



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Thursday, April 2, 2009

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Kevin E. Mahoney, Associate Director, HCLMSA

Subject: American Recovery and Reinvestment Act of 2009 Hiring Fair

As part of our effort to help agencies build the talent capacity to successfully enact provisions of the American Recovery and Reinvestment Act of 2009 (ARRA), the U.S. Office of Personnel Management (OPM) is proposing to hold a Hiring Fair on May 13, 2009, at the Washington Convention Center limited to applicants for the following occupations:

Human Resources

Contracting

Grants Management

Attendance at this Hiring Fair would only be open to applicants determined to be the best qualified for these occupations through a process administered by OPM. We will proceed to develop and conduct this Hiring Fair only if enough agencies commit to the following:

Having your agency's hiring officials on site at the Hiring Fair

Having vacancies to fill and making tentative offers to fill these vacancies on site

Making a financial commitment to OPM for participation in this initiative. This would cover OPM costs for all services from posting the vacancy announcement through the conduct of the Hiring Fair.

In order to complete all preliminary activities necessary to conduct the Hiring Fair on May 13, we need your commitment to participate no later than Friday, April 3, 2009. Please contact OPM's Hiring Fair Project Manager, Mr. Dave Herman, at David.Hennan@opm.gov or 202-606-3736, to inform OPM whether your agency will be participating.

cc: Human Resources Directors