



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

May 13, 2008

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: Linda M. Springer,
Director

SUBJECT: Listing of Presidentially-appointed positions for Republican and Democratic Presidential Nominees

The U.S. Office of Personnel Management (OPM) is required as part of the Intelligence Reform and Terrorism Prevention Act of 2004 (Section 8402) to send a detailed listing of Presidentially-appointed positions to the Republican and Democrat candidates for President. This new law requires that the information be provided not later than 15 days after the date on which a major party nominates a candidate for President. To this end, I am asking each of you to provide OPM with the following:

The law found in 5 USC 1101(3) requires the following information to be submitted:

- (A) all positions which are appointed by the President, including the title and description of the duties of each position;
- (B) the name of each person holding a position described under subparagraph (A);
- (C) any vacancy in the positions described under subparagraph (A), and the period of time any such position has been vacant;
- (D) the date on which an appointment made after the applicable Presidential election for any position described under subparagraph (A) is necessary to ensure effective operation of the government.

In the next few days, Mr. Kevin Mahoney, the Associate Director for Human Capital Leadership and Merit Systems Oversight will be contacting the Human Resources Directors in your agency and providing forms for them to complete in order to comply with the requirement.

My staff is available to provide additional information and to answer any questions you might have regarding this process. You may contact Mr. Kevin Mahoney at 202-606-1575, or Kevin.Mahoney@opm.gov.