



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, May 31, 2019

MEMORANDUM FOR: CXO COUNCILS

FROM: MARGARET M. WEICHERT, ACTING DIRECTOR

Subject: Program Management Improvement Accountability Act – Program and Project Management Job Analysis 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 \(PMIAA\)](#). In accordance with the PMIAA, P.L. 114-264, OPM is required to issue regulations that identify key skills and competencies needed for a program and project manager in an agency; establish a new job series, or update and improve an existing job series, for program and project management within an agency; and establish a new career path for program and project managers. To fulfill these requirements, OPM is conducting an occupational study on program and project management work.

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.

The first phase of the PMIAA study included OPM's issuance on October 22, 2018, of the [Program and Project Management Workforce Survey](#) to identify program and project manager's Governmentwide. The Federal non-supervisory employees identified in the workforce survey will be invited via email to complete the Program and Project Management Job Analysis Survey for program and project management work. The Job Analysis Survey represents the second phase of this study and will be used to validate the program and project management competencies and tasks identified by Federal agency subject matter experts as essential for performing program and project management work Governmentwide.

In support of the study, OPM is requesting your assistance identifying Federal employees who supervise program and project managers in your agency to participate in the Program and Project Management Job Analysis Survey. OPM invites Federal employees who supervise program and/or project managers to complete the online Job Analysis Survey at <https://feedback.opm.gov/Community/se/076F44103F96496E>. Agencies will have two weeks from the date of this memo to submit survey responses.

We appreciate your assistance with developing policy in line with the requirements of the PMIAA. If you have any questions about the occupational study, please contact Aron Thune at (202) 606-7001, or by e-mail at Aron.Thune@opm.gov. For questions regarding the survey, please contact Competency@opm.gov.

cc: Deputy Chief Human Capital Officers, and HR Directors

Attachment: PMIAA Job Analysis Survey FAQs (see 508-conformant PDF below)