



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Friday, May 27, 2011

MEMORANDUM FOR: Heads Of Executive Departments And Agencies

FROM: John Berry
Director

Subject: Recruiting Effort to Assist Employees Affected by End of Space Shuttle Program

As a part of the U.S. Office of Personnel Management's (OPM's) continuing effort to promote Federal hiring in areas most adversely affected by current economic conditions, OPM is supporting the National Aeronautics and Space Administration (NASA) in its effort to assist aerospace workers affected by the ending of the Space Shuttle program. We ask that you augment your current recruitment activities by participating in these efforts.

OPM will be sponsoring a Job Fair and Hands-on Training experience in late July in Cocoa, Florida, to provide assistance to job seekers. The fair will include exhibit booths for Federal agencies to educate job seekers on the types of job opportunities available; training to effectively apply for jobs on USAJOBS.gov; and assistance in applying for current or future open positions in the Federal Government.

In addition, NASA has created a website (jobsforaerospaceworkers.com) whereby Federal agencies can register, post jobs, and find additional information about the skills of the available workforce. All competitive service jobs need a corresponding posting on USAJOBS. To find out the skill sets of the applicant pool and how your agency may post jobs to support NASA's efforts, please refer to the CHCO transmittal website at <https://www.chcoc.gov/content/recruiting-effort-assist-employees-impacted-end-space-shuttle-program>.

As part of the Job Fair in July, agencies may also choose to use special appointing authorities including Government and agency-specific authorities, Schedule A, Veterans Hiring Authorities (e.g., VRA, 30% disabled, VEOA) and Former Peace Corps Volunteer Authority to make conditional employment offers.

OPM will coordinate with participating agencies and pay the logistics costs for conducting the Job Fair. Agencies will be expected to pay the individual expenses of their staff participants. To register your agency to participate in the Job Fair and Hands-on Training experience, please go to <http://handsontrainingandjobfaircocoafloida.eventbrite.com>.

We look forward to working with your agency to make this event successful. If you have any questions, please contact Carmen Andujar at carmen.andujar@opm.gov or Thomas Formby at thomas.formby@opm.gov.

cc: Human Resources Directors