UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Human Capital Leadership
and Merit System
Accountability Division

MAY 14 2008

MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

FROM: KEVIN E. MAHONEY
ASSOCIATE DIRECTOR
HUMAN CAPITAL LEADERSHIP
AND MERIT SYSTEM ACCOUNTABILITY

Subject: Listing of Presidentially-appointed positions for Republican and Democratic Presidential Nominees

The U.S. Office of Personnel Management (OPM) Director, Linda M. Springer, recently contacted the Chief Human Capital Officers regarding a new requirement for this Presidential election year. As part of the Intelligence Reform and Terrorism Prevention Act of 2004 (Section 8402), OPM is to send a detailed listing of Presidentially-appointed positions to the Republican and Democratic candidates for President. This new law requires that the information be provided not later than 15 days after the date on which a major party nominates a candidate for President. To this end, I am asking each of you to provide OPM with the following information as soon as possible, but no later than June 6, 2008.

The law found in 5 USC 1101(3) requires the following information to be submitted:

(A) all positions which are appointed by the President, including the title and description of the duties of each position;

(B) the name of each person holding a position described under subparagraph (A);

(C) any vacancy in the positions described under subparagraph (A), and the period of time any such position has been vacant;

(D) the date on which an appointment made after the applicable Presidential election for any position described under subparagraph (A) is necessary to ensure effective operation of the government.

In an effort to compile all the necessary information needed for the candidates, we are asking you to complete the attached forms for the June 6 submission. The first attachment, Agency Listing of Presidential Appointees, requires you to insert the agency name; position title; name of the incumbent currently holding the position, or identify if the position is vacant; the date of the appointment or the date the position became vacant;

specify the period of time the incumbent can hold the position; and what type of position (Presidential Appointment or Presidential Appointment with Senate Confirmation) the individual holds. The second form – Description of Position Duties – requires you to insert the location, title, position type and a brief position summary of duties and scope for each position that requires Presidential Appointment. If you have any questions, please contact Ms. Mary Lamary, Manager, Activities and Inquiries Management Group. She is coordinating OPM's effort to collect and publish this information. Ms. Lamary can be reached on (202) 606-1255 or mary.lamary@opm.gov.

Attachments