



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Wednesday, May 6, 2009

**MEMORANDUM FOR: Other Stakeholders**

FROM: John Berry  
Director

Subject: H1N1 Human Resources Readiness Forum

Departmental and agency Human Resources (HR) Directors, along with national employee representatives, are invited to an **H1N1 Human Resources Readiness Forum** at the Campbell Auditorium of the U.S. Office of Personnel Management (OPM), 1900 E Street NW, on Friday, May 8, at 10:00 a.m. Agencies are also asked to bring their pandemic response planner, whether that person is in HR or in a separate departmental unit.

As agencies have started implementing pandemic plans, OPM has begun to receive numerous questions relating to:

- When should we take certain actions?
- How do we protect our employees?
- How do we ensure work gets done?

Answers to many of the HR policy questions are already on OPM's Web site at <https://www.opm.gov/policy-data-oversight/pandemic-information/>, and OPM will update that guidance as needed, based on the questions you raised in last Thursday's Emergency CHCO Council meeting, with additional questions provided by the Council's Emergency Preparedness Subcommittee.

The purpose of this Friday's meeting is to help you find existing answers, and address new questions emerging during the 2009 H1N1 outbreak. Representatives from the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA) and the Department of Health and Human Services (HHS) will be available to answer questions on health, safety, and other response issues that are outside of OPM's purview.

This session will be webcast at the link below:

[pointers.audiovideoweb.com/asxfiles-live/il83winlive3146.asx](http://pointers.audiovideoweb.com/asxfiles-live/il83winlive3146.asx)

Those who require captioning must also use this link:

<http://textcast.peoplesupport.com/textcast.asp?stream=usopm>

The webcast and captioning will run in two separate windows and will need to run side by side.

Please RSVP to Julie Saad at [julie.saad@opm.gov](mailto:julie.saad@opm.gov), or 202-606-1777. Valid Federal government identification will be required to enter the building.

We look forward to seeing you at this event.