

Date: November 5, 2002

In reply refer to: Ethics - 9/02

Subject: Official Fundraising at a Federal Workplace

To: OCFO Employees

As Federal employees, each of us must make every effort to know and understand the rules of ethical conduct. Consequently, understanding and observing these ethics rules is essential to placing loyalty to high ethical standards above private gain.

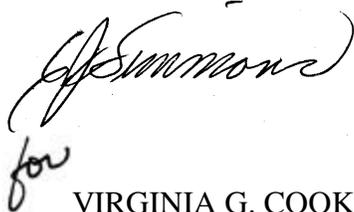
Section 4 of Executive Order 12353, as amended, authorizes Federal agencies to conduct fundraising for charitable organizations by means of on-the job solicitations. The Combined Federal Campaign (CFC), which is governed by the Director of the Office of Personnel Management (OPM), is the only fundraising authorized for the Federal workplace. The CFC's official campaign is conducted from September 1 through December 15.

Consistent with the Executive Order, the regulations state, "...no other fund-raising drive may be conducted in the Federal workplace without the express written permission of OPM'S Director." Upon written request, the Director of OPM may grant solicitations of Federal employees, outside 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 catastrophe.

All employees' fundraising activities at the Federal workplace must comply with CFC regulations, as well as the Standards of Ethical Conduct for Employees of the Executive Branch. Thus, Title 5, Section 2635.808(b) of the Standards, permits an employee, when authorized, to use their official title, position, and authority to conduct CFC fundraising activities as part of their official duties. Moreover, the rules at Title 5 C.F.R. § 950.102 (a) explicitly bar agencies from conducting raffles, lotteries, bake sales, and similar events as part of the CFC fundraising effort. However, these regulations do not apply to the collection of gifts-in-kind, such as food, clothing, and toys.

True voluntary giving is fundamental to Federal fundraising activities. Actions that do not allow free choices or create the appearance that employees do not have a free choice to give, or to publicize their gifts or keep them confidential, are contrary to the Federal fundraising policy.

Inquires regarding this memorandum should be referred to your supervisor. Supervisors, should refer inquiries to the National Finance Center's Ethics Office, at Extension 5-5679.



VIRGINIA G. COOK
Acting Personnel Officer