

PS 3040.02 MANAGEMENT PREFERENCE PROFILE SYSTEM



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# Program Statement

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**OPI:** HRM  
**NUMBER:** 3040.02  
**DATE:** 7/28/99  
**SUBJECT:** Management Preference  
Profile System

1. **PURPOSE AND SCOPE.** To provide guidance on completing and maintaining a Management Preference Profile which is mandatory for all employees who are GS-11 department heads or GS-12 and above.

Information from the Management Preference Profile System (MPPS) is used to project long-term management human resource needs.

2. **SUMMARY OF CHANGES.** This update revises the program objectives section, provides guidance on updating the MPPS profile, and includes various formatting changes.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:

a. The MPPS will provide the Executive Staff with an automated workforce planning tool that contains timely and accurate information on employees.

b. The MPPS will permit managers to express their personal career preferences to upper management and keep the information current.

c. Eligible employees will complete a profile upon appointment to a position covered by the MPPS.

4. **DIRECTIVE RESCINDED**

PS 3040.01 Management Preference Profile System  
Administration (7/13/93)

5. **STANDARDS REFERENCED.** None.

6. **MANAGEMENT PREFERENCE PROFILE SYSTEM.** The MPPS provides the Executive Staff with personal preference information submitted by all eligible employees and contains information on:

- an employee's Bureau position history,
- position preferences for the next 10 years,
- location preferences,
- willingness to transfer, and
- foreign language skills.

The National Finance Center system provides additional personnel and training information, such as:

- performance evaluations,
- education,
- executive training completed, and
- awards.

The Management Development Systems and Analysis (MDSA) Section in the Human Resource Management Division maintains the MPPS. MDSA is located in Central Office.

7. **REQUIREMENTS FOR EMPLOYEES.** All eligible employees are required to submit a Management Preference Profile form, including employees who are not covered by law enforcement retirement or who do not want to transfer at the present time.

- Upon appointment to a MPPS covered position, (GS-11 department heads and GS-12 and above) employees will complete the most current MPPS Form. Staff will receive a personal printout of the information submitted within six weeks.
- Employees in the MPPS are obligated to keep their personal preferences and position history current.
- Employees updating their profile will send position/location changes within 30 days of the effective date of their position change.

#### 8. **UPDATING THE MPPS PROFILE**

a. Mandatory annual update periods will be announced each year and informational materials distributed through Human Resource Management offices.

- All Staff in the MPPS are required to certify that their profiles are up-to-date upon receiving the material.

b. New and updated profiles will be announced via BOPNet GroupWise. In addition to position/location changes, employees may make **two additional** personal preference changes during the year.

c. All updates are to be submitted on the most recent profile printout. The revised profiles will be returned to the employee for verification. Employees should retain them for future updates.

d. Human Resource Managers must notify new, transferred, or promoted staff of the requirement to submit or update profiles and assist in reconstructing Bureau position histories if needed.

#### 9. **SENDING AND RECEIVING MPPS PROFILES**

- Profiles **may not** be sent or received by overnight mail.
- To protect the integrity of the data and employee privacy, staff must maintain a current copy of their profiles and mail their own MPP materials to the MDSA in Central Office.
- An additional copy of an employee's profile may be obtained from the MDSA section upon request.

/s/

Kathleen Hawk Sawyer  
Director