

PMF Appointment Intake Form

PRIVACY ACT STATEMENT:

Authority: 5 CFR 362.103 authorizes participating Federal agencies to make an appointment under the Pathways Programs (including the Presidential Management Fellows (PMF) Program) to a position defined in 5 CFR 213.3402.

Purpose: This PMF Appointment Intake Form is used to collect appointment information of a PMF/Fellow and submit to the Agency PMF Coordinator and PMF Program Office, including any updates to the initial appointment or reappointments.

Routine Uses: The information will be used by the PMF Program Office and Agency PMF Coordinator to process PMF appointments (e.g., initial appointment or reappointment) within their agency and record in the PMF Program's TAS (Talent Acquisition System).

Disclosure: Use of this form and furnishing this information is optional; however, it is designed to ensure accurate information is collected and recorded. Agencies may use alternative formats.

INSTRUCTIONS:

Fellows: A newly appointed Fellow may obtain this form from the PMF website at www.pmf.gov. Upon accepting or starting an initial PMF appointment, the Fellow should fill out this form and submit a copy to their Agency PMF Coordinator **and** fax/email a copy to the PMF Program Office at 202-606-3040 or pmf@opm.gov. The Fellow can confirm proper recording by contacting their Agency PMF Coordinator. A list of Agency PMF Coordinators can be found on the PMF website. Use this form to also submit updated appointment information (e.g., work email/phone number upon starting appointment) or for reappointments.

Agency PMF Coordinator: Upon receipt, record appointment information within your agency's human resources system and log into the PMF TAS to record the appointment or reappointment. The PMF Program Office may have initially recorded the appointment information; however, you should ensure all such information is accurate. Once the appointment is recorded, ensure other program requirements are followed (e.g., signed Participant Agreement, creation of an Individual Development Plan, issuance of Performance Standards, assignment of a Mentor, and reimbursement of PMF placement fee). Ensure appointing office submits reimbursement to the PMF Program Office. Retain copy for your records.

PMF Program Office: Upon receipt, record information in PMF TAS in accordance with Standard Operating Procedures.

Date (mm/dd/yyyy):		Reason (Check One):	<input type="checkbox"/> Initial Appointment	<input type="checkbox"/> Reappointment	<input type="checkbox"/> Update
PMF's Name (First, MI, Last):				PMF's Class Year (yyyy):	
Full Agency Name (Headquarters):					
Full Sub-Agency (Facility/Program Office):					
Target Entry on Duty (EOD) Start Date (if actual unknown; mm/dd/yyyy):		Actual Entry on Duty (EOD) Start Date (mm/dd/yyyy):			
Pay Schedule and Grade Level Upon Initial Appointment (e.g., GS-9, 11, 12, or equivalent):		Job Series of Position (e.g., 0343):			
Position Title (e.g., Program Analyst):			Target Grade Level of Position (e.g., GS-13):		
PMF's Work Email Address:			PMF's Work Phone Number:		
PMF Supervisor's Name:			PMF Supervisor's Phone Number:		
PMF Supervisor's Email Address:			PMF Supervisor's Fax Number:		
PMF's Work Mailing Address (e.g., Street, Building/Room Number, City, State, and ZIP Code):					
Comments (if any):					

OFFICE USE ONLY:

PMFC Received:		PMFC Recorded:		PMFPO Recorded:	
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