



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Monday, December 21, 2020

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

FROM: MICHAEL J. RIGAS, ACTING DIRECTOR

Subject: 2020 Presidential Transition Guide

While the Federal Government continues its required transition preparations, the core values and principles of merit-based civil service must endure. The U.S. Office of Personnel Management (OPM) is issuing its 2020 Presidential Transition Guide (Guide). The Guide may be found on OPM's website at [www.opm.gov/PresidentialTransition](http://www.opm.gov/PresidentialTransition).

This Guide provides any agency officials who have transition responsibilities with a detailed description of the various rules, regulations, and policies that govern the departure and appointment of political appointees, and the treatment of career Federal employees (especially members of the Senior Executive Service) during a transition period.

Our citizens depend on all of us continuing the work of the Federal Government without interruption, and it is vital that any transition be absolutely transparent. Please review and share this Guide with those on your staff who are accountable for a 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.

Cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Human Resources Directors, and Agency Transition Directors