

**NOTICE:** These instructions have been updated to reflect new financial forms and process for FY'17.

**BACKGROUND:**

The Presidential Management Fellows (PMF) Program is a government-wide, cost recoverable program, providing talented recent graduates (Finalists) to participating Federal agencies. The Fellows are appointed into a 2-year excepted service appointment under the Pathways Programs Schedule D Hiring Authority. The PMF Program Office is administered by the U.S. Office of Personnel Management (OPM), per Executive Order 13562 of December 27, 2010, and 5 CFR 362.

When an agency appoints a Finalist into a PMF position, the agency must reimburse the PMF Program Office via a one-time reimbursement fee that covers the recruitment, assessment, selection, and placement costs for Finalists entering into PMF appointments; for PMF Program Office operations and support to stakeholders; for various training and developmental opportunities of stakeholders; and for the PMF website and automated systems. **Reimbursement is due within 30-days after a Finalist has been made and accepted a PMF appointment offer.**

Beginning fiscal year 2017, the PMF Program Office has instituted the policy whereupon, **until the PMF reimbursement is made and cleared, the associated PMF will NOT be allowed to participate in PMF Program sponsored events** (e.g., Orientation, PMF Training Forums, and Graduation).

Participating Federal agencies are those who have entered into a Pathways MOU (Memorandum of Understanding) or an MOA (Memorandum of Agreement) for those agencies in the excepted service or outside of the Executive Branch. A list of agency responsibilities can be found under the [Agencies\Agency Responsibilities](#) section on the PMF website at [www.pmf.gov](http://www.pmf.gov).

To facilitate the reimbursement to the PMF Program Office, an agency is to initiate an InterAgency Agreement (IAA) with OPM by utilizing the FS Forms 7600 A & B. These FS forms are the preferred method for establishing an IAA per the U.S. Department of Treasury's Bureau of the Fiscal Service (previously referred to as Financial Management Service (FMS)).

The IAA is comprised of two sections:

- (1) the FS Form 7600A serves as the General Terms and Conditions (GT&C) form, (Establishing the Agreement)
- (2) the FS Form 7600B serves as the Order Requirements and Funding Information (Order) form. (Funding)

Additional instructions and samples may be found on the Treasury's [Financial Management and Budget Standardization](#) website.

The agency program office who initially appointed the Finalist into a PMF position is responsible for initiating the reimbursement to OPM's PMF Program Office. Additional guidance may be available by contacting the agency's official Pathways Programs Officer and/or the Agency PMF Coordinator. A list of [Agency PMF Coordinators](#) may be found on the PMF website or by contacting your agency's Human Resources (HR) Office.

In the event of a PMF reappointment (transfer) to another PMF position\agency within the first 6 months of the Fellow's appointment, 5 CFR 362.406(d) states the original appointing agency may request reimbursement of one-quarter of the reimbursement fee from the new appointing agency. In such situations, the PMF Program Office is not involved; the obligation to submit the full PMF reimbursement is still the responsibility of the original appointing agency.

**INSTRUCTIONS:**

FS Forms 7600 A & B may be found under the [Agencies\Resources](#) section on the PMF website; which are pre-populated with PMF program specific information. Please utilize the forms from the PMF website for every submission, as information on the forms are subject to change. **Agencies who submit obsolete forms may incur delays or be subject to resubmission with the correct forms.** Screen shots of these forms appear at the bottom of this document.

**FS Form 7600A Instructions** – This is the “General Terms and Conditions (GT&C) for creating an IAA.

1. Please review the FS Form 7600A in its entirety. Please consult with your financial office on how to properly complete this form for submission to OPM’s PMF Program Office.
2. The 7600A establishes the legal foundation for the relationship between the requesting and performing agencies. It identifies the agencies entering into the agreement, the authority permitting the agreement, and the agreement action, period, and type. This 7600A may support multiple 7600Bs (Orders).
3. The requesting agency must fill out the following sections of the 7600A:
  - a. Department and/or Agency section, boxes 1, 4, 5, 6, 7, 8, 9, and 10a.
  - b. Agency Official section, box 23.
4. **NOTE:** When using the forms from the PMF website, several boxes have been pre-populated for your convenience.
5. You may use the table below as a checklist and as a reference when filling out the mandatory boxes:

<input checked="" type="checkbox"/>	Box #:	Field Name:	Instructions:
	1	Name and Address	Enter the requesting agency’s name and mailing address. Specific office name can be identified on the FS Form 7600B.
	4	GT&C Action (Check Action Being Taken)	Check “New” if this is a new IAA. Check “Amendment” if the GT&C is being amended. Check “Cancellation” if the IAA is being canceled, provide a brief explanation, and complete the “End Date” for when effective.
	5	Agreement Period (Date Format of mm-dd-yyyy)	Enter the period during which the requesting agency expects all Orders (FS Form 7600B’s) to be completed by the servicing agency. The IAA becomes effective when both parties have signed.
	6	Recurring Agreement (Check One)	Check “Yes” if this is a recurring agreement that will be renewed on a regular basis, unless a notice to discontinue is received. If checked, then check if an annual renewal or other renewal. Check “No” if not a recurring agreement.
	7	Agreement Type (Check One)	Each IAA is for one reimbursable agreement between both agencies and will have one GT&C and one or more supporting Orders (FS Form 7600B). This is to identify if there is one or more Orders to support this GT&C. For a PMF example, check if multiple PMFs will be used against this GT&C as more than one Order.
	8	Are Advanced Payments Allowed for this IAA (Check One)	Check “Yes” if advance payments are allowed for this IAA. If checked, then state the requesting agency’s specific authority that allows advances. Check “No” if advances are NOT allowed for this IAA.
	9	Estimated Agreement Amount	The reimbursement fee for each Finalist appointed as a PMF (from Class of 2011>) is \$7,000. If this FS Form 7600A is covering multiple PMF reimbursements, adjust the “Total Estimated Amount” accordingly.
	10a	Statutory Authority\ Requesting Agency’s Authority (Check One)	Check the appropriate box. For the PMF Program, the most common statutory authority for agencies to submit reimbursement is under the “Economy Act”.
	23	Agency Official\ Signatures	The requesting agency must identify the requesting agency’s official by name, title, telephone number, fax number, and email address. In addition, the official must sign and date the form. OPM prefers to receive electronically signed submissions.

6. The PMF version of the FS Form 7600A on the PMF website includes the following boxes pre-populated:
  - a. Box 1: Servicing Agency Name and Mailing Address.
  - b. Box 5: Agreement Period (adjust as needed).
  - c. Box 9: The reimbursement fee (\$7,000) and general explanation of the fee.
  - d. Box 10b: The statutory authority of “Revolving Fund” and citation for the PMF Program.
  - e. Box 11: The scope is pre-filled for the requesting agency.
  - f. Box 12: Refers to the roles and responsibilities as outlined and posted on the PMF website.
  - g. Box 20 (Optional): Includes the servicing agency’s clauses.
  - h. Box 23: Servicing agency’s title, phone number, fax number, and email address of contact.
7. Once the FS Form 7600A is filled out and signed, the requesting agency is asked to email the form to [pmffee@opm.gov](mailto:pmffee@opm.gov).
8. Upon receipt, the PMF Program Office will review for accuracy, sign, and provide a copy back to the requesting agency.

**FS Form 7600B Instructions** – This is the “Order Requirements and Funding Information” (Order) used against the 7600A.

1. Please review the FS Form 7600B in its entirety. You may need to consult with your financial office on how to properly complete this form for submission to OPM’s PMF Program Office.
2. The 7600B is the funding source that creates the fiscal obligation when the requesting agency appoints a Finalist to a PMF position. The requesting agency must submit a completed 7600 A and B within 30 days of a Finalist accepting a PMF appointment offer. A 7600B cannot be submitted without a prior or accompanying 7600A.
3. The requesting agency must fill out the following sections of the 7600B:
  - a. Boxes 24, 25, 26, 27, 28, 30, 32, and 37-39.
4. **NOTE:** When using the forms from the PMF website, several boxes have been pre-populated for your convenience.
5. You may use the table below as a checklist and as a reference when filling out the mandatory boxes:

<input checked="" type="checkbox"/>	Box #:	Field Name:	Instructions:
	24	Requesting Agency	Enter the requesting agency’s primary organization\office name and mailing address. This can be different than the name in the 7600A.
	25	Order Action (Check One)	Check “New” if this is a new Order. Check “Modification” if this Order is being modified. Check “Cancellation” if the Order is being canceled, provide a brief explanation, and complete the “Performance Period End Date” for when effective.
	26	Funding Modification Summary by Line	Complete this block for modifications that add, delete, or change funding information.
	27	Performance Period (Date Format of mm-dd-yyyy)	Enter the performance period. This period can include the servicing agency’s activities to prepare for and closeout the delivery of the products or services.
	28	Order Line/Funding Information	Enter the requesting agency’s funding information. NOTE: The PMF version on the PMF website is prepopulated with the OPM\PMF Program Office funding information. Funding information may be different by class\fiscal year.
		Description of Products and/or Services	<b>The requesting agency must enter the PMF’s Name (first and last name), Class Year (if known), and Entry on Duty (EOD) Start Date (if known). This is where the agency identifies the PMFs being reimbursed.</b>
		Breakdown of Reimbursable Line Costs	The requesting agency is to identify the quantity and unit price being covered by this Order (e.g., \$7,000 per PMF reimbursement).
		Type of Service Requirements	Check the “Not Applicable” box as this is not applicable to the PMF Program.
	30	Total Net Order Amount	Enter the total net order amount (e.g., full value of this Order).
	32	Payment Method (Check One)	Check the “Servicing Agency Initiated IPAC” box. The PMF Program Office will initiate the IPAC upon a successfully executed 7600 A & B.
	37	Program Officials	Enter the requesting agency’s “Program Official” to include Name, Title, Work Phone Number, Work Fax Number, Work Email Address, and then electronically sign and date.
	38	Funding Officials	Enter the requesting agency’s “Funding Official” to include Name, Title, Work Phone Number, Work Fax Number, Work Email Address, and then electronically sign and date.
	39	Finance Office	Enter the requesting agency’s “Finance Office” point of contact to include Name, Title, Office Mailing Address, Work Phone Number, Work Fax Number, Work Email Address, and then, if needed, electronically sign and date.
	40	Additional Points of Contact	Enter the requesting agency’s “Additional Points of Contacts”, if needed. For example, the Agency PMF Coordinator and/or PMF’s supervisor.

6. The PMF version of the FS Form 7600B on the PMF website includes the following boxes pre-populated:
  - a. Service Agency’s Agreement Tracking Number (Optional): This is populated once an FS Form 7600A is executed.
  - b. Box 24: Servicing Agency Name and Mailing Address.
  - c. Box 28: Servicing Agency Funding Information and Description of Products and/or Services.
  - d. Box 33: Billing Frequency to reflect “Fee is due within 30 days of each PMF appointment offer.”
  - e. Box 34: Payment Terms to reflect “Fee is due within 30 days of each PMF appointment offer.”
  - f. Box 37: Program Official to include Name, Title, Work Phone Number, Work Fax Number, and Work Email Address.

- g. Box 38: Funding Official to include Name, Title, Work Phone Number, Work Fax Number, and Work Email Address.
  - h. Box 39: Finance Office Point of Contact to include Name, Title, Work Mailing Address, Work Phone Number, Work Fax Number, and Work Email Address.
7. Once the FS Form 7600B is filled out and signed, the requesting agency is asked to email the form to [pmfee@opm.gov](mailto:pmfee@opm.gov).
  8. Typically agencies fill out both the 7600A and 7600B and submit both simultaneously. See instructions above for the 7600A.
  9. Upon receipt, the PMF Program Office will review for accuracy, sign, and provide a copy back to the requesting agency.

Please digitally sign the forms and email to the PMF Program Office via [pmfee@opm.gov](mailto:pmfee@opm.gov). If digital signatures are not possible, please sign and electronically scan for submission. Any FS Form 7600B that is submitted without an associated FS Form 7600A already on file will be suspended until such 7600A form is received; we will notify the requesting agency.

Please contact us if you have any questions by calling 202-606-1040 or sending an email to [pmfee@opm.gov](mailto:pmfee@opm.gov).

**SAMPLE FS FORMS 7600 A & B (PMF PROGRAM 2017 VERSION) – PMF versions of these forms can be found under the [Agencies\Resources](#) section on the PMF website at [www.pmf.gov](http://www.pmf.gov).**

**FS Form 7600A: (showing pages 1-4 of 4)**

The image displays four pages of the FS Form 7600A, titled 'INTERAGENCY AGREEMENT (IAA)'. The form is designed for use between a 'DEPARTMENT AND/OR AGENCY' and a 'SERVICING AGENCY'. It includes sections for:
 

- 1. DEPARTMENT AND/OR AGENCY:** Name, address, and contact information.
- 2. SERVICING AGENCY TRACKING NUMBER (Optional):** A field for the servicing agency's tracking number.
- 3. CANCELLATION:** A section for cancellation, including a date and a brief explanation.
- 4. AGENCY AUTHORITY:** A section for the servicing agency's authority, including a check for 'Agency Authority' and 'Agency Authority (Check One)'.
- 5. BILLING INFORMATION:** A section for billing information, including a check for 'Billing Information' and 'Billing Information (Check One)'.
- 6. ADDITIONAL SERVICING AGENCY AND/OR SERVICING AGENCY ADMINISTRATIVE:** A section for additional servicing agency and/or servicing agency administrative information.
- 7. ADDITIONAL SERVICING AGENCY AND/OR SERVICING AGENCY ADMINISTRATIVE:** A section for additional servicing agency and/or servicing agency administrative information.
- 8. ADDITIONAL SERVICING AGENCY AND/OR SERVICING AGENCY ADMINISTRATIVE:** A section for additional servicing agency and/or servicing agency administrative information.
- 9. ADDITIONAL SERVICING AGENCY AND/OR SERVICING AGENCY ADMINISTRATIVE:** A section for additional servicing agency and/or servicing agency administrative information.

**FS Form 7600B: (showing pages 1-4 of 5)**

The image displays four pages of the FS Form 7600B, titled 'ORDER LINE INFORMATION'. The form is designed for use between a 'SERVICING AGENCY' and a 'DEPARTMENT AND/OR AGENCY'. It includes sections for:
 

- 1. ORDER LINE INFORMATION:** A section for order line information, including a table for 'Order Line Information' with columns for 'Line #', 'Line #', 'Line #', 'Total of Line #', and 'Total'.
- 2. BILLING INFORMATION:** A section for billing information, including a check for 'Billing Information' and 'Billing Information (Check One)'.
- 3. ADDITIONAL SERVICING AGENCY AND/OR SERVICING AGENCY ADMINISTRATIVE:** A section for additional servicing agency and/or servicing agency administrative information.
- 4. ADDITIONAL SERVICING AGENCY AND/OR SERVICING AGENCY ADMINISTRATIVE:** A section for additional servicing agency and/or servicing agency administrative information.
- 5. ADDITIONAL SERVICING AGENCY AND/OR SERVICING AGENCY ADMINISTRATIVE:** A section for additional servicing agency and/or servicing agency administrative information.
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