

## Presidential Management Fellows (PMF) Program Appointment Intake Form

**PRIVACY ACT STATEMENT:**

**Authority:** The Pathways Programs regulations (5 CFR 362.103) authorizes participating Federal agencies to make a PMF appointment to a position defined in 5 CFR 213.3402, for a 2-year fellowship in the excepted service.

**Purpose:** This PMF Appointment Intake Form is used to collect appointment information (including acceptance of a tentative PMF appointment offer) of a Finalist or Fellow, and submit to the Agency PMF Coordinator and PMF Program Office, including any updates to the initial appointment or a reappointment. Upon recording a Finalist's initial appointment, his/her status changes to "Appointed". Once the Finalist onboards, he/she is a Fellow.

**Routine Uses:** The information will be used by the Agency PMF Coordinator and the PMF Program Office to process PMF appointments (e.g., initial appointment, reappointment, or updates) within their agency and record in the PMF Program's Talent Management System (PMF TMS). Upon recording a Finalist's initial appointment in the PMF TMS, the system will send an automated congratulatory email to the Finalist, future Supervisor (if contact information was recorded), and the Agency PMF Coordinator.

**Disclosure:** Use of this form and furnishing this information is optional; however, it is designed to ensure accurate information is collected and recorded. Agencies may use alternative formats. Reappointments must be initiated by the losing and gaining Agency PMF Coordinators within the PMF TMS. Fellows reappointing should still fill out this form to notify the PMF Program Office and the gaining Agency PMF Coordinator.

**INSTRUCTIONS:**

**Fellows:** A newly appointed Finalist or reappointed Fellow may obtain this form from the "Resources" webpage on the PMF website at [www.pmf.gov](http://www.pmf.gov). Upon accepting or starting an initial PMF appointment, the Finalist should fill out this form and submit a copy to their Agency PMF Coordinator **and** to the PMF Program Office at [pmfapplication@opm.gov](mailto:pmfapplication@opm.gov). If a reappointment, the Fellow should fill out the fields based on the new position/agency and identify the effective date in the "Actual Start Date Field", then submit a copy to their Agency PMF Coordinator to process. A list of Agency PMF Coordinators can be found on the PMF website. See the Frequently Asked Questions (FAQs) on the PMF website for additional information about reappointments.

**Agency PMF Coordinator:** Upon receipt, record appointment information within your agency's human resources system and log into the PMF TMS to record the appointment, reappointment, or update. The PMF Program Office may have initially recorded the appointment information; however, you should ensure all such information is accurate. Once the appointment is recorded, ensure other program requirements are followed (e.g., signed Participant Agreement, creation of an Individual Development Plan, issuance of Performance Standards, assignment of a Mentor, and reimbursement of one-time PMF placement fee). If sent to the PMF Program Office, staff may enter the appointment information on behalf of the Agency PMF Coordinator.

<b>Reason</b> (select one):	Initial Appointment	Update	Reappointment	Other:	
<b>Name</b> (first and last):				<b>Class Year</b> (yyyy):	
<b>PMF Appointment Opportunity Announcement Number</b> (this is needed to associate your "initial" appointment to an announcement and not applicable for reappointments):					
<b>Full Agency/Sub-Agency Name:</b>					
<b>Hosting Organization Name</b> (if applicable):					
<b>Acceptance Date</b> (enter the date the Finalist <b>accepted</b> the agency's PMF appointment offer for the <i>initial</i> appointment; mm/dd/yyyy):					
<b>Target Entry on Duty (EOD) Start Date</b> (if "actual" date is unknown; "TBD"; or, skip if unknown):			<b>Actual Entry on Duty (EOD) Start Date</b> (skip if unknown; mm/dd/yyyy):		
<b>Pay Schedule and Grade Level Upon Initial Appointment</b> (e.g., GS-9, 11, 12; use the equivalent to the General Schedule):			<b>Job Series of Position</b> (e.g., 0343):		
<b>Position Title</b> (e.g., Program Analyst):		<b>Target Grade Level of Position</b> (e.g., GS-13):			
<b>*PMF's Work Email Address:</b>		<b>*PMF's Work Phone Number</b> (###-###-####):			
<b>*PMF Supervisor's Name</b> (first and last):		<b>*PMF Supervisor's Phone Number</b> (###-###-####):			
<b>*PMF Supervisor's Work Email Address:</b>		<b>PMF's Work Duty Location</b> (City, State AND Zip Code):			
<b>How this position was recruited</b> (e.g., Agency Contacted Finalist, Agency Recruitment Event, Finalist Contacted Agency, PMF Hiring Fair, Recommendation, Social Media, Word of Mouth, or Other):					
<b>Comments</b> (if any):					

\* A "Fellow" may view their current appointment information and update these data fields via their user account on the Apply Site of the PMF TMS.