



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

January 8, 2025

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: Governmentwide Temporary Transition Schedule C Authority and Temporary Transition Senior Executive Service Appointment Authorities**

To support agencies' transition needs, the U.S. Office of Personnel Management (OPM) is providing the following guidance regarding Temporary Transition Schedule C appointments, and noncareer and limited term Senior Executive Service (SES) appointment authorities. Schedule C positions are excepted from the competitive service because of their confidential or policy-determining character, and most Schedule C positions are at the General Schedule (GS)-15 or lower grade level. Schedule C positions above the GS-15 level are either senior-level (SL) positions or are specifically authorized in law. The SES is a personnel system applicable to the highest-level executive, managerial, supervisory and some policy positions in most Federal agencies.

### **1. Temporary Transition Schedule C (TTC) Authority**

After the inauguration on January 20, 2025, Federal Departments and Agencies are authorized to use the TTC authority for a period of one year beginning January 20, 2025, or when a new agency head has entered on duty – whichever period is later ([5 CFR 213.3302\(a\)](#)). The number of TTC positions established by an agency cannot exceed either 50 percent of the highest number of permanent Schedule C positions filled in any one of the preceding five years, or three positions – whichever is greater ([5 CFR 213.3302\(b\)](#)). A table reflecting this information is attached for your reference (see Attachment 1: Number of Schedule Cs on Board as of December 31, 2020 - 2024).

An individual may be appointed to a TTC position for a period of up to 120 days, and this period may be further extended once for an additional 120 days without OPM

approval. Agencies shall notify OPM within five business days of each appointment by entering the appointment into the Executive and Schedule C System (ESCS) and submitting the completed OPM Form 1019 generated by ESCS. Agencies shall ensure all appropriate fields are completed in the form and the Certification Statement is signed and dated by the department/agency head or designee. Agencies shall notify OPM within three business days when a TTC position is vacated, by submitting a completed OPM Form 1019.

## **2. Temporary Transition SES Appointment Authorities**

Upon OPM authorization of an appointment authority, a Presidential nominee may receive a noncareer or limited term appointment to an SES position while awaiting Senate confirmation for the permanent position for which nominated but cannot serve in the position for which nominated until confirmed by the Senate. These individuals normally serve in an advisory or consultative capacity in another position until confirmed. Attached to this memorandum is a sample position description that may be used to establish generic transition positions (see Attachment 2: Sample Position Description for Temporary Positions, Senior Advisor to the Secretary).

An individual's employment under this authority may not exceed 30 days from the date of appointment, at which time the appointment authority will automatically revert to OPM.

### **Noncareer Appointments**

By law, no more than 10 percent of total SES positions Governmentwide may be filled by noncareer appointees; however, the number of positions filled by noncareer appointment in any given agency may be up to 25 percent of that agency's total SES positions. A higher limit applies to a few agencies under [5 U.S.C. 3134\(d\)](#), and Congress has by law imposed a lower limit on a few, which should be known to the agency's General Counsel and Chief Human Capital Officer. OPM approves each use of a noncareer appointment authority by an agency, and the authority reverts to OPM when the noncareer appointee leaves the position.

Noncareer appointees may be appointed to any SES position designated general. There is no requirement for competitive staffing, but the agency head must certify that the appointee meets the qualifications requirements for the position. Any noncareer

appointee may be removed by the appointing authority at any time; individuals removed from a noncareer appointment do not have any appeal rights.

### **Temporary Noncareer SES Appointment Authorities for the Transition**

To support the transition of the incoming Administration, OPM is delegating a temporary allocation of up to **five** (5) noncareer SES appointment authorities to all **Cabinet** level agencies and an allocation of up to **three** (3) noncareer SES appointment authorities to all **Non-Cabinet** level agencies (subject to the 25 percent or other applicable limit on noncareer appointments in the agency), each of which may be used for the time-limited noncareer appointment of an individual previously identified by the incoming Administration to an SES general position. Temporary appointment may be made for no more than 30 days. The purpose for these authorities is to support efficiency in establishing agency programs and to enable agencies to begin the pre-appointment background investigation process for these appointees. OPM may grant additional noncareer SES appointment authorities on a case-by-case basis upon request.

Consistent with legal and statutory requirements, these noncareer SES authorities may **not** be exercised prior to the inauguration on January 20, 2025, or after February 15, 2025.

The SF-50 initiating temporary appointment shall include remarks noting the temporary appointment with a “Not to Exceed” date, which may serve as the removal notice required by [5 CFR 359.902](#). Agencies shall notify OPM within five business days of appointment by entering the appointment into ESCS and submitting the completed OPM Form 1652 generated by the system. Agencies shall also notify OPM within three business days when a temporary noncareer SES appointment ends, by submitting a completed OPM Form 1652.

For an individual the agency wishes to retain beyond the 30-day temporary appointment, the agency should request OPM approval for any noncareer authority that is not time-limited (or other appropriate appointing authority), at the earliest possible date within the 30 days. This is essential to enable the approval process for any new appointment to be concluded before the 30-day period elapses. This may be done by entering a new request through ESCS and submitting the completed OPM Form 1652 generated by the system.

All forms should be submitted to the OPM Agency Operations and Services (AOS) Group by uploading the completed form in ESCS.

If you have any questions on this or other SES or Schedule C staffing matters, please contact the OPM AOS Group via email at [SERS@opm.gov](mailto:SERS@opm.gov).

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

#### Attachments

1. Number of Schedule Cs on Board as of December 31, 2020 – 2024 (see PDF)
2. Sample Position Description for Temporary Positions, Senior Advisor to the Secretary

**Number of Schedule C's on Board  
as of December 31st 2020 - 2024**

Agency	2020	2021	2022	2023	2024	50%
ADMINISTRATIVE CONFERENCE OF THE UNITED STATES	0	0	0	0	0	3
ADMINISTRATIVE OFFICE OF THE U.S. COURTS (JUDICIAL)	0	0	0	0	0	3
ADVISORY BOARD ON U.S. GRAND STRATEGY WITH RESPECT TO CHINA	0	0	0	0	0	3
ADVISORY COMMISSION ON INTERGOVERNMENTAL RELATIONS	0	0	0	0	0	3
ADVISORY COMMITTEE ON FEDERAL PAY	0	0	0	0	0	3
ADVISORY COUNCIL ON HISTORIC PRESERVATION	0	0	0	0	0	3
AFRICAN DEVELOPMENT FOUNDATION	0	0	0	0	0	3
AFRICAN DEVELOPMENT FUND	0	0	0	0	0	3
ALASKA LAND USE COUNCIL	0	0	0	0	0	3
AMERICAN BATTLE MONUMENTS COMMISSION	0	0	0	0	0	3
AMTRAK BOARD OF DIRECTORS	0	0	0	0	0	3
APEC BUSINESS ADVISORY COUNCIL (ABAC)	0	0	0	0	0	3
APPALACHIAN REGIONAL COMMISSION	2	1	1	1	1	3
ARCHITECT OF THE CAPITOL	0	0	0	0	0	3
ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BOARD (UNITED STATES ACCESS BOARD)	0	0	0	0	0	3
ARCTIC RESEARCH COMMISSION	0	0	0	0	0	3
ARKANSAS RIVER COMPACT ADMINISTRATION	0	0	0	0	0	3
ARKANSAS-OKLAHOMA ARKANSAS RIVER COMPACT COMMISSION	0	0	0	0	0	3
ARMED FORCES RETIREMENT HOME	0	0	0	0	0	3
ASIAN DEVELOPMENT BANK	0	0	0	0	0	3
ASSET AND INFRASTRUCTURE REVIEW COMMISSION	0	0	0	0	0	3
BARRY GOLDWATER SCHOLARSHIP AND EXCELLENCE IN EDUCATION FOUNDATION	0	0	0	0	0	3
BEAR RIVER COMMISSION	0	0	0	0	0	3
BOARD OF THE FOREIGN SERVICE	0	0	0	0	0	3
DEVELOPMENT BANK, BOARD OF DIRECTORS	0	0	0	0	0	3
CANADIAN RIVER COMPACT COMMISSION	0	0	0	0	0	3
CENTRAL INTELLIGENCE AGENCY	0	0	0	0	0	3
CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD	0	0	0	0	0	3
CIVIL RIGHTS COLD CASE RECORDS REVIEW BOARD	0	0	0	0	0	3
COLUMBIA RIVER INTERSTATE COMPACT	0	0	0	0	0	3
COMMISSION FOR ENVIRONMENTAL COOPERATION JOINT PUBLIC ADVISORY COMMITTEE	0	0	0	0	0	3
COMMISSION OF FINE ARTS	0	0	0	0	0	3
COMMISSION ON AGRICULTURAL WORKERS	0	0	0	0	0	3
COMMISSION ON REVIEW OF OVERSEAS MILITARY STRUCTURE	0	0	0	0	0	3
COMMISSION REGARDING WEAPONS OF MASS DESTRUCTION	0	0	0	0	0	3
COMMISSION TO ELIMINATE CHILDE ABUSES AND NEGLECT FATALITIES	0	0	0	0	0	3
COMMODITY FUTURES TRADING COMMISSION	7	1	3	7	7	3
COMMUNITY DEVELOPMENT ADVISORY BOARD (CDAB)	0	0	0	0	0	3
COMMUNITY ENTERPRISE ASSESSMENT CREDIT BOARD (CEACB)	0	0	0	0	0	3
CONGRESSIONAL EXECUTIVE COMMISSION ON CHINA	0	0	0	0	0	3
CONSUMER FINANCIAL PROTECTION BUREAU	7	4	8	9	8	4
CONSUMER PRODUCT SAFETY COMMISSION	8	4	6	10	14	7
CONSUMER PRODUCT SAFETY COMMISSION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE	0	0	0	0	0	3
CORPORATION FOR PUBLIC BROADCASTING	0	0	0	0	0	3
COUNCIL OF ECONOMIC ADVISERS	0	0	0	0	0	3
COUNCIL OF GOVERNORS	0	0	0	0	0	3
COUNCIL ON ENVIRONMENTAL QUALITY	2	1	2	5	3	3
COURT SERVICES AND OFFENDER SUPERVISION AGENCY FOR THE DISTRICT OF COLUMBIA	0	0	0	0	0	3
D.C. COMMISSION ON JUDICIAL DISABILITIES AND TENURE	0	0	0	0	0	3
D.C. JUDICIAL NOMINATION COMMISSION	0	0	0	0	0	3
DEFENSE NUCLEAR FACILITIES SAFETY BOARD	0	0	0	0	0	3
DELTA REGIONAL AUTHORITY	0	0	0	0	0	3
DEPARTMENT OF AGRICULTURE	149	80	166	178	187	93
DEPARTMENT OF AGRICULTURE OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF COMMERCE	90	65	114	137	116	68
DEPARTMENT OF COMMERCE OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF DEFENSE OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF DEFENSE RETIREMENT BOARD OF ACTUARIES	0	0	0	0	0	3
DEPARTMENT OF EDUCATION	69	88	110	114	103	57
DEPARTMENT OF EDUCATION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF ENERGY	120	60	67	86	82	60

DEPARTMENT OF ENERGY OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF HEALTH AND HUMAN SERVICES	86	63	75	89	85	44
DEPARTMENT OF HEALTH AND HUMAN SERVICES OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF HOMELAND SECURITY	81	70	86	99	85	49
DEPARTMENT OF HOMELAND SECURITY OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	81	48	60	66	57	40
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF JUSTICE	45	41	50	64	59	32
DEPARTMENT OF JUSTICE OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF LABOR	104	64	78	73	74	52
DEPARTMENT OF LABOR OFFICE OF INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF STATE	81	83	93	102	102	51
DEPARTMENT OF STATE OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF THE AIR FORCE	7	3	6	8	4	4
DEPARTMENT OF THE ARMY	10	5	7	10	7	5
DEPARTMENT OF THE INTERIOR	39	29	41	51	45	25
DEPARTMENT OF THE INTERIOR OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF THE NAVY	6	6	6	8	9	4
DEPARTMENT OF THE TREASURY	30	30	41	53	56	28
DEPARTMENT OF THE TREASURY OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF THE TREASURY OFFICE OF THE SPECIAL INSPECTOR GENERAL FOR PANDEMIC RECOVERY	0	0	0	0	0	3
DEPARTMENT OF THE TREASURY TAX ADMINISTRATION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF TRANSPORTATION	49	43	54	52	52	27
DEPARTMENT OF TRANSPORTATION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DEPARTMENT OF VETERANS AFFAIRS	12	10	10	7	5	6
DEPARTMENT OF VETERANS AFFAIRS OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
DISTRICT OF COLUMBIA GOVERNMENT	0	0	0	0	0	3
ENVIRONMENTAL PROTECTION AGENCY	63	31	50	65	60	32
ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	2	3	2	1	1	3
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
EUROPEAN BANK FOR RECONSTRUCTION AND DEVELOPMENT	0	0	0	0	0	3
EXECUTIVE OFFICE OF THE PRESIDENT	0	0	0	0	0	3
EXPORT-IMPORT BANK	21	6	9	13	19	10
EXPORT-IMPORT BANK OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
FARM CREDIT ADMINISTRATION	3	3	3	3	2	3
FEDERAL AGRICULTURAL MORTGAGE CORPORATION (FAMC)	0	0	0	0	0	3
FEDERAL COMMUNICATIONS COMMISSION	0	1	1	1	1	3
FEDERAL COMMUNICATIONS COMMISSION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
FEDERAL DEPOSIT INSURANCE CORPORATION	2	1	0	0	0	3
FEDERAL ELECTION COMMISSION	0	0	0	0	0	3
FEDERAL ELECTION COMMISSION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
FEDERAL ENERGY REGULATORY COMMISSION	4	4	4	4	3	3
FEDERAL FINANCIAL INSTITUTIONS EXAMINATION COUNCIL	0	0	0	0	0	3
FEDERAL FINANCING BANK BOARD OF DIRECTORS (FFB)	0	0	0	0	0	3
FEDERAL HOUSING FINANCE AGENCY	5	0	0	0	0	3
FEDERAL LABOR RELATIONS AUTHORITY	0	0	0	0	0	3
FEDERAL LABOR RELATIONS AUTHORITY OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
FEDERAL MARITIME COMMISSION	2	2	2	3	2	3
FEDERAL MARITIME COMMISSION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
FEDERAL MEDIATION AND CONCILIATION SERVICE	0	1	1	1	1	3
FEDERAL MINE SAFETY AND HEALTH REVIEW COMMISSION	0	0	0	1	1	3
FEDERAL OASI TRUST FUND	0	0	0	0	0	3
FEDERAL PERMITTING IMPROVEMENT STEERING COUNCIL	2	0	2	3	4	3
FEDERAL RESERVE SYSTEM	0	0	0	0	0	3
FEDERAL RETIREMENT THRIFT INVESTMENT BOARD	0	0	0	0	0	3
FEDERAL TRADE COMMISSION	4	1	5	5	6	3
FEDERAL TRADE COMMISSION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
FINANCIAL LITERACY AND EDUCATION COMMISSION (FLEC)	0	0	0	0	0	3
FINANCIAL OVERSIGHT AND MANAGEMENT BOARD FOR PUERTO RICO	0	0	0	0	0	3
FINANCIAL STABILITY OVERSIGHT COUNCIL (FSOC)	0	0	0	0	0	3
FOREIGN CLAIMS SETTLEMENT COMMISSION	0	0	0	0	0	3
FOREIGN CLAIMS SETTLEMENT COMMISSION (UNDER JUSTICE)	0	0	0	0	0	3
GENERAL SERVICES ADMINISTRATION	16	17	14	18	20	10
GENERAL SERVICES ADMINISTRATION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3

GOVERNMENT ACCOUNTABILITY OFFICE	0	0	0	0	0	3
GOVERNMENT PUBLISHING OFFICE	0	0	0	0	0	3
GREAT LAKES AUTHORITY	0	0	0	0	0	3
GREAT LAKES FISHERY COMMISSION	0	0	0	0	0	3
GULF COAST ECOSYSTEM RESTORATION COUNCIL	0	0	0	0	0	3
HARRY S TRUMAN SCHOLARSHIP FOUNDATION	0	0	0	0	0	3
INSTITUTE OF AMERICAN INDIAN AND ALASKA NATIVE CULTURE AND ARTS DEVELOPMENT	0	0	0	0	0	3
INSTITUTE OF MUSEUM AND LIBRARY SERVICES	0	0	0	0	0	3
INTELLECTUAL PROPERTY ENFORCEMENT COORDINATOR	0	0	0	0	0	3
INTELLIGENCE OVERSIGHT BOARD	0	0	0	0	0	3
INTERAGENCY COUNCIL ON THE HOMELESS	0	0	0	0	0	3
INTERAGENCY SECURITY CLASSIFICATION APPEALS PANEL	0	0	0	0	0	3
INTER-AMERICAN DEVELOPMENT BANK	0	0	0	0	0	3
INTER-AMERICAN FOUNDATION	0	0	0	0	0	3
INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT	0	0	0	0	0	3
INTERNATIONAL BOUNDARY AND WATER COMMISSION	0	0	0	0	0	3
INTERNATIONAL BOUNDARY COMMISSION: UNITED STATES AND CANADA	0	0	0	0	0	3
INTERNATIONAL CENTER FOR SETTLEMENT OF INVESTMENT DISPUTES PANEL OF ARBITRATORS	0	0	0	0	0	3
INTERNATIONAL CENTER FOR SETTLEMENT OF INVESTMENT DISPUTES PANEL OF CONCILIATORS	0	0	0	0	0	3
INTERNATIONAL COMMISSION FOR THE CONSERVATION OF ATLANTIC TUNAS	0	0	0	0	0	3
INTERNATIONAL JOINT COMMISSION	0	0	0	0	0	3
INTERNATIONAL MONETARY FUND	0	0	0	0	0	3
INTERSTATE COMMISSION ON THE POTOMAC RIVER BASIN	0	0	0	0	0	3
JAMES MADISON MEMORIAL FELLOWSHIP FOUNDATION	0	0	0	0	0	3
JAPAN UNITED STATES FRIENDSHIP COMMISSION	0	0	0	0	0	3
JOHN ADAMS MEMORIAL COMMISSION	0	0	0	0	0	3
JOHN F. KENNEDY CENTER	0	0	0	0	0	3
KANSAS OKLAHOMA ARKANSAS RIVER COMMISSION	0	0	0	0	0	3
KANSAS-NEBRASKA BIG BLUE RIVER COMPACT	0	0	0	0	0	3
KLAMATH RIVER COMMISSION	0	0	0	0	0	3
LIBRARY OF CONGRESS	0	0	0	0	0	3
MARINE MAMMAL COMMISSION	0	0	0	0	0	3
MEDICAID AND CHIP PAYMENT AND ACCESS COMMISSION	0	0	0	0	0	3
MEDICARE AND CHIP PAYMENT AND ACCESS COMMISSION	0	0	0	0	0	3
MEDICARE PAYMENT ADVISORY COMMISSION	0	0	0	0	0	3
MERIT SYSTEMS PROTECTION BOARD	1	1	3	2	2	3
MICKEY LELAND NATIONAL AIR TOXICS RESEARCH CENTER, BOARD OF DIRECTORS	0	0	0	0	0	3
MILLENNIUM CHALLENGE CORPORATION	0	0	0	0	0	3
MISSISSIPPI RIVER COMMISSION	0	0	0	0	0	3
MORRIS K. UDALL AND STEWART L. UDALL FOUNDATION	0	0	0	0	0	3
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	14	12	13	12	14	7
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
NATIONAL AIR AND SPACE MUSEUM ADVISORY BOARD	0	0	0	0	0	3
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	0	0	0	0	0	3
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
NATIONAL ASSOCIATION OF REGISTERED AGENTS AND BROKERS (NARAB)	0	0	0	0	0	3
NATIONAL CAPITAL PLANNING COMMISSION	0	0	0	0	0	3
NATIONAL CONSUMER COOPERATIVE BANK (NCCB)	0	0	0	0	0	3
NATIONAL COUNCIL ON DISABILITY	0	0	0	0	0	3
NATIONAL CREDIT UNION ADMINISTRATION	6	5	6	6	8	4
NATIONAL ENDOWMENT FOR THE ARTS	10	5	6	10	12	6
NATIONAL ENDOWMENT FOR THE ARTS OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
NATIONAL ENDOWMENT FOR THE HUMANITIES	7	4	4	5	3	3
NATIONAL ENDOWMENT FOR THE HUMANITIES OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
NATIONAL FOUNDATION ON THE ARTS AND HUMANITIES	0	0	0	0	0	3
NATIONAL GALLERY OF ART	0	0	0	0	0	3
NATIONAL LABOR RELATIONS BOARD	1	2	3	3	3	3
NATIONAL MEDIATION BOARD	0	0	1	1	2	3
NATIONAL QUANTUM INITIATIVE ADVISORY COMMITTEE	0	0	0	0	0	3
NATIONAL SCIENCE BOARD	0	0	0	0	0	3
NATIONAL SCIENCE FOUNDATION	0	0	0	0	0	3
NATIONAL SCIENCE FOUNDATION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
NATIONAL SECURITY COUNCIL	0	0	0	0	0	3
NATIONAL SECURITY EDUCATION BOARD	0	0	0	0	0	3
NATIONAL SPACE COUNCIL	0	0	0	0	0	3

NATIONAL TRANSPORTATION SAFETY BOARD	8	8	9	8	10	5
NATIONAL WOMEN'S BUSINESS COUNCIL (NWBC)	0	0	0	0	0	3
NINE ELEVEN COMMISSION	0	0	0	0	0	3
NORTH AMERICAN DEVELOPMENT BANK	0	0	0	0	0	3
NORTH ATLANTIC SALMON CONSERVATION ORGANIZATIONS COMMISSION	0	0	0	0	0	3
NORTH PACIFIC ANADROMOUS FISH COMMISSION	0	0	0	0	0	3
NORTHERN BORDER REGIONAL COMMISSION	0	0	0	0	0	3
NUCLEAR REGULATORY COMMISSION	0	0	0	0	0	3
NUCLEAR REGULATORY COMMISSION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
NUCLEAR WASTE TECHNICAL REVIEW BOARD	0	0	0	0	0	3
OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION	2	1	1	1	1	3
OFFICE OF ADMINISTRATION	0	0	0	0	0	3
OFFICE OF GOVERNMENT ETHICS	0	0	0	0	0	3
OFFICE OF MANAGEMENT AND BUDGET	20	26	25	28	29	14
OFFICE OF NATIONAL DRUG CONTROL POLICY	6	3	2	6	6	3
OFFICE OF PANDEMIC PREPAREDNESS AND RESPONSE POLICY	0	0	0	0	0	3
OFFICE OF PERSONNEL MANAGEMENT	18	16	17	22	18	11
OFFICE OF PERSONNEL MANAGEMENT OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
OFFICE OF POLICY DEVELOPMENT	0	0	0	0	0	3
OFFICE OF SCIENCE AND TECHNOLOGY POLICY	2	4	1	5	4	3
OFFICE OF SPECIAL COUNSEL	1	1	1	1	0	3
OFFICE OF THE DIRECTOR FOR NATIONAL INTELLIGENCE	0	0	0	0	0	3
OFFICE OF THE FEDERAL COORDINATOR ALASKA NATURAL GAS TRANSPORTATION PROJECTS	0	0	0	0	0	3
OFFICE OF THE NATIONAL CYBER DIRECTOR	0	0	0	0	0	3
OFFICE OF THE SECRETARY OF DEFENSE	101	65	78	83	79	50
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE	1	3	5	5	6	3
OFFICE OF THE VICE PRESIDENT	0	0	0	0	0	3
OFFICIAL RESIDENCE OF THE VICE PRESIDENT	1	0	0	0	0	3
OHIO RIVER VALLEY WATER SANITATION COMMISSION	0	0	0	0	0	3
PANAMA CANAL COMMISSION	0	0	0	0	0	3
PEACE CORPS	0	0	0	0	0	3
PECOS RIVER COMMISSION	0	0	0	0	0	3
PENSION BENEFIT GUARANTY CORPORATION	2	1	1	1	0	3
PENSION BENEFIT GUARANTY CORPORATION OFFICE OF INSPECTOR GENERAL	0	0	0	0	0	3
PERMANENT JOINT BOARD ON DEFENSE (US AND CANADA), CHAIRMAN	0	0	0	0	0	3
POLAR BEAR COMMISSION, US AND RUSSIA	0	0	0	0	0	3
POSTAL REGULATORY COMMISSION	0	0	0	0	0	3
PRESIDENT'S COMMITTEE ON THE NATIONAL MEDAL OF SCIENCE	0	0	0	0	0	3
PRESIDENT'S COUNCIL OF ADVISORS ON SCIENCE AND TECHNOLOGY	0	0	0	0	0	3
PRESIDENT'S INTELLIGENCE ADVISORY BOARD	0	0	0	0	0	3
PRESIDENTIAL ADVISORY COMMISSION ON HOLOCAUST ASSETS IN THE UNITED STATES	0	0	0	0	0	3
PRESIDENTS COMMITTEE ON THE ARTS AND THE HUMANITIES	0	0	1	1	1	3
PRESIDENT'S NATIONAL SECURITY TELECOMMUNICATIONS ADVISORY COMMITTEE	0	0	0	0	0	3
PRESIDIO TRUST	0	0	0	0	0	3
PRIVACY AND CIVIL LIBERTIES AND OVERSIGHT BOARD	0	0	0	0	0	3
PUBLIC BUILDINGS REFORM BOARD	0	0	0	0	0	3
RAILROAD RETIREMENT BOARD	0	0	0	0	0	3
RAILROAD RETIREMENT BOARD OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
RECOVERY ACCOUNTABILITY AND TRANSPARENCY BOARD	0	0	0	0	0	3
RED RIVER COMPACT COMMISSION	0	0	0	0	0	3
RIO GRANDE COMPACT COMMISSION	0	0	0	0	0	3
SABINE RIVER COMPACT ADMINISTRATION	0	0	0	0	0	3
SAINT LAWRENCE SEAWAY DEVELOPMENT CORPORATION, ADVISORY BOARD	0	0	0	0	0	3
SECURITIES AND EXCHANGE COMMISSION	13	13	15	13	12	7
SECURITIES INVESTOR PROTECTION CORPORATION (SIPC)	0	0	0	0	0	3
SELECTIVE SERVICE SYSTEM	1	1	0	0	2	3
SELECTIVE SERVICE SYSTEM/NATIONAL SELECTIVE SERVICE APPEAL BOARD	0	0	0	0	0	3
SMALL BUSINESS ADMINISTRATION	39	36	36	38	39	19
SMALL BUSINESS ADMINISTRATION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
SMITHSONIAN INSTITUTION	0	0	0	0	0	3
SOCIAL SECURITY ADMINISTRATION	3	1	4	5	5	3
SOCIAL SECURITY ADMINISTRATION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
SOCIAL SECURITY ADVISORY BOARD	0	0	0	0	0	3
SOUTHEAST CRESCENT REGIONAL COMMISSION	0	0	0	0	0	3
SOUTHERN STATES ENERGY BOARD	0	0	0	0	0	3
SOUTHWEST BORDER REGIONAL COMMISSION	0	0	0	0	0	3
STATE JUSTICE INSTITUTE	0	0	0	0	0	3



SURFACE TRANSPORTATION BOARD	0	0	0	0	0	3
SUSQUEHANNA RIVER BASIN COMMISSION	0	0	0	0	0	3
TAHOE REGIONAL PLANNING AGENCY	0	0	0	0	0	3
TENNESSEE VALLEY AUTHORITY	0	0	0	0	0	3
TENNESSEE VALLEY AUTHORITY OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
TRADE AND DEVELOPMENT AGENCY	2	2	3	2	3	3
TRANSPORTATION SECURITY OVERSIGHT BOARD	0	0	0	0	0	3
U.S. ABILITYONE COMMISSION	0	0	0	0	0	3
U.S. ABILITYONE COMMISSION OFFICE OF INSPECTOR GENERAL	0	0	0	0	0	3
U.S. ACCESS BOARD	0	0	0	0	0	3
U.S. AGENCY FOR GLOBAL MEDIA	3	1	2	4	4	3
U.S. COMMISSION ON CIVIL RIGHTS	8	7	4	10	8	5
UNITED STATES - CHINA ECONOMIC AND SECURITY REVIEW COMMISSION	0	0	0	0	0	3
UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT	0	0	0	0	0	3
UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
UNITED STATES APPEALS COURT FOR VETERANS CLAIMS ABROAD	0	0	0	0	0	3
UNITED STATES ELECTION ASSISTANCE COMMISSION	0	0	0	1	1	3
UNITED STATES HOLOCAUST MEMORIAL MUSEUM	0	0	0	0	0	3
UNITED STATES INSTITUTE OF PEACE	0	0	0	0	0	3
UNITED STATES INTERNATIONAL DEVELOPMENT FINANCE CORPORATION	9	5	7	10	6	5
UNITED STATES INTERNATIONAL TRADE COMMISSION	16	15	17	13	15	8
UNITED STATES INTERNATIONAL TRADE COMMISSION OFFICE OF THE INSPECTOR GENERAL	0	0	0	0	0	3
UNITED STATES PATENT AND TRADEMARK OFFICE	1	1	6	6	7	3
UNITED STATES POSTAL SERVICE	0	0	0	0	0	3
UNITED STATES SEMIQUINCENTENNIAL COMMISSION	0	0	0	0	0	3
UPPER COLORADO RIVER COMMISSION	0	0	0	0	0	3
UTAH RECLAMATION MITIGATION AND CONSERVATION COMMISSION	0	0	0	0	0	3
VALLES CALDERA TRUST	0	0	0	0	0	3
WESTERN AND CENTRAL PACIFIC FISHERIES COMMISSION	0	0	0	0	0	3
WESTERN HEMISPHERE DRUG POLICY COMMISSION	0	0	0	0	0	3
WESTERN INTERSTATE NUCLEAR BOARD	0	0	0	0	0	3
WHITE HOUSE COMMISSION ON NATIONAL MOMENT REMEMBRANCE	0	0	0	0	0	3
WHITE HOUSE OFFICE	0	0	0	0	0	3
WOODROW WILSON INTERNATIONAL CENTER FOR SCHOLARS	0	0	0	0	0	3
WORLD BANK	0	0	0	0	0	3

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**Total Schedule C Positions** **1,505 1,108 1,448 1,649 1,581**

***The number of TTC (Temporary Transitional Schedule C) positions established by an agency cannot exceed either 50% of the highest number of permanent Schedule C positions the previous five years, or three positions, whichever is higher. 5 CFR 213.3302(B)***

## **Attachment 2: Sample Position Description for Temporary Positions**

### **Senior Advisor to the Secretary**

This is a temporary SES position established to facilitate the Department's transition to the new Presidential Administration.

The incumbent serves as a Senior Advisor to the new Secretary on sensitive issues and critical matters pertaining to policies, priorities, and program direction of the Department and to its structure, organization, and operation. Reviews and analyses will encompass key, emerging issues of direct and substantial interest and concern to the Secretary and the Administration.

Once assigned studies are completed and major recommendations are made, the position will no longer be needed.

#### **Major Duties:**

The incumbent serves as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to the Secretary on key mission-critical issues, initiatives, and agency functions.

- Conducts numerous complex and high-priority special assignments at the direction of the Secretary/agency head involving extensive research, fact-finding and program improvements on a variety of high-level subjects of critical importance to the Department. Determines requisite nature of background information and data, levels of coordination and consultation, format of presentation, etc. Assures that the Secretary is provided with pertinent information for decision-making on highly sensitive and potentially controversial issues. Recommendations arising from the studies and analyses are instrumental in the direction and development of major policy, program, and legislative initiatives.
- Advises on the implications of proposed, new, or revised policies, regulations, and legislative proposals and assesses their impact on agency mission and organizational structure.
- Coordinates and consults with senior management officials of the Department, other agencies, and external stakeholders, as appropriate, regarding major initiatives, actions accomplished, milestones to be achieved, and any issues or problems of significance.

**Knowledge Required:** An extensive background in and understanding of the Department's key mission and functions and proven record of progressively responsible work experience at the top executive and managerial levels in

government and/or the private sector. Knowledge of management principles pertaining to large government and corporate organizations.

Demonstrated ability to lead change, lead people, and achieve results through building partnerships and coalitions.

**Supervisory Controls:** Receives very broad guidance from the Secretary. Incumbent is expected to work with an exceptional degree of independence and initiative to reach conclusions and solve problems. Work is reviewed for accomplishment of broad objectives.

**Scope and Effect of Work:** The purpose of the work is to plan and conduct analyses of vital policies that are of Department-wide interest and scope; to generate and apply new hypotheses and concepts in the evaluation of complex matters; and to organize and present options and recommendations for use by the Secretary. The work affects the activities and operations of the entire Department and potentially national priorities.

**Nature and Purpose of Contacts:** Contacts include top officials of the Department and other Executive Agencies; members of Congress and representatives of Congressional committees; members of the White House staff; and other external departmental stakeholders. Contacts are made to resolve controversial, high level issues, and carry out the work of the Office of the Secretary.