



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 and Time-to-Hire Reporting Requirements

This memorandum announces the U.S. Office of Personnel Management's (OPM) data call to Executive Departments and Agencies for annual time-to-hire (T2H) and President's Management Agenda (PMA) reporting requirements on staffing and hiring targets.

T2H Reporting

Each year agencies are required to submit annual T2H results for the fiscal year. OPM will email each agency point of contact a pre-populated chart with their agency-specific mission critical occupations (MCO) and Governmentwide MCOs (HR, IT, Acquisition and Cyber) with specific instructions for how to complete and submit the chart. Agencies should take this opportunity to update the charts with their latest validated agency-specific MCOs, as OPM will use this data as the agency's official agency-specific MCOs. As a reminder, agencies can request access to the [T2H Dashboard](#) to support their strategic human capital efforts.

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 and T2H 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