



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Thursday, November 1, 2001
MSG 2001-093a

MEMORANDUM FOR: Human Resources Directors

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

Subject: Delivery of Job Applications During the Current Anthrax Threat.

Due to the current circumstances with the U.S. Postal Service and the threat of anthrax contamination in Federal mail rooms across the country, please be aware that delivery of mail will be delayed. This will obviously impact timely receipt of job applications and we expect that it will take some time for mail service to normalize and resume a regular delivery schedule.

We know that agencies have set deadlines for accepting job applications. It is imperative that Federal agencies be considerate to applicants under these extraordinary circumstances and allow additional time for receipt of applications. Applications will be late through no fault of the applicant. Our country is in a state of heightened alert and we must respond positively by affording our citizens every opportunity to apply for Federal employment.

We would also like to take this opportunity to encourage HR offices to begin thinking seriously about the use of automated systems. Acceptance of online resumes and applications is a great start and can go a long way to overcoming the problems of manual processes, and also preclude various issues with mailing of job applications. Although you are still required to accept applications via mail or fax, automated systems would make receipt easier and more timely for both agencies and the applicant.