



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Thursday, June 5, 2003

MEMORANDUM FOR: Human Resources Directors

FROM: Kay Coles James, Director

Subject: DC Federal Jobs Initiative - Summer of 2003

I am writing to you in regard to the DC Federal Jobs Initiative for the summer of 2003. Last year's program proved to be an overwhelming success, not only for the Federal Government, but also for the hundreds of young men and women who participated. I encourage each of you to give this year's program your consideration to ensure an even more successful summer in 2003.

During the 2002 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 and mutually-beneficial relationships between Federal employees and students. We look forward to encouraging and establishing such partnerships this summer.

Agencies participating in this year's program are responsible for paying the salaries of the youths, 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. The DOES contact is Darrie Anders at (202) 698-5385 or by email at darrie.anders@dc.gov. 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).

To better coordinate student employment activities between DOES and agencies, we ask that you identify an agency point of contact for the program by June 10, 2003, including phone and fax numbers as well as an email address. 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.

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