



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Memorandum for Human Resources Directors

From: Veronica E. Hinton
Associate Director
Workforce Policy & Innovation

**Subject: President's Management Agenda Hiring and Staffing Charts
Reporting Requirements**

This memorandum announces the U.S. Office of Personnel Management's (OPM) data call to Executive Departments and Agencies for President's Management Agenda (PMA) reporting requirements on staffing and hiring targets.

PMA Staffing and Hiring Charts

Agencies are required to submit final staffing and hiring numbers for FY 24 and set new targets for FY 25 as outlined in the [PMA memo](#). OPM will email each agency point of contact a pre-populated chart with specific instructions on how to complete and submit the PMA chart with staffing and hiring projections. Once targets are submitted, CHCOs will be responsible for reporting progress towards the staffing and hiring targets. Agencies should review previous targets and outcomes to ensure that targets are realistic and obtainable. In addition, agencies should consider projected attrition and other factors when setting staffing and hiring targets.

Each agency chart has been pre-populated with the Governmentwide MCOs and agency-specific MCOs. National security agencies will also have specific occupations identified through National Security Memorandum-3 (NSM-3) implementation.

Please submit your PMA Staffing and Hiring Charts to [Connect.gov](https://connect.gov) by **October 31, 2024**. Any questions can be sent to humancapital@opm.gov.

Cc: Chief Human Capital Officers (CHCOs) and Deputy CHCOs