



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Employee Services

Tuesday, December 4, 2018

**MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS**

FROM: MARK D. REINHOLD, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Preparations for Competency Assessment of Program and Project Managers

As announced in the October 22, 2018 Memorandum for CXO Councils, "[Program Management Improvement Accountability Act – Program and Project Managers Workforce Survey](#)," the U.S. Office of Personnel Management (OPM) is working in consultation with the Office of Management and Budget (OMB) and the Program Management Policy Council to implement specific requirements of Public Law 114-264, Program Management Improvement Accountability Act (PMIAA). Building upon the initial requirements outlined in the October 2018 Memorandum, OPM will subsequently be required to assess the competencies of program and project managers. In preparation for this endeavor, we are requesting that Chief Financial Officers Act agencies provide the following information needed for the deployment of the competency assessment tool:

- Agency point of contact (POC) for coordinating the PMIAA competency assessment efforts within your agency. Email your POC's information to [humancapital@opm.gov](mailto:humancapital@opm.gov) by December 21, 2018.
- Preferred timeline for participating in the assessment. The assessment will be conducted in a phased approach consisting of 4 groups beginning in May 2019. While the current phases are tentative and dependent upon the completion of other activities, we will make every effort to accommodate your requests. Submit your preferences by December 21, 2018 at: <https://feedback.opm.gov/Community/se/076F441078417F93>.
- Organizational structure and list of individuals to be granted administrative rights in the competency assessment tool. The tool can accommodate up to four component levels below the agency for the organizational structure, which must reflect the operating chain-of-command. Administrators can be identified for up to two component levels below the agency, as needed. OPM will work with your designated POC to identify the optimum organizational structure for your agency. This information will be due by December 28, 2018.

As you craft your responses, please keep in mind that while this tool will initially be used to support the PMIAA, it is also intended to be made available for general use, at agencies' discretion.

We appreciate your assistance with preparing to fulfill this requirement of the PMIAA. Please direct any questions to Kelly Cowdery at [Kelly.Cowdery@opm.gov](mailto:Kelly.Cowdery@opm.gov) or (202) 606-0251.

CC: Chief Human Capital Officers (CHCO) and Deputy CHCOs