

## List of IT Policies for OPM

1. **Electronic Signature Policy** [289 KB]  
Policy on using electronic signatures for business applications and information collections.
2. **Email Policy**[38 KB]  
Policy on email management.
3. **Forms Management Guide** [776 KB]  
This guide establishes policy, defines roles, assigns responsibilities, and provides specific procedures for the Office of Personnel Management (OPM) Forms Management Program.
4. **IT Baseline Management Policy** [668 KB]  
This document implements OMB's memorandum for Chief Information Officers, M-10-27
5. **IT Policy on Accessibility - Section 508**[386 KB]  
Policy for ensuring that all OPM-related or -sponsored Web-based content, and all OPM-developed or sponsored software applications, are accessible to those with disabilities.
6. **IT Procurement** [273 KB]  
Policies and procedures covering all IT-related procurements.
7. **OPM Cost Estimation and Assessment Policy** [1366 KB]  
This document establishes Agency policy to apply the principles, methods and best practices contained in the GAO Cost Estimating and Assessment Guide.
8. **OPM System Development Life Cycle Policy and Standards** [1421 KB]  
The SDLC policy applies to all OPM and contractor personnel who are developing systems, acquiring systems, managing new systems, and making modifications or enhancement of existing systems.
9. **Paperwork Reduction Act Guide** [4.31 MB]  
Guide to assist you in determining if an existing or new information collection meets the requirements of the Paperwork Reduction Act (PRA), and in preparing the documents required to obtain clearance.
10. **Procedure for User Access Review – Data Set Review**  
It gives direction to all mainframe Data Owners, Designated Security Officer/ Security Officer (DSO/SO), Supervisors, and those involved with determining access authorization for users of the OPM's mainframe applications.
11. **Records Management Handbook** [2.0 MB]  
Mandatory guidelines for managing and disposing of OPM records.
12. **Social Media Policy** [1.0 MB]  
This document establishes policy for use of social media by employees on behalf of the Agency.
13. **Strategic IT Plan** [2.78 MB]  
Our Strategic Information Technology (IT) Plan is organized around the concept of an "HR lifecycle IT framework."
14. **Web Publishing Policy** [222 KB]  
Policy on publishing to the Web to promote a citizen-centered government.