

CFC ELIGIBILITY AND APPEAL PROCESS

The Honolulu-Pacific Federal Executive Board is responsible for handling the CFC eligibility process for local charitable organizations and federations. The U.S. Office of Personnel Management in Washington, DC, handles the eligibility process for all national and international organizations and federations.

The eligibility review and approval process for the Hawaii-Pacific Area Combined Federal Campaign includes the following steps:

1. Charitable organization completes CFC application and mails or delivers application and all back-up documents to Federal Executive Board by April 9, 2004.
2. Federal Executive Board staff date stamps application, does initial review and completes check off sheet.
3. CFC Eligibility Committee reviews applications and makes recommendations to the FEB Policy Committee/Local Federal Coordinating Committee (LFCC) regarding eligibility. The CFC Eligibility Committee is composed of 6-7 employees from various Federal agencies with expertise in areas such as finance, legal, etc.
4. FEB Policy Committee, acting as the Local Federal Coordinating Committee (LFCC), reviews the CFC Eligibility Committee's recommendations and makes the decision on an organization's eligibility.
5. Eligibility decisions are mailed to agencies within 15 business days following the closing date of the application period.
6. Ineligible organizations may appeal the decision to the Policy Committee/LFCC. The appeal may elaborate or explain information in the original application but may not include any new or updated items. Appeals must be received by the FEB within 7 business days of the date of receipt of the initial decision or 14 calendar days from the date the decision was mailed, whichever is earlier.
7. Steps #2-4 repeated for appeals.
8. Decisions on appeals are mailed to agencies.
9. Organizations with appeals that were denied have one final appeal to the U.S. Office of Personnel Management in Washington, DC. Appeals must be in writing and be received by the OPM Director within 10 business days from the date of receipt of the letter from the LFCC denying eligibility on appeal. The OPM Director's decision is final for administrative purposes.