AUTHENTICATED
U.S. GOVERNMENT
INFORMATION
GPO

The Office of Government Ethics is a separate executive agency established under the Ethics in Government Act of 1978, as amended (5 U.S.C. app. 401).

The Director of the Office is appointed by the President with the advice and consent of the Senate for a 5-year term, and is required to submit to Congress a biennial report concerning the implementation of the Director's functions and responsibilities.

Activities

The chief responsibilities of the Office are:

—developing, in consultation with the Attorney General and the Office of Personnel Management, rules and regulations to be promulgated by the President or the Director of the Office of Government Ethics pertaining to standards of ethical conduct of executive agencies, public and confidential financial disclosure of executive branch officials, executive agency ethics training programs, and the identification and resolution of conflicts of interest;

—monitoring and investigating compliance with the executive branch financial disclosure requirements of the Ethics in Government Act of 1978, as amended;

—providing ethics program assistance and information to executive branch agencies through a desk officer system;

—conducting periodic reviews of the ethics programs of executive agencies;

—ordering corrective action on the part of agencies and employees that the Director of the Office deems necessary, including orders to establish or modify an agency's ethics program;

—providing guidance on and promoting understanding of ethical standards in executive agencies through an extensive program of Government ethics advice, education, and training;

—evaluating the effectiveness of the Ethics Act, the conflict of interest laws, and other related statutes; and

—recommending appropriate new legislation or amendments.

Sources of Information

The Office of Government Ethics provides advisory letters and memoranda and formal advisory opinions in an annually updated publication, *The Informal Advisory Letters and Memoranda and Formal Opinions of the United States Office of Government Ethics,* available from the Government Printing Office. In addition, the Office publishes a periodic newsletter on Government ethics, offers a free ethics electronic bulletin board service (phone via modem, 202–523–1186), and has available ethics publications, instructional videotapes, and a CD–ROM. The Office also, upon request, provides copies of executive branch public financial disclosure reports (SF 278's) in accordance with the Ethics Act and the Office's regulations.

For further information, contact the Office of Government Ethics, Suite 500, 1201 New York Avenue NW., Washington, DC 20005–3917. Phone, 202–523–5757; hearing-impaired, 202–532–1200. Fax, 202–523–6325..

OFFICE OF PERSONNEL MANAGEMENT

1900 E Street NW., Washington, DC 20415–0001
Phone, 202–606–1800

Director	JAMES B. KING
Deputy Director	LORRAINE A. GREEN
General Counsel	LORRAINE LEWIS
Director, Office of Congressional Relations	IRA N. FOREMAN
Director, Office of Communications	JANICE R. LACHANCE

Director, Office of International Affairs	CARMEN LOMELLIN
Inspector General	PATRICK E. MCFARLAND
Chief Financial Officer	J. GILBERT SEAUX
Chairman, Federal Prevailing Rate Advisory Committee	ANTHONY F. INGRASSIA
Director, Office of Merit Systems and Oversight and Effectiveness	CAROL J. OKIN
Associate Director for Investigations Service	PATRICIA W. LATTIMORE, *Acting*
Associate Director for Retirement and Insurance Service	CURTIS J. SMITH
Associate Director for Employment Service	LEONARD R. KLEIN
Associate Director, Human Resources Systems Service	ALLEN HEUERMAN, *Acting*
Associate Director, Workforce Training Service	JUDITH M. JAFFE
Director, Office of Executive Resources	CURTIS J. SMITH
Director, Office of Contracting and Administrative Services	LYNN L. FURMAN
Director, Office of Information Technology	GLENN SUTTON, *Acting*
Director, Office of Human Resources and Equal Employment Opportunity	WILLIAM R. IRVIN

[For the Office of Personnel Management statement of organization, see the *Federal Register* of Jan. 5, 1979, 44 FR 1501]

The Office of Personnel Management administers a merit system for Federal employment that includes recruiting, examining, training, and promoting people on the basis of their knowledge and skills, regardless of their race, religion, sex, political influence, or other nonmerit factors. The Office's role is to ensure that the Federal Government provides an array of personnel services to applicants and employees. Through a range of programs designed to develop and encourage the effectiveness of the Government employee, the Office supports Government program managers in their personnel management responsibilities and provides benefits to employees and to retired employees and their survivors.

The Office of Personnel Management was created as an independent establishment by Reorganization Plan No. 2 of 1978 (5 U.S.C. app.), effective January 1, 1979, pursuant to Executive Order 12107 of December 28, 1978. Transferred to OPM were many of the functions of the former United States Civil Service Commission. The Office's duties and authority are specified in the Civil Service Reform Act of 1978 (5 U.S.C. 1101).

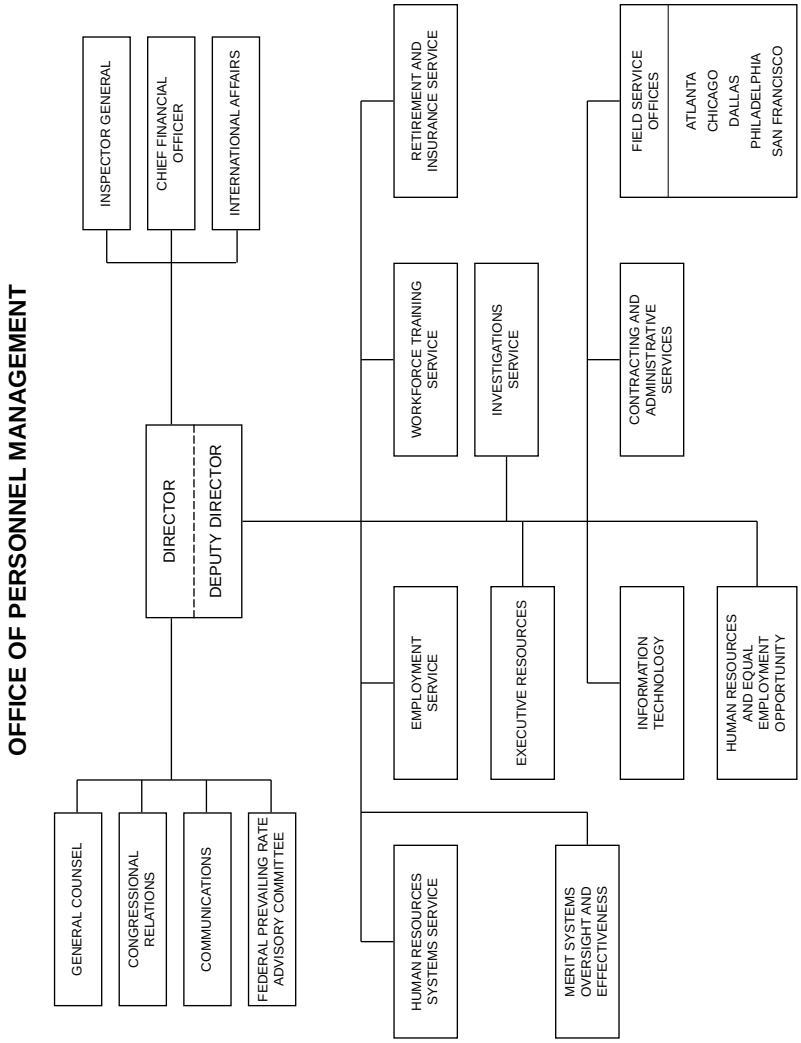
The five regional offices carry out programs in the field. In addition the Office has service centers in key locations, Federal job information and testing centers, and other field duty stations.

Office of the Inspector General The Office of the Inspector General conducts comprehensive and independent audits, investigations, and evaluations relating to the programs and operations of the agency. The Office is responsible for administrative actions against health care providers who commit sanctionable offenses with respect to the Federal Employees' Health Benefits Program or other Federal programs. The Office keeps the Director and Congress fully informed about problems and deficiencies in the administration of agency programs and operations, and the necessity for corrective action.

For further information, contact the Office of the Inspector General. Phone, 202–606–1200.

Activities

Examining and Staffing The Office of Personnel Management is responsible for managing, nationwide in partnership with departments and agencies, the examining of applicants for competitive


OFFICE OF PERSONNEL MANAGEMENT
INSPECTOR GENERAL
CHIEF FINANCIAL OFFICER
INTERNATIONAL AFFAIRS
DIRECTOR
DEPUTY DIRECTOR
GENERAL COUNSEL
CONGRESSIONAL RELATIONS
COMMUNICATIONS
FEDERAL PREVAILING RATE ADVISORY COMMITTEE
RETIREMENT AND INSURANCE SERVICE
WORKFORCE TRAINING SERVICE
INVESTIGATIONS SERVICE
EMPLOYMENT SERVICE
EXECUTIVE RESOURCES
HUMAN RESOURCES SYSTEMS SERVICE
MERIT SYSTEMS OVERSIGHT AND EFFECTIVENESS
FIELD SERVICE OFFICES
ATLANTA
CHICAGO
DALLAS
PHILADELPHIA
SAN FRANCISCO
CONTRACTING AND ADMINISTRATIVE SERVICES
INFORMATION TECHNOLOGY
HUMAN RESOURCES AND EQUAL EMPLOYMENT OPPORTUNITY

positions in the Federal civil service at General Schedule grades 1 through 15 and for Federal wage system positions. In addition to administering examinations, the Office is also responsible for:

—establishing basic qualification standards for all occupations;

—establishing conditions for delegating examining authority to agencies;

—providing policy direction and guidance for promotion, reassignment, transfer, and reinstatement of employees already recruited into the competitive civil service; and

—authorizing agencies to fill positions outside the competitive service when examining is impracticable or when the positions are policy-determining or confidential in nature.

The Office also administers the Qualification Review Board examining process for career Senior Executive Service appointments and conducts a competitive examination of applicants for administrative law judge positions.

Personnel Investigations Personnel investigations are used in support of the selection and appointment processes. They serve several purposes:

—to determine the suitability of applicants under consideration for appointment;

—to check on applicants or employees under consideration for appointment to positions having either national security and/or public trust requirements; and

—to enforce civil service regulations.

Recruiting and Affirmative Employment The Office provides leadership, direction, and policy for Governmentwide recruiting programs. These programs include general external and internal recruiting, academic relations, and comparable programs designed to reach the Nation's population, including programs for students, people with disabilities, veterans, women, and minorities. Policy, guidance, and technical assistance are provided to agencies in implementing the following programs: generic recruiting initiatives, student employment, disabled veterans affirmative action, and Federal equal opportunity recruitment. The Office is also responsible for assuring that recruiting and affirmative employment practices are integral parts of all Federal personnel management activities.

Employee Development and Training The Office plans, promotes, sets standards, and evaluates Governmentwide programs and policies for the development and training of Federal employees. It offers a wide variety of training and development management services such as career development programs and contractual access to the private sector for courses and instructional technology application. It also provides training and development information and coordination services. Through a nationwide network of interagency training centers, a European center, management development centers, and the Federal Executive Institute, it offers a broad range of Government-related courses.

Personnel Systems The Office sets policy for, administers, and provides leadership and guidance to agencies on systems to support the manager's personnel management responsibilities. It also provides administrative support to special advisory bodies, including the Federal Prevailing Rate Advisory Committee, the Federal Salary Council, and the National Partnership Council. These include:

—white and blue collar pay systems, including Senior Executive Service and special occupational pay systems; geographical adjustments and locality payments; special rates to address recruitment and retention problems; allowances and differentials, including recruitment and relocation bonuses, retention allowances, and hazardous duty/environmental pay; and premium pay;

—annual and sick leave, court leave, military leave, leave transfer and leave bank programs, family and medical leave, excused absence, holidays, and scheduling of work—including flexible and compressed work schedules;

—performance management, covering appraisal systems, performance pay and

awards, administration of the Presidential Rank Awards Program for Senior Executives, and incentive awards for suggestions, inventions, and special acts;

—research and demonstration projects and other innovative practices to explore potential improvements in personnel systems and better and simpler ways to manage Federal personnel;

—classification policy and standards for agencies to determine the series and grades for Federal jobs;

—labor-management relations, including labor-management partnerships and consulting with unions on Governmentwide issues;

—systems and techniques for resolving disputes with employees;

—quality of worklife initiatives, such as employee health and fitness, work and family, AIDS in the workplace, and employee assistance programs;

—information systems to support and improve Federal personnel management decisionmaking; and

—Governmentwide instructions for personnel processing and recordkeeping, and for release of personnel data under the Freedom of Information Act and the Privacy Act.

Oversight The Office assesses agencies' effectiveness in personnel management at the Governmentwide, agency, and installation levels to gather information for policy development and program refinement, ensure compliance with personnel laws and regulations, enhance agency capability for self-evaluation, and assist agencies in operating personnel programs which effectively support accomplishment of their primary missions.

Employee Benefits The Office also manages numerous activities that directly affect the well-being of the Federal employee and indirectly enhance employee effectiveness. These include health benefits, life insurance, and retirement benefits.

Other Personnel Programs The Office administers the Senior Executive Service and is responsible for oversight and providing assistance on a variety of Governmentwide executive personnel management matters. It coordinates the temporary assignment of employees between Federal agencies and State, local, and Indian tribal governments; institutions of higher education; and other eligible organizations for up to 2 years, for work of mutual benefit to the participating organizations. It administers the Presidential Management Intern Program, which provides 2-year, excepted appointments with Federal agencies to recipients of graduate degrees in appropriate disciplines. In addition, the Office of Personnel Management administers the Federal Merit System Standards, which apply to certain grant-aided State and local programs.

Field Service—Office of Personnel Management

Region	Address	Director
ATLANTA—Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, Virginia	75 Spring St. SW., Atlanta, GA 30303–3109	Ronald E. Brooks
CHICAGO—Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, West Virginia, Wisconsin,	230 S. Dearborn St., Chicago, IL 60604–0001	Steven R. Cohen
DALLAS—Arizona, Arkansas, Colorado, Louisiana, Montana, New Mexico, Oklahoma, Texas, Utah, Wyoming	1100 Commerce St., Dallas, TX 75242–0001	Felix R. Garza, *Acting*
PHILADELPHIA—Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virgin Islands	600 Arch St., Philadelphia, PA 19106–1596	Rose N. Gwin, *Acting*
SAN FRANCISCO—Alaska, California, Hawaii, Idaho, Nevada, Oregon, Washington, Pacific Ocean area	7th Fl., 120 Howard St., San Francisco, CA 94105–0001	Joseph S. Patti

Sources of Information

Contracts Contact the Chief, Contracting Division, Office of Personnel Management, Washington, DC 20415–0001 (phone, 202–606–2240); or the appropriate field service center office.

Employment A network of service centers and Federal Job Test Centers, located in major metropolitan areas, provides Federal employment information. To obtain the appropriate telephone number, check the blue pages under U.S. Government, Office of Personnel Management. For information about employment opportunities within the Office of Personnel Management, contact the Director for Human Resources (phone, 202–606–2400); or the appropriate field service center.

Publications The Office issues publications addressed to a variety of audiences ranging from applicants for employment to the heads of Federal agencies.

The Chief, Publications Services Division, can provide information about Federal personnel management publications. For further information, call 202–606–1822.

Reading Room The Office of Personnel Management Library maintains collections of historical and current information on personnel management and the Federal civil service, including legislative information. The Library also serves as a reading room for those interested in Office publications available to the public. The Superintendent of Documents, Government Printing Office, Washington, DC 20402, sells subscriptions to *Personnel Literature.*

For further information, contact the Office of Communications, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415–0001. Phone, 202–606–1800.

OFFICE OF SPECIAL COUNSEL

Suite 300, 1730 M Street NW., Washington, DC 20036–4505
Phones: Locator, 202–653–7188; Toll-free, 1–800–872–9855

Special Counsel	KATHLEEN DAY KOCH
Executive Assistant	ROBERT J. MURPHY
Deputy Special Counsel	JAMES A. KAHL
Associate Special Counsel for Prosecution	WILLIAM E. REUKAUF
Associate Special Counsel for Investigation	ROBERT D. L'HEUREUX
Associate Special Counsel for Planning and Advice	ERIN MCDONNELL
Director for Management	WILLIAM L. DEAN
Director, Legislative and Public Affairs	MICHAEL G. LAWRENCE

The Office of Special Counsel investigates allegations of certain activities prohibited by civil service laws, rules, or regulations and litigates before the Merit Systems Protection Board.

Activities

The Office of Special Counsel (OSC) was established on January 1, 1979, by Reorganization Plan No. 2 of 1978 (5 U.S.C. app.). The Civil Service Reform Act of 1978 (5 U.S.C. 1101 note), which became effective on January 11, 1979, enlarged its functions and powers. Pursuant to provisions of the Whistleblower Protection Act of 1989 (5 U.S.C. 1211 *et seq.*), OSC functions as an independent investigative and prosecutorial agency within the executive branch which litigates before the Merit Systems Protection Board.