

**THE WHITE HOUSE**

WASHINGTON

August 16, 2017

MEMORANDUM FOR THE SECRETARY OF STATE  
THE SECRETARY OF THE TREASURY  
THE SECRETARY OF DEFENSE  
THE ATTORNEY GENERAL  
THE SECRETARY OF THE INTERIOR  
THE SECRETARY OF AGRICULTURE  
THE SECRETARY OF COMMERCE  
THE SECRETARY OF LABOR  
THE SECRETARY OF HEALTH AND HUMAN SERVICES  
THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT  
THE SECRETARY OF TRANSPORTATION  
THE SECRETARY OF ENERGY  
THE SECRETARY OF EDUCATION  
THE SECRETARY OF VETERANS AFFAIRS  
THE SECRETARY OF HOMELAND SECURITY  
ADMINISTRATOR OF THE ENVIRONMENTAL PROTECTION  
AGENCY  
DIRECTOR OF THE OFFICE OF MANAGEMENT AND BUDGET  
ADMINISTRATOR OF THE SMALL BUSINESS  
ADMINISTRATION  
DIRECTOR OF NATIONAL INTELLIGENCE  
DIRECTOR OF THE NATIONAL COUNTERTERRORISM CENTER  
DIRECTOR OF THE FEDERAL BUREAU OF INVESTIGATION  
DIRECTOR OF THE CENTRAL INTELLIGENCE AGENCY  
ADMINISTRATOR OF THE UNITED STATES AGENCY FOR  
INTERNATIONAL DEVELOPMENT  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
ADMINISTRATOR OF GENERAL SERVICES  
ADMINISTRATOR OF THE NATIONAL AERONAUTICS AND  
SPACE ADMINISTRATION  
DIRECTOR OF THE OFFICE OF PERSONNEL MANAGEMENT  
ADMINISTRATOR OF THE FEDERAL AVIATION  
ADMINISTRATION  
CHAIR OF THE NUCLEAR REGULATORY COMMISSION  
DIRECTOR OF THE NATIONAL SECURITY AGENCY  
DIRECTOR OF THE DEFENSE INTELLIGENCE AGENCY  
CHAIR OF THE FEDERAL COMMUNICATIONS COMMISSION  
ADMINISTRATOR OF DRUG ENFORCEMENT  
NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY

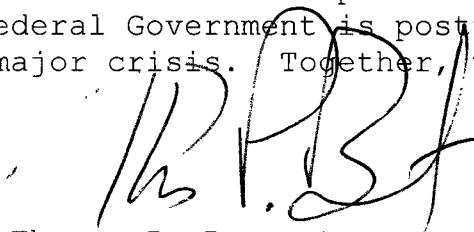
SUBJECT: SUPPORT FOR NATIONAL PREPAREDNESS MONTH

I am writing to reinforce the importance of national preparedness and encourage your organization to participate in National Preparedness Month activities. The goal of national preparedness is to ensure we have the capabilities in place to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk to our Nation. This is a shared responsibility, spanning all levels of government, the private and nonprofit sectors, and the community and individual citizen level. The Federal Government must demonstrate leadership by doing its part to be prepared and to enable the vertical and horizontal integration of our collective efforts.

September is National Preparedness Month, and this year's theme is "*Disasters Don't Plan Ahead. You Can.*" National Preparedness Month serves as a reminder that we must take action, now and throughout the year, to prepare and plan ahead for the types of emergencies that could impact us. In the spirit of National Preparedness Month, I encourage you to do the following:

- Become familiar with your internal preparedness plans, which include your response and continuity plans, at your earliest opportunity. Your written plans across the preparedness and response continuum should include knowing and assessing the greatest risks to your mission and the actions required to reduce those risks. This should be viewed in terms of cost/benefit, recognizing there are costs associated with preparedness, but the lack of preparedness has an even greater cost in the potential for mission degradation or failure.
- Promote preparedness with your employees, stakeholders, and partners, and include them in your preparedness-related activities throughout the year. An opportunity for this is during the Prepareathon National Day of Action, scheduled for September 15, 2017. More information about the National Day of Action and other National Preparedness Month activities can be found at [www.ready.gov/september](http://www.ready.gov/september).

I appreciate your continued leadership and commitment to ensuring that the Federal Government is postured to respond to and recover from a major crisis. Together, we are better.



Thomas P. Bossert  
Assistant to the President for  
Homeland Security and Counterterrorism