

This resource was created to help Finalists understand how to read a typical PMF appointment opportunity (otherwise referred to as job announcements) that is posted on the Apply Site of the PMF TMS (Talent Management System) and defining the terminology that appear throughout.

The PMF appointment opportunity is generally written by Supervisors and Human Resources (HR) staff. Accordingly, the language used is generally unique to the Federal Government, if not the specific hiring office! This is a quick primer to translate the “gov-speak” that job announcements often include. Below is an example of the table and text included in all PMF appointment opportunities. Each item will give some important insight into what the PMF position entails. Finalists should direct any announcement and application inquiries to the Agency Contact identified in the announcement and agency-specific questions to the Agency PMF Coordinator.

Announcement Details		(SAMPLE)		Apply Now
Last Updated: [date/time]				
Announcement Number	PMF-AO-2022-0001	Type of Opportunity	Appointment Opportunity	
Position Title	Program Analyst	Agency/Sub-Agency	Office of Personnel Management	
Opening Date	02/04/2022	Hosting Office (if applicable)	PMF Program Office	
Closing Date	02/11/2022	Website Address	https://www.pmf.gov	
Number of Positions and Location(s)	1 in Washington, DC 20415	Job Series for the Initial Position	0343 – Management and Program Analysis	
Agency Contact	Name: [First and Last Name] Phone: ###-###-#### Email: first.last@agency.gov	Background Investigation/Security Clearance Required	Public Trust	
Recruitment Incentive	Yes	Travel Required	Occasionally	
Pay Plan, Grade Level, and Salary Range	GS-09 \$61,497 to \$80,532	Promotion Potential for the Initial Position	GS-13	
Virtual/Telework Option	Yes	Promotion Potential for the Target Position	GS-13	
U.S. Citizenship Required	Yes	Job Series for the Target Position	0343 – Management and Program Analysis	
Description of Organization				
This is where the agency will describe the organization (e.g., agency/sub-agency/hosting office).				
Description of Position				
This section gives you a sense of the work and duties you may perform in this position. Tailor your resume to identify what knowledge, skills, abilities, and experience you have with the duties.				
Qualifications for the Position				
This is where the agency will describe the qualifications for the position. This section is widely considered the most important part of the announcement. It will likely include keywords and proficiencies that your resume will be measured against and the information included here will be critical as you personalize your resume for a particular position. Most PMF appointment opportunities will include qualifications to strong oral and written communication skills, plus analytical or research experience in a given field or region. Some positions require specialized skills or a specific degree/coursework. For example, any Engineer position will require a degree in Engineering.				

Selective Factor(s) (NOTE: In addition to the qualifications identified, this position has one or more selective factors. A selective factor is a skill, knowledge, ability or other worker characteristic essential for satisfactory performance of the job. Finalists who do not meet the selective factor(s) will be rated as not qualified for this position.)

Occasionally, agencies also include one or more selective factors to their qualifications requirements. A selective factor is a skill, knowledge, ability or other worker characteristic that is essential for satisfactory performance of the job. For example, the incumbent may be required to speak, write, and/or read a specific language. Finalists who do not meet the selective factor(s) will be rated as not qualified for the position.

Virtual/Telework Option

This is where the agency will describe whether or not the position has a “Virtual” or “Telework” option, and/or its policies in such regards. For example, if the position can be worked remotely or has the option for teleworking.

How to Apply Instructions (NOTE: In addition to any other instructions entered by the agency, Finalists must always apply via the Apply Now button and agencies must process applicants in the PMF TMS.)

This section gives you instructions on how to apply. In addition to any agency instructions, Finalists MUST use the Apply Now features to formally express an interest in the announcement in the PMF TMS. And agencies MUST use the Apply Now features to record status changes and appointments in the PMF TMS. It is common for agencies to require Finalists to apply to their positions via a link to USAJOBS. This requirement is allowed and typically used in order for you to populate their talent acquisition system and assist them in managing applicants. But, as mentioned above, use of Apply Now is also required.

NOTE: Contact the Agency Contact identified above for any questions. If you have specific agency questions, contact the Agency PMF Coordinator. Finalists are not guaranteed a PMF appointment. Fellows must complete program requirements for potential non-competitive conversion to a term or permanent position at the end of their fellowship. This opportunity may be used to fill additional similar appointments. The closing time of this opportunity is 11:59pm (ET) if not otherwise posted or removed earlier.

TERMINOLOGY (from left-to-right):

Last Updated: Shows the date/time stamp when the announcement was last updated by the agency.

Announcement Number: This is the unique identifier for the PMF Appointment Opportunity. You should include this number in any correspondence to agency contacts and the PMF Program Office. The announcement number appears as “PMF-AO-YYYY-#####”, where “PMF” stands for the PMF Program, “AO” stands for Appointment Opportunity, “YYYY” stands for the fiscal year, and “#####” is a sequential number. All PMF appointments are associated to the announcement number.

Type of Opportunity: Identifies this announcement as an Appointment Opportunity. Other types of opportunities consist of Rotational (for Fellows), Training (for any participant, when applicable), and Alumni Engagement (for PMF Alumni).

Position Title: Refers to the name of the position the agency is recruiting for. The types of positions available in a given year vary according to agency needs.

Agency/Sub-Agency/Hosting Office: Identifies the organization recruiting for the PMF position. Finalists are also reminded to review the Agency Profile Pages under the *Explore* screen on the Apply Site of the PMF TMS to learn more about the agency.

Website Address (optional): If included in the announcement, shows the website address to learn more about the agency.

Opening Date: The date the announcement went live and began accepting applications.

Closing Date: The last day when applications will be accepted. By default, the announcement will close at 11:59pm (Eastern Time) on the closing date, unless closed earlier by the agency.

Number of Positions and Location(s): The number of positions the agency expects to hire and the duty station of the position. Note that some agencies may ultimately hire more or less than listed here. The location is also known as the “duty station”, where the position is geographically located. The position may also have teleworking or remote working options.

Job Series for the Initial Position: Positions are classified into a 4-digit Job Series and related to an Occupational Group. To see a list of Job Series by Occupational Group, see OPM’s Handbook of Occupational Groups and Families at <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/occupationalhandbook.pdf>. NOTE: Some agencies have unique qualifications for their positions and are all agencies are responsible for classifying the position’s Job Series (or equivalent) and determining the level of background investigation.

Agency Contact: The person or office you should reach out to ask questions about the position. Typically, this contact is the HR (Human Resources) Specialist processing applications. The contact may also be the Agency PMF Coordinator.

Background Investigation/Security Clearance Required: This indicates the level of a background investigation or security clearance required for a position. All PMF positions, at a minimum, require a Public Trust, which takes the shortest amount of time to complete. Some positions may also require a security clearance, particularly those that may deal with sensitive matters. Depending on the type of clearance (e.g., Secret, Top Secret), it can take upwards of 6-9 months to complete before the agency can make you a final offer and bring you onboard. Some agencies allow employees to start work with an interim clearance after an initial screening process; this varies and is at the agency’s discretion. The background investigation/ security clearance levels are specific to the position and the agency. You should direct any questions to the Agency Contact in the announcement. The hiring agency will provide you detailed instructions upon making a final job offer. See more information at <https://www.pmf.gov/become-a-pmf/find-a-job/preparations/>.

Recruitment Incentive: An agency will identify whether or not a recruitment incentive (e.g., relocation, student loan repayment, etc.) is available for this position and insert additional information in the announcement. It is important to note any such incentive and to follow any instructions exactly.

Travel Required: Indicates if there is any travel associated to the position (as part of the job).

Pay Plan, Grade Level, and Salary Range: This essentially describes the potential range of the position’s starting salary based on the pay plan, grade level, and duty station of the position. For more information, see the “Understanding Job Series and the General Schedule (GS) Pay Scale”, posted under the “Become a PMF/Resources” webpage on the PMF website at www.pmf.gov or the “Resources” section on the Apply Site of the PMF TMS. Grade Levels in the General Schedule have 10 Steps; hence, the salary range. Typically agencies recruit at the Grade Level, Step 1. It is common for agencies to advertise a range of grade levels. For example, showing “GS-09, GS-11” means the agency is initially recruiting to fill the position starting at the GS-09 or GS-11 grade level. Some agencies offer their own pay plan and may refer to grade levels that are equivalent.

Promotion Potential for the Initial Position: Indicates the highest grade level (or equivalent) to which you can be promoted as a PMF in that position. This is for the position you would occupy as a PMF throughout your 2-year fellowship. A PMF may promote as high as a GS-13 (or equivalent) during the fellowship if the position has a career ladder to include that grade level.

Virtual/Telework Option: Indicates whether the position has a “Virtual” or “Telework” option (see more below). This is at the agency’s discretion and may be offered on a temporary or permanent basis.

Promotion for the Target Position: Indicates the highest grade level to which you can be promoted to for the position you are converted into at the conclusion of the fellowship. It is common for the initial and target positions to be the same Job Series and/or promotion level.

Job Series for the Target Position: Indicates the Job Series associated to the target position; for the position you are expected to be converted into. It is common for the Job Series for the initial position and target position are the same, but an agency can hire a Finalist at one Job Series with the intention of developing him or her into another one. For instance, an agency may hire a Finalist into an initial Management and Program Analysis position but then train and develop him or her on budgeting and accounting work with the goal of converting into a Budget Analysis at the end of the fellowship.

U.S. Citizenship Required: Indicates if U.S. citizenship is required as part of the eligibility and qualifications for the position. Additional information can be found under the “Become a PMF/Eligibility/Citizenship” webpage at <https://www.pmf.gov/become-a-pmf/eligibility/citizenship/>.

See the sample announcement above for definitions of the remaining announcement fields (e.g., Organization, Position, Qualifications, Selective Factor(s), Virtual/Telework Option, and How to Apply Instructions).

Any questions about the announcement should be directed to the Agency Contact identified in the announcement.