



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Thursday, October 3, 2002  
MSG-070a

**MEMORANDUM FOR: Directors Of Human Resources And Equal Employment Opportunity**

FROM: Richard A. Whitford, Acting Associate Director for Employment

Subject: Briefing on Federal Employment of People with Disabilities.

The Office of Personnel Management (OPM) will offer a refresher briefing regarding Federal employment of people with disabilities for Selective Placement Program (SPP) Coordinators and other Federal HR professionals. The briefing will take place on Friday, October 25, 2002, at 9:00 a.m., in room 1350, Theodore Roosevelt Building, 1900 E Street, N.W., Washington D.C.

In his commitment to tearing down the barriers to equality that many of the 54 million people with disabilities face, President George W. Bush signed the New Freedom Initiative in 2001. The [New Freedom Initiative](#) assigns many tasks to Federal agencies—including the representation, full access, and integration of people in their ranks. OPM is responsible for providing Federal agencies with leadership, technical assistance, and oversight to help them increase the representation of people with disabilities in their workforce. The Director of OPM, Kay Coles James has stated, "The Federal Government will lead by example, ensuring individuals with disabilities have an open door to the many opportunities in public service." She believes that we must use every opportunity to help Federal human resources officials carry out their responsibilities; this is one such opportunity.

Each Federal agency has a Selective Placement Program Coordinator, Special Emphasis Coordinator for Employment of People with Disabilities, or equivalent official, who helps management conduct outreach, recruit, hire, and accommodate people with disabilities. This presentation has been designed with those officials in mind. It will include discussion of available tools, including the Schedule A hiring authorities, a briefing about current efforts, a demonstration of the new OPM web site on [Federal employment of people with disabilities](#), and a discussion panel showcasing effective agency practices.

We encourage your participation at this event and ask that you let us know the names of participants from your agency by October 16, 2002. If you have any questions, please call Ms. Kitty Kobert in OPM's Office of Diversity on (202) 606-2825.

To reserve a place at the Briefing scheduled for Friday, October 25, 2002 at 9AM - 11AM, room 1350, please email your name, agency, and contact information to Kitty Kobert at [rkkobert@opm.gov](mailto:rkkobert@opm.gov).