely while the state of Wisconsin continues a shelter-in-place order.

How can I use the CFC Giving Mobile App to make my pledge?

During the CFC Special Solicitation, you can make one-time credit card and bank account donations using the CFC Giving Mobile App. Please use the instructions provided here to pledge using the CFC Giving Mobile App.

What is the pledge period for recurring pledges during the CFC Special Solicitation?

Any recurring pledges made during the CFC Special Solicitation will commence after the pledge is “submitted” via cfcgiving.opm.gov and sent to the bank, credit card company, or payroll service provider. The final recurring pledge installment will be January 15, 2022. New Payroll Deduction pledges will end during the pay period that includes January 15, 2022.



COMMUNICATIONS MEETING

CFC Special Solicitation

March 24, 2021

Special Solicitation – March 11-April 9, 2021

OPM opened the donor portal for a special solicitation to help those affected by the winter's storms.

- All CFC 2020 charities participating.
- Pledges accepted online and via paper form.
- Donations count toward 2020 campaign.

2020 Combined Federal Campaign U.S. POSTAL SERVICE PLEDGE FORM

OPM Form 1654-A



Please use black ink. Sections marked with * are mandatory.

Full instructions on reverse. Submit this original Pledge Form to your Keyworker as early as possible to allow time for processing or send to: CFC Processing Center, P.O. Box 7820 Madison, WI 53707-7820. OPM accepts online pledges through Jan. 15, 2021, at opm.gov/ShowSomeLoveCFC. CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge.

Donor Information (required)

1. Primary Email Address *(official government)		2. Donor Type *	
		<input type="checkbox"/> Civilian	
3. Name * (first name)		* (last name)	
4. CFC Unit Code (six digits)	5. ZIP Code of Your Office/Facility/Station *	6. Overseas Employees	
<input type="text"/>		<input type="checkbox"/> I am located in a foreign country/territory.	
7. Your Department			
United States Postal Service			
8. Your Agency * (USPS Area/District/Headquarters) (no acronyms)			
9. Your Office * (USPS Facility/Station/Office/HQ VP Team) (no acronyms)			

Pledge Information (required)

10. Allotment Source *	11. Amount Per Deduction	12. Total Annual Gift *	13. Charity Designation *		
			CFC Charity Code	Annual Amount	Volunteer Hours
<input type="checkbox"/> Payroll	\$ _____ <small>Check your payroll frequency:</small>	\$ _____ <small>(automatically calculated based on the amount per deduction multiplied by 26)</small>	<input type="text"/>	\$ _____	_____
<small>USPS Assigned EIN (only required if electing payroll)</small> 14352677	<input type="checkbox"/> Bi-weekly (x26)		<input type="text"/>	\$ _____	_____
<input type="checkbox"/> Check	N/A	\$ _____ Check Amount	<input type="text"/>	\$ _____	_____
Authorization *			<input type="text"/>	\$ _____	_____
If I chose payroll deduction as my payment source, I hereby authorize any agency of the United States Government by which I may be employed during 2021 to deduct the amount(s) shown above from my pay each pay period. My deductions will be in effect for one full year starting with the first pay period after January 15 and ending with the last pay period that includes January 15 of the following year. I authorize my payroll service provider to pay the amounts shown to the Combined Federal Campaign. I understand that I may revoke this authorization in writing at any time before it expires. I also acknowledge that I have the right to receive a notification if the amount(s) scheduled to be transferred differ(s) from the amount(s) displayed above. If I chose check, I hereby authorize Give Back Foundation on behalf of the Combined Federal Campaign to process my paper check as an electronic funds transfer (EFT) for the payment amount elected.			<input type="text"/>	\$ _____	_____
Signature: _____ Date: _____			Total Annual Contribution	\$ _____	_____

Information Release (optional)

14. By completing the information below, I authorize the CFC to release my name and the following to my designated charity(ies):			
Personal Email Address		Pledge Amount Release	
		<input type="radio"/> Yes <input type="radio"/> No	
Home Address	City	State	ZIP Code

Individuals may pledge online at opm.gov/ShowSomeLoveCFC and may contact the CFC Help Desk Monday through Friday from 8 a.m. until 6 p.m. Central Time at 800-797-0098 (toll-free) or 608-237-4898 (local/international) with questions about the pledge process.

Instructions for Properly Completing Form 1654-A

1. **Primary Email Address:** This is your work email address.
2. **Donor Type:** The Civilian box is auto-checked.
3. **Name:** Print your legal names legibly here.
4. **CFC Unit Code:** While not required, entering your facility, station, office or HQ ELT team's 6-character code [example: (CFC:1A2B3C)] will expedite pledge processing. If you do not know this code, ask your CFC Keyworker.
5. **ZIP Code of Your Office/Facility/Station:** Enter the ZIP code of the location where you currently work. This is not your home ZIP code.
6. **Overseas Employees:** If you are stationed or are working overseas, please check this box.
7. **Your Department:** Keep the department as United States Postal Service.
8. **Your Agency:** Enter your area name, district name, or if HQ or HQ domicile, enter headquarters here. Try to avoid acronyms.
9. **Your Office:** Enter your USPS facility, station, office, or HQ ELT team name here.
10. **Allotment Source:** Check the box either for payroll deduction or check. **Payroll deduction pledges ONLY:** Provide your USPS-assigned EIN.
11. **Amount Per Deduction:** For payroll deduction, enter your amount pledged per pay period and select the frequency of your pay periods.
12. **Total Annual Gift:** For payroll deduction, multiply the amount pledged per pay period by the frequency of your pay periods. For check, enter the check amount.
13. **Charity Designation:** You must select one or more of the 2020 CFC-approved charities or federated groups to receive your monetary and volunteer pledge. Confirm each charity's five-digit code and whether they accept volunteer hours in the online charity search or charity listing. Identify your selected charities by entering their corresponding five-digit code along with the total dollar amount you want each charity to receive. The total annual gift from the left must match the total pledged to charities on the right. If you would like to donate to more than seven charities, please pledge online or use multiple paper pledge forms with the total annual contribution amount appearing on copy 1 of X.
14. **Information Release:** Enter the information you want released to the charities you selected. If you prefer to remain an anonymous donor, leave this section blank. NOTE: If you pledged volunteer hours and choose not to release your personal information, you will have to contact your charities to arrange for your volunteer service.

Combined Federal Campaign Privacy Act Statement

Pursuant to 5 U.S. C. 522a(e)(3), this Privacy Act Statement informs you why OPM is requesting information on this form.

AUTHORITY: OPM is authorized to collect the information on this form based upon the authority provided in Executive Order (EO) 12353 (March 23, 1982), as amended by EO 13743 (October 13, 2016), and 5 CFR 950 (January 1, 2017) including your USPS Employee Identification Number (EIN) required by the finance department to verify and process your payroll deduction pledge.

PURPOSE: The information you provide is primarily collected and used by OPM to accurately receive, process, acknowledge, and account for your donation to the Combined Federal Campaign (CFC); and to make payments to the charitable organizations to which you choose to donate.

ROUTINE USES: The information we collect from you may be disclosed as a "routine use" to your payroll service provider, if you have chosen to make a recurring gift via payroll deduction; or to your credit card company, bank, or other financial institution for a one-time or recurring gift (using the CFC's online option) via credit card, electronic check, or automatic deduction from your financial account. With your authorization, we may also share the information you provide to us with local, national, or international charitable organizations or federations. In addition, we may share your information as a "routine use" with other external entities, such as law enforcement or state and federal tax authorities, when the disclosure is necessary to investigate a violation or potential violation of civil or criminal law. A complete list of routine uses can be found in the system of records notice titled "Central-20 National CFC System of Records."

CONSEQUENCES OF FAILING TO PROVIDE INFORMATION: Providing this information, including your EIN, is voluntary; however, without your signature and all of the information requested, it may not be possible for us to make this gift on your behalf, and we may suspend this pledge. In addition, if you do not provide any of the requested information, we may not be able to process your request for a payroll deduction. If you are making a one-time, lump-sum gift and, therefore, not using the payroll deduction method of payment, you are not required to furnish your EIN.