



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

February 16, 2024

Memorandum For: Chief Human Capital Officers

From: Veronica E. Hinton, Associate Director, Workforce Policy & Innovation

Subject: The AI in Government Act of 2020 – Artificial Intelligence Job Analysis Survey

The U.S. Office of Personnel Management (OPM) is working to implement specific requirements of [Public Law 116-260, The AI in Government Act of 2020 \(the Act\)](#) and [the Executive Order 14110 on the Safe, Secure, and Trustworthy Development and Use of Artificial Intelligence](#). In accordance with the Act, OPM is required to (1) issue regulations that identify key skills and competencies needed for Artificial Intelligence (AI) professionals in an agency; (2) establish a new occupational series, or update and improve an existing occupational series, for AI work within an agency; (3) estimate the number of AI employees in positions related to AI, by agency; and (4) prepare a 2- and 5-year forecast of the number of Federal employees in positions related to AI that each agency will need to employ. Additionally, the [Executive Order 14110](#) dated October 30, 2023, requires executive departments and agencies assure that Artificial Intelligence is safe and secure. To fulfill these requirements, OPM is conducting an occupational study on AI work and is preparing to release the AI Job Analysis Survey.

On July 6, 2023, OPM issued a memorandum titled, "[The AI in Government Act of 2020 – Artificial Intelligence Competencies](#)." OPM identified 43 general competencies and 14 technical competencies that have been identified through an environmental scan and stakeholder engagement activities including surveys and focus groups for Artificial Intelligence work.

The OPM Artificial Intelligence Job Analysis Survey represents the next phase of the study and will be used to validate the AI competencies identified by technical and human resources subject matter experts as needed for performing AI work governmentwide. OPM plans to issue the OPM AI Job Analysis Survey today, the results of which will be used to develop an AI Competency Model. Federal employees performing AI work, will be invited via email or invitation through an AI Community of Practice listserv to complete the OPM Artificial Intelligence Job Analysis Survey. Survey participants will have two weeks from the issuance date of this memo to submit their survey responses.

We appreciate your assistance with developing policy in line with the requirements of The AI in Government Act of 2020. For additional information, please refer to the attached artificial intelligence occupational study frequently asked questions (FAQs). Should you have any questions about OPM's AI occupational study, please contact Classification and Assessment Policy at competency@opm.gov.

Attachment (see below): Artificial Intelligence Occupational Study (FAQs)

Cc: Deputy CHCOs, Human Resources Directors, CXO Councils

Artificial Intelligence Occupational Study Frequently Asked Questions

1. What is OPM's role under [Public Law 116-260, The AI in Government Act of 2020 \(the Act\)](#)?

The AI in Government Act of 2020 states the Office of Personnel Management is required to identify key skills and competencies needed for artificial intelligence professionals in an agency; establish a new occupational series, or update and improve an existing occupational series, for artificial intelligence work within an agency; estimate the number of AI employees in positions related to AI, by agency; and prepare a 2- & 5-year forecast of the number of Federal employees in positions related to AI that each agency will need to employ. Developing a competency model for AI work is a key step towards ensuring Federal agencies can attract, recruit, and hire skilled employees to accomplish artificial intelligence work.

2. What efforts has OPM completed related to AI work in the Federal government?

On July 6, 2023, OPM issued a memorandum titled, "[The AI in Government Act of 2020 – Artificial Intelligence Competencies](#)." OPM identified 43 general competencies and 14 technical competencies that have been identified through an environmental scan and stakeholder engagement activities including surveys and focus groups for Artificial Intelligence work.

Next steps for AI-related efforts will include issuing a validated AI competency model to support Federal agency talent acquisition efforts and developing the AI Interpretive Classification Guidance to meet the requirements of the [AI in Government Act of 2020](#).

3. Why is OPM issuing a survey for artificial intelligence?

OPM Artificial Intelligence Job Analysis Survey represents the next phase of the AI occupational study and will be used to validate the AI competencies and tasks identified by technical and human resources subject matter experts as needed for performing AI work governmentwide.

4. The results of the AI Job Analysis Survey will help validate the general and technical competencies needed to successfully perform AI work in the Federal government.

Agencies will have the ability to identify AI talent with the needed skillsets to meet their missions and strategic goals. The newly validated AI competency model will serve as the foundation for assessing, hiring, developing, and promoting talent into to newly emerging work roles as well as enhancing the

Federal workforce skillsets. OPM's AI Competency Model will also inform the creation of an AI Competency Framework through our partnership with the National Science Foundation.

5. Who is being asked to complete the OPM Artificial Intelligence Job Analysis Survey?

To obtain the best possible information, Federal supervisors and employees performing AI work are being asked to complete the survey. If you are a Federal employee who performs or supervises AI work and you did not receive an email with a link or do not have access to the AI Community of Practice listserv for the designated survey, please email competency@opm.gov.

6. How were the participants for each survey identified?

The Office of Personnel Management requested contact information for Federal employees who perform AI work from the Office of Science and Technology Policy, as well as stakeholder engagement (Chief Information Officers, Chief Data Officers), and other Federal agencies technical/non-technical subject matter experts (SMEs). These employees are found within many occupational series such as, but not limited to, Information Technology, GS-2210, Data Science, GS-1560, and Computer Engineering, GS-0854.

7. How will Federal employees performing artificial intelligence work receive the survey?

Federal employees OPM previously identified as subject matter experts will receive an email with a personalized link and instructions to complete the OPM Artificial Intelligence Job Analysis Employee Survey. Members of the AI Community of Practice (CoP) may access the survey via the AI CoP monthly newsletter.

8. If I receive a personalized survey link, should I share the survey link I receive with other Federal employees performing or supervising artificial intelligence work?

The survey links that will be sent to subject matter expert to each survey are personalized and should not be shared. If other AI employees or supervisors are interested in taking the survey, they may email competency@opm.gov to be provided a personalized survey link.

9. What information does the employee survey cover?

The employee survey contains four sections: (A) Occupational Background, (B) Competencies, (C) Tasks, and (D) Demographic Information. The (A) Occupational Background section asks about your current job, including

occupational series, grade, and agency. The (B) Competencies section asks you to rate competencies that may be required to perform your job. The (C) Tasks section asks you to rate tasks that may be performed as part of your job. The (D) Demographic Information section asks for information about you, such as your years of Federal service.

10. What information does the supervisor survey cover?

The supervisor survey contains four sections: (A) Occupational Background, (B) Competencies, (C) Tasks, and (D) Demographic Information. The (A) Occupational Background section asks for information about you and your employee(s), such as the department or agency for which you and your employee(s) currently work. The (B) Competencies section asks you to rate competencies that may be required to perform artificial intelligence work in your employee(s)' job. The (C) Tasks section asks you to rate artificial intelligence tasks that may be performed as part of your employee(s)' job. The (D) Demographic Information section asks for information about you, such as your years of Federal service.

11. What if I receive the survey, but I do not perform (or supervise others that perform) artificial intelligence work?

If you receive the survey, but you do not perform or supervise artificial intelligence work, you do not need to complete the survey.

12. What competencies are included in the survey?

The survey includes the 43 general competencies and 14 technical competencies that have been identified on a governmentwide basis for artificial intelligence work.

13. What is the timeline for the survey?

The survey will be open for two weeks, starting from the issuance date of the survey. We will monitor the response rate, send reminder emails, and communicate with agency points of contact to encourage participation.

14. Who will see the responses to the surveys?

The information collected will be reviewed and analyzed by OPM Human Resource personnel or contractor support personnel. All information provided will be used by OPM in aggregate. Only aggregate data will be reported; in any public release of survey results, no data will be disclosed that could be used to identify specific individuals.