



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

October 18, 2006

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: Linda M. Springer,
Director

SUBJECT: Interagency Information Exchange on Human Capital Planning for
Pandemic Influenza

I invite you and your staff to attend an interagency information exchange on human capital planning for pandemic influenza on Thursday, November 2, 2006. The exchange will provide an opportunity for agencies to discuss human capital issues, planning and flexibilities related to pandemic influenza including the agencies' role in disseminating information to its employees. The exchange will be held in the Campbell Auditorium at the Office of Personnel Management (OPM), 1900 E Street, NW, Washington, DC.

On August 3, 2006, OPM issued the final of three installments to its *Human Capital Planning for Pandemic Influenza: Information for Departments and Agencies* in response to the President's *National Strategy for Pandemic Influenza Implementation Plan*. OPM is hosting the interagency information exchange to address agencies' questions about the newly issued OPM guidance available on our website at opm.gov/pandemic and to identify how human resources personnel can assist with emergency planning. We will also have representatives from other agencies to talk about health and other non-human capital issues that could affect your employees in the event of a pandemic influenza situation.

Due to space restrictions, we are asking Federal Executive Branch agencies to limit attendance to three personnel: one (1) human resources specialist, one (1) security/emergency planning member and one (1) staff member of your choice. One of the representatives should be involved in developing your agency's pandemic plan. In addition, the HR representative should be someone you would designate as an on-going contact for emergency preparedness issues. We ask you to provide the name, position title, and contact information of the individuals within your agency who will attend.

Please RSVP to Kimberly Moore by email at kimberly.moore@opm.gov or by telephone at (202) 606-1230 by Friday, October 27, 2006. To ensure full participation, please include any special accommodations which may be required.

I look forward to providing a meaning and informative program on human capital planning for pandemic influenza.

cc: Human Resources Directors
Deputy CHCOs