



UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, DC 20415-0001

OFFICE OF THE DIRECTOR

APR 19 2005

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: DAN G. BLAIR  
Acting Director

A handwritten signature in black ink that reads "Dan G. Blair".

Subject: Retirement Readiness Study

The U.S. Office of Personnel Management (OPM) has contracted with the International Foundation for Retirement Education (InFRE) to conduct a study on what it means to be ready for retirement. This study will help all of us meet the requirements in the *Thrift Savings Plan Open Elections Act of 2004* to educate Federal employees on the need for retirement savings and investment, how to plan for retirement, and how to calculate the retirement investment needed to meet their retirement goals.

This survey will help create an educational program to increase the awareness of the steps that are needed to successfully prepare for this life phase. It will provide information to develop an assessment tool for personal evaluation that all Federal workers can use to better prepare for retirement.

The research plan calls for the survey to be distributed to a sample of approximately 90,000 Federal employees. The sampling plan has been designed to reduce the overlap with the Federal Human Capital Survey. The survey will be completed on-line and should only take approximately 20 minutes to complete.

We will be sending an email to employees in the sample during April. I am asking each of you to encourage your employees to complete the survey.

If you would like additional information about the study or the survey, please contact your agency human capital officer. Thank you for your support of this important project.