



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Tuesday, March 10, 2009

MEMORANDUM FOR: Human Resources Directors

FROM: Kevin E. Mahoney Associate Director, HCLMSA

Subject: Selective Placement Program Coordinators

As part of the U.S. Office of Personnel Management's (OPM) effort to provide the highest quality customer service to disabled Americans, we maintain the Selective Placement Program Coordinator (SPPC) directory on our website at http://apps.opm.gov/sppc_directory/. The SPPC provides valuable assistance to persons with disabilities during the Federal hiring process. Some of their duties and responsibilities are:

- Providing managers with information on reasonable accommodations for applicants and employees;
- Helping managers identify architectural barriers and possible modifications that allow persons with disabilities to perform essential duties; and
- Helping disabled persons find information about current job opportunities.

We are currently updating this directory to ensure the SPPC contact information for our agency is accurate and disabled Americans can contact this person for assistance in applying for vacancies in your agency. We are requesting your support in this effort by identifying the following information for each of your agency's (and sub-components') SPPCs:

- Name;
- Agency Sub-Component (if applicable);
- Office Address;
- Phone number;
- Fax Number;
- Email; and
- Your agency's disability information web address.

Please provide this information to Kelly Woodall no later than Friday, March 27, 2009, at kelly.woodall@opm.gov. If you have any questions about this request, you may contact Ms. Woodall at (202) 606-2825.

Thank you for your commitment to disabled Americans and for supporting this effort.