OPM
U.S. Office of
Personnel Management

Executive and Schedule C System
Agency Guidance

PLUM Data Call

Guidance and Instructions

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Appointment Types

The PLUM Act of 2022 requires OPM to publicly publish data relating to specified SES and political appointment types. OPM must **publish all records** associated with these appointment types to the [PLUM Reporting website](#).

- **Presidentially Appointed without Senate Approval** (PA)
- **Presidentially Appointed with Senate Approval** (PAS)
- **Career** (General only) (CA)
- **Noncareer** (NA)
- **GS-15** (Detailed to SES position)
- **Schedule C** (SC)
- **Schedule G** (SG)
- **Limited Term** (TA)
- **Limited Emergency** (EA)
- **Excepted by Statute** (XS)

PLUM Data Requirements

OPM is required to publish the following data related to all incumbencies associated with the above appointment types. **Agencies are required to keep this information up-to-date in ESCS**. Both current and historical incumbencies will be published and archived on the PLUM Reporting website. Additionally, current position vacancies will be noted at the time of publication.

- **Agency Name**
- **Agency Component** (top level only)
- **Position Title** (current agency and historical)
- **Incumbent Name** (including unique identifier number, which is automatically assigned)
- **Incumbency Dates** (begin and end dates)
- **Acting** or **Performing the Duties of** (PTDO) status
- **Pay Plan**
- **Level, Grade, or Pay** (the incumbent's salary will only be published if the position does not have a Level or Grade)
- **Tenure** (only required for certain positions
- **Expiration Date** (only required for certain positions)

ESCS Resources

Adding individuals, positions, and incumbencies into ESCS is a multi-step process, especially when agencies need to submit request forms. In turn, OPM has multiple resources to help agency users complete this process and keep their data up-to-date. Please email ESCS@opm.gov if you need more information about these resources.

- Monthly new user information sessions
- Monthly refresher information sessions
- Office Hours sessions for PLUM Data Calls
- User support via email or Teams (during business hours only)
- How-to Documentation and Templates (in the Resources section in ESCS)

ESCS Access

If ESCS access is needed, send an email to ESCS@opm.gov to request the New User Access form. Once the form is signed and returned to OPM, a new user account can be created, and the individual will be added to the next new user information session.

PLUM Certification

OPM will inform all agencies when they are required to certify their PLUM data in ESCS before the next publish date. Agency users must login to ESCS to certify that their data is accurate and up-to-date. Within the **ESCS system**, under **Plum Book module**, users will select **Agency Data Certification** from the left navigation menu. From that page, users can click on the **Certify Plum Data button** and follow the prompts to complete their agency's certification.