UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

MEMORANDUM

To: Chief Human Capital Officers

From: Veronica E. Hinton,
Associate Director
Workforce Policy and Innovation

Date: November 10, 2026

Subject: Guidance on Annual Employee Survey Data Submission Requirements and Deadlines

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Purpose

On October 29, 2026, the U.S. Office of Personnel Management (OPM) issued a final rule that will amend 5 CFR part 250 regarding annual employee survey requirements effective November 30, 2026. Under amended 5 CFR part 250, agencies will be required to administer an annual employee survey and submit results for the 10 required survey items, along with methodology documentation, to OPM and the Office of Management and Budget (OMB) within 90 days of completing survey administration. This memorandum directs agencies on what must be submitted, where to submit it, and the applicable deadlines for 2026 and 2027. Agencies should (1) designate and submit an employee survey point of contact to OPM by November 30, 2026; (2) establish Microsoft Entra ID credentials for access to OPM Collect; and (3) submit survey data and methodology documentation to OPM Collect by the deadlines in the Survey Administration and Data Submission Timeline section below.

Background and Authorities

As outlined in OPM's July 9, 2026, memorandum, Annual Employee Survey Administration Requirements - 2026 and Beyond, starting with the 2026 annual employee survey cycle, agencies are responsible for administering their own employee surveys.[1] This change is codified in OPM's final rule published on October 29, 2026 at 91 FR 68013, Personnel Management in Agencies: Strategic Human Capital Management. The rule amends 5 CFR part 250 by reducing the number of governmentwide required employee survey items from 16 to 10 and establishes the employee survey administration, methodology documentation, and data submission requirements described in this guidance.

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[1] See OPM, Annual Employee Survey Administration Requirements — 2026 and Beyond (July 9, 2026).

The final rule takes effect November 30, 2026, and applies beginning with the 2026 survey cycle. OPM strongly encourages agencies to use only the 10 required Annual Employee Survey (AES) questions for surveys fielded before that date. Surveys fielded on or after November 30 must use them. OMB has approved the 10 questions under the Paperwork Reduction Act (44 U.S.C. 3501 et seq.) as a common form under OMB Control No. 3206-0284. Additional questions should be discussed with the agency's Office of Information and Regulatory Affairs desk officer.

Survey Administration and Data Submission Timeline

Agencies may begin administering the survey in January of each calendar year and must complete administration no later than December 31 of that year (e.g., agencies must administer their 2026 survey by December 31, 2026). The survey results and methodology are due to OPM and OMB within 90 days of the agency's survey completion date, and no later than March 31 of the following calendar year.[2]

Timeline for Calendar Year (CY) 2026

Date	Milestone
Through December 31, 2026	December 31, 2026, is the last day agencies can complete survey administration. See Background and Authorities for guidance on using the 10 required items.
March 31, 2027	Last possible day to submit CY 2026 data (for the 10 required items) to OPM and OMB through OPM Collect (90 days after December 31, 2026).

Timeline Beginning in CY 2027

Date	Milestone
January 1	First month agencies can administer survey for the applicable CY.
December 31	Last day of applicable CY agencies can complete survey administration.
March 31 (following CY)[2]	Last possible day to submit data (for the 10 required items) to OPM and OMB (90 days after December 31).

[2] When the following calendar year is a leap year, the 90-day deadline falls on March 30 (e.g., surveys completed December 31, 2027, are due March 30, 2028).

Agency Submission Requirement

Each agency must submit the following:

- Survey Data: Individual respondent-level records, one row per respondent, containing all required variables specified in the OPM Agency Data Submission Template. Items 1–9 (items (i)-(x) in Attachment 2) must use the required 1–5 agreement-scale coding (1 = Strongly Disagree, 2 = Disagree, 3 = Neither Agree nor Disagree, 4 = Agree, 5 = Strongly Agree), plus the allowable missing codes X = Skipped and Z = Item Not Presented. Item 10 must be reported as five separate columns (ITEM_10_1 through ITEM_10_5), coded 1 = Selected, 0 = Not Selected, X = Skipped, or Z = Not Presented.
- Methodology Documentation: Documentation addressing the agency's weighting methodology (decision and rationale, base weights, poststratification adjustments, trimming, and known limitations) and survey methodology (sample or census, distribution method, response rates, and nonresponse bias study results, if applicable).

Submissions must be made at the overall agency level; submissions from subagencies or components will not be accepted. Agencies with subagencies or components must coordinate internally to compile a single, combined submission. OPM will not accept responses to agency-specific supplemental items.

To help agencies compare results across survey years, the crosswalk in Attachment 2 shows how each of the 16 prior prescribed survey questions relates to the 10 required items in the final rule.

Submission Instructions

All agencies must submit through the OPM Collection Portal (OPM Collect). OPM Collect is an authorized portal designed for secure use within OPM and participating federal agencies. It is intended to streamline the structuring and collection of OPM data calls. Non-executive branch agencies are not required to submit. To access OPM Collect, agencies should verify that their Microsoft Entra ID credentials are active and provide access in advance of the submission deadline.

Agency Point of Contact

Each agency must designate a single employee survey point of contact responsible for coordinating and submitting the agency's data into OPM Collect. This individual should be positioned to collect and compile data across all organizational components. Please submit your point of contact's name and contact information to OPM's Workforce Policy and Innovation Data and Reporting team by November 30, 2026, at EVS@opm.gov.

Submission Contacts

Headquarters offices should contact OPM Collect Support with any questions or for access to OPM Collect; component offices should contact their headquarters office with questions. Detailed instructions for using OPM Collect will be distributed to agencies separately.

Questions regarding submission requirements, templates, or general questions regarding the Annual Employee Survey should be sent to EVS@opm.gov.

Attachment 1: Survey Data File Agency Submission Template
Attachment 2: Item Crosswalk

cc: Deputy CHCOs and HR Directors

Attachment 2 - Annual Employee Survey Item Crosswalk: Prior 16 Items to New 10 Items

This crosswalk shows how each of the 16 questions prescribed in current 5 CFR 250.302(a)(2) relates to the 10 required items in the final rule effective on November 30, 2026. Of the 16 prior items, four are retained without change, one is rephrased, one is replaced, and ten are retired. Four new items have no prior counterparts.

#	Prior question (5 CFR 250.302(a)(2), 16 items)	Statutory area	Status	New item	New question (10 items)
1	My work unit has the job-relevant skills necessary to accomplish organizational goals.	Leadership and management practices	**Retired**	—	—
2	Managers communicate the goals of the organization.	Leadership and management practices	**Reworded**	(i)	Managers clearly communicate the goals of the organization.
3	I believe the results of this survey will be used to make my agency a better place to work.	Leadership and management practices	**Retired**	—	—
4	How satisfied are you with your involvement in decisions that affect your work?	Leadership policies and practices	**Retired**	—	—
5	How satisfied are you with the information you receive from management on what is going on in your organization?	Leadership policies and practices	**Retired**	—	—
6	Considering everything, how satisfied are you with your organization?	Leadership policies and practices	**Retired**	—	—
7	The people I work with cooperate to get the job done.	Work environment	**Retained**	(ii)	The people I work with cooperate to get the job done.
8	My workload is reasonable.	Work environment	**Retired**	—	—
9	Considering everything, how satisfied are you with your job?	Work environment	**Retired**	—	—
10	I can disclose a suspected violation of any law, rule or regulation without fear of reprisal.	Work environment	**Retained**	(viii)	I can disclose a suspected violation of any law, rule or regulation without fear of reprisal.

#	Prior question (5 CFR 250.302(a)(2), 16 items)	Statutory area	Status	New item	New question (10 items)
11	In my work unit, differences in performance are recognized in a meaningful way.	Rewards and recognition	**Retained**	(iii)	In my work unit, differences in performance are recognized in a meaningful way.
12	How satisfied are you with the recognition you receive for doing a good job?	Rewards and recognition	**Retired**	—	—
13	I am given a real opportunity to improve my skills in my organization.	Professional development and growth	**Replaced**	(iv)	My supervisor provides ongoing feedback to help me succeed and progress in my career.
14	My talents are used well in the workplace.	Professional development and growth	**Retired**	—	—
15	I know how my work relates to the agency's goals.	Contribution to organizational mission	**Retained**	(vi)	I know how my work relates to the agency's goals.
16	I recommend my organization as a good place to work.	Contribution to organizational mission	**Retired**	—	—
—	(No prior item)	Leadership and management practices	**New**	(v)	My supervisor holds my team accountable for achieving results.
—	(No prior item)	Contribution to organizational mission	**New**	(vii)	I feel empowered to get things done at my organization.
—	(No prior item)	Leadership and management practices	**New**	(ix)	In my work unit, steps are taken to deal with a poor performer who cannot or will not improve.
—	(No prior item)	Leadership and management practices	**New**	(x)	In my work unit, poor performers usually (select all that apply): remain and improve; remain and continue to underperform; leave the work unit through removal or transfer; leave the work unit by quitting; or there are no poor performers in the work unit.