



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Friday, December 27, 2013

**MEMORANDUM FOR: Human Resources Directors**

FROM: Kimberly Holden Deputy Associate Director, Recruitment and Hiring

Subject: Draft Position Classification Flysheet for Records Management Series, 0308

The U.S. Office of Personnel Management (OPM) is releasing the draft Position Classification Flysheet for Records Management Series, 0308, for comment. On November 28, 2011, President Obama signed the [Presidential Memorandum – Managing Government Records](#). The memorandum is attached. In Part II, Section B3, OPM is required to establish a formal records management occupational series. The flysheet proposes to establish an occupational series, consistently defining records management activities throughout the Federal Government. This is a part of the effort to reform records management roles, responsibilities, and skill sets. Over the years, the distinction between records management support work and specialist work has become more clearly defined and involves administrative functions, which is covered within this draft. After issuance of the final classification flysheet, agencies will classify positions performing records management functions into the proposed occupational series. We encourage all agencies to conduct a general review of the duties covered by this draft flysheet and provide feedback to us. We rely on agency human resources officials with covered positions to ensure subject matter experts and program management officials are aware of the release of this draft flysheet and to seek their input. We depend on your input to assist us in making the appropriate adjustments to ensure the final series meets your needs. We are providing a comment period. Accordingly, please provide your comments in response to the attached request by Monday, March 10, 2014. If you have questions, or would like to discuss this draft flysheet, please contact Deon Fortune-Canada at (202) 606-3600 or email at [deon.fortune-canada@opm.gov](mailto:deon.fortune-canada@opm.gov). Attachments:

1. [Draft Position Classification Flysheet for Records Management Series, 0308](#)
2. Request for Comments Draft General Schedule Position Classification Flysheet for Records Management, 0308