CFC MEMORANDUM 2016-05 **September 27, 2016**

TO: **LOCAL FEDERAL COORDINATING COMMITTEES AND PRINCIPAL COMBINED FUND ORGANIZATIONS**

FROM: **KEITH WILLINGHAM**
DIRECTOR, COMBINED FEDERAL CAMPAIGN

SUBJECT: **CFC ACTIVITIES DURING A LAPSE OF APPROPRIATIONS**

The following guidance is provided to local Combined Federal Campaign 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 requests for reimbursement of campaign expenditures, or 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. If an LE performs exempt functions at his/her home agency, s/he will remain at their agency to support those functions during the shutdown.

Principal Combined Fund Organizations (PCFO) – PCFOs may continue to conduct administrative tasks, including the disbursement of funds to designated charities and the processing of pledge forms previously received. 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.

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 PCFO must be reviewed and approved by the LFCC in advance. Events that do not have such approval must be postponed until government operations resume.