



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Human Capital Leadership
and Merit System
Accountability Division

MAY 30 2008

MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

FROM: KEVIN E. MAHONEY *Kevin E. Mahoney*
ASSOCIATE DIRECTOR
HUMAN CAPITAL LEADERSHIP &
MERIT SYSTEM ACCOUNTABILITY DIVISION

Subject: Annual Consolidated Listing of All Authorized Schedule C Positions -2008

Response due: July 25, 2008

To maintain an accurate and complete listing of agency Schedule C positions and prepare data for inclusion in The Annual Consolidated Listing of All Authorized Schedule C Positions as established in 5 CFR 213.103(c), we need to verify your Schedule C data. Please make any necessary pen-and-ink changes on the Position Incumbent List by Organization Report which you can generate from the Reports module in the Executive and Schedule C System (ESCS) using the cutoff date of 6/30/2008. Please see attached instructions for preparing and correcting the Position Incumbent List by Organization Report.

In some instances, the list may not reflect changes for positions for which you have received approval but have not yet encumbered in ESCS, or accurately reflect the current salary of the incumbent. Please update each entry to accurately reflect current information and its effective date on the printout. When you have completed editing the list and updating ESCS, please sign the list and fax a copy to the Executive Resources Services Group, ATTN: Mary A. Lamary, at (202) 606-3603. Your signature verifies your agency's Schedule C data is accurately reflected on the report and in ESCS.

As a reminder, the U.S. Office of Personnel Management's (OPM) approval is required for actions establishing or reestablishing Schedule C authorities and for actions amending an existing Schedule C exception to change a position's title, grade, immediate supervisor, or organizational location. Please submit OPM Form 1019, Request for Schedule C Appointing Authority, when appropriate.

If you have any questions, contact Mary A. Lamary, Manager, Executive Resources Services Group at (202) 606-1255 or by email at mary.lamary@opm.gov.

Attachment

June 2008 Schedule C Report - Instructions

According to 5 CFR 213.103(c), each year OPM is responsible for compiling a report of Schedule C positions occupied on June 30.

REMINDER: Do not use abbreviations in the Executive and Schedule C System. You must edit any record with abbreviations.

FIRST: USING THE VACATE INCUMBENCY MODULE, REMOVE ALL INCUMBENTS THAT HAVE LEFT YOUR AGENCY. (See page 20, *Easy Steps Manual*)

SECOND: USING THE VIEW RECENT ACTIVITY MODULE, ENCUMBER ALL APPROVED POSITIONS. (See page 34, *Easy Steps Manual*)

To print the June 30 Schedule C data from the ESCS online system, follow these instructions (or See page 74, *Easy Steps Manual*):

On the ESCS home page, click on "**REPORTS**"

- 1) Click "**Position Incumbent List by Organization Report**"
- 2) Enter the cutoff date: **06/30/07**
- 3) Click "**Run**"
- 4) Enter your password and click "**Submit**"
- 5) ESCS prepares the report
- 6) Print the report
- 7) Close the report window and click "**Back**" to see the ESCS reports screen
- 8) Click "**Home**"

The Schedule C positions on the "Position Incumbent List by Organization Report" should have GS or OT in the third and fourth place of the position number, e.g. AAGS12345 or AAOT41414.

• **Editing in ESCS**

Although, you cannot edit position titles for Schedule C appointments, you can edit an individual's salary (e.g. \$165, 010 to \$165, 000).

To edit a salary use the "Edit Individual" module, follow these instructions (or See page 8, *Easy Steps Manual*)

On the ESCS home page, click on "**Edit Individual**"

- 1) Click on **Edit Individual**
- 2) Enter the SSN (e.g. 456457777), and click on **Search**
- 3) When Individual's SSN, Last Name and First Name, and Middle Initial appear, click on the **SSN**

- 4) The individual's information appears
- 5) Scroll down and click on **Edit Salary** – when individual's amount and effective date appears, click on the **Amount**
- 6) Enter changes to **Amount** and/or **Effective Date**
- 7) Review the information you entered, if correct click on **Save**
- 8) If you are creating more than one record, click on **Start Again**. If not, click on **Home**

- **Review changes**

Compare all noted changes with the official records (OPM Form 1019, SF-50 and/or position description).

- 1) Annotate the "Position Incumbent List by Organization Report" with correct data
- 2) Note on the "Position Incumbent List by Organization Report" positions missing from the report. Fax signed 1019 to OPM.

Fax the corrected "Position Incumbent List by Organization Report" no later than July 25, 2008 to the Executive Resources Services Group – ATTN: Mary A. Lamary at (202) 606-1255.

For questions about specific Schedule C data, or for assistance with the Executive and Schedule C System, please contact Phyllis Proctor at (202) 606-2683 or by email at phyllis.proctor@opm.gov.