|  |  |
| --- | --- |
| **Logo of the Pathways Program for Students and Recent Graduates to Federal Careers** | **PATHWAYS PROGRAMS OFFICER (PPO) AND AGENCY PMF COORDINATOR (APC) DESIGNATION TEMPLATE**AS OF: 05-28-2024 |

**I. BACKGROUND:**

1. The regulations [(§ 362.104](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-A/section-362.104)) require those agencies participating in any of the Pathways Programs to designate a Pathways Programs Officer (PPO), and if participating in the PMF Program to designate an Agency PMF Coordinator (APC).
2. The regulations require the PPO and APC to be in a position at the agency’s headquarters level, or at the headquarters level of a departmental component (sub-agency), in a position at or higher than grade 12 of the General Schedule (GS), or equivalent.
3. The regulations [(§ 362.104(7) and (8)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-A/section-362.104)) cover the roles and responsibilities of the PPO and APC. Agencies that participate in the PMF Program can view additional roles and responsibilities at <https://www.pmf.gov/agencies/agency-responsibilities/>.
4. This optional template can be followed for agencies to designate/modify their PPO and/or APC with OPM.
5. Agencies may identify one (1) PPO and up to two (2) APCs at the headquarters level.
6. An Agency-wide PMF Coordinator will have the ability to add or modify Sub-Agency PMF Coordinators, up to two for each sub-agency, in the PMF Program’s Talent Management System (TMS).
7. The current list of all Agency PMF Coordinators is publicly accessible via the PMF website at <https://apply.pmf.gov/coordinators.aspx>.
8. For Agency PMF Coordinators only, 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]).* Therefore, reference to public-facing contact information in the template is applicable for Agency PMF Coordinators only.

**III. INSTRUCTIONS:**

1. Use the template on the next page to copy onto your agency’s letterhead; you may need to adjust text and margins accordingly.
2. Fill out the template and have the appropriate Agency Official sign (e.g., HR Director, Chief Human Capital Officer (CHCO), etc.).
3. Submit a separate memo for any other additional designations (e.g., a second Agency-wide PMF Coordinator).
4. Either email the signed letter (electronic signature acceptable) to:
	1. OPM’s Pathways Programs Office when adding/modifying a Pathways Programs Officer to pathways@opm.gov,
	2. OPM’s PMF Program Office when adding/modifying an Agency-wide PMF Coordinator to pmf@opm.gov, or
	3. To both OPM email addresses if the memo covers both the PPO and APC roles.
5. Upon receipt, the respective OPM office will process and notify the designee(s).

[AGENCY LETTERHEAD]

U.S. Office of Personnel Management [mm/dd/yyyy]

Pathways Programs Office/PMF Program Office

1900 E St, NW, Room 6500

Washington, DC 20415

Email: pathways@opm.gov / pmf@opm.gov

Dear Pathways Programs Office/PMF Program Office:

This letter serves as our request to designate/modify our Pathways Programs Officer (PPO) and/or Agency PMF Coordinator (APC) as outlined below and supersedes any previous designation from our agency.

We are aware we are limited to one Pathways Programs Officer and up to two Agency-wide PMF Coordinators at our agency headquarters level.

We will ensure either designee(s) identified below:

* Is a government employee, and we affirm current Presidential Management Fellows (PMFs) are ineligible to serve in the capacity as an Agency PMF Coordinator,
* Is aware of all roles and responsibilities outlined in 5 CFR 362,
* That Agency-wide PMF Coordinators are responsible for maintaining PMF TMS agency user accounts and any Sub-Agency PMF Coordinator accounts for the PMF Program, and,
* Introduce themselves to the agency’s Pathways Program participants and any other Coordinators as applicable.

SECTION 1 (***new*** Designation): SECTION 2 (***add or replace*** Designation):

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Check as applicable: | 🞏 | PPO | 🞏 | APC |  | Check as applicable: | 🞏 | PPO | 🞏 | APC |
| Agency: |  |  | Check the box below for adding or replacing: |
| Sub-Agency: |  | 🞏 | Adding | 🞏 | Replacing |
| Name (first and last): |  | Agency: |  |
| Direct Work Phone Number: |  | Sub-Agency: |  |
| Direct Work Email Address: |  | Name (first and last): |  |
| *Public-Facing* Work Phone Number: |  | Work Phone Number: |  |
| Mobile Cell Phone Number: |  | Mobile Cell Phone Number: |  |
| *Public-Facing* Work Email Address: |  | Work Email Address: |  |

If you should have any questions, please contact [First and Last Name], [Title/Role], at [Work Phone Number] or [Email Address].

 Sincerely,

 [Name of Agency Official]

 [Title of Agency Official]

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

 [First and Last Name], Agency PMF Coordinator [if applicable]