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.

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