



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, November 26, 2001
MSG 2001-104

MEMORANDUM FOR: Directors Of Human Resources And Chief Information Officers

FROM: Richard A. Whitford, Acting Director for Employment

Subject: Hiring Needs for Information Technology Jobs

OPM is working with the Chief Information Officers (CIO) Council, Workforce and Human Capital for IT Committee, and agency human resources staffs to investigate the feasibility of jointly hosting a job fair for information technology jobs. Preliminary discussions include taking maximum advantage of the Internet to facilitate the recruitment and hiring process, and holding a one-day event in the Washington, DC, metropolitan area to allow information exchange. We have set the month of February as a target timeframe for these activities.

Before we develop a plan for this project, we need to ascertain the numbers and types of positions that agencies would expect to fill through this joint effort.

- Is your agency interested in participating?
- If we were to proceed with this project, how many information technology vacancies would you plan to fill, by series, specialty title, grade, and location?

Please respond to Michael Culpepper by e-mail (mvculpep@opm.gov) or by phone (202-606-1642) by Monday,

November 26, 2001. If you have questions, contact Mary Ellen Beach on 202-606-1040 or mebeach@opm.gov.