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Frances Frago Townsend
The White House

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TO:

Agency Heads

FOR SIGNATURE OF :

** GRN **

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Reyes, EDO

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(Due: 12/15/06)

Reyes
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Kane
Silber
Johnson
Cyr/Burns
Zimmerman, NSIR
Marshall, OEDO

DATE: 11/22/06

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CONTACT:

EDO

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THE WHITE HOUSE

WASHINGTON

November 8, 2006

MEMORANDUM FOR: SECRETARY OF STATE
SECRETARY OF THE TREASURY
SECRETARY OF DEFENSE
ATTORNEY GENERAL
SECRETARY OF THE INTERIOR
SECRETARY OF AGRICULTURE
SECRETARY OF COMMERCE
SECRETARY OF LABOR
SECRETARY OF HEALTH AND HUMAN SERVICES
SECRETARY OF HOUSING AND URBAN DEVELOPMENT
SECRETARY OF TRANSPORTATION
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SECRETARY OF EDUCATION
SECRETARY OF VETERANS AFFAIRS
SECRETARY OF HOMELAND SECURITY
ADMINISTRATOR, ENVIRONMENTAL PROTECTION
AGENCY
DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET
UNITED STATES TRADE REPRESENTATIVE
DIRECTOR OF NATIONAL INTELLIGENCE

FROM: FRANCES FRAGOS TOWNSEND 
ASSISTANT TO THE PRESIDENT FOR HOMELAND SECURITY
AND COUNTERTERRORISM

COPY: ASSISTANT TO THE PRESIDENT AND CHIEF OF STAFF
ASSISTANT TO THE PRESIDENT AND DEPUTY CHIEF OF
STAFF FOR POLICY
SPECIAL ASSISTANT TO THE PRESIDENT FOR CABINET
LIAISON

SUBJECT: FEDERAL DEPARTMENT AND AGENCY PANDEMIC PLANS

This memorandum and the attached draft checklist are intended to clarify (1) requirements for Department- and Agency-specific Pandemic Influenza Plans, and (2) the certification process for such plans.

On May 3, 2006, the President issued the *National Strategy for Pandemic Influenza Implementation Plan* (Plan). Chapter 9 and Appendix A of the Plan require each Federal Department and Agency to develop its own Pandemic Influenza plan and provide initial guidance for such plans. In general, Department and Agency plans should address the following considerations:

1. How will the Department or Agency protect the health and safety of its employees?
2. What are the Department's or Agency's essential functions and services, and how will these be maintained in the event of significant and sustained absenteeism?
3. How will the Department or Agency support the Federal response to a pandemic, as well as the response by States and local communities?
4. How and what will the Department or Agency communicate with its stakeholders during a pandemic?

(Chapter 9 of the Plan, available at <http://www.whitehouse.gov/homeland/pandemic-influenza-implementation.html>, expands on these considerations.)

The following documents have been produced to provide further guidance on the development of Department and Agency plans. This guidance has been incorporated in the attached draft checklist.

- "Interim COOP Guidance" issued by the Department of Homeland Security on March 1, 2006 (Action 9.1.1.1 in the Plan).
- "Human Capital management and COOP Planning Criteria related to Pandemic Influenza" issued by the Office of Personnel Management on August 1, 2006 (Action 9.1.1.2 in the Plan).
- Updates to the Guides entitled "Telework: A Management Priority, A Guide for Managers, Supervisors, and Telework Coordinators," "Telework 101 for Managers: Making Telework Work for You," and "Telework 101 for Employees: Making Telework Work for You," issued by the Office of Personnel Management on August 1, 2006 (Action 9.1.1.3 in the Plan).

The following additional guidance will be issued by November 15:

- "Environmental Management and Cleaning Practices," which is being developed by the Department of Health and Human Services (Action 9.1.4.2 in the Plan).
- "Final COOP Guidance," which is being developed by the Department of Homeland Security (Action 9.1.1.1).
- A final checklist that incorporates all additional anticipated guidance.

Department and Agency Certification

In order to ensure uniform preparedness across the U.S. Government, each Department or Agency head will be requested to certify in writing, by December 15, 2006, that his or her Department or Agency is addressing the applicable elements of pandemic planning set forth in the final checklist.

In summary, the timeframes for upcoming activities are as follows:

November 15	Final guidance issued by relevant Departments, and final checklist provided to all Departments and Agencies
December 15	Deadline for certification by Department or Agency head

Attachment

Draft Checklist: Key Elements of Departmental Pandemic Influenza Operational Plans