



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Monday, October 31, 2016

**MEMORANDUM FOR: HEADS OF DEPARTMENTS AND AGENCIES**

FROM: BETH F. COBERT  
ACTING DIRECTOR

Subject: 2016 Presidential Transition Guide

This November, Americans will exercise one of their most precious and fundamental freedoms – their right to vote, and in so doing, will elect a President. To facilitate the transition to a new Administration, the U.S. Office of Personnel Management (OPM) is issuing its 2016 Presidential Transition Guide (Guide). The Guide may be found on OPM’s website at [www.opm.gov/PresidentialTransition](http://www.opm.gov/PresidentialTransition).

While the Federal Government begins preparation for a Presidential transition, the core values and principles of merit-based civil service must endure. This Guide provides the incoming Administration and agency officials who have transition responsibilities, with a detailed description of the various rules, regulations, and policies that govern the establishment of transition teams, the departure and appointment of political appointees, and the treatment of career Federal employees (especially members of the Senior Executive Service) during the transition period.

Our citizens depend on all of us continuing the work of the Federal Government without interruption, and it is vital the upcoming Presidential transition be absolutely transparent. Please review and share this Guide with those on your staff who will be accountable for the transition. As the steward of the principles and policies that are embodied in the Guide, we at OPM stand ready to assist you in any way that we can. Contact information for OPM staff may be found throughout the Guide.

Thank you for your attention to this important matter. I look forward to working with you to ensure a successful transition.

Cc: Chief Human Capital Officers, Human Resources Directors, and Agency Transition Directors