UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-1000

OFFICE OF THE DIRECTOR

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MEMORANDUM FOR LOCAL HEADS OF FEDERAL AGENCIES IN LOS ANGELES COUNTY, ORANGE COUNTY, RIVERSIDE COUNTY, SAN BERNARDINO COUNTY, VENTURA COUNTY, SAN DIEGO COUNTY AND SANTA BARBARA COUNTY

FROM: KAY COLES JAMES
DIRECTOR

SUBJECT: AUTHORIZATION FOR SPECIAL SOLICITATIONS ON BEHALF OF THE VICTIMS OF THE 2003 SOUTHERN CALIFORNIA WILDFIRES

In consideration of the devastating impact on thousands of lives caused by the recent wildfires in Southern California, I hereby authorize you to conduct a ***special solicitation*** on behalf of a charity or charities assisting in the relief efforts in support of the victims of the fires. Such solicitation is separate from the ongoing Combined Federal Campaign.

This authority allows you the option of implementing a one-time only solicitation at the workplace should your employees wish to provide immediate assistance to charities involved in relief efforts. Funds raised through any special solicitation may be received only in the form of cash or check and may not be counted towards the CFC.

A special solicitation is subject to the CFC regulations appearing at 5 CFR Part 950 as well as Office of Government Ethics regulations that specifically reference fundraising activities. I strongly encourage all Federal officials involved in any special solicitation to include their respective ethics officials in the planning and development of these fundraising activities.

Please keep in mind that CFC regulations do not cover the collection of gifts-in-kind such as food, clothing and toys (5CFR Part 950.102(b)). In addition, because CFC regulations only pertain to the collection of funds for *charitable organizations*, Federal agencies may solicit funds that directly assist Federal employees affected by the fires, consistent with appropriate ethics regulations. Such a solicitation is not a CFC activity and is the responsibility of the Federal agency. Therefore, Federal agencies may solicit these items without any approval from OPM.

We appreciate your commitment to workplace giving and hope that the special solicitation will assist you in further responding to the needs of the firestorm victims.

If you decide to implement a special solicitation or have questions about this process, please contact Kathrene Hansen, Executive Director, Los Angeles Federal Executive Board at 562-980-3445; or, Mara Patermaster, Director of CFC Operations, at 202-606-2564.

Thank you.