



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: June 8, 2026

RE: Executive Order *Implementing Schedule Policy/Career in the Excepted Service*

On June 3, 2026, President Trump signed Executive Order (EO) [*Implementing Schedule Policy/Career in the Excepted Service*](#), identifying certain positions as having a confidential, policy-determining, policy-making or policy-advocating character placing such positions into Schedule Policy/Career. The [appendix](#) to the EO includes the specific positions to be placed into Schedule Policy/Career organized by agency. Employees encumbering any such positions become Schedule Policy/Career employees as of the date of the EO. Additionally, Section 5 of the EO directs agency heads within seven calendar days to (1) notify officers or employees encumbering such positions of their placement in Schedule Policy/Career, and (2) conform agency records and practices to reflect changes made by this order. Agencies should take immediate steps to document positions moved into Schedule Policy/Career.

OPM is providing new authority codes and/or required remarks that must be used in transitioning positions and their incumbents from the competitive or excepted service into Schedule Policy/Career of the excepted service. The Guide to Processing Personnel Actions will be updated to reflect the conversions into and new appointments under Schedule Policy/Career. OPM is also publishing new and updated guidance published on February 5 and February 6, 2026, on its website as identified at the end of this Memorandum.

Agencies should process an SF-50, Notification of Personnel Action, with an effective date of June 3, 2026, to transition each employee into Schedule Policy/Career within seven days from the signing of the EO using the following information:

Conversion of an employee occupying a position in the competitive service into Schedule Policy/Career of the excepted service:

Action is	Nature of Action is	Nature of Action Code is	Authority Code is	Authority is
Conversion to Schedule Policy/Career	Conv to Excepted Appt	570	YED	5 CFR 213.3601 or E.O. <i>Implementing Schedule Policy/Career in the Excepted Service</i> ¹

Conversion of an employee occupying a position in the excepted service into Schedule Policy/Career of the excepted service:

Action is	Nature of Action is	Nature of Action Code is	Authority Code is	Authority is
Conversion to Schedule Policy/Career	Conv to Excepted Appt	570	YEN	5 CFR 213.3601 or E.O. <i>Implementing Schedule Policy/Career in the Excepted Service</i> ²

For making new appointments into positions under Schedule Policy/Career, use the following information:

Action is	Nature of Action is	Nature of Action Code is	Authority Code is	Authority is
New Appointment to Schedule Policy/Career	Excepted Appt	170 or 171	YEE	5 CFR 213.3601(a)

¹ This authority is subject to change once the Executive Order number is assigned. Agencies may use the title of the Executive Order to document the appropriate legal authority. For the latest information, please check the appropriate chapters of the Guide to Processing Personnel Actions available at: <https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Personnel-Actions>.

² Id.

For additional policy support, agency headquarters-level human resources offices may email employ@opm.gov. For questions on system updates to ensure alignment with standards, please contact persaction@opm.gov.

New and updated Schedule Policy/Career guidance documents:

New

[Amended Executive Order 13957](#)

[Sample Termination Notice to Schedule Policy/Career Employee](#)

[Template: Reduction in Force](#)

Revised

[FAQs on Schedule Policy/Career Final Regulations](#)

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

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

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

[Template: Prohibited Personnel Practices for Schedule Policy/Career Employees](#)

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

Quick Reference Guides for [Employees](#), [Human Resources](#), [Managers](#)