



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-1000

OFFICE OF THE DIRECTOR

OPM-HK-09

September 15, 2005

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: LINDA M. SPRINGER
DIRECTOR

A handwritten signature in blue ink, appearing to read "LMS", written over the printed name of Linda M. Springer.

SUBJECT: Request for Information on Federal Employees Affected by Hurricane Katrina

As you may recall, we discussed the need for collecting and compiling information about Federal employees affected by Hurricane Katrina at the September 13, 2005, Chief Human Capital Officers Council meeting. The Office of Personnel Management (OPM) has now been asked by the Interagency Incident Management Group (IIMG) of the Department of Homeland Security, in coordination with the White House Office of Cabinet Liaison, to assume the task of collecting and compiling this data. We will be expanding the collection beyond the IIMG agencies to include all Federal agencies and the U.S. Postal Service.

On September 7, 2005, we provided agencies with a report via e-mail of the number of employees in the affected areas using the Central Personnel Data File as of March 31, 2005, and based on FEMA's declaration of disaster counties. This information should provide a basis for the current data call. If you report populations other than all counties in Alabama, Florida, Louisiana, and Mississippi that have been designated as disaster areas, please provide specific information on the area covered, by locality.

We are asking that you provide the following information by 5:00 p.m. EST on Friday, September 16, 2005:

- Number of Federal employees in the affected areas (adjusted from OPM report if appropriate);
- Number of Federal employees with whom contact has been made;
- Number of Federal employees unaccounted for in each of the affected states (Alabama, Florida, Louisiana, and Mississippi); and
- Number of Federal employees who sustained significant loss (i.e., loss of personal property/casualties).

In addition to compiling this information, OPM anticipates releasing information from the first three bullets to the public, if requested. Follow-up reports will be requested from time to time

until all Federal personnel are accounted for. The first update will be due by 2:00 p.m. EST on Wednesday, September 21, 2005.

Our plan is to provide the White House with an initial report on Monday. Please have your staff e-mail the initial and first update information to Kimberly Moore at (Kimberly.moore@opm.gov). Ms. Moore can also be reached at (202) 606-1230.

Thank you for your support in this important effort.

cc: Human Resources Directors