

# 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.