



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Wednesday, September 3, 2003

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Kay Coles James, Director

Subject: Recruitment Fairs Initiative

As part of our overall Working for America campaign and other employment initiatives, OPM is sponsoring a series of Recruitment Fairs around the country to connect participating agencies with high-quality, diverse candidates where they live.

I want to encourage you to make sure your agency is part of this exciting initiative by sponsoring a recruitment booth. You may choose to sponsor one or more booths at specific Recruitment Fairs.

Whether you are seeking to fill critical skill positions or diversify your workforce, this is a tremendous opportunity to leverage resources and recruit the new talent we need working for America. Each Recruitment Fair will be heavily advertised within the local market based on the needs of agencies. Participating agencies will be able to distribute recruitment materials, interview applicants, and if desired, make on-the-spot job offers through OPM's USA Staffing system. The cost of agency participation will be minimal as OPM will assist with registration fees. OPM will also staff a general recruiting station with access to the new USAJOBS website and sponsor a series of workshops for job seekers at each Recruitment Fair.

Our Recruitment Fairs are being designed to maximize agency use of available hiring flexibilities, including noncompetitive hiring authorities such as the Federal Career Intern Program and Student Career Employment Program appointments and governmentwide Direct Hire Authority (DHA), as appropriate. Attached for your review is a list of the DHAs currently in effect. For additional information about available hiring flexibilities and to arrange the use of on-the-spot assessment, referral, and selection for competitive examining, please contact Mr. Jason Parman at 816-426-7020 or jcparman@opm.gov or Mr. Joe DeLoy at 303-236-8531 or jrdeloy@opm.gov.

Our first Recruitment Fair will be held in Los Angeles on September 23, in conjunction with National Hispanic Heritage Month. Additional cities and tentative dates for the remaining Recruitment Fairs are as follows:

Kansas City	10/1/2003
San Antonio	10/22/2003
Tucson	10/23/2003
Denver	11/14/2003
Las Cruces/El Paso	11/18/2003
Albuquerque	11/20/2003
Detroit	2/6/2004
Miami	2/7/2004
San Diego	3/23/2004
New York	4/20/2004

We would like to have a contact at your agency's headquarters to coordinate your participation nationwide. Please designate that point of contact and forward his/her name, phone number and email address to Mr. Dave Herman at daherman@opm.gov, or phone 202-606-3736, or fax 202-606-1768.

[Attachment](#)

cc: All Agency and Department Heads
Interagency Task Force on Hispanic Employment
Human Resources Directors
Call to Serve contacts

LIST OF DIRECT HIRE AUTHORITIES

Using OPM approved governmentwide or agency specific direct-hire authorities, agencies may appoint candidates directly to jobs, without regard to the provisions title 5 U.S.C. 3309 through 3318, for which the Office of Personnel Management (OPM) determines that there is a

- severe shortage of candidates or
- critical hiring need.

When using the direct-hire authorities, agencies must adhere to public notice requirements, as set forth in 5 U.S.C. 3327 and 3330, and displaced employee procedures found at 5 CFR part 330, subpart G. When documenting appointments using direct-hire authorities, use two authority codes. The first is "AYM" and will automatically fill in with "Reg. 337.102", and the second authority code will be the individual one associated with each direct-hire authority. These codes are listed below along with the information about the specific direct-hire authority.

GOVERNMENTWIDE:

1. GW001 Issued June 20, 2003, Medical Occupations - All grade levels at all locations for the following:
 - Diagnostic Radiologic Technologist, GS-0647
 - Medical Officer, GS-0602
 - Nurse, GS-0610, GS-0620
 - Pharmacist, GS-0660

Authority Code: BAB
2. GW002 Issued June 20, 2003, Information Technology Management (Information Security), GS-2210, GS-9 and above at all locations

Authority Code: BAC
3. GW003 Issued July 1, 2003, Positions involved in Iraqi Reconstruction Efforts that require fluency in Arabic or other related Middle Eastern languages at all WG levels, single-grade interval occupations in the General Schedule (GS), and two-grade interval GS occupations at GS-9 and above. Agencies may appoint U.S. citizens to positions at all locations.

Authority Code: BAD

AGENCY-SPECIFIC:

SEC001 Issued June 20, 2003, Securities and Exchange Commission - At GS-9 and above at all locations for the following occupations:

- Accountants, GS-510
 - Economists, GS-110
 - Securities compliance examiners, GS-1831
- Authority Code: BYO**