



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

Monday, April 10, 2017

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

FROM: MARK D. REINHOLD
ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Identifying Agency Point of Contact for Cybersecurity Position Coding

The Federal Cybersecurity Workforce Assessment Act (Act) and the January 4, 2017, U.S. Office of Personnel Management (OPM) [guidance](#) require that by Thursday, April 4, 2017, all Federal agencies must establish procedures for identifying and coding encumbered and vacant civilian positions with information technology, cybersecurity, and cyber-related functions. The Act also provides a due date of April 2018, for agencies to complete the coding. Coding is foundational to cybersecurity workforce planning.

As agencies work toward assigning the new cybersecurity codes to positions, our team would like to check in with you periodically to ask about any assistance needed as well as progress made in cybersecurity position coding. For example, in May 2017, we will check in with agencies to confirm that coding procedures are established and in place. To do so, we will need the name, email address, and telephone number of one agency point of contact for this effort.

Please provide this contact information to Erika Viola (Erika.Viola@opm.gov) by Friday, April 21, 2017.