



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, June 14, 2002

MSG-042a

MEMORANDUM FOR: Human Resources Directors

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

Subject: DC Federal Jobs Initiative - Summer of 2002

Thanks to your strong support and commitment, last year's DC Federal Jobs Initiative proved to be an overwhelming success, not only for the Federal agencies, but also for the hundreds of young participants. I encourage each of you to give this program your personal attention to ensure an even more successful program this year.

During the 2001 summer program, agencies employed young DC residents in a breadth of positions. Through these experiences participating students received academic enrichment, exposure to the Federal workplace, job and life skills orientation, and mentoring. This program is known for developing positive, mutually beneficial, relationships between Federal employees and students. We look forward to encouraging and establishing such partnerships this summer. We ask that agencies make their hiring commitments quickly, to maximize the program's benefits for participating agencies and students.

Agencies participating in this year's program are responsible for paying the youths' salaries, who are generally expected to work for a 6-week period; the program may run longer at the agency's discretion. The DC Department of Employment Service (DOES) manages student referrals to agencies and provides hiring coordinators with resumes. Agencies hire students at GS-1 and above under Student Temporary Employment Program guidelines, which can be found in the Code of Federal Regulations at 5 CFR 213.3202 (a).

OPM developed a proposed commitment for your agency based on last year's participation. Attached you will find this information as well as your current agency point of contact. To better coordinate student employment activities between DOES and agencies, we ask that you identify any changes to your point of contact or hiring commitment by June 24, 2002, including phone and fax numbers as well as an email address. If your agency has not previously participated in the program and would like to make a commitment we welcome your participation. Please provide the requested information to Joi L. Brown, Office of Personnel Management at (202) 606-1113, email jlbrown@opm.gov, or by fax at (202) 606-1674 or Darrie Anders, DC Department of Employment Services at (202) 698-5385 or by email darrie.anders@dc.gov.

We are excited about the upcoming program and look forward to working with your agency in forging partnerships with tomorrow's Federal workforce.