



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Tuesday, December 11, 2018

MEMORANDUM FOR: HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: MARGARET M. WEICHERT, OPM ACTING DIRECTOR

Subject: Executive Order 13839, Promoting Accountability and Streamlining Removal Procedures Consistent with Merit System Principles – Data Collection Requirement for Fiscal Year 2018

Note: The guidance within the memorandum below has been rescinded by Executive Order; please refer to OPM's March 5, 2021 memorandum: <https://www.chcoc.gov/content/guidance-implementation-executive-order-14003-protecting-federal-workforce>

Consistent with the vision of the President's Management Agenda, Executive Order (EO) 13839, signed by the President on May 25, 2018, requires executive agencies (as defined in section 105 of title 5, United States Code, excluding the Government Accountability Office (agencies)) to further facilitate a Federal supervisor's ability to promote civil servant accountability while simultaneously recognizing each employee's procedural rights and protections. To ensure the goals of the EO are met, the U.S. Office of Personnel Management (OPM) is also including military departments as defined in section 102 of title 5, United States Code. Section 6 of the EO outlines certain types of data for agencies to collect and report to OPM for fiscal year 2018, and for each fiscal year thereafter. On July 5, 2018, OPM issued guidance on implementation of the key requirements of the EO. As fiscal year 2018 has now ended, this memorandum serves as a reminder to agencies of the data reporting requirement.

The first report will cover October 1, 2017 through September 30, 2018, and is due to OPM no later than January 9, 2019. Some information may need to be gathered manually because of the type of data required. The data requirement includes competitive service and excepted service employees, as well as members of the Senior Executive Service and Administrative Law Judges, as applicable.

Agencies are reminded to assemble information as soon as possible to permit timely submission of reports. One consolidated report is required from each department or agency head rather than submissions from individual components. The report must be provided electronically to OPM via email at employeeaccountability@opm.gov using the attached fillable data collection form. When assembling and submitting data in accordance with this reporting requirement, agencies must follow all applicable laws, including those that control privacy and data security.

Agency headquarters-level human resources offices may contact OPM's Accountability and Workforce Relations office at employeeaccountability@opm.gov or (202) 606-2930 with questions related to the submission process.

Attachments: [OPM Memorandum of July 5, 2018](#), [Executive Order 13839](#), OPM Form 5024
Data Collection Form (see 508 conformant PDF below)

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