



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

March 16, 2005

**MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS  
AND HUMAN RESOURCES DIRECTORS**

FROM: MARTA BRITO PÉREZ,  
ASSOCIATE DIRECTOR  
Human Capital Leadership  
and Merit System Accountability

SUBJECT: 2005 Emergency Preparedness Survey

The Office of Personnel Management's Acting Director, Dan Blair, has just notified the head of your department or agency that, once again, we have identified you as the official most appropriate to complete the annual Emergency Preparedness Survey. This is the third year that OPM has conducted the survey, intended to document improvements your department or agency has made in protecting your employees. We are asking you to complete the 2005 survey by April 5.

To access the survey, you need to go on the Web to [study.opm.gov/EPASAS/2005](http://study.opm.gov/EPASAS/2005) and create your own Survey ID and your own password. On a later page you will identify yourself and your agency. You will be able to leave the survey and return to it at any time.

Since last year's survey, more guidance has been made available to help agencies protect their employees. In June 2004, the Department of Homeland Security issued *Federal Preparedness Circular 65* ([fema.gov/onsc/docs/fpc\\_65.pdf](http://fema.gov/onsc/docs/fpc_65.pdf)). The circular's *Annex H - Human Capital*, developed in partnership with OPM, describes agencies' responsibilities to design, update, and carry out comprehensive plans to take into account and respond to the threats that its employees are most likely to face.

If you are a Chief Human Capital Officer (CHCO) and have questions, please do not hesitate to contact the Deputy Associate Director for your agency within OPM's Human Capital Leadership and Merit Accountability Division. If you are a Human Resources Director in an agency that does not have a CHCO, please contact the OPM Human Capital Officer assigned to your agency. You may also pose questions by email to [EmergencyPreparednessSurvey@opm.gov](mailto:EmergencyPreparednessSurvey@opm.gov).

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