



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Thursday, May 2, 2019

MEMORANDUM FOR: CXO COUNCILS

FROM: MARGARET M. WEICHERT, ACTING DIRECTOR

Subject: Program Management Improvement Accountability Act – Position Classification Flysheet for Program Management Series 0340 and the Interpretive Guidance for Project Management Positions

The U.S. Office of Personnel Management (OPM) in consultation with the Office of Management and Budget (OMB) and the Program Management Policy Council (PMPC) is issuing specific requirements of [Public Law 114-264, Program Management Improvement Accountability Act \(PMIAA\)](#). In accordance with Public Law 114-264, Program Management Improvement Accountability Act (PMIAA), OPM is required to establish a new job series, or update and improve an existing job series, for program and project management work within an agency program. OPM consulted with Federal agencies including the 24 Chief Financial Officers (CFO) Act of 1990 (31 U.S.C. § 901(b)) agencies to update the Program Management, 0340 Series and develop the Interpretive Guidance for Project Management positions via a governmentwide survey and focus groups. OPM efforts reached more than 10,000 Federal employees across the Government.

Additionally, this study supports OMB's guidance, "[Improving the Management of Federal Programs and Projects through Implementing the Program Management Improvement Accountability Act](#)" (June 25, 2018) and the [President's Management Agenda](#) by informing agency efforts to better track and build the program and project management workforce through increased training opportunities, career pathways, and mentorships.

OPM is releasing for implementation the Position Classification Flysheet for Program Management Series 0340, and the [Interpretive Guidance for Project Management Positions](#).

The Flysheet provides the series definition, titling instructions, and occupational information for classifying program management positions. Agencies can use the Interpretive Guidance for Project Management Positions to identify and classify project management positions. In addition, OPM is releasing separate policy for agency use including the Program and Project Management Competencies and Program and Project Management Career Path Guidance to select, assess, and train program and project management talent for the 21st Century.

Agencies must apply the position classification flysheet and interpretive guidance to covered positions by May 1, 2020.

Thank you for your continued support of this important project. If you have any questions regarding the classification policy and guidance, please contact April Davis, Director of Classification and Assessment Policy at (202) 606-3600, or email fedclass@opm.gov.

cc: Deputy Chief Human Capital Officers, and Human Resources Directors