



MEMORANDUM

To: Department/Division Directors

From: Edward F. Keyser, Jr., Administrative Assistant to the General President

Date: August 25, 2009

Re: Contingency Plans

This is to request that you submit to me, no later than 9 a.m. tomorrow (Wednesday, August 26, 2009), a contingency plan. Please specify how you plan to conduct your department's/division's business in the event that your staff is not allowed to enter the building due to strike action taken by OPEIU Local 2.

Thank you for your cooperation in this matter. Please be sure to copy Leo Deaner on your correspondence. Should you have any questions, I can be reached at: (202) 624-8750.

EFK/sg

cc: Leo Deaner, Executive Assistant to the General President
Richard C. Bell, Executive Assistant to the General Secretary-Treasurer