



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

March 1, 2024

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

From: Kiran A. Ahuja
Director

Subject: Guidance and Instructions on Periodically Listing Updates to Management (PLUM) Reporting

On December 22, 2023, the U.S. Office of Personnel Management (OPM) launched the PLUM reporting website, in accordance with the PLUM Act of 2022 (codified at 5 U.S.C. 3330f). The PLUM Act requires OPM to host and maintain this public-facing website and to update it at least annually with information on policy and supporting positions in the Federal Government (as defined in the attached document). The website replaces the quadrennial Plum Book, which will be phased out after 2024, and will support government transparency, accessibility, and accountability by providing the public with more comprehensive reporting about policy and supporting positions.

The Act requires all executive agencies and other federal entities covered under the Act (agencies) to comply with guidance and instructions from OPM for reporting all necessary data to update the website. This memorandum, and the attached document, provide detailed guidance and instructions on reporting obligations for all covered entities.

Data 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 policy and supporting positions, as defined in the attached document.

Agencies must submit all information required in the attached document through ESCS. For agencies not currently utilizing ESCS, their human resources personnel, or human resources servicing provider, are required to establish accounts for ESCS to enter, view, and maintain their respective agency data and complete input and updates on a regular basis. For access to ESCS, email ESCS@opm.gov.

Data Standards

Each agency must submit data on all of its policy and supporting positions (as defined in the attached document) and must include: agency component, position title, name of incumbent (if filled), names of all previous incumbents going back to January 20, 2021, appointment type, geographic location of the position, pay plan, grade, level or rate of pay, tenure and expiration date (if applicable), and—for vacant positions—the name of the acting official or official performing the duties of the vacant position, if any.

Required Updates

Under 5 U.S.C. 3330f(f)(2), agency heads are required to provide, at minimum, annual updates to the website on their policy and supporting positions. OPM recommends updates to ESCS take place on a regular basis as current and accurate data is critical to remaining transparent and supports efficient and timely reporting. It is the responsibility of each covered entity to ensure the information it provides to ESCS is current, complete, accurate, and reliable and is not prohibited from disclosure under federal law. Please consult your agency counsel if you have any questions about disclosing specific data.

Data Certification

Agency heads serve as the certifying official for information and updates reported to ESCS for purposes of the PLUM reporting website. Agency heads may delegate this role to: 1) the agency White House Liaison (WHLO) for all presidential and political appointees; 2) the agency Chief Human Capital Officer (CHCO) for policy and supporting positions occupied by career civil servants; or 3) another senior agency official.

Acting Incumbencies

Agencies must also establish a process to document and report in ESCS acting incumbencies for individuals acting in PAS positions or “performing the duties of” (PTDO) any vacant policy and supporting position.

Public Comment

Under [5 U.S.C. 3330f\(h\)\(3\)](#), the public may provide feedback on the accuracy of the information provided on the website. OPM has established a process for receiving public comment, and where applicable, will be responsible for distributing inquiries to agencies responsible for relevant data. As described in the attached document, covered entities are responsible for addressing feedback related to data accuracy.

Additional Information

For additional information, agency headquarters-level human resources offices may contact OPM at ESCS@opm.gov. Component-level human resources offices must contact their agency headquarters for assistance. Employees must contact their agency human resources office for further information on this memorandum.

Attachment: [PLUM Agency Guidance and Instructions](#)

cc: Chief Human Capital Officers and Human Resources Directors