



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Saturday, June 7, 2008

MEMORANDUM FOR: HEADS OF DEPARTMENTS AND AGENCIES

FROM: Linda M. Springer, Director

Subject: Presidential Transition Guide

This November, Americans will exercise one of their most precious and fundamental freedoms – their right to vote, and in so doing, will elect a President. To facilitate the transition to a new Administration and make certain it accords with the merit system principles which anchor our Federal civil service, the Office of Personnel Management (OPM) is issuing the attached Presidential Transition Guide.

Even while the Federal civil service is itself in transition, its core values and principles must endure. This Guide provides those incoming Administration and agency officials who have transition responsibilities, with a detailed description of the various rules, regulations, and policies that govern the establishment of transition teams, the departure and appointment of political appointees, and the treatment of career Federal employees (especially members of the Senior Executive Service) during the transition period.

Our citizens depend on all of us continuing the work of the Federal Government without interruption, and it is vital the upcoming Presidential transition be absolutely transparent. Please review and share this Guide with those on your staffs who will be accountable for the transition. As the steward of the principles and policies that are embodied in the Guide, we at OPM stand ready to assist you in any way that we can. Contact information for OPM staff can be found throughout the Guide. You may also contact your OPM Human Capital Officer for additional assistance.

Thank you for your attention to this important matter. I look forward to working with you to ensure a successful transition.

cc: Chief Human Capital Officers
Human Resources Directors