



United States
**Office of
Personnel Management**

Washington, D.C. 20415-9400

MAY 16 2013

In Reply Refer To:

Your Reference:

John Vittone,
Retired Administrative Law Judge
Committee Chair
Section on Administrative Law and Regulatory Practice
American Bar Association
Washington, DC 20005

Dear Judge Vittone,

On March 5, 2013, the U.S. Office of Personnel Management (OPM) opened a new Administrative Law Judge (ALJ) examination. The ALJ Job Opportunity Announcement (ALJ2013-847661) opened for a period of 11 days.

We are now in the process of evaluating applications in the first stages of the ALJ examination and are at the point of planning the Structured Interview (SI), a subsequent stage of the multiple assessment process. Applicants who pass the preliminary qualifications screening and progress beyond the Online Component (i.e., Situational Judgment Test, Writing Sample, and Experience Assessment) will be invited to participate in the SI after they complete the Proctored Component, (i.e., Written Demonstration and Logic-Based Measurement Test portion of the examination.)

We understand the interest that the American Bar Association (ABA) has in the ALJ examination process and appreciate your contributions throughout the years to the ALJ program, including in the development of the 2013 examination. As such, we would once again welcome the assistance of the ABA, Section on Administrative Law and Regulatory Practice in identifying private attorneys who would be interested and available to participate as panelists in the SI part of the 2013 ALJ examination. If you know of any private attorneys who might be interested in serving in this capacity, we would appreciate your providing us with the name, phone number, email address, and a brief résumé for each private attorney. Our objective is to have a large, continuing pool of private practitioners from which to draw.

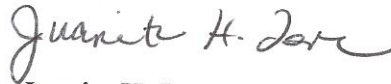
All of the SIs will be conducted in the Washington, DC metropolitan area. We expect to begin interviewing ALJ applicants sometime during July 2013. We will be able to provide firmer dates to the interested attorneys as we get closer to that part of the examination. Once the SIs begin, we expect the interviews will continue for approximately 8 - 12 weeks. We will provide training for the attorneys who agree to participate. Training will occur on Monday mornings during each week that the SI sessions are being conducted. The training will last approximately four hours and more details, as well as the specific panel dates, will be provided to those attorneys who agree to serve on the SI panels.

Please provide the contact information requested above for each private attorney you have identified to participate in the SI directly to Ann Valentine at: Ann.Valentine@opm.gov. Ann may also be reached at (202) 606-5027, if you have any questions. We would appreciate receiving this information by the close of business on May 30, 2013.

Once we receive the attorneys' information, we also will ask them to provide their Social Security numbers for a general OPM security/background check. The attorneys will receive Federal appointments and serve as OPM consultants (who waive compensation). These background checks will need to be completed prior to their starting to work as consultants for OPM. The documentation and authority under which the private attorneys will come on board will reflect that the attorneys have agreed to work as consultants for OPM on an intermittent basis through September 30, 2013. Please note that the attorneys will be consultants serving as special government employees under 18 U.S.C. §§ 202 and 205. In addition, each attorney will be asked to sign a Test Security and Confidentiality form. The attorney must agree not to share information concerning the ALJ examination, and must agree not to apply for the ALJ Job Opportunity Announcement during the duration of this examination/register cycle.

Your continued support with the ALJ examination is greatly appreciated. Your assistance will have a significant impact on identifying qualified applicants for the ALJ program.

Sincerely,



Juanita H. Love
Manager
Administrative Law Judge Program Office
Human Resources Solutions