



U.S. Department of Justice
Justice Management Division
Personnel Staff
Web Site: <http://www.usdoj.gov/jmd/ps>

Washington, D.C. 20530

SEP 28 2007

MEMORANDUM FOR COMPONENT HUMAN RESOURCES OFFICERS

FROM:

Raymond A. Pagliarini, Jr.
Raymond A. Pagliarini, Jr.
Director, Personnel Staff

SUBJECT: The Pledge to Applicants

The Office of Personnel Management, in conjunction with the Partnership for Public Service, has issued a pledge to those individuals seeking jobs with the Federal Government. The Department of Justice fully supports this pledge and will strive to fulfill all of its components. Please make every effort to enact these practices.

The Pledge to Applicants

The Office of Personnel Management and the Partnership for Public Service recognize that a Government's most important asset is its people. To attract talented people to the service of the Nation, we believe the application process should enable rather than deter job seekers. To that end, we will work to ensure a process that reflects these principles.

1. A user-friendly application process that is not unduly burdensome or time consuming.
2. Clear, understandable job announcements and instructions for applying.
3. Timely and informed responses to questions about the requirements and the process.
4. Prompt acknowledgement that their application has been received.
5. Regular updates on the status of their applications as significant decisions are reached.
6. A timely decision-making process.

If you have any questions regarding this pledge, as it applies to the Department of Justice, please contact Jeanarta McEachron, Assistant Director, Human Resources Policy, on (202) 514-3663.