



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Wednesday, October 8, 2003

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Kay Coles James
Director

Subject: OPM Forum on Emergency Planning and Preparedness - Agency
Authorities on Emergency Personnel

OPM will host a 1-day Forum on Emergency Planning and Preparedness-Agency Authorities on Emergency Personnel on October 16, 2003, in the Theodore Roosevelt Federal Building, 1900 E Street NW., Washington, DC. The CHCO Council Subcommittee on Emergency Preparedness is co-sponsoring this session.

The Forum will address issues related to closure of the Federal Government in emergency situations, particularly as they relate to the designation of emergency personnel. It will be of particular interest to you, Directors of Administration, communications officers, and emergency planning personnel.

We will seek representatives of your agencies to serve as speakers for a variety of panels on topic issues, particularly designation of emergency personnel, transportation, and communications. Please designate a point of contact within your agency for our staff to work with as we finalize our agenda. Please let Heather Kehr know the name, telephone number, email address, and fax number for your point of contact. You may call Ms. Kehr at 202-606-2838 or email her at hfkehr@opm.gov.

Attached for your information is the memorandum from OPM Director, Kay Coles James, which was faxed to agency heads announcing the forum.

[Memo](#)