

**INTRODUCTION:** This guidance covers the topic of “movement between agencies” (commonly referred to as “reappointment”); when a PMF moves from one position/agency to another during their fellowship. If the PMF moves to a position to an entirely new agency (e.g., from the U.S. Department of Homeland Security (DHS) to the U.S. Office of Personnel Management (OPM)), it would be processed as a *transfer*; as long as there is no break in service. If the PMF moves to a position within their agency/sub-agency (e.g., from DHS\Customs and Border Protection to DHS\Citizenship and Immigration Services), it would be processed as a *reassignment*. A reappointment is not a guarantee and timing is critical.

A PMF’s fellowship consists of 2-years of full-time, consecutive service. During a PMF’s fellowship, he/she may reappoint to a different PMF position/agency. Finding such reappointment opportunities are the responsibility of the PMF. The PMF Program Office discourages reappointments. When a PMF and an agency begin the fellowship period together, the agency has and continues to invest in the Fellow and their training and development with the goal to continue their growth and development in their agency at the end of the fellowship. The PMF TMS (Talent Management System) is designed to assist Finalists in obtaining their *initial* appointment via appointment opportunities; the PMF TMS does not provide a means for soliciting PMF positions for reappointments. The need for a reappointment may be an option for those agencies unable to convert their PMF into a term or permanent position, due to budget constraints or changes in missions, reorganizations, freezes, etc., and should always be seen as a last resort before leaving the PMF Program.

Reappointing is an option available to PMFs and agencies when the PMF’s current agency may not be able to certify and convert their PMF to a term or permanent position at the conclusion of the fellowship. It may or may not be necessary to extend the PMF’s fellowship to accommodate the reappointment and provide sufficient time for the gaining agency to certify and convert the PMF. **Per 5 CFR §362.405 and 409, a PMF may only convert at the agency that conducted a favorable certification.** For example, if the PMF’s current agency does not have a term or permanent position for the PMF to be converted into, it should *not* pursue certification if the PMF may be reappointing to a different position/agency. A PMF may not reappoint to another PMF position/agency if their current agency has completed the ERB certification process.

A Frequently Asked Question (FAQ) on this topic can be found under (1) the “Current PMFs/FAQs” webpage, FAQ# 12, at <https://www.pmf.gov/current-pmfs/faqs/#q12>, and (2) the “Agencies/FAQs” webpage, FAQ# 17, at <https://www.pmf.gov/agencies/faqs/#q17>.

**INSTRUCTIONS:** When a position is sought or available for a PMF to reappoint to, both the PMF and the agency must be aware of the following pros/cons and the procedures. The losing and gaining agencies must be in agreement. The following is divided by audience: Fellows, Agencies, and PMF and Agency.

## FELLOWS:

1. A PMF must meet the qualifications of the newer position.
  - a. The gaining agency may request the PMF to submit supporting documentation to confirm qualifications (e.g., updated resume, transcript, copy of an SF 50 (Personnel Action), past performance appraisals, current IDP (Individual Development Plan), etc.
2. The PMF cannot have a break in service (e.g., resign from their current position before starting their new position). There cannot be a break in service beyond 3 days (to cover any holiday weekend).
3. The PMF can only reappoint to a position that is equal to or less than the current position's grade level and target promotion level.
  - a. For example, if a PMF initially accepted a position at the GS-9/11/12 with a target position having a full promotion level (FPL) that only goes to the GS-12, then the PMF can only reappoint to a similar position. The PMF cannot reappoint to a different position with a higher grade level or full promotion level; this is because the PMF did not initially compete for such.
4. The PMF, in working with the gaining agency, would need to coordinate with their current agency's HR (Human Resources) Office, Supervisor, and Agency PMF Coordinator, to negotiate a release date to move to the newer position.
5. The newer position may have a need for a different background investigation/security clearance.
  - a. The Fellow should check with the gaining agency and adjust accordingly.
6. Follow the gaining agency's policies and procedures, including any additional requirements from the gaining agency (e.g., a second rotation).
  - a. Check with the gaining Agency PMF Coordinator on what their program requirements may consist of and their policies and procedures.
  - b. Some agencies restrict any reappointments when a PMF is close to finishing their fellowship at their current agency; check with the gaining Agency PMF Coordinator.
7. The PMF and gaining agency should review the timing of the reappointment for any potential impact on meeting work commitments, promotions/within grade increases, rotations, and certification.
8. The PMF and their new Supervisor and Agency PMF Coordinator must sign a new Pathways Programs Participant Agreement; this identifies the expectations and what the Fellow needs to accomplish for possible conversion at the end of their fellowship.
9. The PMF and gaining agency must account for program requirements for the newer position (e.g., place the PMF on a performance plan, assign a Mentor, create an IDP (Individual Development Plan), provide the PMF training and development, complete at least one 4-6 month developmental assignment (if applicable), etc.).
10. The PMF and gaining agency must evaluate the PMF's training and development requirements and adjust accordingly. The gaining agency may have additional requirements. For example:
  - a. If the PMF was initially appointed into a Budget Analyst position and all of their training and development was related to that position or their target position, but then reappoints to a Human Resources Specialist position, the PMF may need to re-start their training and development requirements based on their new position and adjust accordingly.

- b. If the PMF reappoints to a different position/agency as a result of their developmental assignment at their current agency, that rotation may not count as it was associated to the previous position/agency. The PMF would need to consult the Supervisor and Agency PMF Coordinator for the newer position to determine if the rotation counts.
11. The PMF should inform the Supervisor of the new position of any training and development the PMF is or soon will be enrolled (e.g., the PMF LDP (Leadership Development Program)).
    - a. Fellows enrolled in the PMF LDP must account for any impact in reappointing to a new PMF position (e.g., work contact information, any disruption to LDP events/activities, assignment to a team, coaching sessions, networking events, Challenge Project, etc.).
  12. The PMF should factor any impact on any existing recruitment incentive or service agreement associated to their current PMF position.
  13. The PMF may need to re-enter into any new agreements (e.g., Mentoring Agreement, PMF LDP Participant Agreement, etc.).
  14. When a reappointment occurs, the PMF should fill out the OPM Form 1306, PMF Appointment Intake Form, and submit to their new Agency PMF Coordinator and to the PMF Program Office to ensure the appointment information for the newer position/agency is recorded in the PMF TMS. The form includes instructions as a result of a reappointment. The form can be found under the “Current PMFs\Resources” section on the PMF website at <https://www.pmf.gov/current-pmfs/resources/>.

## **AGENCIES:**

1. In order for an agency to reappoint a PMF, it must meet the Pathways requirements.
  - a. Per 5 CFR §362.103 and 104, the gaining agency must have a valid Pathways MOU (Memorandum of Understanding) or a PMF MOA (Memorandum of Agreement).
    - i. Inquiries pertaining to a Pathways MOU can be directed to OPM’s Pathways Programs Office via email at [pathways@opm.gov](mailto:pathways@opm.gov).
      1. A Pathways MOU is typically used by agencies in the Executive Branch and competitive service.
    - ii. Inquiries pertaining to a PMF MOA can be directed to the PMF Program Office via email at [pmf@opm.gov](mailto:pmf@opm.gov).
      1. A PMF MOA is typically used by agencies in the excepted service and those in the Legislative or Judicial Branches.
  - b. When an agency participates in the PMF Program, it is required to designate an Agency PMF Coordinator. This is an agency employee who is responsible for managing their agency’s participation in the PMF Program. The Coordinator is also responsible for maintaining and recording status changes via the PMF Program’s TMS (Talent Management System).
    - i. A list of current Agency PMF Coordinators can be found here: <https://apply.pmf.gov/coordinators.aspx>.
    - ii. A list of Agency PMF Coordinator responsibilities can be found here: <https://www.pmf.gov/agencies/agency-responsibilities/agency-pmf-coordinator/>.
2. The gaining agency must ensure the PMF meets the qualifications of the newer position and cannot exceed the PMF’s current position’s grade level and target promotion level.

- a. Agencies can confirm this by going through their Agency PMF Coordinator to view the appointment opportunity announcement associated to the current PMF's appointment.
3. The PMF cannot have a break in service.
4. The losing Agency PMF Coordinator must initiate a reappointment in the PMF TMS. The gaining Agency PMF Coordinator must accept the reappointment in the PMF TMS.
  - a. The losing Agency PMF Coordinator will need to know the agency/sub-agency and the effective date of the reappointment in order to initiate in the PMF TMS.
  - b. The PMF TMS has built-in automated notification emails when a reappointment is initiated, accepted, or remains outstanding for the gaining agency to accept.
  - c. Initiating a reappointment by the losing Agency PMF Coordinator will immediately suspend the records in the Portal Site of the PMF TMS; meaning, he/she would no longer have access to the PMF's records.
  - d. Accepting a reappointment by the gaining Agency PMF Coordinator will immediately transfer the PMF's records to the gaining agency.
    - i. NOTE: In order for the gaining Agency PMF Coordinator to accept a reappointment, he/she must assemble the following data elements pertaining to the PMF's newer position:
      1. The hosting organization of the PMF. The PMF TMS initially tracks PMFs by agency/sub-agency levels only, but the Coordinator may record a third level known as the "Hosting Office".
      2. Start Date of the new appointment.
      3. Position Description Number (PD#) of the PMF's new position, if available.
      4. The new position's Pay Schedule and Grade Level.
        - a. The PMF can only reappoint to a position that is equal to or less than the current position's grade level and target promotion level.
          - i. For example, if a PMF initially accepted a position at the GS-9/11/12 with a target position having a full promotion level (FPL) that only goes to the GS-12, then the PMF can only reappoint to a similar position. The PMF cannot reappoint to a different position with a higher grade level or full promotion level; this is because the PMF did not initially compete for such.
      5. The Job Series and Occupational Group of the new position.
      6. The Position Title of the new position.
      7. The Promotion Potential of the new position; for the PMF's current position, not target position.
      8. The Job Series for the *target* position; this is specific to the target position the agency expects the PMF to convert into and is often the same as the PMF's current position Job Series.
      9. The Promotion Potential for the *target* position; this is specific to the target position the agency expects the PMF to convert into.
        - a. Note the previous instructions above regarding a PMF's current vs. target position not exceeding their initial appointment.

10. The PMF's work email address and phone number of the new position.
  11. The PMF's Supervisor contact information (e.g., name, work email address, and work phone number) for the new position.
  12. The PMF's Mentor contact information (e.g., name, work email address, and work phone number) for the new position, once known. Coordinators may skip this section and populate later.
  13. The Duty Location of the new position.
  14. Is there a recruitment incentive associated to the new position?
  15. What is the level of Background Investigation/Security Clearance for the new position?
  16. Any Comments specific to the reappointment or new position? For example, the gaining agency's intention to record a fellowship extension, the Coordinator's intention to update information later, etc.).
    - ii. The gaining Agency PMF Coordinator may edit the new appointment information at any time (e.g., if he/she does not have Mentor contact information readily available when accepting the reappointment).
5. Either agency may or may not need to extend the PMF's fellowship to accommodate the reappointment and provide sufficient time for the gaining agency to certify and convert the PMF.
    - a. The agency should review their Pathways MOU or PMF MOA for any specific policies regarding fellowship extensions.
    - b. If needed, the Agency PMF Coordinator would record a "fellowship extension" status change in the PMF TMS.
    - c. Some agencies have a policy to not accept reappointments close to a Fellow's 2-year anniversary date; the gaining Agency PMF Coordinator should review their policies.
  6. The PMF and gaining agency must complete a new Pathways Participant Agreement (as required per 5 CFR §362.106).
  7. The PMF and gaining agency must account for program requirements for the newer position (e.g., place the PMF on a performance plan, assign a Mentor, create an IDP (Individual Development Plan), provide the PMF training and development, complete at least one 4-6 month developmental assignment (if applicable), etc.).
  8. The PMF does not begin a new program period upon the reappointment because there is no break in service; time served under the previous appointment applies towards the completion of the program at the gaining agency.
  9. Per 5 CFR §362.406(d), if the reappointment occurs within the first 6 months of the Fellow's initial appointment, the original appointing agency may request reimbursement of one-quarter of the placement fee from the new appointing agency.
    - a. Submission of the one-time placement fee is owed by the initial appointing agency.
    - b. The PMF Program Office is not involved in any adjustment in the placement fee between the losing and gaining agencies regarding reappointments within the first 6 months.
    - c. A reappointment cannot be processed in the PMF TMS if the placement fee for the PMF's initial appointment remains outstanding; the losing agency would need to fulfill this financial obligation prior to a reappointment taking place.

- d. Fellows and their current Agency PMF Coordinator are able to view the Fellow's financial status in the PMF TMS.
10. Review the "Fellows" section above; especially in regards to program requirements based on the previous vs. new position.

**PMF AND AGENCY:**

1. Timing of a reappointment is critical. The PMF may be close to completing their fellowship.
2. The gaining agency must address the PMF's previous vs. outstanding program requirements.
3. The PMF should account for the transition to the new position and changes to their work contact information, which may impact their training and development.
  - a. For example, if the PMF is enrolled in the PMF LDP (Leadership Development Program), he/she should notify the PMF Program Office to adjust contact and registration information and any other impact to team assignments, coaching sessions, networking events, etc.

A reappointment has many steps and timing is important. Fellows and gaining agencies should familiarize themselves with the above guidance and prepare in advance as much as possible. There are Frequently Asked Questions (FAQs) covering the topic of reappointments under the "Current PMFs\FAQs" and "Agencies\FAQs" sections on the PMF website at [www.pmf.gov](http://www.pmf.gov).

Fellows should direct any questions to the gaining Agency PMF Coordinator. Agencies may submit inquiries to the PMF Program Office via email at [pmf@opm.gov](mailto:pmf@opm.gov).