



PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

JUN - 2 2025

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
COMMANDERS OF THE COMBATANT COMMANDS
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Second Call for Identification of Positions for Placement into Schedule
Policy/Career of the Excepted Service

- References: (a) Executive Order 14171, "Restoring Accountability to Policy Influencing Positions Within the Federal Workforce," January 20, 2025
(b) Executive Order 13957, "Creating Schedule Policy/Career in the Excepted Service," January 20, 2025, as amended
(c) Office of Personnel Management Memorandum, "Guidance on Implementing President Trump's Executive Order titled, 'Restoring Accountability to Policy-Influencing Positions Within the Federal Workforce,'" January 27, 2025
(d) Official Performing the Duties of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Identification of Positions for Placement in Schedule Policy/Career of the Excepted Service," April 1, 2025

Pursuant to references (a) through (c) above, this memorandum provides additional guidance regarding reference (d) for the Secretaries of the Military Departments, Chairman of the Joint Chiefs of Staff, and all other Department of Defense (DoD) Component heads to conduct a second review of their respective civilian positions to identify additional positions that align with Schedule Policy/Career designations, and may be appropriate to provide to the Office of Personnel Management (OPM) as a petition to recommend that the President place those positions in Schedule Policy/Career, because the duties of the position are of a confidential, policy-determining, policy-making, or policy-advocating character.

For this second review, DoD Components will expand their review to all civilian positions and use the criteria in Section 5(c) of reference (b), and reference (c) to identify positions that may be appropriate for petition. Additional guidance and clarification from OPM regarding the positions to be recommended for inclusion is provided in Attachment 1. These criteria in Attachment 1 are not exhaustive; DoD Component heads may also consider additional characteristics in identifying positions of a confidential, policy-determining, policy-making, or policy-advocating character.

As illustrated in Attachment 1, and in keeping with the Department's approach of broad inclusion, DoD Components should liberally identify positions for potential inclusion, particularly higher graded positions (e.g., GS-13 and above, in the Office of the Secretary of Defense and DoD Component headquarters). This inclusive posture will ensure a comprehensive and representative identification of qualifying positions. My office anticipates a

significant increase in the number of positions identified in this second round and appreciates your proactive engagement in providing accurate and thorough submissions.

DoD Component heads will prepare two lists of identified positions, each using the attached reporting template (Attachment 2). The first list will include identified positions covered by title 5, United States Code (U.S.C.), and the second list will contain those identified civilian positions that are not covered by title 5, U.S.C. For each identified position, provide a clear explanation documenting the basis for the determination that such position(s) should be placed in Schedule Policy/Career. Explanations must demonstrate how the position's duties are policy-determining, policy-making, or policy-advocating, or require working closely with senior officials in the case of confidential positions. The objective definition of the position's duties must be derived from a statute, regulation, or internal agency document such as the position description.

Please provide DoD Component results by submitting the spreadsheets via the Correspondence and Task Management System. The suspense for this tasking is June 27, 2025.

I will review DoD Component head submissions and petition the Director, OPM, to recommend that the President place those positions in Schedule Policy/Career. OPM will determine categories and position types for further recommendation, and the President will make the final determination about which positions to transfer to Schedule Policy/Career. A subsequent Executive Order will effectuate the transfers.

My point of contact is Mr. Zev Goldrich, Principal Director for Civilian Personnel Policy, at (703) 571-9284 or zev.n.goldrich.civ@mail.mil.



Timothy D. Dill
Performing the Duties of the Deputy Under
Secretary of Defense for Personnel and
Readiness

Attachments:
As stated

Attachment 1

Additional Guidelines for Submission and Identification of Positions for Schedule Policy/Career

1. Second-round submissions should not include any positions that were already submitted during the initial round.
2. Descriptions for position duties must provide meaningful detail, such as specific duties and contextual information, as this enables the Office of Personnel Management's (OPM) review team to make informed determinations about whether the positions meet the criteria for inclusion in Schedule Policy/Career (P/C).
3. OPM provided the bullets to illustrate the types of policy-related work that will likely qualify for inclusion into Schedule P/C. Positions meeting these criteria should be included in your second-round submission. Positions with these traits, regardless of grade, and percentage of time devoted towards these activities, should be included as a part of your submission.
 - **Policy and Advocacy:** developing, analyzing, and advocating for policies relevant to the Agency's mission.
 - **Research and Analysis:** conducting research to inform policy decisions, often producing reports and recommendations based on data.
 - **Government Relations Offices:** engaging with the White House, the Office of Management and Budget, Congress, and/or other Government entities to carry out, influence, or perform other activities related to legislation and policy at local, State, or Federal levels.
 - **Program and Project Management:** developing policy to guide the implementation of specific programs or services, ensuring alignment with Agency goals.
 - **Compliance and Regulatory Affairs:** ensuring that the Agency adheres to existing laws and regulations, often involved in policy development to meet compliance standards.
 - **Human Resources:** developing internal policies related to employee conduct, benefits, and talent management, which can impact broader Agency policies.
 - **Communications and Public Relations:** developing the messaging around policy issues, advocating for positions, and engaging with stakeholders to raise awareness.
 - **Strategic Planning:** involvement in setting long-term goals and objectives, where policy considerations are integrated into the overall strategic direction of the Agency.
 - **Finance and Budgeting:** areas that may influence policy decisions through budget allocations, funding priorities, grants, and financial analysis.
 - **Stakeholder Engagement:** working directly with stakeholders to gather input on policy issues to ensure policies reflect advocates needs.

- **Executive Leadership:** shaping policy direction and making high-level decisions that affect Agency policy.
- **Managers:** directing the work of an organizational unit; are being held accountable for the success of one or more specific programs or projects; or are monitoring progress toward organizational goals and making appropriate adjustments to such goals.
- **Contracting Offices:** involvement in developing or advising on procurement policies, regulations, guidance, or other policy-related initiatives, or influencing procurement strategies, proposal evaluations, or contract negotiations.
- **Contracting Officer Representative:** overseeing contract performance, informing future contract strategies and decisions, and providing feedback to shape acquisition policy.

Positions expected to be **included** in your submission because they contain the traits above include, but are not limited to: regulatory writers, financial management and budget analysts, congressional and budget influencers, positions who speak on behalf of the Agency, positions who conduct analysis that is used by higher level officials to make decisions and/or have an impact on outcomes/policies/decisions, supervisors over policy shops, and other core work including Information Technology and Acquisition positions.

Note: Senior Executive Service positions are excluded from Schedule P/C.

Attachment 2

DO NOT ALTER OR ADD ADDITIONAL COLUMNS TO THIS TEMPLATE

Reviewing and Requesting Approval for Schedule Policy/Career Positions

In accordance with Executive Order (E.O.) 13957 agencies may request Office of Personnel Management approval to place positions it has determined to be of confidential, policy-determining, policy-making, or policy-advocating character in the excepted service under Schedule Policy/Career. Please provide information for each

- 1.** Agency/Component
- 2.** Position Description Number
- 3.** Schedule Policy/Career Criteria. Indicate whether the position is of a policy-determining, policy-making, policy-advocating, or confidential nature. Indicate all that apply.
- 4.** Brief description of factors demonstrating confidential, policy-determining, policy-making, or policy-advocating character. Provide information about the position that supports the determination to include the position in Schedule Policy/Career. The objective definition of the position's duties must be derived from a statute, regulation, or internal agency document, such as the position description.

DO NOT ALTER OR ADD ADDITIONAL COLUMNS TO THIS TEMPLATE

Template for Reviewing and Requesting Approval for Schedule F Positions

[illegible]

Template for Reviewing and Requesting Approval for Schedule F Positions

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