



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, January 23, 2004

MEMORANDUM FOR: HEADS OF DEPARTMENTS AND AGENCIES

FROM: KAY COLES JAMES
Director

Subject: Second OPM Forum on Emergency Planning and Preparedness - Agency Authorities/Flexibilities for Designation of Emergency Personnel

On Thursday, January 29, 2004, the Office of Personnel Management will host a second forum on Emergency Planning and Preparedness. The first forum, held in October 2003, was well received by the participants. I have been asked to again host the forum so additional employees can benefit from this information in an abbreviated session. The forum will take place on January 29, 2004, from 8:00 a.m. to 12:00 p.m. at the Theodore Roosevelt Federal Building, 1900 E Street NW., Washington, DC, Room 1350.

The Federal Government periodically must close all or parts of its operations in the face of certain events (i.e. weather, protests, or terrorist incidents) that prevent employees from physically reaching their official duty station. The key to ensuring that the Government maintains its ability to carry out basic, necessary functions in the face of such events is advance planning and preparation, including the designation of emergency employees. Each agency head has the authority/flexibility to designate those employees judged to be critical to agency operations for any given emergency situation. Such designations should be part of the agency's emergency response/continuity of operations plan and should be communicated in advance. Such advance planning contributes substantially to an agency's ability to sustain its operations as needed during periods of closure.

The forum will focus on emergency employee designations and the available flexibilities, along with providing time to share your best practices with the other participants. This program will be of particular interest to your human resources specialists and to security and emergency planning personnel.

Please RSVP to Ms. Heather Kehr by telephone at (202) 606-4217 or by email to Heather.Kehr@opm.gov. For planning purposes, we request you provide the name, position title, and contact information of those who will attend. To ensure full participation, please include any special accommodations which may be required.

I look forward to providing another meaningful and informative program on emergency planning and preparedness.

cc: Chief Human Capital Officers
Human Resources Directors