

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). 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 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 MOU.
- C. Once an 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 Acquisition System (PMF TAS) to search Finalists, post opportunities, record PMF appointments and status changes, etc.).
- D. In addition to the PMF Program Office staff, the PMF TAS has three user levels:
1. Agency PMF Coordinator: This user has full access to search Finalists, post appointment and rotational opportunities, record PMF appointments, change statuses of Finalists and Fellows, record program certification and conversion data, and query reports.
 2. Agency HR Recruiter: This user has access to search Finalists and post appointment and rotational opportunities.
 3. Agency User: This user has access to search Finalists only.

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 accounts. The PMF Program Office allows for a primary and a secondary Agency-wide PMF Coordinator and recommends a single Sub-Agency PMF Coordinator, 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 to replace an existing Coordinator with a new Coordinator. Coordinators can update their own contact information.
- B. Use the template to copy onto your agency's letterhead; you may need to adjust text and margins accordingly.
- C. 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.
- D. Either email letter to pmf@opm.gov or fax to 202-606-3040.
- E. 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 6500
 Washington, DC 20415

mm/dd/yyyy

Email: 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 will ensure this Agency-wide PMF Coordinator:

- 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,
- Follows the guidelines and appropriate use of the PMF TAS (Talent Acquisition System),
- Is responsible for maintaining PMF TAS user accounts and any Sub-Agency PMF Coordinator accounts, and
- Is introduced to any current agency PMFs and other Agency PMF Coordinators.

SECTION 1 (*new* Agency PMF Coordinator):

SECTION 2 (*replaces* Agency PMF Coordinator):

Agency			
Organization or Sub-Agency			
Coordinator Level:	<input type="checkbox"/>	Primary	<input type="checkbox"/>
			Secondary
Name (first and last)			
Work Mailing Address			
Phone Number			
Work Fax Number			
Work Email			
IP Address(es)*			

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

* To ensure access to the PMF TAS (Talent Acquisition System) and on-line systems, consult your IT department to identify the agency's forward-facing IP address range(s). The PMF TAS is contracted with Monster Government Solutions (MGS) which requires all IP addresses to be validated in order to be granted access through their firewalls.

Please contact our Agency's Pathways Programs Officer with any questions.

Sincerely,

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

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