

# **Exhibit A**

**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MARYLAND**

AMERICAN FEDERATION OF  
TEACHERS, et al.,

Plaintiffs,

v.

SCOTT BESSENT, et al.,

Defendants.

Case No. 8:25-cv-430-DLB

**CERTIFICATION OF ADMINISTRATIVE RECORD**

I, Gregory J. Hogan, am currently employed as the Chief Information Officer for the Office of Personnel Management. I am familiar with the claims asserted against OPM in the above-captioned action regarding the granting of access to data systems to employees implementing Executive Order 14,158.

I hereby certify, to the best of my knowledge, that the accompanying documents being added to the administrative record include personnel records of additional DOGE affiliated OPM employees covered by this matter, as well as an updated systems access spreadsheet that reflects administrative access of certain databases at issue as well as whether the individuals actually logged onto each system that is accurate as of the date it was created- March 13, 2025. The records contain all non-deliberative documents and materials directly or indirectly considered regarding the OPM actions challenged in this case.<sup>1</sup> Among these documents and materials, OPM has duly evaluated all predecisional documents before excluding them from the record.

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<sup>1</sup> Notwithstanding the Court's order to file an administrative record in this case, Defendants maintain that the Amended Complaint does not challenge any final agency action and reserve their

In accordance with 28 U.S.C. § 1746, I hereby certify and declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge, information, and belief.

  
Gregory J. Hogan

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right to argue in further proceedings in this case, including in any subsequent appeal, that the Administrative Procedure Act does not provide for review.



Employee Name	Account Username	System Name	Date Created	Date Removed	Admin Access	Login Yes/No
[PII]	[PII]	USA Performance - HRS - Federal Classification Center		1/31/2025		
[PII]	[PII]	USA Performance - MSAC - ACE Western		1/24/2025		
[PII]	[PII]	USA Performance - MSAC - Merit System Accountability and Compliance		1/24/2025		
[PII]	[PII]	USA Performance - OCHCO - Executive Resources		1/24/2025		
[PII]	[PII]	USA Performance - OCHCO - Talent Acquisition A		1/24/2025		
[PII]	[PII]	USA Performance - OCR - Office of Civil Rights		1/24/2025		
[OPM-4]	[OPM-4]@opm.gov	USA Performance - U.S. Office of Personnel Management		1/28/2025		
[PII]	[PII]	USA Performance - Office of Communications		1/24/2025		
[PII]	[PII]	USA Performance - Office of Exec Sec & Privacy & Info Management		1/31/2025		
[PII]	[PII]	USA Performance - Office of Exec Sec & Privacy & Info Management		2/7/2025		
[PII]	[PII]	USA Performance - Office of Exec Sec & Privacy & Info Management		1/24/2025		
[PII]	[PII]	STAMP		1/31/2025		
[PII]	[PII]	USA Performance - OGC - General Counsel		1/31/2025		
[OPM-15]	[OPM-15]@opm.gov	USA Performance - Office of the Director		2/7/2025		
[OPM-4]	\\mcn\cld\MGA\Users\[OPM-4]	CLD.mcn Domain	1/28/2025 11:39:49 AM			
[OPM-12]	[OPM-12]@opm.gov	USA Performance - Office of the Director		2/7/2025		
[OPM-11]	[OPM-11]@opm.gov	USA Performance - Office of the Director		2/7/2025		
[OPM-4]	[OPM-6]@opm.gov	OPM Data : Azure Databricks Admin + NP / PRD Azure Subscriptions				
[OPM-4]	[OPM-6]@opm.gov	[OPM>Data / USADATA]		1/28/2025		
[OPM-4]	[OPM-6]@opm.gov	OPM Data : Connect Platform (Az.opm.entralD.ufficiencyorg.admin + Az.cio.entralD.PowerBIAdmin)		1/28/2025		
[OPM-4]	[OPM-6]@opm.gov	OPM Data : Electronic Official Personnel Folder (eOPF) - DEV/TST/QA/TRN/PRD		1/28/2025	2/6/2025	
[OPM-4]	[OPM-6]@opm.gov	OPM Data : Enterprise Human Resources Integration (EHRI) - Dev/TST/QA/PRD		1/28/2025	2/6/2025	
[OPM-4]	[OPM-6]@opm.gov	USA Staffing Core + Admin Portal - DEV/TST/STG/TRN/PRD		1/28/2025		
[OPM-4]	[OPM-6]@opm.gov	Web Admin		1/28/2025		
[OPM-14]	[OPM-14]@opm.gov	USA Performance - Office of the Director		2/7/2025		
[PII]	[PII]	USA Performance - OGC - Comp, Ben, Prod & Svcs		1/24/2025		
Ezell, Charles E.	Charles.Ezell@opm.gov	STAMP		1/23/2025		
[PII]	[PII]	USA Performance - OGC - Merit Sys & Accountability		1/24/2025		
[PII]	[PII]	USA Performance - OIG - Information Sys Audits Grp		1/24/2025		
[PII]	[PII]	USA Performance - OSI - Office of Strategy and Innovation (OSI)		1/24/2025		
[PII]	[PII]	USA Performance - RS - Branch 1		1/24/2025		
[PII]	[PII]	USA Performance - RS - Branch 1		1/24/2025		
[PII]	[PII]	USA Performance - RS - Branch 1		1/24/2025		
[PII]	[PII]	USA Performance - RS - Branch 2		1/24/2025		
[PII]	[PII]	USA Performance - RS - Branch 3		1/24/2025		
[PII]	[PII]	USA Performance - RS - Branch 3		1/24/2025		
[PII]	[PII]	USA Performance - RS - Branch 3		1/24/2025		
[PII]	[PII]	USA Performance - RS - Branch 3		1/24/2025		
[PII]	[PII]	USA Performance - RS - Imaging/Central		1/24/2025		
[PII]	[PII]	USA Performance - RS - Retirement Benefits		1/24/2025		
[PII]	[PII]	USA Performance - RS - Retirement Claims 6		1/24/2025		
[PII]	[PII]	USA Performance - RS - Retirement Services System Support		1/24/2025		
[PII]	[PII]	USA Performance - RS - RIO 10		1/24/2025		
[PII]	[PII]	USA Performance - RS - RIO 6		1/24/2025		
[PII]	[PII]	USA Performance - RS - RIO 7		1/24/2025		
[PII]	[PII]	USA Performance - SuitEA - Policy & Strategy		1/24/2025		
[PII]	[PII]	USA Performance - SuitEA - Policy & Strategy		1/24/2025		
[OPM-5]	\\mcn\app\MGA\Users\[OPM-5]	APP.mcn Domain	1/20/2025 3:44:47 PM			
[OPM-5]	\\mcn\cld\MGA\Users\[OPM-5]	CLD.mcn Domain	1/20/2025 3:35:33 PM			
[OPM-5]	[OPM-5]@opm.gov	OPM Data : Azure Databricks Admin + NP / PRD Azure Subscriptions				
[OPM-5]	[OPM-5]@opm.gov	[OPM>Data / USADATA]		1/28/2025		
[OPM-5]	[OPM-5]@opm.gov	OPM Data : Connect Platform (Az.opm.entralD.ufficiencyorg.admin + Az.cio.entralD.PowerBIAdmin)		1/20/2025		
[OPM-5]	[OPM-5]@opm.gov	USA Staffing Core + Admin Portal - DEV/TST/STG/TRN/PRD		1/20/2025		
[OPM-5]	[OPM-5]@opm.gov	Web Admin		1/20/2025		
Greg Hogan	\\mcn\app\MGA\Users\Greg Hogan	APP.mcn Domain	1/20/2025 3:45:12 PM			
Greg Hogan	Greg.Hogan@opm.gov	Azure DevOps		1/27/2025		
[PII]	[PII]	USA Performance - WPI - Central Region		1/24/2025		
[PII]	[PII]	USA Performance - WPI - Central Region		2/7/2025		
[PII]	[PII]	USA Performance - WPI - FEB - Field Operations		1/24/2025		
[PII]	[PII]	USA Performance - WPI - Forecasting and Methods		1/24/2025		
[PII]	[PII]	USA Performance - WPI - Hiring Policy (Staffing)		2/7/2025		
[PII]	[PII]	USA Performance - WPI - Resource Mgmt Grp		1/23/2025		
[PII]	[PII]	USA Performance - WPI - Western Region		1/24/2025		
Greg Hogan	\\mcn\cld\MGA\Users\Greg Hogan	CLD.mcn Domain	1/20/2025 3:36:46 PM			
[PII]	[PII]	Agency Talent Portal		1/24/2025		
Greg Hogan	Greg.Hogan@opm.gov	ITSP Project Intake app		1/27/2025		
Greg Hogan	Greg.Hogan@opm365.onmicrosoft.com	ITSP Project Intake app		2/6/2025		
Greg Hogan	greg.hogan@opm.gov	OPM Data : Azure Databricks Admin + NP / PRD Azure Subscriptions				
Greg Hogan	greg.hogan@opm.gov	[OPM>Data / USADATA]		1/28/2025		
Greg Hogan	greg.hogan@opm.gov	OPM Data : Connect Platform (Az.opm.entralD.ufficiencyorg.admin + Az.cio.entralD.PowerBIAdmin)		1/20/2025		
Greg Hogan	greg.hogan@opm.gov	USA Staffing Core + Admin Portal - DEV/TST/STG/TRN/PRD		1/20/2025		
Hogan, Greg	Greg.Hogan@opm.gov	Web Admin		1/20/2025		
Hogan, Greg	Greg.Hogan@opm.gov	GitHub Enterprise		1/20/2025		
Hogan, Greg	Greg.Hogan@opm.gov	USA Performance - U.S. Office of Personnel Management		1/20/2025		
[OPM-8]	[OPM-8]@opm.gov	OD Reports : New Hire Daily Tracker Power BI - USADATA		2/2/2025		
[OPM-8]	[OPM-8]@opm.gov	OPM Data : Azure Databricks Admin + NP / PRD Azure Subscriptions				
[OPM-8]	[OPM-8]@opm.gov	[OPM>Data / USADATA]		2/3/2025		
[OPM-5]	[OPM-5]@opm.gov	USA Staffing Core + Admin Portal - DEV/TST/STG/TRN/PRD		2/3/2025		
[OPM-5]	[OPM-5]@opm.gov	GitHub Enterprise		1/20/2025		
[OPM-5]	[OPM-5]@opm.gov	USA Performance - U.S. Office of Personnel Management		1/20/2025		
[PII]	[PII]	STAMP		1/31/2025		
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[PII]	[PII]	CLD.mcn Domain	1/22/2025 8:40:16 AM			
[PII]	[PII]	CLD.mcn Domain	1/22/2025 8:41:06 AM			
[OPM-17]	[OPM-17]@opm.gov	USA Performance - Office of the Director		1/31/2025		
[OPM-6]	[OPM-6]@opm.gov	Agency Talent Portal		1/31/2025		
[OPM-6]	\\mcn\cld\MGA\Users\[OPM-6]	CLD.mcn Domain	1/28/2025 11:39:00 AM			
[PII]	[PII]	CLD.mcn Domain	2/12/2025 7:08:50 AM			
[PII]	[PII]	APP.mcn Domain	2/12/2025 7:11:04 AM			
[OPM-6]	[OPM-6]@opm.gov	OD Reports : New Hire Daily Tracker Power BI - USADATA		1/31/2025		
[OPM-6]	[OPM-6]@opm.gov	OPM Data : Azure Databricks Admin + NP / PRD Azure Subscriptions				
[OPM-6]	[OPM-6]@opm.gov	[OPM>Data / USADATA]		1/28/2025		
[OPM-6]	[OPM-6]@opm.gov	OPM Data : Connect Platform (Az.opm.entralD.ufficiencyorg.admin + Az.cio.entralD.PowerBIAdmin)		1/28/2025		
[OPM-6]	[OPM-6]@opm.gov	OPM Data : Electronic Official Personnel Folder (eOPF) - DEV/TST/QA/TRN/PRD		1/28/2025	2/6/2025	
[OPM-6]	[OPM-6]@opm.gov	OPM Data : Enterprise Human Resources Integration (EHRI) - Dev/TST/QA/PRD		1/28/2025	2/6/2025	
[OPM-6]	[OPM-6]@opm.gov	USA Staffing Core + Admin Portal - DEV/TST/STG/TRN/PRD		1/28/2025		
[OPM-6]	[OPM-6]@opm.gov	Web Admin		1/28/2025		
[OPM-18]	[OPM-18]@opm.gov	STAMP		2/3/2025		
[OPM-18]	[OPM-18]@opm.gov	USA Performance - Office of the Director		1/24/2025		
[PII]	[PII]	ITSP Cloud Intake app		1/23/2025		
[PII]	[PII]	USA Performance - Office of Communications		1/31/2025		
[OPM-6]	[OPM-6]@opm.gov	Azure DevOps		1/29/2025		
[PII]	[PII]	FOIAExpress		2/4/2025		
[OPM-6]	[OPM-6]@opm.gov	USA Performance - U.S. Office of Personnel Management		1/28/2025		
[OPM-10]	[OPM-10]@opm.gov	USA Performance - Office of the Director		2/7/2025		























Date (UTC)	Time	Service	Category	Activity	ActorDisplayName	Target1UserPrincipalName	Target1ModifiedProperty2NewValue		
2/12/2025	16:05:20	Core Directory	GroupManagement	Add member to group	Azure AD Identity Governance - Directory Management	[PII]	"Az.OPM.LearningConnection.Prod.User"		
2/12/2025	15:57:42	Core Directory	GroupManagement	Add member to group	Azure AD Identity Governance - Directory Management	[PII]	"Az.OPM.CLDCentral.Dev.User"		
2/12/2025	15:56:56	Core Directory	GroupManagement	Add member to group	Azure AD Identity Governance - Directory Management	[PII]	"Az.OPM.CLDCentral.Prod.User"		
2/12/2025	15:56:06	Core Directory	GroupManagement	Add member to group	Azure AD Identity Governance - Directory Management	[PII]	"Az.OPM.CLDCentral.Test.User"		
2/12/2025	13:54:44	Core Directory	GroupManagement	Add member to group	Azure AD Identity Governance - Directory Management	[PII]	"CITAR Application Users"		
2/12/2025	11:48:36	Core Directory	GroupManagement	Add member to group	Azure AD Identity Governance - Directory Management	[PII]	"Az.OPM.LearningConnection.Prod.User"		
2/12/2025	11:46:19	Core Directory	GroupManagement	Add member to group	Azure AD Identity Governance - Directory Management	[PII]	"AZ.OPM.KnowBe4.User"		
2/12/2025	0:06:57	Core Directory	GroupManagement	Remove member from group	Azure AD Identity Governance - Directory Management	[OPM-2]@opm.gov			
2/12/2025	0:06:53	Core Directory	GroupManagement	Remove member from group	Azure AD Identity Governance - Directory Management	[OPM-6]@opm.gov			
2/12/2025	0:06:52	Core Directory	GroupManagement	Remove member from group	Azure AD Identity Governance - Directory Management	[OPM-4]@opm.gov			
2/12/2025	0:06:52	Core Directory	GroupManagement	Remove member from group	Azure AD Identity Governance - Directory Management	[OPM-6]@opm.gov			
2/12/2025	0:06:52	Core Directory	GroupManagement	Remove member from group	Azure AD Identity Governance - Directory Management	Amanda.Scales@opm.gov			
2/12/2025	0:06:52	Core Directory	GroupManagement	Remove member from group	Azure AD Identity Governance - Directory Management	[OPM-3]@opm.gov			
2/12/2025	0:06:52	Core Directory	GroupManagement	Remove member from group	Azure AD Identity Governance - Directory Management	[OPM-5]@opm.gov			
2/12/2025	0:06:51	Core Directory	GroupManagement	Remove member from group	Azure AD Identity Governance - Directory Management	[OPM-4]@opm.gov			
2/12/2025	0:06:51	Core Directory	GroupManagement	Remove member from group	Azure AD Identity Governance - Directory Management	[OPM-7]@opm.gov			
2/12/2025	15:14:05	Core Directory	GroupManagement	Add member to group	Azure AD Identity Governance - Directory Management	[PII]	"eid-usas-footprints-appgpx-users"		
2/13/2025	15:14:03	Core Directory	GroupManagement	Add member to group	Azure AD Identity Governance - Directory Management	[PII]	"eid-usas-footprints-appgpx-users"		
2/13/2025	13:34:23	Core Directory	GroupManagement	Add member to group	Azure AD Identity Governance - Directory Management	[PII]	"AZ.OPM.Apptio.Cloudability.User"		
2/13/2025	13:34:19	Core Directory	GroupManagement	Add member to group	Azure AD Identity Governance - Directory Management	[PII]	"AZ.OPM.Apptio.Cloudability.User"		

Employee Name	System Name	Date Created	Date Removed	Admin Access (Yes/No?)	Login (Yes/No?)
Amanda Scales	OPM Data : Azure Databricks Admin + NP / PRD Azure Subscriptions [OPMData / USADATA]	2/3/2025		Yes	No
Amanda Scales	USA Staffing Core + Admin Portal - DEV/TST/STG/TRN/PRD	1/20/2025		Yes	Yes Last Login 2025-02-28
Amanda Scales	USA Performance - U.S. Office of Personnel Management	1/20/2025	N/A	Yes	No
Amanda Scales	USA Performance - Office of the Director	1/31/2025	N/A	Yes	No
Amanda Scales	FEHB - Federal Employees Health Benefits	2/3/2025		Yes	No
Amanda Scales	PSHB HBDP - Postal Service Health Benefits Data Platform	2/3/2025		Yes	No
Charles Ezell	OPM Data : Connect Platform (Az.opm.entraID.efficiencyorg.admin + Az.cio.entraID.PowerBIAdmin)	1/20/2025		Yes	No
Greg Hogan	OPM Data : Azure Databricks Admin + NP / PRD Azure Subscriptions [OPMData / USADATA]	1/28/2025		Yes	No
Greg Hogan	OPM Data : Connect Platform (Az.opm.entraID.efficiencyorg.admin + Az.cio.entraID.PowerBIAdmin)	1/20/2025		Yes	No
Greg Hogan	USA Performance - U.S. Office of Personnel Management	1/20/2025	N/A	Yes	Yes
Greg Hogan	FEHB - Federal Employees Health Benefits	1/28/2025		Yes	No
Greg Hogan	PSHB HBDP - Postal Service Health Benefits Data Platform	1/30/2025		Yes	No
OPM-10	USA Performance - Office of the Director	2/7/2025	N/A	Yes	No
OPM-11	USA Performance - Office of the Director	2/7/2025	N/A	Yes	No
OPM-12	USA Performance - Office of the Director	2/7/2025	N/A	Yes	No
OPM-13	USA Performance - Office of the Director	1/31/2025	N/A	Yes	No
OPM-14	USA Performance - Office of the Director	2/7/2025	N/A	Yes	No
OPM-15	USA Performance - Office of the Director	2/7/2025	N/A	Yes	No
OPM-16	USA Performance - Office of the Director	1/31/2025	N/A	Yes	No
OPM-17	USA Performance - Office of the Director	1/31/2025	N/A	Yes	No
OPM-18	USA Performance - Office of the Director	1/24/2025	N/A	Yes	No
OPM-2	OPM Data : Azure Databricks Admin + NP / PRD Azure Subscriptions [OPMData / USADATA]	1/28/2025		Yes	No
OPM-2	OPM Data : Connect Platform (Az.opm.entraID.efficiencyorg.admin + Az.cio.entraID.PowerBIAdmin)	1/28/2025		Yes	No
OPM-2	OPM Data : Electronic Official Personnel Folder (eOPF) - DEV/TST/QA/TRN/PRD	1/28/2025	2/6/2025	No	No - never completed User registraion
OPM-2	OPM Data : Enterprise Human Resources Integration (EHRI) - Dev/TST/QA/PRD	1/28/2025	2/6/2025	No	No - never completed User registraion
OPM-2	FEHB - Federal Employees Health Benefits	1/28/2025		Yes	No
OPM-2	PSHB HBDP - Postal Service Health Benefits Data Platform	1/28/2025		Yes	No
OPM-2h	USA Performance - U.S. Office of Personnel Management	1/28/2025	N/A	Yes	No
OPM-3	OPM Data : Connect Platform (Az.opm.entraID.efficiencyorg.admin + Az.cio.entraID.PowerBIAdmin)	1/20/2025		Yes	No
OPM-3	USA Performance - U.S. Office of Personnel Management	1/20/2025	N/A	Yes	No
OPM-4	USA Performance - U.S. Office of Personnel Management	1/28/2025	N/A	Yes	No
OPM-4	OPM Data : Azure Databricks Admin + NP / PRD Azure Subscriptions [OPMData / USADATA]	1/28/2025		Yes	No
OPM-4	OPM Data : Connect Platform (Az.opm.entraID.efficiencyorg.admin + Az.cio.entraID.PowerBIAdmin)	1/28/2025		Yes	No
OPM-4	OPM Data : Electronic Official Personnel Folder (eOPF) - DEV/TST/QA/TRN/PRD	1/28/2025	2/6/2025	No	No - never completed User registraion
OPM-4	OPM Data : Enterprise Human Resources Integration (EHRI) - Dev/TST/QA/PRD	1/28/2025	2/6/2025	No	No - never completed User registraion
OPM-4	FEHB - Federal Employees Health Benefits	1/28/2025		Yes	No
OPM-4	PSHB HBDP - Postal Service Health Benefits Data Platform	1/28/2025		Yes	No
OPM-5	OPM Data : Azure Databricks Admin + NP / PRD Azure Subscriptions [OPMData / USADATA]	1/28/2025		Yes	No
OPM-5	OPM Data : Connect Platform (Az.opm.entraID.efficiencyorg.admin + Az.cio.entraID.PowerBIAdmin)	1/20/2025		Yes	No
OPM-5	USA Performance - U.S. Office of Personnel Management	1/20/2025	N/A	Yes	No
OPM-5	FEHB - Federal Employees Health Benefits	1/28/2025		Yes	No
OPM-5	PSHB HBDP - Postal Service Health Benefits Data Platform	1/30/2025		Yes	No
OPM-6	OPM Data : Azure Databricks Admin + NP / PRD Azure Subscriptions [OPMData / USADATA]	1/28/2025		Yes	Yes
OPM-6	OPM Data : Connect Platform (Az.opm.entraID.efficiencyorg.admin + Az.cio.entraID.PowerBIAdmin)	1/28/2025		Yes	No
OPM-6	OPM Data : Electronic Official Personnel Folder (eOPF) - DEV/TST/QA/TRN/PRD	1/28/2025	2/6/2025	No	No - never completed User registraion
OPM-6	OPM Data : Enterprise Human Resources Integration (EHRI) - Dev/TST/QA/PRD	1/28/2025	2/6/2025	No	No - never completed User registraion
OPM-6	USA Staffing Core + Admin Portal - DEV/TST/STG/TRN/PRD	1/28/2025	2/24/2025	Yes	Yes Last Login 2025-2-24
OPM-6	USA Performance - U.S. Office of Personnel Management	1/28/2025	N/A	Yes	No
OPM-6	FEHB - Federal Employees Health Benefits	1/28/2025		Yes	No
OPM-6	PSHB HBDP - Postal Service Health Benefits Data Platform	1/28/2025		Yes	No
OPM-7	USA Performance - U.S. Office of Personnel Management	1/20/2025	N/A	Yes	No
OPM-7	USA Staffing Core + Admin Portal - DEV/TST/STG/TRN/PRD	1/20/2025		Yes	Yes Last Login 2024-11-07
OPM-8	OPM Data : Azure Databricks Admin + NP / PRD Azure Subscriptions [OPMData / USADATA]	2/3/2025		Yes	No
OPM-8	USA Staffing Core + Admin Portal - DEV/TST/STG/TRN/PRD	2/3/2025		Yes	Yes Last Login 2025-02-23
OPM-8	USA Performance - Office of the Director	1/31/2025	N/A	Yes	No
OPM-8	FEHB - Federal Employees Health Benefits	2/3/2025		Yes	No
OPM-8	PSHB HBDP - Postal Service Health Benefits Data Platform	2/3/2025		Yes	No
OPM-9	OPM Data : Azure Databricks Admin + NP / PRD Azure Subscriptions [OPMData / USADATA]	2/4/2025		Yes	No
OPM-9	USA Performance - Office of the Director	1/31/2025	N/A	Yes	No
OPM-9	FEHB - Federal Employees Health Benefits	2/4/2025		Yes	No
OPM-9	PSHB HBDP - Postal Service Health Benefits Data Platform	2/3/2025		Yes	No

**From:** [Quinn, Quadrina L.](#)  
**To:** [Scales, Amanda D.](#); OPM-5 [Hogan, Greg](#); OPM-7 [Ezell, Charles E.](#)  
**Cc:** [Walicek, Wayne](#); [Fordham, Marshall T.](#); [Price, MC](#); [Curtis, Teresa A.](#)  
**Subject:** USAJOBS admin accounts  
**Date:** Monday, January 20, 2025 6:41:52 PM  
**Attachments:** [image001.png](#)

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Hi all,

We have created administrator accounts with super user permissions for the USAJOBS admin systems below. The Web Admin system utilizes OPM single-sign-on (EntraID) to automatically log you in. In Agency Talent Portal you can use PIV or login.gov to authenticate into the system. Please let me know if you have any questions or issues with accessing these sites!

USAJOBS Web Admin

<https://webadmin.usajobs.gov> (production)  
<https://webadmin.uat.usajobs.gov> (user acceptance testing environment)  
<https://webadmin.test.usajobs.gov> (test environment)  
<https://webadmin.dev.usajobs.gov> (development environment)

USAJOBS Agency Talent Portal

<https://agencyportal.usajobs.gov/> (production)  
<https://agencyportal.uat.usajobs.gov> (user acceptance testing environment)  
<https://agencyportal.test.usajobs.gov> (test environment)  
<https://agencyportal.dev.usajobs.gov> (development environment)

Thanks,

**Quadrina Quinn**

Supervisory IT Specialist

U.S. Office of Personnel Management

Office of the Chief Information Officer

c: (202) [REDACTED]

[REDACTED]@opm.gov

[OPM.gov](#)



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**From:** [Quinn, Quadrina L.](#)  
**To:** OPM-6 OPM-2 OPM-4  
**Cc:** [Walicek, Wayne](#); [Curtis, Teresa A.](#); [Price, MC](#); [Fordham, Marshall T.](#); [Sarazine, Luke W.](#); [Scales, Amanda](#)  
**Subject:** Access to USAJOBS  
**Date:** Tuesday, January 28, 2025 4:29:25 PM  
**Attachments:** [image001.png](#)

---

Hi all,

The requested access, permissions and documentation are below. Please let us know if you have any questions or issues!

- Code read and write permissions
  - Code read and write permissions will be granted via GitHub. The USAJOBS repositories can be located [here](#). If you have any issues please contact [Christopher Inman](#)
- Deploy ability Octopus deploy
  - Deploy ability in [Octopus Deploy](#) – If you have any issues please contact [Christopher Inman](#).
- Monitoring dashboards (e.g. displaying success rates, volume of traffic)
  - [USAJ Production Azure Application Insights Dashboard](#)
  - [USAJ UAT Azure Application Insights](#)
  - [USAJ Test Azure Application Insights](#)
  - [USAJ DEV Azure Application Insights](#)
- Documentation (e.g. test and deploy instructions, system diagrams)
  - USAJOBS code repository [readme](#)
  - USAJOBS infrastructure [readme](#)
  - USAJOBS system [diagram](#)
- The on-call rotation for the system
  - Tony Dalton - 202-[REDACTED] (Devops/system administration)
  - James Moon - 478-[REDACTED] (DBA)
- Names of all engineers deeply familiar with the system
  - Keith Lawrence – Systems Architect
  - Saleim Abushanab – Lead Developer
  - Jacob Riley – Lead Developer
  - Wayne Kaye – Lead Developer
  - Marshall Fordham – Supervisor
  - Quadrina Quinn – Supervisor
  - Luke Sarazine – Supervisor
- Ability to access the system as a regular user
  - USAJOBS.gov accounts will need to be self-registered.
- Ability to access the system as an admin user.
  - [USAJOBS Web Admin](#) accounts created with super user permissions. The Web Admin system utilizes OPM single-sign-on (EntraID) to automatically log you in
  - [USAJOB Agency Talent Portal](#) account invites sent. You can use PIV or login.gov to authenticate into the system.

Thanks,

**Quadrina Quinn**

Supervisory IT Specialist

U.S. Office of Personnel Management

Office of the Chief Information Officer

c: (202) [REDACTED]

[REDACTED]@opm.gov

[OPM.gov](https://www.opm.gov)



Follow us on [LinkedIn](#) | [Twitter](#) | [YouTube](#)

**From:** [Curtis, Teresa A.](#)  
**To:** [Hurst, Corey D.](#); [Price, MC](#)  
**Cc:** [Walicek, Wayne](#); [Corum, Brice M.](#); [DesCombes, Daniel](#); [Parham, Lee](#); [Sarazine, Luke W.](#)  
**Subject:** Re: urgent request from political tech staff  
**Date:** Thursday, January 30, 2025 10:28:47 AM  
**Attachments:** [Outlook-t4jdp0h.png](#)

---

Yes - The request was from the Acting Director to MC on Monday January 20<sup>th</sup> to add these people to the system as admins.

Teresa Curtis  
Deputy Associate Chief Information Officer  
U.S. Office of Personnel Management  
Office of the Chief Information Officer, Federal Information Technology Business Solutions  
c: (816) [REDACTED]  
[REDACTED]@opm.gov  
OPM.gov

---

**From:** Hurst, Corey D. <[REDACTED]@opm.gov>  
**Sent:** Thursday, January 30, 2025 8:37 AM  
**To:** Price, MC <[REDACTED]@opm.gov>; Curtis, Teresa A. <[REDACTED]@opm.gov>  
**Cc:** Walicek, Wayne <[REDACTED]@opm.gov>; Corum, Brice M. <[REDACTED]@opm.gov>;  
DesCombes, Daniel <[REDACTED]@opm.gov>; Parham, Lee <[REDACTED]@opm.gov>;  
Sarazine, Luke W. <[REDACTED]@opm.gov>  
**Subject:** Re: urgent request from political tech staff

Good Morning MC/Teresa,

I can't seem to find the first request for the 6 individuals that we granted this access for. I'm thinking it was due to the 911-esque call we had that evening. Can you please confirm guidance/approval for the access for these folks from 1/20/25, for documentation purposes?

Individuals from the Political Team:

amanda.scales@opm.gov

OPM-5 [REDACTED]@opm.gov

greg.hogan@opm.gov

OPM-7 [REDACTED]@opm.gov

OPM-3 [REDACTED]@opm.gov

charles.ezell@opm.gov

Thank you,

**Corey Hurst**

Supervisory IT Specialist  
U.S. Office of Personnel Management  
OCIO – HR Solutions IT PMO – USA Staffing  
Office (Teams): 202-936-2745  
Cell: 478-  
[@opm.gov](mailto: @opm.gov)  
[OPM.gov](http://OPM.gov)



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---

**From:** Price, MC < @opm.gov>

**Sent:** Tuesday, January 28, 2025 9:07 AM

**To:** Meck, Aaron R. < @opm.gov>; Boles, Jason R < @opm.gov>; Burke, Paul T. < @opm.gov>; Corum, Brice M. < @opm.gov>; Curtis, Teresa A. < @opm.gov>; Davis, Leslie B. < @opm.gov>; Decker, DJ < @opm.gov>; DesCombes, Daniel < @opm.gov>; Eavenson, Keith W. < @opm.gov>; Ezell, Phillip A. < @opm.gov>; Fordham, Marshall T. < @opm.gov>; Foster, Ozie L. < @opm.gov>; Hurst, Corey D. < @opm.gov>; Inman, Christopher M. < @opm.gov>; Leski, David R. < @opm.gov>; Mathews, Brian C. < @opm.gov>; Meck, Aaron R. < @opm.gov>; Micko, Robert J. < @opm.gov>; Parham, Lee < @opm.gov>; Price, MC < @opm.gov>; Quinn, Quadrina L. < @opm.gov>; Raval, Divya < @opm.gov>; Sarazine, Luke W. < @opm.gov>; Shelton, Angela K. < @opm.gov>; Walicek, Wayne < @opm.gov>; Williams, Melanie < @opm.gov>; Williamson, Kim H. < @opm.gov>; Papp, David < @opm.gov>; Williams, Melanie < @opm.gov>

**Subject:** urgent request from political tech staff

Quadrina, Brice, Corey, Daniel, Ozie, Dave, Luke, Paul, others as needed.

We have already given several of the political devs/engineers comprehensive access to USAJOBS and USA Staffing, and local admin, Enterprise Github licenses, etc. Now we have 3 more individuals with the same requirement. We'll start with USAJOBS, USA Staffing, and eOPF/EHRI. USAP will be next, so might as well go ahead there. I will give them the leads to work with for these three and they will most likely reach out to discuss the bullets below (the how to's, along with the access).

The need to have access today, so please work through all the wickets, and Luke/Quadrina/Marshall, Brice/Daniel, Ozie, send them an intro message letting them know (please copy me).

OPM-6 [@opm.gov](mailto: @opm.gov)  
OPM-2 [@opm.gov](mailto: @opm.gov)

OPM-4

[@opm.gov](mailto:)

- Code read and write permissions
- Deploy ability Octopus deploy
- Monitoring dashboards (e.g. displaying success rates, volume of traffic)
- Documentation (e.g. test and deploy instructions, system diagrams)
- The on-call rotation for the system
- Names of all engineers deeply familiar with the system
- Names of all product/project managers deeply familiar with the system
- Ability to access the system as a regular user (e.g. hiring manager and onboarding user for USA Staffing)
- Ability to access the system as an admin user

**From:** [Price, MC](#)  
**To:** [Hurst, Corey D.](#); [Curtis, Teresa A.](#)  
**Cc:** [Walicek, Wayne](#); [Corum, Brice M.](#); [DesCombes, Daniel](#)  
**Subject:** RE: USA Staffing Access Request - : OPM-8 @opm.gov  
**Date:** Monday, February 3, 2025 5:40:30 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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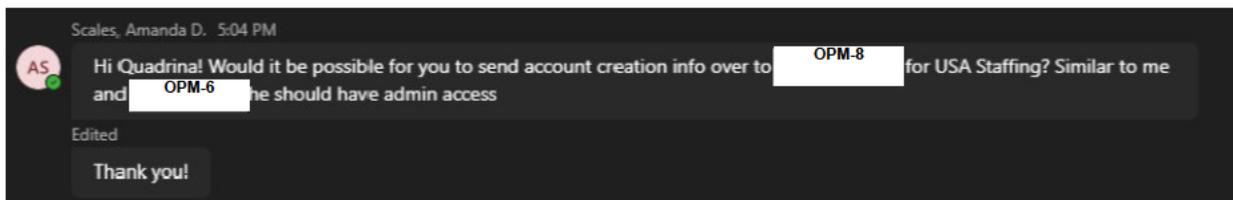
Approved.

---

**From:** Hurst, Corey D. <[REDACTED]@opm.gov>  
**Sent:** Monday, February 3, 2025 5:32 PM  
**To:** Price, MC <[REDACTED]@opm.gov>; Curtis, Teresa A. <[REDACTED]@opm.gov>  
**Cc:** Walicek, Wayne <[REDACTED]@opm.gov>; Corum, Brice M. <[REDACTED]@opm.gov>; DesCombes, Daniel <[REDACTED]@opm.gov>  
**Subject:** USA Staffing Access Request - OPM-8 @opm.gov  
**Importance:** High

MC,

Please see below for the access request from Amanda Scales:



Please let me know as soon as you can if this is approved or not. I will be ready to take action once approval is received.

**Corey Hurst**

Supervisory IT Specialist

U.S. Office of Personnel Management

OCIO – HR Solutions IT PMO – USA Staffing

Office (Teams): 202-936-2745

Cell: 478 [REDACTED]

[REDACTED]@opm.gov

[OPM.gov](#)



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**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) OPM-7				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 01/20/2025		
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>					
5-A. Code 171		5-B. Nature of Action EXC APPT NTE 07/18/2025			6-A. Code		6-B. Nature of Action			
5-C. Code H2L		5-D. Legal Authority REG 304.103.			6-C. Code		6-D. Legal Authority			
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority			
7. FROM: Position Title and Number					15. TO: Position Title and Number EXPERT PD: 6A39743					
8. Pay Plan ED		9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary/Award S0		21. Pay Basis WC			
12A. Basic Pay S0		12B. Locality Adj. S0	12C. Adj. Basic Pay S0	12D. Other Pay S0		20A. Basic Pay S0		20B. Locality Adj. S0	20C. Adj. Basic Pay S0	20D. Other Pay S0
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization  OPM OFC OF THE DIRECTOR  WASHINGTON DC					
<b>EMPLOYEE DATA</b>										
23. Veterans Preference I 1 - None 2 - 5 Point 3 - 10 Point/Disability 4 - 10 Point/Compensable 5 - 10 Point/Other 6 - 10 Point/Compensable/30%				24. Tenure 0 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use TG	26. Veterans Preference for RIF YES X NO		
27. FEGLI A0				28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 0			
30. Retirement Plan 4		31. Service Comp. Date (Leave) 01/20/2025		32. Work Schedule F FULL TIME		33. Part-Time Hours Per Biweekly Pay Period				
<b>POSITION DATA</b>										
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code 41AA0		37. Bargaining Unit Status 8888			
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON DISTRICT OF COLUMBIA DC							
40. Agency Data 10001		41.	42. 0000	43. 33.94		44. CRITICAL-SENSITIVE (CS)/HIGH R				
45. Remarks APPOINTMENT AFFIDAVIT EXECUTED 01-20-2025 REASON FOR TEMPORARY APPOINTMENT: TO PROVIDE A HIGH LEVEL OF EXPERTISE RELATIVE TO ISSUES WHICH HAVE A SIGNIFICANT IMPACT ON THE FORMULATION OF AGENCY GOALS AND OBJECTIVES TO THE OPM DIRECTOR. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED										
46. Employing Department or Agency OPM				45. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: CARMEN GARCIA-WHITESIDE CHIEF HUMAN CAPITAL OFFICER AND DIRECTOR OF OPM HR						
47. Agency Code OM00	48. Personnel Office ID 1000		49. Approval Date 01/30/2025							

# APPOINTMENT AFFIDAVITS

Expert  
(Position to which Appointed)

01/20/2025  
(Date Appointed)

Office of Personnel Management  
(Department or Agency)

Office of the Director  
(Bureau or Division)

Washington, D.C.  
(Place of Employment)

OPM-7

I, \_\_\_\_\_, do solemnly swear (or affirm) that--

## A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

## B. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof.

## C. AFFIDAVIT AS TO THE PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment.

OPM-7

Subscribed and sworn (or affirmed) before me this 20 day of January, 2025  
at Washington DC  
(City) (State)

(SEAL)

[Signature]  
(Signature of Officer)

Acting Director  
(Title)

Commission expires \_\_\_\_\_  
(If by a Notary Public, the date of his/her Commission should be shown)

Note - If the appointee objects to the form of the oath on religious grounds, certain modifications may be permitted pursuant to the Religious Freedom Restoration Act. Please contact your agency's legal counsel for advice.

**Acceptance of Uncompensated Services**

I understand that I may be employed with the United States Office of Personnel Management (OPM) under the authority of 5 U.S.C. § 3109. Under certain circumstances, OPM may use this authority to employ experts or consultants with or without pay, provided that such personnel agree in advance in writing to waive any claims for compensation for those services.

I desire to offer my services to OPM. Accordingly, I agree to being appointed as an uncompensated employee of OPM; I understand that I will not receive any pay or any other form of compensation from OPM, the federal Government, or any other source for the services I render to OPM.

In addition, I hereby waive any and all claims I may have in the future against OPM and/or the federal Government on account of the services I render to OPM.

OPM-7

Signed:

Printed Name of Appointee: <sup>OPM-7</sup> \_\_\_\_\_

Date: January 20, 2025

**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) OPM-8				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 01/20/2025			
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>						
5-A. Code 146		5-B. Nature of Action SES NONCAREER APPT			6-A. Code		6-B. Nature of Action				
5-C. Code V4L		5-D. Legal Authority 5 U.S.C. 3394(A).			6-C. Code		6-D. Legal Authority				
5-E. Code AWM		5-F. Legal Authority OPM MEMO DTD 1-20-2025			6-E. Code		6-F. Legal Authority				
7. FROM: Position Title and Number					15. TO: Position Title and Number SENIOR ADVISOR TO THE DIRECTOR PD: 6A37370						
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis	
ES		0301		00		00		\$195,200.00		PA	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.	
\$195,200.00		\$0		\$195,200.00		\$0		20C. Adj. Basic Pay		20D. Other Pay	
\$195,200.00		\$0		\$195,200.00		\$0					
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization  OPM OFC OF THE DIRECTOR  WASHINGTON DC						
<b>EMPLOYEE DATA</b>											
23. Veterans Preference				24. Tenure				25. Agency Use		26. Veterans Preference for RIF	
1	1 - None	3 - 10-Point Disability	5 - 10-Point: Other	0	0 - None	2 - Conditional	MK		YES	X	NO
	2 - 5 Point	4 - 10-Point: Compensable	6 - 10-Point: Compensable 30%	1	1 - Permanent	3 - Indefinite					
27. FEGLI				28. Annuitant Indicator				29. Pay Rate Determinant			
B0 [REDACTED]				9 NOT APPLICABLE				0			
30. Retirement Plan			31. Service Comp. Date (Leave)			32. Work Schedule			33. Part-Time Hours Per		
KF [REDACTED]			01/20/2025			F FULL TIME			Biweekly Pay Period		
<b>POSITION DATA</b>											
34. Position Occupied				35. FLSA Category			36. Appropriation Code			37. Bargaining Unit Status	
3	1 - Competitive Service	3 - SES General	E	E - Exempt	41AA0				8888		
	2 - Excepted Service	4 - SES Career Reserved	N - Nonexempt								
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location)							
11-0010-001				WASHINGTON DISTRICT OF COLUMBIA DC							
40. Agency Data		41.		42.		43.		44.			
10001				0000		33.94		CRITICAL-SENSITIVE (CS)/HIGH R			
45. Remarks VETERAN PREFERENCE IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. APPOINTMENT AFFIDAVIT EXECUTED 01-20-2025. EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C). THE EMPLOYEE OCCUPIES A POSITION SUBJECT TO THE PAY FREEZE FOR CERTAIN SENIOR POLITICAL OFFICIALS. NOTWITHSTANDING OTHERWISE APPLICABLE PAY STATUTES AND REGULATIONS, PAY MAY BE SET AND ADJUSTED ONLY IN ACCORDANCE WITH APPLICABLE PROVISIONS OF THE PAY FREEZE STATUTE. TENURE AS USED FOR 5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. CREDITABLE MILITARY SERVICE: 0000 PREVIOUS RETIREMENT COVERAGE: NEVER COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE, OR FERS-FRAE. UPON APPOINTMENT TO THIS POSITION, APPOINTEE RECEIVED AND SIGNED THE ETHICS PLEDGE. MEMBER RECEIVED FINANCIAL DISCLOSURE MEMORANDUM AND SF-278 WHICH IS TO BE COMPLETED AND RETURN WITHIN 30 DAYS OF APPOINTMENT											
46. Employing Department or Agency					50. Signature/Authentication and Title of Approving Official						
OPM					ELECTRONICALLY SIGNED BY:						
47. Agency Code		48. Personnel Office ID		49. Approval Date		CARMEN GARCIA-WHITESIDE					
OM00		1000		01/27/2025		CHIEF HUMAN CAPITAL OFFICER AND DIRECTOR OF OPM HR					

**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) OPM-8				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 01/20/2025	
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>				
5-A. Code 146		5-B. Nature of Action SES NONCAREER APPT			6-A. Code		6-B. Nature of Action		
5-C. Code V4L		5-D. Legal Authority 5 U.S.C. 3394(A).			6-C. Code		6-D. Legal Authority		
5-E. Code AWM		5-F. Legal Authority OPM MEMO DTD 1-20-2025			6-E. Code		6-F. Legal Authority		
7. FROM: Position Title and Number					15. TO: Position Title and Number SENIOR ADVISOR TO THE DIRECTOR PD: 6A37370				
8. Pay Plan		9. Occ. Code	10. Grade or Level		11. Step or Rate	12. Total Salary		13. Pay Basis	
ES		0301	00		00	\$195,200.00		PA	
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.
\$195,200.00		S0	\$195,200.00		S0		20C. Adj. Basic Pay		20D. Other Pay
							\$195,200.00		S0
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization				
					OPM OFC OF THE DIRECTOR  WASHINGTON DC				
<b>EMPLOYEE DATA</b>									
23. Veterans Preference				24. Tenure			25. Agency Use	26. Veterans Preference for RIF	
1	1 - None	3 - 10-Point Disability	5 - 10-Point Other	0	0 - None	2 - Conditional	MK	YES	X NO
	2 - 5 Point	4 - 10-Point Compensable	6 - 10-Point Compensable 30%	1	1 - Permanent	3 - Indefinite			
27. FEGLI				28. Annuitant Indicator			29. Pay Rate Determinant		
B0 [REDACTED]				9 NOT APPLICABLE			0		
30. Retirement Plan			31. Service Comp. Date (Leave)		32. Work Schedule		33. Part-Time Hours Per		
KF [REDACTED]			01/20/2025		F FULL TIME		Biweekly Pay Period		
<b>POSITION DATA</b>									
34. Position Occupied			35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status		
3	1 - Competitive Service	3 - SES General	E	E - Exempt	41AA0		8888		
	2 - Excepted Service	4 - NES Career Reserved	N - Nonexempt						
38. Duty Station Code			39. Duty Station (City - County - State or Overseas Location)						
11-0010-001			WASHINGTON DISTRICT OF COLUMBIA DC						
40. Agency Data		41.	42.		43.		44.		
10001			0000		33.94		CRITICAL-SENSITIVE (CS)/HIGH R		
45. Remarks									
<p>VETERAN PREFERENCE IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.          APPOINTMENT AFFIDAVIT EXECUTED 01-20-2025.          EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C).          THE EMPLOYEE OCCUPIES A POSITION SUBJECT TO THE PAY FREEZE FOR CERTAIN SENIOR POLITICAL OFFICIALS.          NOTWITHSTANDING OTHERWISE APPLICABLE PAY STATUTES AND REGULATIONS, PAY MAY BE SET AND ADJUSTED ONLY IN ACCORDANCE WITH APPLICABLE PROVISIONS OF THE PAY FREEZE STATUTE.          TENURE AS USED FOR 5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.          CREDITABLE MILITARY SERVICE: 0000          PREVIOUS RETIREMENT COVERAGE: NEVER COVERED          EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE, OR FERS-FRAE.          UPON APPOINTMENT TO THIS POSITION, APPOINTEE RECEIVED AND SIGNED THE ETHICS PLEDGE. MEMBER RECEIVED FINANCIAL DISCLOSURE MEMORANDUM AND SF-278 WHICH IS TO BE COMPLETED AND RETURN WITHIN 30 DAYS OF APPOINTMENT</p>									
46. Employing Department or Agency					50. Signature/Authentication and Title of Approving Official				
OPM					ELECTRONICALLY SIGNED BY:				
47. Agency Code		48. Personnel Office ID	49. Approval Date		CARMEN GARCIA-WHITESIDE				
OM00		1000	01/27/2025		CHIEF HUMAN CAPITAL OFFICER AND DIRECTOR OF OPM HR				

# APPOINTMENT AFFIDAVITS

Senior Advisor to the Director  
\_\_\_\_\_  
(Position to which Appointed)

01/20/2025  
\_\_\_\_\_  
(Date Appointed)

Office of Personnel Management  
\_\_\_\_\_  
(Department or Agency)

Office of the Director  
\_\_\_\_\_  
(Bureau or Division)

Washington, DC, United States  
\_\_\_\_\_  
(Place of Employment)

I, OPM-8, do solemnly swear (or affirm) that--

## A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

## B. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof.

## C. AFFIDAVIT AS TO THE PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment.

OPM-8

\_\_\_\_\_  
(Signature of Appointee)

Subscribed and sworn (or affirmed) before me this 20 day of January, 2025

at Washington  
\_\_\_\_\_  
(City)

DC  
\_\_\_\_\_  
(State)

[Signature]  
\_\_\_\_\_  
(Signature of Officer)

(SEAL)

Commission expires \_\_\_\_\_  
(If by a Notary Public, the date of his/her Commission should be shown)

Acting Director  
\_\_\_\_\_  
(Title)

Note - If the appointee objects to the form of the oath on religious grounds, certain modifications may be permitted pursuant to the Religious Freedom Restoration Act. Please contact your agency's legal counsel for advice.



Privacy Impact Assessment for  
Government-Wide Email System (GWES)

February 28, 2025

**Contact Point**

Riccardo Biasini  
Senior Advisor to the Director  
Office of the Director

**Reviewing Official**

Greg Hogan  
Chief Information Officer



## Legal Requirements for Privacy Impact Assessment

Longstanding Office of Management and Budget (OMB) and Office of Personnel Management (OPM) guidance explains that Privacy Impact Assessments (PIAs) are not required for IT systems or projects that collect, maintain, or disseminate information solely about federal government employees. For example, the OMB guidance states that “[n]o PIA is required . . . for government-run websites, IT systems or collections of information to the extent that they do not collect or maintain information in identifiable form about members of the general public.” M-03-22, OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002, Attachment A(II)(B)(3) (Sept. 26, 2003); *see also id.* Attachment A(II)(B)(1) (“The E-Government Act requires agencies to conduct a PIA before: 1. developing or procuring IT systems or projects that collect, maintain or disseminate information in identifiable form from or about members of the public, or 2. initiating, consistent with the Paperwork Reduction Act, a new electronic collection of information in identifiable form for 10 or more persons (excluding agencies, instrumentalities or employees of the federal government).”); OPM Privacy Impact Assessment (PIA) Guide, at 2 (Apr. 22, 2010) (stating that a PIA is required for “an IT system or project that collects, maintains, or disseminates information in identifiable form from or about members of the public”); *id.* at 3.

The Government-Wide Email System (GWES) collects, maintains, and disseminates information about federal government employees. Therefore, no PIA is required. OPM has nevertheless chosen to conduct this PIA in its discretion.

## Abstract

OPM has a variety of personnel management functions, including executing, administering, and enforcing the civil service system. In order to carry out these duties, OPM internally developed the GWES to enable widespread,



rapid email communication with federal government employees. The GWES is designed to maintain the names and government email addresses of federal government employees, as well as emails sent from the system and responses to those emails.

## Overview

To execute its authorized role with respect to personnel matters and fulfill its duty to enforce the civil service laws, OPM has developed a system to send government-wide emails to federal government employees and receive responses. This system increases efficiency and transparency by allowing fast and widespread communication with the federal workforce OPM has been tasked with overseeing.

The GWES system operates entirely on government computers and in Microsoft applications procured in the normal course. OPM uses this system to communicate with federal employees, in a capacity within its statutory authority. The GWES is designed to collect, maintain, and use the (1) names of federal employees, (2) their government email addresses, and (3) email messages and responses, which may include additional information about the employee provided by that employee. The GWES blocks responses from emails that do not have government domains.

The information in the GWES is accessible by a limited number of individuals within OPM who have a need for the information in the performance of their duties, overseen by the Chief Information Officer.

The GWES is built largely upon employee email contact information found in the Enterprise Human Resources Integration (EHRI) and Official Personnel Folder (OPF) record systems. Additional email contact data is collected from the employing agencies of federal workers. OPM applies filters to these various sources to remove erroneous domains before emails are sent. The GWES is subject to existing and approved OPM security plans and the data is



stored in secure Microsoft applications and on government computers requiring PIV access.

## **Section 1.0. Authorities and Other Requirements**

### **1.1. What specific legal authorities and/or agreements permit and define the collection of information by the project in question?**

The President may delegate "authority for personnel management functions" to the Director of OPM. 5 U.S.C. § 1104(a)(1). OPM has been delegated authority to "exercise and provide leadership in personnel matters," among other functions. Executive Order 9830 § 01.2(b). The Director also has the duty to "execut[e], administer[], and enforce[e] ... the civil service rules and regulations of the President and the Office and the laws governing the civil service." 5 U.S.C. § 1103(a)(5). Other relevant authorities include: 5 U.S.C. §§ 301, 2951, 3301, 4302, 6504, 8347, and 8461. These authorities permit OPM to maintain and request information regarding federal employees. The President may also, from time to time, direct OPM to collect information or communicate with the federal workforce on particular subject matters.

### **1.2. What Privacy Act System of Records Notice(s) (SORN(s)) apply to the information?**

Email systems are not generally subject to the Privacy Act of 1974. However, to the extent the GWES contain records subject to the Privacy Act, or information stored on secure government computers, the information in this system is covered by various OPM SORNs, including but not limited to OPM GOVT-1, GOVT-2, Central-21, and Internal-21 SORNs.

### **1.3. Has a system security plan been completed for the information system(s) supporting the project?**

The GWES is located within Microsoft applications and on secure government computers. These Microsoft Applications have been granted an Authorization to Operate (ATO) that includes an approved system security plan. The



government computers storing the data are subject to standard security requirements, including limited PIV access.

#### **1.4. Does a records retention schedule approved by the National Archives and Records Administration (NARA) exist?**

Depending on the nature and type of record within the GWES, various NARA-approved records schedules may apply. Item 040 (DAA-GRS-2017-0007-0004) covers any eOPF records and item 080 (DAA-GRS2017-0007-0012) covers other personnel contact information. Email records are governed by GRS 6.1, Capstone E-mail Retention.

#### **1.5. If the information is covered by the Paperwork Reduction Act (PRA), provide the OMB Control number and the agency number for the collection. If there are multiple forms, include a list in an appendix.**

Information contained in the GWES is not subject to the PRA because it is not collected from the public.

## **Section 2.0. Characterization of the Information**

### **2.1. Identify the information the project collects, uses, disseminates, or maintains.**

The GWES is designed to collect, maintain, and use the names and government email addresses of federal government employees. The GWES also maintains emails sent to those addresses, and collects and maintains responses to those emails. Specifically, the GWES contains the following:

- **Employee Contact Data:** The GWES is designed to collect, maintain, and use the names and government email addresses of federal government employees. Other identifying information is not used.
- **Employee Response Data:** After an email is sent using Employee Contact Data, the GWES stores that email and may collect and maintain responses. In some circumstances, responses may also be



sent directly to or redistributed to employing agencies or other agencies consistent with applicable restrictions on the particular data at issue and using authorized means of transmission.

## **2.2. What are the sources of the information and how is the information collected for the project?**

The Employee Contact Data is compiled using the EHRI and OPF record systems. Additionally, some email contact data is collected from the employing agencies of federal workers. The system applies filters to remove erroneous domains before emails are sent.

The Employee Response Data is sent by federal government employees to OPM by email.

## **2.3. Does the project use information from commercial sources or publicly available data? If so, explain why and how this information is used.**

No, although many names and email addresses of federal government employees are publicly available.

## **2.4. Discuss how accuracy of the data is ensured.**

The Employee Contact Data comes from the EHRI and OPF systems, which are subject to their own accuracy measures as outlined in their respective PIAs, as well as directly from the employing agencies.

The Employee Response Data comes directly from employees through their secure government email addresses. OPM anticipates that the responses will cover information within employees' personal knowledge or information provided to them in the course of their official duties.

## **2.5. Privacy Impact Analysis: Related to Characterization of the Information**

**Privacy Risk:** There is a risk that erroneous email addresses have been collected.



**Mitigation:** This risk has been mitigated by compiling the Employee Contact Data through the EHRI and OPF systems, and directly from the employing agencies. The GWES uses email addresses with government domains and uses a filtering mechanism to remove contact data erroneously captured before emails are sent.

**Privacy Risk:** There is a risk that the Employee Response Data will be erroneous.

**Mitigation:** Because OPM uses the GWES to send emails to employees' official government email addresses, OPM has a high degree of confidence that the Employee Response Data will represent actual employee responses. Additionally, employees have the ability to correct any erroneous responses by working with the human capital officer or manager in their employing agency.

## **Section 3.0. Uses of the Information**

### **3.1. Describe how and why the project uses the information.**

The GWES enables OPM to communicate directly and quickly with federal government employees and help OPM fulfill its statutory and delegated duties to lead and oversee personnel management functions in the federal workforce. OPM may also further communicate employee responses to employing agencies to facilitate those agencies' own personnel management, or other agencies as appropriate to facilitate government-wide workforce initiatives.

### **3.2. Does the project use technology to conduct electronic searches, queries, or analyses in an electronic database to discover or locate a predictive pattern or an anomaly? If so, state how OPM plans to use such results.**

OPM employees programmatically evaluate responses to verify the quality of the system and analyze the substance of the Employee Response Data. OPM



anticipates enhancing and refining its response analyses over time. OPM may also query specific responses or emails to evaluate them as needed. Responses may be used to assist in making personnel decisions and to inform broader workplace initiatives.

### **3.3. Are there other programs or offices with assigned roles and responsibilities within the system?**

No.

### **3.4. Privacy Impact Analysis: Related to the Uses of Information**

**Privacy Risk:** There is a risk that the GWES information may be accessed by unauthorized users or by authorized users for an unauthorized purpose.

**Mitigation:** This risk is mitigated by restricting disclosure to a limited number of individuals who have a need to know the GWES information. The data is stored in secure Microsoft applications, and on secure government computers requiring a PIV card to access.

## **Section 4.0. Notice**

### **4.1. How does the project provide individuals notice prior to the collection of information? If notice is not provided, explain why not.**

The names and government email addresses of federal government employees are already housed in OPM systems or provided by employing agencies and, in any event, do not contain substantive information about employees. As a result, there is no reason to provide advance notice for the collection of Employee Contact Data. Employees are provided notice of collection of the Employee Response Data in the emails disseminated using the GWES. Employees provide the data themselves in response to the email. This PIA also serves as a public resource explaining the purpose of the GWES, applicable SORNs, and other privacy-related information.



#### **4.2. What opportunities are available for individuals to consent to uses, decline to provide information, or opt out of the project?**

Individual federal government employees can decline to provide information by not responding to the email. The consequences for failure to provide the requested information will vary depending on the particular email at issue.

#### **4.3. Privacy Impact Analysis: Related to Notice**

**Privacy Risk:** There is a risk that individuals will not know their information is being collected, maintained, and distributed through the GWES.

**Mitigation:** This risk is mitigated by the publication of this PIA and through various statements provided to government employees explaining the information collection at issue.

### **Section 5.0. Data Retention by the Project**

#### **5.1. Explain how long and for what reason the information is retained.**

The records in the GWES are maintained according to the retention schedules identified in Section 1.4.

#### **5.2. Privacy Impact Analysis: Related to Retention**

**Privacy Risk:** There is a risk that the GWES information will be retained for longer than is necessary.

**Mitigation:** The risk is mitigated because OPM can delete all the GWES information, consistent with applicable retention schedules.



## **Section 6.0. Information Sharing**

### **6.1. Is information shared outside of OPM as part of the normal agency operations? If so, identify the organization(s) and how the information is accessed and how it is to be used.**

OPM anticipates regularly sharing GWES information relating to particular employees with their employing agency. In certain situations, data may also be shared with other agencies. Any data sharing will be undertaken consistent with applicable laws and policies, including pursuant to routine uses of applicable SORNs or employee consent. Data will be shared via authorized systems hosted either by OPM or the receiving agency.

### **6.2. Describe how the external sharing noted in 6.1 is compatible with the SORN noted in 1.2.**

To the extent that GWES information is shared outside of OPM, it is shared consistent with applicable provisions of the Privacy Act, including through the routine uses of pertinent SORNs. The principal personnel SORN, GOVT-1, is owned by OPM but information may be accessed by employing agencies as needed.

### **6.3. Does the project place limitations on re-dissemination?**

Government agencies that receive GWES information are generally subject to both the government-wide SORNs referenced in Section 1.2 as well as their own SORNs. Their use or disclosure of the information may occur only as consistent with applicable legal limitations.

### **6.4. Describe how the project maintains a record of any disclosures outside of OPM.**

OPM keeps a record of distributions to the employing agencies in Microsoft applications. All actions taken by a user in Microsoft systems are logged, monitored, and accessed by those with a need to know for the performance of their official duties.



## **6.5. Privacy Impact Analysis: Related to Information Sharing**

**Privacy Risk:** There is a risk that GWES information will be shared outside of OPM without authorization.

**Mitigation:** This risk is mitigated by limiting access to the GWES and disseminating GWES information only as consistent with relevant SORNs or as otherwise permitted by applicable law.

## **Section 7.0. Redress**

### **7.1. What are the procedures that allow individuals to access their information?**

The federal government employees in the GWES have access to their own individual information. Employees will have a copy of any email that is sent, as well as their response. In addition, access procedures are outlined in each relevant SORN referenced in 1.2.

### **7.2. What procedures are in place to allow the subject individual to correct inaccurate or erroneous information?**

If the Employee Response Data is erroneous, any federal government employee covered by the GWES may inform the human capital officer or a manager in their employing agency, who can work with the employee and OPM as necessary to correct the problem.

### **7.3. How does the project notify individuals about the procedures for correcting their information?**

Emails sent through the GWES, or related guidance disseminated through agency human capital officers or managers, may inform individual federal employees of the procedures for correcting erroneous information through their employing agency. Also, employees may follow the publicly accessible access and amendment procedures outlined in the relevant SORNs referenced in 1.2.



#### **7.4. Privacy Impact Analysis: Related to Redress**

**Privacy Risk:** There is a risk that federal government employees will not have information regarding how to amend erroneous information.

**Mitigation:** Lodging the primary corrective mechanism in the human capital officer or manager at the employing agency gives each employee intuitive and easy access to the corrective mechanism. Also, each SORN has clear access and amendment procedures that employees may follow.

### **Section 8.0. Auditing and Accountability**

#### **8.1. How does the project ensure that the information is used in accordance with stated practices in the PIA?**

GWES information is captured by OPM's auditing tools and retained in an auditing archive. The Office of the Chief Information Security Officer reviews for suspicious or unusual activity and suspected violations, and appropriate action is taken as necessary.

#### **8.2. Describe what privacy training is provided to users either generally or specifically relevant to the project.**

OPM employees are required to take IT Security and Privacy Awareness training on an annual basis, and agree to OPM's Rules of Behavior before accessing the system.

#### **8.3. What procedures are in place to determine which users may access the information and how does the project determine who has access?**

Only a limited number of OPM employees with a need to know will have access to the full extent of the GWES data. No employee has access unless specifically authorized by the system owner and the authorizing official. Data sharing outside OPM is permitted only insofar as consistent with applicable law and as described above.



**8.4. How does the project review and approve information sharing agreements, MOUs, new uses of the information, and new access to the system by organizations within OPM and outside?**

Any changes in GWES access, uses, sharing agreements, or Memoranda of Understanding (MOUs) would need to be reviewed and approved by the system owner in coordination with the Office of the Chief Information Officer, as consistent with applicable law.

**Responsible Officials**

Office of the Chief Information Officer

Office of the Director

**Approval Signature**

*Signed copy on file with the Chief Information Officer*

Greg Hogan  
Chief Information Officer