



Office of the
Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

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MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: KAY COLES JAMES,
DIRECTOR

Subject: Blood Donation

Federal employees across the country are reacting to yesterday's tragic attacks and seeking ways to help. We will be putting out guidance to agencies on areas such as emergency leave transfer to those directly affected, excusing employees from work affected by the emergency, and making contributions through the Combined Federal Campaign. A continuing need has been identified, however, for blood donations. By donating blood, Federal employees can make a critical, personal and immediate difference to those who are in need.

At the present time, the American Red Cross is encouraging people to call 1-800-GIVE-LIFE to schedule an appointment in the coming days and weeks to replenish the blood that may be used immediately in the wake of yesterday's attacks. This number will route the donor to the nearest blood collection site. Due to the extraordinary outpouring of support by the American public, the Red Cross is experiencing higher call volumes than usual; calls will be returned and appointments scheduled as quickly as possible. The need for blood is going to be long term. Please encourage your employees to become blood donors. Heads of executive departments and agencies have authority to excuse employees from work without charge to leave or loss of pay for purposes of blood donation.

cc: Federal Executive Boards
Directors of Human Resources