



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

June 17, 2024

Memorandum for Heads of Executive Departments, Independent Agencies, Inspectors General and the Council of the Inspectors General on Integrity and Efficiency

From: Robert H. Shriver, III 
Acting Director

Subject: Listing of Presidentially Appointed Positions for Republican and Democratic Presidential Nominees

In accordance with section 8403(b) of the Intelligence Reform and Terrorism Prevention Act of 2004 (see [5 U.S.C. 1101 note](#)), the U.S. Office of Personnel Management (OPM) is required to provide a detailed listing of Presidentially appointed positions to the Republican and Democratic candidates for President. This 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.

Section 8403(b) of the Act (as amended), 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.

Information Collection

OPM's Executive and Schedule C System (ESCS) is the secure web-based application that is used to collect and maintain information on all Presidentially appointed positions, as defined in the attached document. Agencies must submit all information required above through ESCS.

For agencies not currently utilizing ESCS, their human resources personnel, or human resources servicing provider, are required to complete the attached template for each Presidentially appointed position.

In an effort to collect and deliver the required information to the candidates on time, agencies are required to complete ESCS input or template submission **no later than July 1, 2024**.

If you have any questions, please contact Danielle Opalka, Manager, Policy and Special Programs at Danielle.Opalka@opm.gov.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, and Human Resources Directors

Attachment: Presidentially Appointed Position - Description of Duties Template

**Presidential Appointments
Description of Position Duties Template**

Agency:

Component:

Position Title:

Name of Incumbent:

Period of Time (if Any)

Position Has Been Vacant:

**Date by Which Appointment
Needs To Be Filled:**

Position Summary: