



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-0001

OFFICE OF THE DIRECTOR

FEB 23 2005

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: DAN G. BLAIR
Acting Director

A handwritten signature in black ink that reads "Dan G. Blair".

SUBJECT: Training Sessions on Emergency Preparedness and Hiring Flexibilities

The U.S. Office of Personnel Management, in partnership with the Cincinnati and Cleveland Federal Executive Boards, is hosting training sessions on Emergency Preparedness and Hiring Flexibilities. These two sessions will share timely and valuable information and will also provide an opportunity to ask questions and discuss situations that concern your agency.

Emergency Preparedness: The Human Capital Perspective

This session will provide information on the human resources considerations necessary to support pre- and post-crisis emergency response. It will also cover continuity of operations (COOP) managers' roles and responsibilities; resumption of operations; and special needs employees issues from a human capital perspective. The target audience includes: Executives, Continuity of Operations Planners, Emergency and Law Enforcement, Human Resources Specialists, Facilities and other Managers.

Hiring Flexibilities Symposium

This session will provide information on available hiring flexibilities and how they can be used to improve the Federal hiring process. Topics will include appointing authorities for veterans, how to apply the criteria for seeking direct hire authority, student and excepted-service employment authorities, and using the category rating procedures for competitive examining. The session will also address strategies for implementing these flexibilities through practical applications. The target audience includes: Human Resources Representatives and Hiring Officials.

Session Locations

Cincinnati, Ohio – March 2, 2005

JWP Federal Building, 550 Main Street, Room 5-519

Emergency Preparedness Symposium: The Human Capital Perspective - 9:00 a.m. to 12:00 p.m.

Hiring Flexibilities Symposium - 1:00 p.m. – 4:00 p.m.

Cleveland, Ohio – March 3, 2005

A.J. Celebrezze Federal Building

1240 East Ninth Street, 31st Floor Reception Area

Emergency Preparedness Symposium: The Human Capital Perspective – 9:00 a.m. – 12:00 p.m.

Hiring Flexibilities Symposium – 1:00 a.m. – 4:00 p.m.

Registration

Please reserve your space by contacting Vi Zenone at vi.zenone@opm.gov by 12:00 p.m. on February 25, 2005. Enter EMERGENCY PREPAREDNESS SESSION or HIRING FLEXIBILITIES SESSION (and the City name) in the subject line of your email response and provide your name, agency, position title, email address, and phone number.

cc: Human Resources Directors