



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Wednesday, March 18, 2009

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Kathie Ann Whipple, Acting Director

Subject: Human Capital Forum on the American Recovery and Reinvestment Act of 2009 (ARRA): Grants Management and Human Resources Capacity

To support Federal agencies with expanded grants management and human resources (HR) responsibilities under the American Recovery and Reinvestment Act of 2009 (ARRA), the U.S. Office of Personnel Management (OPM) is hosting an interagency forum to provide immediate recruitment and hiring tools. OPM has developed templates for GS-1101-12 grants management specialist and GS-0201-12 HR specialist position descriptions, streamlined job announcements, task-based crediting plans and structured interviews. OPM also will provide a centralized recruiting and hiring strategy for agencies to consider in meeting their urgent and critical ARRA human capital needs.

The forum is open to Chief Human Capital Officers (CHCOs), Deputy CHCOs, other human resources leaders, and key program officials whose agencies are supporting the ARRA through grants management and HR work. This event will be held Friday, March 27, 2009, in Room 1350 of the Theodore Roosevelt Federal Building. The grants management session will be from 9 a.m. – 10:30 a.m., and the HR session will begin at 10:45 a.m.

Please RSVP by Tuesday, March 24, 2009, to Julie Saad at Julie.Saad@opm.gov, 202-606-1777. Please provide the names, titles, and email addresses of all participants your agency will send to this event. We look forward to working with you to address this important issue.