



OFFICE OF THE DIRECTOR

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-1000

JAN 31 2005

TO: CHIEF HUMAN CAPITAL OFFICERS

FROM: KAY COLES JAMES
DIRECTOR

A handwritten signature in blue ink, appearing to read "Kay Coles James".

SUBJECT: AAFFA First Annual Leadership Development and Training Conference

The African American Federal Executive Association is holding its first Leadership Development and Training Conference at the Marriott Hotel and Conference Center in Williamsburg, Virginia on April 5-6, 2005. The target audiences for this Conference are members of the Senior Executive Service and GS-15s and 14s. The Conference will focus on the leadership challenges facing Federal agencies and employees, and will provide sessions on the following key issues:

- Executive Competencies
- Leadership Development Programs
- Diversity Management Initiatives
- Overcoming Challenges to Career Advancement.

AAFFA is a private nonprofit professional organization of Federal supervisors, managers, and executives founded in 2002 to promote the professional development and advancement of African Americans into and within the senior ranks of the Federal government.

Consistent with President George W. Bush's call to create a Federal workforce that draws from the diversity of America, I know that each of you is personally committed to promoting equal employment opportunity in the Federal Government. Consequently, I wanted to make you aware of AAFFA's First Annual Leadership Development and Training Conference. For additional information and registration, please visit the AAFFA website at <http://www.aafea.org>, or contact them by e-mail at info@afea.org.

cc: Directors of Human Resources and Equal Employment Opportunity