



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Thursday, July 15, 2010

MEMORANDUM FOR: Chief Human Capital Officers

FROM: John Berry, Director

Subject: Puerto Rico Federal Hiring Event and Training Workshop Series October 6-7, 2010

As part of the U.S. Office of Personnel Management's (OPM's) continuing effort to promote Federal hiring in areas most adversely affected by our current economic conditions and recruit a diverse Federal workforce, I am pleased to announce OPM will be sponsoring a Training Workshop Series and Hiring Event on October 6-7, 2010 in San Juan, Puerto Rico. This Training Workshop Series and Hiring Event will help individuals in Puerto Rico who are qualified for Federal employment and also assist agencies to acquire the talent needed to meet their staffing needs. We are asking your agency to participate with us in developing and conducting the Hiring Event.

Our overall goal is for Agency Hiring Officials to provide tentative employment offers on site for positions in Puerto Rico or in the mainland. On October 6, OPM staff will conduct a series of Training Workshops to assist the selected candidates to enhance their ability to be competitive during the interview process. On October 7, Agency representatives will coordinate with OPM to conduct the Hiring Event. The Hiring Event will be similar to the 2009 event OPM sponsored in Detroit, Michigan.

The Training Workshop Series and Hiring Event will include the following major activities:

- 3 Training Workshops conducted and coordinated by OPM Staff on October 6th
- Agency Identification of Federal jobs to be filled through this event including:
 - Jobs in Puerto Rico which can be filled through the competitive examining process or special appointing authorities
 - Jobs available worldwide which agencies can fill through the full range of hiring flexibilities including:
 - Schedule A
 - Authority for Persons with Disabilities
 - Authority for Attorneys
 - "R" authority for individuals owing service obligation to the Government (Cyber Security – NSEP graduates)
- Direct Hiring Authorities – Government-wide and Agency Specific
- Veterans' Hiring Authorities (VRA, 30% disabled vets, VEOA)
- Former Peace Corps Volunteers

- OPM and Agency coordination to publicize the job openings
- Agency evaluation of the applications received
- Agency issued invitations to only those applicants selected for an interview
- OPM and Agency coordination to conduct the Hiring Event
- Agency issued tentative job offers to qualified candidates on site

OPM will pay the logistics costs for conducting this event. Agencies will be expected to pay the individual expenses of their staff participants.

We are asking each Agency to identify a Point of Contact (POC) to work with us in developing and conducting this event. Please forward your Agency's POC information to OPM's Carly Wobig at carly.wobig@opm.gov by July 30, 2010.

OPM looks forward to working with your agency to make the Puerto Rico Hiring Event successful. If you have any questions, please contact me at (202) 606-1000 or Angela Bailey at (202) 606-0388 or Carmen Andujar on (202) 606-1164 or Carmen.Andujar@opm.gov.

cc: Human Resources Directors