



5 Tips for Administering the Oath of Office

- 1 Before administering the oath, have a discussion with the new Federal employee on the history and importance of the oath of office.
- 2 Administer the oath in front of a full-sized U.S. flag and/or in a location of significance.
- 3 Play a recording of agency senior leadership leading the oath, or consider inviting agency leaders to take turns administering the oath of office in person.
- 4 Hold a quarterly or semi-annual oath ceremony, allowing for new Federal employees to reaffirm their oath with other new employees.
- 5 Congratulate the new Federal employee, and present the 5x7 Oath Card found at [opm.gov/oath](https://www.opm.gov/oath).