

## 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 the U.S. Office of Personnel Management (OPM); otherwise, referred to as the Pathways MOU. 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.
- B. The PMF Program Office created this template as an agency resource in submitting a change in their Agency-wide PMF Coordinator(s). The agency's Pathways MOU will designate the initial Agency-wide PMF Coordinator. Using these instructions and template fulfills the need to inform the PMF Program Office when there is a change to the Agency-wide PMF Coordinator, versus a formal revision to the Pathways MOU.
- C. Once the Pathways MOU is signed and a representative identified as the Agency-wide PMF Coordinator, the PMF Program Office will establish a user account for the Coordinator, enabling him/her to access the PMF Program's Talent Management System (PMF TMS).
- D. In addition to the PMF Program Office staff, the PMF TMS allows for the following agency user levels:
1. Agency PMF Coordinator: This user has full access to search Finalists; post appointment, rotational, and training opportunities; record PMF appointments; change statuses of Finalists and Fellows; record program certification and conversion data; and, manage user accounts for their agency.
  2. Agency HR Staff: This user has access to search Finalists and post appointment, rotational, and training opportunities.
  3. Agency Hiring Official: This user has access to search and view Finalists only.

NOTE: Effective with the announcement of the PMF Class of 2017 Finalists, all PMF appointment opportunities **must** be posted in the PMF TMS.

### 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 Coordinator.
- B. Additional responsibilities are listed on the PMF website (under the [Agencies\Agency Responsibilities](#) section). Agencies may dictate other roles and responsibilities as needed.
- C. The Agency-wide PMF Coordinator is responsible for maintaining Sub-Agency PMF Coordinator user accounts in the PMF TMS. The PMF Program Office allows for a primary and a secondary Agency-wide PMF Coordinator and recommends up to two Sub-Agency PMF Coordinators, depending on need and scope.

### III. INSTRUCTIONS:

- A. This template is strictly for updating designations of an Agency-wide PMF Coordinator. For example, use the template on the next page to replace an existing Agency-wide PMF Coordinator with a new Agency-wide PMF Coordinator. Since Agency-wide PMF Coordinators manage Sub-Agency PMF Coordinators within the PMF TMS, there is no need to use this template when there is an update to a Sub-Agency PMF Coordinator.
- B. The current list of all Agency PMF Coordinators is publically accessible via the PMF website (<https://apply.pmf.gov/coordinators.aspx>). The PMF TMS captures public-facing and direct contact information for all Coordinators. Only the public-facing email address and phone number is listed on the PMF website (e.g., a generic email address [pmf@agency.gov] and phone number [a dedicated phone number for PMF inquiries]). Please distinguish on the template below.
- C. Use the template to copy onto your agency's letterhead; you may need to adjust text and margins accordingly.
- D. 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.
- E. Either email the signed letter to [pmf@opm.gov](mailto:pmf@opm.gov) or fax to 202-606-3040.
- F. Upon receipt, the PMF Program Office will process accordingly and inform the Coordinator(s).

**NOTE:** Any user account will be automatically disabled after 6-months of inactivity.

[AGENCY LETTERHEAD]

U.S. Office of Personnel Management  
Presidential Management Fellows (PMF) Program  
1900 E St, NW, Room 2469  
Washington, DC 20415

mm/dd/yyyy

Email: [pmf@opm.gov](mailto:pmf@opm.gov), Fax: 202-606-3040

Dear PMF Program Office:

This letter serves as a request to change an Agency-wide PMF Coordinator, as outlined below, and supersedes any previous designation from our agency's Pathways MOU (Memorandum of Understanding) with OPM. We are aware we are limited to two Coordinators at the agency-wide and sub-agency level.

We will ensure the Agency-wide PMF Coordinator identified below:

- Is a government employee, and we affirm current PMFs are ineligible to serve in this capacity,
- Is aware of all roles and responsibilities outlined in 5 CFR 362 and on the PMF website at [www.pmf.gov](http://www.pmf.gov),
- Follows the guidelines and appropriate use of the PMF TMS (Talent Management System),
- Is responsible for maintaining PMF TMS user accounts and any Sub-Agency PMF Coordinator accounts, and
- Is introduced to any current agency PMFs and any other Sub-Agency PMF Coordinators.

SECTION 1 (*new* Agency-wide PMF Coordinator):

Agency	
Sub-Agency	
Name (first and last)	
Direct Work Phone Number	
Direct Work Email Address	
Public-Facing Work Phone Number	
Public-Facing Work Email Address	

SECTION 2 (*replaces* Agency-wide PMF Coordinator):

Agency	
Sub-Agency	
Name (first and last)	
Work Phone Number	
Work Email Address	

Please contact our Agency's Pathways Programs Officer, [First and Last Name], at [Work Phone Number] or [Email Address] with any questions.

Sincerely,

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

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