



The Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

March 6, 2007

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: LINDA M. SPRINGER  
DIRECTOR

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

Subject: Annual Employee Survey Forum

With the National Defense Authorization Act for Fiscal Year 2004 (NDAA), Congress established a requirement for agencies to survey their employees annually to assess employee satisfaction as well as leadership and management practices that contribute to agency performance. The Office of Personnel Management (OPM) is holding a forum to support agencies' efforts regarding the NDAA Annual Employee Survey (AES) requirement, which became effective for Calendar Year 2007.

The forum is intended for all agency representatives who have an interest in or responsibility for their agency's Annual Employee Survey. The agenda will cover:

- the applicable law and regulations;
- guidance on survey planning, administration, analysis, and reporting requirements;
- the relationship of the AES to agency accountability and Systems, Standards, and Metrics (SSM) reporting; and
- available reimbursable assistance.

The forum will take place on:

**Date:** Monday, March 19, 2007, in the Campbell Auditorium.

**Location:** Alan Campbell Auditorium  
OPM, 1900 E St. NW  
Washington, DC

**Time:** 9:00 a.m.

You may contact your agency's OPM Human Capital Officer if you have any questions.

Please confirm your attendance by providing the name, title, telephone number, and email address for your agency's representatives to Aline Ames at [Aline.Ames@opm.gov](mailto:Aline.Ames@opm.gov) by March 16, 2007.

cc: Human Resources Directors