



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

August 29, 2017

**MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES**

**FROM: Kathleen M. McGettigan**  
**Acting Director**

A handwritten signature in cursive script that reads "Kathleen M. McGettigan".

**SUBJECT: Special Solicitation for Victims of Hurricane Harvey**

On Friday, August 25, 2017, Hurricane Harvey made landfall on the Texas Gulf Coast. By Monday morning, many buildings and homes in Port Aransas and Rockport and throughout the region have been destroyed; many parts of Houston and coastal Texas are under water; an estimated 30,000 people have been displaced; and five people have lost their lives. The National Weather Service predicts Hurricane Harvey will stay in the area and regain strength. The Federal Emergency Management Administration (FEMA) declares, "This is still a dangerous storm."

As Hurricane Harvey continues to drop rain on the region, it is not possible to tell the exact size and scope of the devastation that will ultimately be caused; but it will be severe. Many Federal employees have expressed a desire to assist those in need in the region affected by this storm. As such, I am authorizing department and agency heads to allow a special solicitation of Federal employees at the workplace to support the victims of this disaster.

Special solicitations will allow Federal employees and military personnel to assist the disaster relief efforts with cash or check donations outside the normal Combined Federal Campaign (CFC). These donations should provide immediate relief. Such solicitations must be approved by the head of the Executive Department or Agency and meet the following criteria:

- This special solicitation must conclude no later than September 29, 2017.
- The Department or Agency must identify the 501(c)(3) charity or charities that will receive the contributions. The Department or Agency is responsible for making arrangements with those charities to receive the funds and provide receipts to the donors. ***Federal employees are not authorized to collect funds on behalf of charitable organizations.***
- Donors must be informed that the solicitation is not part of the CFC. However, contributions made through the CFC after the special solicitation has concluded will assist these organizations to replenish resources expended on this disaster, as well as helping with rebuilding and preparing for future needs.

The FEMA website contains information that includes 501(c)(3) charitable organizations providing disaster relief assistance (<http://www.fema.gov/volunteer-donate-responsibly>). In addition, a list of frequently asked questions and answers on special solicitations is attached.

If you decide to conduct a special solicitation, please contact OPM's Office of CFC (OCFC) to let us know of your efforts, including which charity or charities you selected for donations and how much was donated. In addition, please remind employees that contributions made through the CFC during the normal CFC campaign period will assist these organizations in replenishing resources expended on this disaster as well as prepare for those of the future. The OCFC is also available to respond to questions about the special solicitation donation process. The OCFC can be contacted at (202) 606-2564 or at [cfc@opm.gov](mailto:cfc@opm.gov).

Attachment

cc: Chief Human Capital Officers  
Human Resources Directors