



PMF PROGRAM

PRESIDENTIAL MANAGEMENT FELLOWS

PROJECTED POSITIONS SYSTEMS (PPS) USER'S GUIDE

INTRODUCTION

This system is designed exclusively for use by participating and registered agency users in managing their PMF projected positions. Contact your designated Agency PMF Coordinator to gain access to the system. Agency users will be required to log in.

The PPS can be accessed via the "Agencies\Resources" section on the PMF website. Only authorized agency users may have access to the PPS. Agency PMF Coordinators automatically have access using their individual User ID and Password. Other agency users may be granted access by their agency's designated Agency PMF Coordinator. The Agency PMF Coordinator can register PPS users via an online form via the "Agencies\Resources" section on the PMF website. Non-Agency PMF Coordinator User IDs will expire after six months of inactivity.

Agencies may enter their projected positions in the PPS anytime throughout the year. Entries will remain posted for 90 days or until removed by the agency. Agencies will still be able to access previous entries for future editing and reposting.

NOTE: A finalist has up to 1 year to obtain an appointment as a PMF. It is likely there will be overlapping classes of finalists toward the end of the current class and at the beginning of a new class. If agencies are concerned about which class of finalists should apply for a position during this transition period, the desired class should be noted in the "Description of Position".

PPS FEATURES

There are five options on the PPS menu:

1. **Add/Edit Description of Office where Position is Located**
2. **Add/Edit Position**
3. **Delete Position**
4. **Select a Sub-Agency to Edit**
5. **Logout of PPS**

Please review all of these features. Some agencies may need to utilize the "Select a Sub-Agency to Edit" menu option so it is reflected at the top of the screen before proceeding with adding/editing entries.

1. Add/Edit Description of Office where Position is Located allows entry or change of the information that describes the office where the position is located. There are two descriptors for agencies to use: (1) "Agency Description" -- typically used to describe the Agency/Sub-Agency, such as what the agency's mission statement, or website address, etc., and (2) "Agency guidance" -- typically used to describe any specific instructions to finalists on how to apply for positions, such as who/how/where to apply, deadlines for applying, specific information for finalists with veterans' preference, etc. Once a description has been entered, it will be displayed each time you enter a new position for that office. Information may be edited at any time; however, *all changes to the "Agency Description" will affect the description for ALL positions in that agency/sub-agency.* Agency PMF Coordinators have the ability to globally edit these descriptors for the agency/sub-agency associated to their access level. Those agencies with multiple Coordinators may want to coordinate such changes so everyone is informed.

2. Add/Edit Position provides users with two features to select from. Select *Add A Position* to add a new position to the PPS. Selecting "Add A Position" will go to the "Add New Position" screen to enter the data for that position. Completion of each category is required. Select *Edit this Position* to change information for an existing position (e.g.; in the "Projected Number of Positions" field, there may have been 3 positions available, and now it needs to be reduced to 1 because 2 positions have been filled); select the position to be edited from the drop-down list, then select "Edit this Position". From the "Edit this Position" screen, edit the data, view the entry, save and return later, post the position, or cancel.

An explanation of each of the fields and buttons on the "*Add New Position*" and "*Edit Position*" screens follows. All fields are mandatory.

NOTE: It is important to keep in mind that not all finalists will understand typical government terminology and/or acronyms. Please keep your PPS entries simple to understand, while clearly identifying the skills and competencies desired.

1. *Position Title*: Select a title from the drop-down list. Please check the list thoroughly for the most appropriate title. If a title is not listed, please contact the PMF Program Office to possibly have it added to the list. You may choose "Other" until the position is added or choose one that best matches.
2. *Job Type*: Select the category that defines the position. More than one category may be selected (e.g., a Human Resources Specialist position may be in the "Human Resources/Labor Relations/Employee development" category and in the "Administration" category).
3. *Projected Number of Positions*: Type in the number of positions available under this job entry. If it is possible the number may increase, check the box which indicates additional positions *may* be available. However, if one or more positions are filled, please log back into the PPS to edit your entry.
4. *Location*: Select the button to enter the City and State where the position is located. More than one location is permissible.
5. *Contact Information*: List at least one contact, but no more than two. This is who the finalist will be told to contact for the position.
6. *Description of Position*: Describe the duties of the position. Agencies are highly encouraged to identify the specific qualifications and/or skills needed for the position. Also, please be sure to edit for accuracy and avoid government terminology/acronyms that most finalists would not be familiar with.
7. *Background Investigation Requirement*: Is a background investigation required for this position? Please check "Yes" or "No". If "Yes", select one of the following four options: SF 85, SF 85P, SF 86, or an agency-specific form/other. The common Standard Forms are available for finalists on the "Become a PMF/Find a Job/Forms" webpage. When finalists are selected, they are informed to start preparing for a background investigation and suggested to fill out the SF 85 in anticipation.
8. *Agency PMF Coordinator*: This information will be automatically displayed from the agency user's profile; all agency users are associated to the Agency PMF Coordinator who granted access.
9. *"View Entry" button*: This button allows you to view the entry you have just entered as it will appear on the PPS. Select the "Return to Edit Page" button at the bottom of the viewing.
10. *"Save and Return Later" button*: This button allows you to leave the system and return to the position at a later time. The position will **not** be posted to the website. This feature provides you with the option of editing or deleting the position prior to its submission for posting.
11. *"Post Position" button*: This button will enable the user to immediately post the position to the PMF website. A confirmation screen will appear with the posting's tracking number. The tracking number will appear when editing a position and in the web browser's URL when viewing on the PMF website.
12. *"Cancel - Return to Menu" button*: This button enables the user to cancel the action and return to the PPS menu.

NOTE: Federal agencies are responsible for entering, editing and deleting positions and maintaining up-to-date position information in the PPS. Agency PMF Coordinators will be emailed a copy of the PPS entry when posted, whether posted by an agency user or by the Coordinator, in order to keep him/her informed of available positions at their agency.

3. Delete Position allows you to remove a posted position from the PPS. Select a position from the drop-down list and then select "Delete This Position". This will take you to the "Delete Position" page, which shows the information for the position. Verify that it is the position you wish to remove, then select the "Delete and Return to Menu" button. Upon submission, the position will no longer be viewable on the PPS, but is still available for your future editing.

4. Select a Sub-Agency to Edit allows you to move to a sub-agency below your highest authorized level; e.g., if you are authorized to enter positions at the agency level, you will be able to add/edit/delete positions for all sub-agencies listed below your agency and listed in our agency database. Typically agency users are already associated to the agency/sub-agency authorized at their access level (from the Agency PMF Coordinator who granted access). Only agency-wide Agency PMF Coordinators have access to all sub-agencies within the agency.

5. Logout of PPS logs you out of PPS.

QUICK HELP

Avoid using navigation buttons (GO, BACK, FORWARD, REFRESH, and STOP) on your browser's toolbar, and use only the navigation buttons provided on the PPS unless indicated otherwise.

FREQUENTLY ASKED QUESTIONS (FAQs)

Q1. Does it matter if I type my entries in uppercase or lowercase or use font attributes (e.g., bold, underline)?

A1. You may use either uppercase or lowercase or a combination of both. You cannot use font attributes.

Q2. What happens if I lose my Internet connection?

A2. If, for some reason, your Internet connection is dropped, you can log back into the system through the PMF website using your User ID and Password.

Q3. Can I save my PPS entry and come back to finish it later?

A3. Yes, you can stop working on your submission at any time as long as you selected the "Save and Return Later" button. To return to your PPS entry for editing or posting, log back into the PPS and select the "Add/Edit Position" menu option.

GETTING HELP

If you have questions or need help navigating through PPS, please contact the PMF Program Office by email at pmf@opm.gov. For questions pertaining to how your agency uses the PPS and what information should be listed under the "Agency Description" and/or "Agency Guidance" sections, please consult with your agency's designated Agency PMF Coordinator.

BROWSER REQUIREMENTS

The following browsers are compatible with PPS:

- Netscape 4.0 or higher
- Internet Explorer 4.0 or higher

PASSWORD

If you have lost or forgotten your password or you believe your password may have been compromised, please utilize the "Forgot User ID/Password" feature on the login screen to prompt the system to reset your account and send you a temporary password. Please DO NOT lend your User ID and Password to someone else (e.g., a co-worker entering a position on your behalf). Your login is associated to you as a registered agency user and is used to track users who submit positions on their agency's behalf. Also, all agency user accounts are associated to their agency's designated Agency PMF Coordinator, who has the ability to add additional PPS users. Agency user accounts are automatically disabled after 6 months of inactivity. Only the user's Agency PMF Coordinator can re-establish.

REPORTING PROBLEMS

If you encounter difficulty in entering information to PPS, please contact your agency's designated Agency PMF Coordinator. If you have a technical question regarding this system, please send an email to the PMF Program Office at pmf@opm.gov . If you would like to add information to the drop-down boxes (e.g., additional "Position Titles" or additional "Sub-Agencies") you may contact the PMF Program Office at the above email address for assistance. Please send any feedback or suggestions for improving the PPS to the PMF Program Office at pmf@opm.gov .