



OFFICE OF THE DIRECTOR

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

September 11, 2001

MEMORANDUM FOR FEDERAL EXECUTIVE BOARDS

FROM:

KAY COLES JAMES
DIRECTOR

A handwritten signature in black ink, appearing to read "Kay Coles James", written over the printed name and title.

Given today's attacks at the World Trade Center and the Pentagon, combined with the fact that the General Services Administration has provided notice for the orderly closing of all GSA-controlled facilities, please convene immediately the Security/Emergency Committee of your Federal Executive Board to discuss and make a recommendation to local Federal agencies regarding the closing of Federal offices in your area today.

No decision has been made at this time about the status of Government operations in Washington, DC, tomorrow; we will advise further you as information becomes available.