

Appendix A: Examples of Policy-Related Work Under Schedule Policy/Career Criteria

To support a thorough and accurate assessment, we ask that agencies ensure the positions contribute to the development or advocacy of agency policy — specifically, work that reflects meaningful involvement in shaping, driving, or making policy decisions.

The following examples, based on OPM’s proposed guiding principles, help illustrate the types of policy-related work that may qualify under Schedule Policy/Career:

- **Communications and Public Relations:** developing the messaging around policy issues, advocating for positions, and engaging with stakeholders to raise awareness.
- **Compliance and Regulatory Affairs:** ensuring that the agency adheres to existing laws and regulations, often involved in policy development to meet compliance standards.
- **Executive Leadership:** shaping policy direction and making high-level decisions that affect agency policy.
- **Finance and Budgeting:** areas that may influence policy decisions through budget allocations, funding priorities, grants, and financial analysis.
- **Government Relations:** 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.
- **Human Resources:** developing internal policies related to employee conduct, benefits, and talent management, which can impact broader agency policies.
- **Policy and Advocacy:** developing, analyzing, and advocating for policies relevant to the agency’s mission.
- **Program and Project Management:** developing policy to guide the implementation of specific programs or services, ensuring alignment with agency goals.
- **Research and Analysis:** conducting research to inform policy decisions, often producing reports and recommendations based on data.
- **Stakeholder Engagement:** working directly with stakeholders to gather input on policy issues to ensure policies reflect advocates’ needs.
- **Strategic Planning:** involvement in setting long-term goals and objectives, where policy considerations are integrated into the overall strategic direction of the agency.

Work with the following characteristics is generally excluded from Schedule Policy/Career consideration:

- **Administrative Reporting:** completing reports or documentation required for compliance or funding that do not influence policy decisions.

- **Clerical and Administrative Support Roles:** performing clerical work or work in support of the administration or operation of programs of an organizational unit.
- **Communications and Marketing:** performing general promotional activities that do not engage in policy advocacy or development.
- **Compliance Activities:** ensuring adherence to existing regulations or policies without engaging in the creation or revision of those policies.
- **Event Planning:** organizing conferences, workshops, or meetings that focus on topics but do not directly influence policy.
- **Operational Tasks:** performing routine administrative functions, such as budgeting, staffing, or day-to-day management, that do not involve policy formulation.
- **Research Without Policy Focus:** conducting research that is purely academic or unrelated to policy implications or advocacy.
- **Service Delivery:** providing direct services or programs to individuals or communities that do not involve policy creation or advocacy.

Position-Specific Information

Attorneys

- Attorneys who provide advice and guidance in the creation of policy may be considered to meet the criteria for Schedule Policy/Career
- Attorneys whose work consists mainly of litigation do not meet the criteria

Administrative Law Judges (ALJ)

- Are excluded from Schedule Policy/Career
- However, Administrative Judges (AJs) who provide advice and guidance in the creation of policy for the agency may be considered to meet the criteria for Schedule Policy/Career

Senior Executive Service (SES) or Equivalent

- Are excluded from Schedule Policy/Career

Senior Level (SL)

- Information from the agency must be reviewed to determine whether these positions meet the criteria for Schedule Policy/Career

Scientific and Professional (ST)

- Are excluded from Schedule Policy/Career