



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, April 9, 2010

MEMORANDUM FOR: Human Resources Directors

FROM: Nancy H. Kichak, Associate Director, Employee Services

Subject: OPM Shared Registers

The Office of Personnel Management (OPM) has established shared registers providing pools of qualified candidates for agencies at no cost. The attached document provides detailed information about the registers, points of contact, and a certificate request form.

These shared registers incorporate the following:

- Streamlined job opportunity announcements (JOAs)
- Category rating procedures
- A wide range of candidates from which to select
- Online, unproctored assessment tools
- OPM maintenance (includes referring high quality candidates; responding to applicant inquiries, removing unavailable candidates, etc.)
- Referral of names from these registers at no cost to agencies

There are a substantial number of eligibles on currently available registers, and we know the applicants are excited about the opportunity to join your workforce. Please consider requesting certificates as soon as possible, as unnecessary delay may frustrate the applicants. We feel it is a great opportunity for agencies to address some of their current staffing challenges.

Thank you for your continued support of this important initiative. If you have any questions regarding the shared registers, please contact the individuals listed on the attached document.

Attachment