

Message

**From:** Levin, Tyler S. EOP/WHO [Ex. 6]  
**Sent:** 2/21/2018 3:27:10 PM  
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**Subject:** SES/SKC Placement Tracker  
**Attachments:** NC-SES\_SKC Placement Tracker TEMPLATE.XLSX

Good morning,

PPO has implemented a tracking system for NC-SES and SKC political appointees. See the template attached.

Please fill in the chart with your agency's political appointees who are currently placed (not prior ones who are no longer with your agency).

**Complete and return before COB tomorrow.**

Chart values:

- Last name – self-explanatory
- First name – self-explanatory
- Title – official position title
- Position number – “position number” found on the appointee’s 1652 or 1019 (if your agency uses 1652s and 1019s)
- Status (select from drop-down list) –
  - **Announced** - approved by PPO, awaiting appointment date.
  - **Appointed** - begun duties and officially started
  - **Reappointment** - different title and/or pay, OPM number stayed the same
  - **Gone** - appointee is no longer with agency
  - **Dropped** – approved by PPO, will never/never on-boarded
- Type (select from drop-down list) – NC-SES or SKC
- EOD – Enter on Duty date
- Vacate date – their last working day (“N/A” for appointees who aren’t leaving)

If an appointee’s status has changed, please keep them in the tracker, but update their status and add their vacate date, if necessary.

**Going forward, please update your agency’s tracker weekly and return to me every Friday, even if there are no changes.**

Happy to answer any questions you may have.

Thanks,

Tyler S. Levin  
Office of Presidential Personnel  
Executive Office of the President

**Ex. 6** (no text)