UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

# MEMORANDUM

**TO:** Chief Human Capital Officers and Deputy Chief Human Capital Officers

**FROM:** Veronica E. Hinton, Associate Director, Workforce Policy and Innovation, U.S. Office of Personnel Management

**DATE:** November 16, 2026

**RE:** Issuance of the SI-Assisted Position Review Toolkit

The U.S. Office of Personnel Management (OPM) is issuing the Super Intelligence (SI)-Assisted Position Review Toolkit, a standing product that supports agencies in carrying out the position inventory, position review, and position description update tasks set out in each cycle memorandum under the Reclassification and Requalification (RCRQ) initiative, OPM's effort to modernize classification and qualification standards for more than 600 Federal occupational series around validated skills. The OPM Director's memorandum on the RCRQ initiative dated November 16, 2026, describes the initiative, its release cadence, and the implementation expectations that apply to every cycle.

OPM is issuing the toolkit for agencies to use across every cycle rather than in any single one. It is the single home for the position-review methodology, and the prompt sets agencies may use to conduct that review at scale, and the guardrails governing SI-assisted review. Agency human resources staff may use the toolkit to augment their existing position-review duties, accelerate work already underway, and support application of the new competency-based policy. OPM will expand the toolkit based on agencies' experience applying the prompts it contains and the experiences they report, so that the toolkit continues to meet agency needs; such revisions do not require reissuance of any memorandum.

OPM recommends SI-enabled review as a strategy to augment and accelerate review of large volumes of position descriptions. OPM is not prescriptive on the use of SI for this review and is SI-agnostic as to the tools agencies select. The methodology and prompts in the toolkit are offered as options; each agency should determine the strategy best suited to its mission, workforce, and technology environment.

## What the Toolkit Contains

The toolkit is organized so an agency can move from its existing evidence to an aligned position description without commissioning new analysis first. It contains:

- A methodology that starts with the agency's existing job analysis and maps the tasks and competencies it already documents to the work and competencies in the updated Competency Based Classification Standard.
- Prompt Set 1 — Job Analysis Bridge, for testing whether a current job analysis still describes the work and how far it diverges from the updated standard.
- Prompt Set 2 — Position Management Review, for duty clustering, duplicated or mis-leveled duties, and grade and series distribution across an organization.
- Prompt Set 3 — Position Description Alignment, for extracting duties and competencies, comparing a position description against the standard and its Factor Level Descriptions, and drafting revised duty statements.
- Guardrails governing SI-assisted review, which are the single governing statement on this subject and apply to every prompt in the toolkit and to any other SI-assisted review an agency conducts under these standards.
- A statement of the skills-based practices agencies already hold — competency models, validated assessments, rewritten vacancy announcements, and prior job analyses — that count toward implementation and should not be duplicated.

## Use of the Toolkit by Your Agency

The toolkit does not create new implementation tasks. It supports the tasks already assigned in each cycle memorandum. OPM asks agencies to carry out the following:

**Start from existing job analysis.** Treat the most recent job analysis for each covered position as the starting point, confirm it reflects the work as currently performed, and map its tasks and competencies to the updated standard.

**Use the prompt sets to triage and sequence the review.** Apply the prompt sets to prioritize positions by divergence from the standard, by incumbent population, and by hiring volume, rather than reviewing the inventory in arbitrary order.

**Apply agency expertise and validate any SI-assisted output before acting on it.** Classification specialists should lead, working with industrial-organizational psychologists, HR advisors, and program subject-matter experts. The tooling

supports triage and prioritization; it does not set series, title, or grade.

**Observe the guardrails.** Do not submit personally identifiable information or non-public data to any tool that has not been approved under the agency's SI governance, privacy, and records policies. Document the human reviewer of record for every determination informed by an SI-assisted output and retain prompts and outputs as part of the classification record.

**Document the crosswalk.** The mapping between the agency's job analysis and the updated standard is the record supporting each classification determination and will shorten the review in every subsequent cycle.

## Comments and Feedback

Agency experience with the toolkit shapes its expansion. OPM will cover the toolkit in the agency implementation sessions described in each cycle memorandum and will expand the prompt sets based on agency experience.

For any questions regarding the toolkit, contact the OPM Classification team at fedclass@opm.gov. We will respond directly and, where a question affects agencies governmentwide, reflect the answer in the next revision of the toolkit.

## Attachment

SI-Assisted Position Review Toolkit (standing product; not specific to any cycle).

Reference: Competency Based Classification Standards issued by cycle, and the Reclassification and Requalification Frequently Asked Questions (issued with each cycle memorandum).