



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

MEMORANDUM

TO: Heads of Departments and Agencies

FROM: Scott Kupor, Director, U.S. Office of Personnel Management

DATE: February 6, 2026

RE: Additional Implementing Guidance for Schedule Policy/Career Final Rule (*Improving Performance, Accountability and Responsiveness in the Civil Service*)

On February 5, 2026, the U.S. Office of Personnel Management (OPM) published the final rule [*Improving Performance, Accountability and Responsiveness in the Civil Service*](#) and released guidance to agencies on implementing this rule. As noted in our [February 5, 2026 memorandum](#), OPM will provide ongoing support to agencies to ensure full and complete implementation of the final rule. The attached files provide additional guidance to agencies to implement changes to internal policies and communicate key information about Schedule Policy/Career.

Agency Chief Human Capital Officers and/or Human Resources Directors should contact OPM for any additional information using the following contact information:

- Performance Management and Awards: performance-management@opm.gov
- Employee Accountability: employeeaccountability@opm.gov
- Hiring: employ@opm.gov
- Pay Policy (severance pay, incentives, student loan repayment program): paypolicy@opm.gov

Employees should contact their agency human resources offices for assistance.

cc: CHCOs, Deputy CHCOs, and Human Resources Directors

Attachments:

Appendix 1: [Template: Agency Compensation Policies under Schedule Policy/Career](#)

Appendix 2: [Template: Agency Policies on Hiring Schedule Policy/Career Employees](#)

Appendix 3: [Template: Agencies Policies on Performance-Based and Adverse Actions for Schedule Policy/Career Employees](#)

Appendix 4: [Template: Administrative Grievance Process for Schedule Policy/Career](#)

Appendix 5: Quick Reference Guides for [Human Resources](#), [Managers](#), and [Employees](#)

Appendix 6: Briefing Decks for [Leaders](#), [Managers and Supervisors](#), [Employees](#), and [Human Resources Professionals](#)