

Presidential Management Fellows (PMF) Program Appointment Eligibility Extension Request Form

PRIVACY ACT STATEMENT:

Authority: The Presidential Management Fellows (PMF) Program, part of the Pathways Programs, is administered by the U.S. Office of Personnel Management (OPM) and recruits eligible individuals to be selected as Finalists annually. As stated in 5 CFR 362.404(a)(3), OPM will establish an eligibility period during which participating Federal agencies may appoint Finalists as Fellows. The appointment eligibility period consists of 12 months from the date Finalists are announced. Finalists are then eligible for appointments as PMFs/Fellows. A participating Federal agency may appoint a Finalist to a 2-year excepted service appointment under the Schedule D Hiring Authority. A participating Federal agency is defined in 5 CFR 362; agencies who are completely in the excepted service may participate via a separate Memorandum of Agreement.

Purpose: This form is used by participating Federal agencies to formally request an appointment eligibility extension for a Finalist who (1) has been made a tentative PMF appointment offer **AND** accepted the offer, but cannot onboard as a PMF by the applicable appointment eligibility deadline, or (2) to a Finalist who applied for an advertised PMF appointment opportunity and the agency has not conducted interviews or made tentative job offers prior to the appointment eligibility period deadline. Such a request must come from the participating agency's designated Agency PMF Coordinator and submitted to the PMF Program Office at OPM. If an additional extension is needed, then the agency must submit an additional request prior to the expiration of the previous extension. This form can also be used to submit updates (e.g., for an additional extension or for a cancellation).

Routine Uses: This form is to be used to request an appointment eligibility extension, an additional extension, or a cancellation.

Disclosure: Use of this form and furnishing this information is the preferred method for participating Federal agencies to submit a request. It is important to note how this request should **ONLY** be submitted once an official PMF appointment offer has been made to **AND** accepted by the Finalist. Only one approved extension is allowed per Finalist. Recording the acceptance or onboarding of Finalists' appointment in the PMF TMS will change the status of the Finalist to Fellow. Once a status change occurs, the Finalist will no longer have access to search for appointment opportunities. The PMF Program Office and Agency PMF Coordinator must be informed of any such pending appointments and changes to the tentative appointment offer. The Agency PMF Coordinator making the request is responsible for keeping the Finalist informed of the outcome of the initial request and any changes thereafter.

INSTRUCTIONS:

Agency PMF Coordinator: If a participating Federal agency has made a PMF appointment offer to a Finalist **AND** the Finalist has accepted, but the agency cannot onboard by the appointment eligibility deadline, then use this form to submit a request for an appointment eligibility extension. If a Finalist applied to a PMF appointment opportunity and the agency has not conducted interviews or made tentative appointment offers by the appointment eligibility deadline, the Agency PMF Coordinator may use this form to request an appointment eligibility extension. The most common justification is additional time for completion of a background investigation. If approved, the request is only valid for the Finalist referenced and for the agency making the request. If a previously approved extension needs to be extended, the Agency PMF Coordinator must submit a separate request with appropriate justification. If the appointment offer is rescinded for any reason, the agency must submit cancellation as provided below and inform the impacted Finalist. Submit requests via email to pmf@opm.gov with the subject line stating "Appointment Eligibility Extension for [Finalist's First and Last Name]".

If the appointment offer is rescinded for any reason and the applicable appointment eligibility deadline has passed, the impacted Finalist will lose eligibility. Once an established Entry on Duty (EOD) start date is known, the Agency PMF Coordinator must update the appointment information in the PMF TMS (Talent Management System).

PMF Program Office: Upon receipt, the PMF Program Office will review for applicability. The requesting agency will be sent an email upon a decision. If approved, the PMF Program Office will record the extension in the PMF TMS and send a confirmation email to the requesting agency. The Finalist will be recorded as pending a PMF appointment in the PMF TMS under the agency/sub-agency making the request and show an Entry on Duty (EOD) start date of "12/31/20xx" as a placeholder.

Date of Request (mm/dd/yyyy):		Reason (Check One):		Initial Request		Update		Cancellation
Finalist's Name (First, MI, Last):						Finalist's Class Year (yyyy):		
Full Agency Name (Headquarters), Sub-Agency, and Hosting Organization:								
PMF Appointment Opportunity Announcement Number (associated to tentative PMF appointment offer):								
Estimated Entry on Duty (EOD) Start Date (mm/dd/yyyy): NOTE: If approved, the Finalist will be recorded as a pending appointment with a date of "12/31/20xx" to serve as a placeholder by the PMF Program Office in the PMF TMS.								
Estimated Pay Schedule and Grade Level Upon Initial Appointment (e.g., GS-9, 11, 12, or equivalent):						Job Series of Position (e.g., 0343):		
Position Title (e.g., Program Analyst):						Target Grade Level of Position (e.g., GS-13 or equivalent):		
Agency PMF Coordinator's Name, Work Email Address, and Phone Number:								
Justification for Request (e.g., pending a background investigation) or Comments:								

PMF PROGRAM OFFICE USE ONLY: Date and initial each below.			
PMFPO Recorded:		Approved Through:	
			PMFPO Reconciled: