



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Employee Services

Thursday, May 13, 2021

**MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS**

FROM: ROBERT H. SHRIVER, III, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: 2020 Executive Rotations Call for Data

The purpose of this memorandum is to announce that the U.S. Office of Personnel Management (OPM) will administer the Fiscal Year (FY) 2020 Executive Rotations Data Call (data call) in late Spring of 2021. Each participating department and agency must submit a point of contact (POC) no later than May 28, 2021 to assist with logistics and communication of the data call.

The annual data call is required by [Executive Order \(EO\) – “Strengthening the Senior Executive Service”](#) (issued December 15, 2015), and applies to Executive Departments and Agencies with 20 or more Senior Executive Service (SES) positions. The EO requirements that define, support, and promote executive rotations are as follows:

- Rotations must be for a minimum period of 120 days
- Annual Government-wide goal, beginning in Fiscal Year (FY) 2017, of 15% of SES members on rotations (no agency-specific goal)
- Annual reporting to OPM on SES rotations

To meet the annual EO reporting requirements, organizations must submit the following metrics for FY 2020:

- Total number of executives broken out by career SES, Senior Level (SL), and Scientific or Professional (ST) who have served on a rotational assignment a minimum of 120 calendar days during FY 2020
- Total number of agency executives broken out by career SES, SL, and ST (as of October 1, 2019)
- Number of each type of rotation (developmental assignment, detail/acting in another executive position, sabbatical, reassignment, transfers into your agency, Intergovernmental Personnel Act (IPA) assignments)
- Number of internal agency rotations
- Number of rotations to another Federal agency
- Number of rotations outside the Federal Government
- Description of reason(s) for an increase or decrease (at least +/- 1%) in executive rotation participation between FY 2019 and FY 2020

OPM will consolidate and analyze submitted data and determine achievement of the annual fifteen percent (15%) Government-wide goal established by the EO. Results and pertinent guidance about executive rotations will be shared with the departments and agencies.

Please provide a POC to oversee your organization's data call submission to OPM's Work-Life, Leadership and Executive Development (WLLED) group at [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov) by **Friday, May 28, 2021**. OPM WLLED will send each POC additional data call submission instructions and pertinent information.

If you have questions, please contact Tom Hendershot ([Thomas.Hendershot@opm.gov](mailto:Thomas.Hendershot@opm.gov)) or [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov).

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, and Executive Resources Coordinators.