UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

August 3, 2006

OPM PANDEMIC MEMO #3

MEMORANDUM FOR AGENCY HEADS, MEMBERS OF THE PRESIDENT'S MANAGEMENT COUNCIL AND CHIEF HUMAN CAPITAL OFFICERS

FROM: LINDA M. SPRINGER
DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT

Subject: Information on Planning for Pandemic Influenza – Final Installment

Earlier this summer, the Office of Personnel Management (OPM) provided you with our first and second installments of information for use by Federal departments and agencies in preparing for a possible pandemic influenza outbreak. As part of our tasking to provide guidance on human capital management and COOP planning criteria and update telework guides by August 3, 2006, we are pleased to share our third and final installment. OPM particularly appreciates the support the Departments of Defense, Homeland Security, Labor, and Health and Human Services in the development of this guidance.

In this installment, we are providing sections on telework guidance, additional fact sheets and guides, and several planning guides. Specifically, the attached installment includes –

- Information Regarding Overseas Employees (I-H)
- Telework Guidance (III-A–C)
- Human Capital Management Planning Guides and Agency Strategies (V-A–J)
- Employee Questions and Answers (VI-I)
- Employee Information on Pay and Leave Flexibilities (VI-G and H)

This material will be provided to you both electronically and in hard copy with instructions to help you insert it in the notebook we delivered to you as the first installment. Additionally, this information will be featured on OPM's web page at www.opm.gov/pandemic. We encourage you to use the electronic version in sharing available information through your own web site.

Should you have any questions on specific guidance or authorities for dealing with pandemic influenza in your agency, please have your Chief Human Capital Officer contact OPM.