

AGENCY PMF COORDINATOR DESIGNATION TEMPLATE

I. BACKGROUND:

A. In accordance with the Pathways Programs regulations (5 CFR 362), a Federal Agency interested in participating in any of the Pathways Programs must enter into a Memorandum of Understanding (MOU) with OPM. The regulations (§ 362.104) defines the requirements for the MOU and includes a provision for those agencies participating in the PMF Program to designate an Agency PMF Coordinator representing the entire agency or next major component down (e.g., agency / sub-agency).

B. The PMF Program Office created this template as an agency resource in submitting their initial or updated designation of an Agency PMF Coordinator.

C. Establishing a user account for a Coordinator will enable him/her to access the PMF Program's on-line systems (such as: PMF TAS (Talent Acquisition System), query reports, post opportunities, record PMF appointments, etc.).

II. COORDINATOR ROLES AND RESPONSIBILITIES:

A. The Pathways regulations (§362.104(c)(8) and §362.401 CFR 5) identifies the overarching roles and responsibilities of the Agency PMF Coordinator.

B. Additional responsibilities are listed on the PMF website (under the [Agencies\Agency Responsibilities](#) section). Other roles and responsibilities may be dictated by the agency itself.

III. INSTRUCTIONS:

A. This document is strictly for initial or updated designations of an Agency PMF Coordinator for an agency/sub-agency. A separate template is available for the designation of Agency HR Recruiter or Agency User for the PMF TAS (Talent Acquisition System). Both templates are available under the [Agencies\Resources](#) section on the PMF website.

B. These instructions pertain to the template on the last page. Send any questions to pmf@opm.gov.

1. Use the template to copy onto your Agency's letterhead; you may need to adjust text and margins accordingly, or you may forward the information to the appropriate agency official to send us an email at pmf@opm.gov.

2. Fill out the template and have the appropriate Agency Official sign (e.g., Pathways Programs Officer (PPO), HR Director, Chief Human Capital Officer (CHCO), or Executive Resources Board (ERB) Chairperson). We recommend the PPO be copied or signs off on the request in order for him/her to be kept informed.

3. Then either email the completed and signed template to pmf@opm.gov or fax to 202-606-3040.

C. Upon receipt, the PMF Program Office will create a Coordinator User Account and notify the Coordinator. This process can take a couple of business days to adjust throughout our systems and database.

NOTE: Any User Account will be disabled after 6-months of inactivity. Contact the PMF Program Office to restore.

[AGENCY LETTERHEAD]

U.S. Office of Personnel Management
Presidential Management Fellows (PMF) Program
1900 E St, NW, Room 6500
Washington, DC 20007

mm/dd/yyyy

Email: pmf@opm.gov, Fax: 202-606-3040

Dear PMF Program Office:

This letter serves as a request to designate an Agency PMF Coordinator, as outlined below:

<input checked="" type="checkbox"/>	Action (select one):
	Designate the primary agency representative to serve as our Agency PMF Coordinator, per 5 CFR 362.104 (COMPLETE SECTION 1). A sub-agency is limited to one Coordinator.
	Designate the secondary agency representative to serve as our Agency PMF Coordinator (COMPLETE SECTION 1). An agency (at the headquarters level) may have up to two Coordinators.
	Replace previous Agency PMF Coordinator. This action will move all current PMF records to the new Coordinator. (COMPLETE SECTIONS 1 AND 2)

As a result of this designation, we will ensure this Agency PMF Coordinator is:

- A government employee, and we affirm current PMFs are ineligible to serve in this capacity,
- Aware of all roles and responsibilities outlined in 5 CFR 362 and on the PMF website,
- Granted a unique User ID and Password to access PMF Program's on-line systems, and
- Reflected in the updated MOU and will notify all current agency PMFs.

SECTION 1 (new Agency PMF Coordinator):

Agency				
Sub-Agency				
Coordinator Level:	<input type="checkbox"/>	Primary	<input type="checkbox"/>	Secondary
Name				
Work Mailing Address				
Phone Number				
Work Fax Number				
Work Email				
IP Address*				

SECTION 2 (replaces Agency PMF Coordinator):

Agency	
Sub-Agency	
Name	
Phone Number	
Work Email	

* To ensure access to the PMF TAS (Talent Acquisition System) and on-line systems, consult your IT department to identify the agency's forward-facing IP address range(s), and forward to the PMF Program Office.

Please contact our Agency's Pathways Programs Officer with any questions.

Sincerely,

[Name of Agency Official]
[Title of Agency Official]

cc: [First and Last Name], Pathways Programs Officer