

DCPAS Message 2024043

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Mr. Daniel J. Hester //Signed 04/30/2024//

SUBJECT: New Program and Project Management Assessment for USA Hire Platform

AUDIENCE: Appropriated Fund Personnel

ACTION: Disseminate to Department of Defense (DoD) Human Resources Managers and Practitioners

REFERENCES:

1. Executive Order (E.O.) 13932 – Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates, dated June 26, 2020, <https://www.federalregister.gov/documents/2020/07/01/2020-14337/modernizing-and-reforming-the-assessment-and-hiring-of-federal-job-candidates>
2. Under Secretary of Defense for Personnel and Readiness Memorandum, “Department of Defense Implementing Guidance for Assessment Requirements for the Hiring and Selection Process,” dated January 5, 2023 <https://www.dcpas.osd.mil/sites/default/files/DoD%20Implementing%20Guidance%20for%20Assessment%20Req%20for%20Hiring%20Selection.pdf>
3. DoD Program and Project Management Assessment (PAPMA) Implementation Guidance (attached)
4. USA Hire PAPMA Competency Verification Task Identification (CVTI) Form (attached)
5. U.S. Office of Personnel Management (OPM) USA Hire User Guide, dated February 2024, https://help.usastaffing.gov/ResourceCenter/images/e/ec/USA_Hire_User_Guide_-_v31_Feb_2024.pdf file://nut/dcpas_division_share/public/A - LOB 2 (E&C)/LOB 2 Packages and Taskers/20240418 New Program and Project Management Assessment for USA Hire Platform/EI Edits/

BACKGROUND: Consistent with the implementation of references (1) and (2), DoD seeks to continue maximizing the use of higher quality assessments that may be used during the hiring and selection process. To further expand this effort, DoD, in collaboration with OPM, will make available the PAPMA to the DoD Components who have requested access. Additional information on the PAPMA is included in references (3) and (4). The PAPMA is now available on the USA Hire Platform, and the USA Hire User Guide at reference (5) provides the instructions for creating a job opportunity announcement that includes a USA Hire Assessment.

The PAPMA captures competencies that are critical for program management and project management roles. This assessment measures eight critical competencies: accountability, administration and management, decision making, information management, interpersonal skills, planning and evaluating, problem solving, and teamwork; and may be used for non-supervisory 0340 and 0343 occupational series within the USA Hire Platform.

The Department’s investment in developing the PAPMA tool affirms DoD’s commitment to comply with modernizing and reforming the assessment of job candidates. Please contact the point of contact below if you would like access to the PAPMA within the USA Hire Platform. In addition, DoD Components and local activities should ensure necessary labor obligations, if any, are met before implementation.

POINT OF CONTACT: Employment and Compensation Field Advisory and Support Team: dodhra.mc-alex.dcpas.list.ec-field-advisory--support@mail.mil

Attachments:

- [Attach 2 - USA Hire PAPMA Competency Verification Task Identification Form_GS-0343-7-9-11.pdf](#)
 - [Attach 1 - DoD PAPMA Implementation Guidance.pdf](#)
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DOD PAPMA IMPLEMENTATION GUIDANCE

What is the Program and Project Management Assessment (PAPMA)?

The PAPMA is a state-of-the-art assessment of competencies that are critical for program management and project management roles in federal agencies. The PAPMA is comprised of three integrated assessments that measure specific competencies identified as critical for program management and project management roles (GS-0340-7/9/11/12/13 and GS-0343-7/9/11/12/13 positions within DoD).

1. **In-Basket:** The applicant receives a series of emails and informative documents describing various situations. For each situation, the applicant rates the effectiveness of various response options.
2. **Branching Role Play:** The applicant views short videos focused on typical workplace situations. The videos “branch” depending on each response the applicant selects.
3. **Business Case Analysis:** The applicant receives a variety of data for a fictitious agency. Applicants must analyze the data and rate how effective various options are for responding to each situation.

Applicants are allotted up to 1 hour and 30 minutes to complete the PAPMA, although applicants typically complete the assessment quicker.

What competencies are measured?

1. **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
2. **Administration and Management:** Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.
3. **Decision Making:** Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
4. **Information Management:** Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.
5. **Interpersonal Skills:** Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.
6. **Planning and Evaluating:** Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.
7. **Problem Solving:** Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
8. **Teamwork:** Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

How/why did DoD gain access to the PAPMA?

DoD DCPAS partnered with OPM to develop an enterprise-wide assessment strategy and identify assessment solutions that could be implemented enterprise-wide. As part of that effort, DCPAS and OPM identified the PAPMA as a useful solution for GS-0340-7/9/11/12/13 and possibly GS-0343-7/9/11/12/13 positions.

The PAPMA was developed for GS-0340 positions, and government-wide data supports its use for these positions. Although developed for the GS-0340 position, the PAPMA can be used for any positions that require program and project management competencies measured by the assessment after collecting additional data to ensure its appropriateness.

In order to support the use of the PAPMA across DoD for GS-0343-7/9/11/12/13 positions, OPM met with job incumbents to gather data and information to determine if the assessment was appropriate for these positions. Based on the data collected, the PAPMA was found to be appropriate for DoD use enterprise-wide for GS-0343-12/13 positions. While the PAPMA is not appropriate for enterprise-wide use for GS-0343-7/9/11 positions, there may be specific cases where the PAPMA is appropriate for use at these grade levels (see Guidance below on how to implement the PAPMA within DoD).

How should the PAPMA be implemented?

The PAPMA can be used without collecting any additional information for GS-0340-7/9/11/12/13 and GS-0343-12/13 positions. If using the PAPMA for these positions, ask your HR Specialist to include the PAPMA in the JOA.

If using the PAPMA for GS-0343-7/9/11 positions, the hiring manager will need to complete the PAPMA Competency Verification Task Identification (CVTI) Form to ensure the PAPMA is appropriate for the job. If using the PAPMA for these positions, follow the steps below:

1. Complete the PAPMA Competency Verification Task Identification (CVTI) Form.
2. Return the PAPMA CVTI Form to your designated component POC.
3. Wait for review and confirmation from your designated component POC.
4. Retain a copy of the PAPMA CVTI form in your records with the JOA.
5. Ask your HR Specialist to include the PAPMA in the JOA.

After job applicants have completed their USAJOBS application and have self-certified as eligible, they will receive a link from USA Hire to complete the PAPMA.

Who should I contact if I have questions about the PAPMA?

Please contact your designated component POC.

**USA Hire Program and Project Management Assessment (PAPMA)
Competency Verification Task Identification (CVTI) Form
for GS-0343-7/9/11 Positions**

Position to be filled (Title and Grade): _____

Task Identification: Please read the competency names and definitions below. Linkages are needed between critical competencies and critical tasks performed on the job. These linkages show that individuals need the competencies to successfully complete the tasks performed in the targeted position.

For each competency, please provide **at least two** important tasks requiring that competency. The tasks you include should reflect important tasks required in the targeted position. Please try to provide unique tasks for each competency (i.e., please avoid repeating tasks across competencies). A task is a unit of observable work that an individual performs in a given position. A task begins with an action verb and describes the "what" that an individual does in a position. Below are examples of two tasks related to Oral Communication:

- ◆ Delivers presentations to senior management to update progress on key project tasks.
- ◆ Discusses the results of a meeting with colleagues to identify how this information will impact current policy.

Please note: If there are not at least two tasks linked to all of the eight competencies, the PAPMA cannot be used in the assessment process.

Competency Verification: After you have provided at least two important tasks for each competency, re-read the competency name and definition in Column A. For each of the competencies, please check the box in Column B if the competency is important for successful performance in the targeted position. Please check the box in Column C if the competency is needed upon entry (i.e., day one of the job). By checking the boxes in Columns B and C, you certify the competency is both important for successful performance and needed upon entry for the targeted position.

Please note: If all eight competencies are not both important for successful performance and needed upon entry, the PAPMA cannot be used in the assessment process.

<u>Column A</u> Competency Name, Competency Definition, and Task Identification	<u>Column B</u> Competency is Important for Successful Performance	<u>Column C</u> Competency is Needed Upon Entry
<p>Accountability: Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.</p> <p>In the space provided below, please provide at least two important tasks performed in the targeted position requiring Accountability.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p style="text-align: center;"><u>Column A</u></p> <p>Competency Name, Competency Definition, and Task Identification</p>	<p style="text-align: center;"><u>Column B</u></p> <p>Competency is Important for Successful Performance</p>	<p style="text-align: center;"><u>Column C</u></p> <p>Competency is Needed Upon Entry</p>
<p>Administration and Management: Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.</p> <p>In the space provided below, please provide at least two important tasks performed in the targeted position requiring Administration and Management.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Decision Making: Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.</p> <p>In the space provided below, please provide at least two important tasks performed in the targeted position requiring Decision Making.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Information Management: Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.</p> <p>In the space provided below, please provide at least two important tasks performed in the targeted position requiring Information Management.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p style="text-align: center;">Column A</p> <p>Competency Name, Competency Definition, and Task Identification</p>	<p style="text-align: center;">Column B</p> <p>Competency is Important for Successful Performance</p>	<p style="text-align: center;">Column C</p> <p>Competency is Needed Upon Entry</p>
<p>Interpersonal Skills: Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.</p> <p>In the space provided below, please provide at least two important tasks performed in the targeted position requiring Interpersonal Skills.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Planning and Evaluating: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.</p> <p>In the space provided below, please provide at least two important tasks performed in the targeted position requiring Planning and Evaluating.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Problem Solving: Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.</p> <p>In the space provided below, please provide at least two important tasks performed in the targeted position requiring Problem Solving.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Teamwork: Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

In the space provided below, please provide at least two important tasks performed in the targeted position requiring Teamwork.



Hiring Manager Name (Please Print): _____

Hiring Manager Signature/Date: _____