



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

December 13, 2024

Memorandum for Heads of Executive Departments and Agencies

From: Veronica E. Hinton
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Workforce Policy and Innovation

Subject: **2024 Presidential Transition Guide**

The U.S. Office of Personnel Management (OPM) is pleased to issue its 2024 Presidential Transition Guide (Guide), as part of the Executive Branch's required transition preparations and issuances of support materials. The Guide may be found on OPM's website at www.opm.gov/PresidentialTransition.

This Guide provides 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. Please review and share this Guide with those on your staff who are accountable for supporting transition duties.

The American public depends on orderly Federal Government operations, and it is our job as career officials to deliver on our assigned missions and to provide for transition in a transparent and effective manner. 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