



Office of the
Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

January 20, 2006

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: LINDA M. SPRINGER,
DIRECTOR

Subject: Change in Classification Implementation Policy

Effective immediately, the Office of Personnel Management (OPM) is requiring agencies to apply new or updated classification standards and/or classification guides to covered positions within 12 months of the date of issuance.

Previously, we have requested agencies implement new standards and guidance in a "timely" manner. However, some agencies have significantly delayed implementing updated classification standards and guidance resulting in obsolete occupational information being reported to the Central Personnel Data File (CPDF). Obsolete and inaccurate data entries impede the effectiveness of the role of the CPDF as a Governmentwide human resources reporting system.

OPM will make changes to the CPDF to include new occupational series numbers when new standards are released. OPM will delete obsolete series numbers from the CPDF 12 months after the release of a new official standard/guidance. Agency submissions to the CPDF must reflect these changes. Agencies not covered by the Governmentwide classification system in 5 U.S.C. must use OPM's updated occupational series for CPDF data submissions.

Agencies currently reporting obsolete series information to the CPDF will have until March 31, 2006, to correct discrepancies before OPM implements CPDF edits. Please contact your Human Capital Officer if you have any questions or need any assistance regarding this request.

cc: Human Resources Directors
Agency Classification Chiefs