



Presidential Management Fellows (PMF) Program

Orientation Webinar for
Hiring Officials & Supervisors



PMF PRESIDENTIAL
MANAGEMENT
FELLOWS PROGRAM

U.S. OFFICE OF PERSONNEL MANAGEMENT



Topics

- Program Overview
- Recruiting PMFs
- On-Boarding
- Program Requirements
- Supervisor Requirements
- Orientation for Fellows
- Training and Developmental Opportunities
- Graduation
- Resources



Program Overview

- Very competitive and rigorous application and assessment process conducted annually (review the “Become a PMF” section of pmf.gov for additional info)
- PMF Program Office selects Finalists
 - Finalists have appointment eligibility of 12 months
- Finalists seek appointments as Fellows
- Two-year fellowship including training and development
- Succession Planning for Federal Agencies
- Future Leaders for Federal Government



Program Overview

Historical Background:

- 1977: Executive Order (EO) 12008 created the Presidential Management Intern (PMI) Program
- 1982: EO 12364 opened to non-public policy students
- 2003: EO 13318 changed from PMI Program to Presidential Management Fellows (PMF) Program
- 2010: EO 13562 reinvigorated the PMF Program
 - Created the Pathways Programs, which includes the PMF Program
 - Expanded eligibility



Program Overview

- Leadership development program
- Two-year, paid, full-time position
- Recent graduates with an advanced degree
- **Initially** appoint at the GS-9/11/12 (or equivalent)
- Promotion potential up to the GS-13
- Potentially noncompetitively convert to a term or permanent position



Recruiting PMFs

- Identify positions and qualifications
- Contact HR Office and Agency PMF Coordinator
- Have a Position Description ready
- Follow agency procedures for soliciting Finalists
- Submit PMF appointment opportunity to Agency PMF Coordinator for posting
- Conduct interviews and inform HR Office
- Participate in Hiring Fair



On-Boarding

- Follow-up with HR Office on start date
- Work with your Agency Coordinator on providing for the PMF reimbursement fee
- Ensure Participant Agreement is in place
- Provide Fellow with Position Description and performance standards
- Identify and assign a Mentor
- Initiate Individual Development Plan
- Meet frequently with Fellow



On-Boarding

- Explain SF 50, Personnel Action
- Ensure Fellow attends any agency PMF orientation and the PMF Program's Orientation for Fellows
- Ensure Fellow is aware of the PMF Leadership Development Program (PMF LDP) and how to register
- Ensure Fellows know how to request training
- Identify funding sources for required training and developmental activities
- Discuss developmental assignment options



On-Boarding

- Provide Fellows with meaningful assignments
- Keep Fellows engaged and feeling valued
- Ensure Fellow has access to needed resources and aware of policies
- Explain organization's mission and structure
- Contact Agency PMF Coordinator for any questions



Program Requirements

- Participant Agreement
- Mentor
- Individual Development Plan (IDP)
- 80 hours of formal interactive training per year for a total of 160 hours (100+ hours can come from PMF LDP)
- 4-6 month Developmental Assignment
- Successful performance reviews
- Executive Resources Board certification



Program Requirements

Participant Agreement:

- Identifies expectations between the agency, Fellow, and supervisor
- Defines parameters of fellowship
- PMF Form 1302, PMF Participant Agreement



Program Requirements

Mentor:

- Assigned within 90 days of start date
- Managerial employee of the attached agency
- Outside of Fellow's chain of command



Program Requirements

Individual Development Plan (IDP):

- Developed with supervisor in consultation with Agency PMF Coordinator and Mentor within the first 45 days of start date
- Serves as a roadmap
- Includes learning objectives and competencies
- Includes Developmental Assignment
- Includes training courses



Program Requirements

- Identify short- and long-term goals
- Identify needed competencies
- Identify sources and funding for training
- Identify 4-6 month Developmental Assignment
- Identify other developmental activities
- Review IDP during performance appraisals



Program Requirements

Training:

- At least 80 hours of formal, interactive training for each year, for a total of 160 hours
- Training should address competencies identified on Fellow's IDP
- Related to current and target position
- Document training on Fellow's IDP



Program Requirements

Developmental Assignment:

- At least one 4-6 month Developmental Assignment during fellowship
- Full-time management and/or technical responsibilities
- Consistent with Fellow's IDP
- Takes place within organization, agency, or another Federal Agency
- Follow agency's policies and procedures



Program Requirements

Optional Rotational Opportunities:

- Optional for agencies to allow for short-term rotational opportunities of 1 to 6 months in duration
- Does not have to relate to target position
- Document on Fellow's IDP



Program Requirements

Agency-Specific Requirements:

- Agencies may establish additional requirements
- May differ between agency levels
- Consistency is key!
- Consult your Agency PMF Coordinator



Program Requirements

Performance Plan and Review:

- Based on current Position Description
- Establishes performance elements and standards
- Annual performance evaluation required
- Satisfactory performance required for both years for conversion



Program Requirements

Promotions:

- Promotion requires a performance rating of “fully successful” or higher
- Fellows must meet the qualification requirements for the position
- Promote as high as a GS-13 during fellowship
 - If the PMF’s position has a career ladder to such
- Promotion is at the agency’s discretion



Program Requirements

Executive Resources Board (ERB) Certification:

- ERB certifies successful completion of all program requirements
- ERB should render decision 30-days prior to Fellow's second year anniversary
- Decision allows for non-competitive conversion to a term or permanent position
- Fellow can only convert at the agency that ERB certified



Program Requirements

Conversion:

- ERB certification required for conversion
- May non-competitively convert to a term or permanent position in competitive service
 - If to a term position, then the agency may non-competitively convert to a permanent position
- Two-year fellowship counts towards career tenure
- Occurs on the two-year anniversary of the start of the fellowship



Program Requirements

Extensions:

- Limited to 120-days beyond two-year appointment
- For rare and unusual circumstances
- Adheres to agency's Pathways MOU
- Agency PMF Coordinator should record any extension in the PMF TMS



Program Requirements

If agency decides NOT to convert an ERB-certified Fellow:

- Appointment expires at end of the two-year fellowship; termination
- Agency should notify Fellow in advance, while following its termination procedures
- Agency PMF Coordinator to record termination in PMF TMS



Program Requirements

If ERB denies certification:

- Agency to follow its termination procedures and notify the Fellow as quickly as possible
- Fellow may appeal to OPM (via the PMF Program Office) within 15 days of termination notice
 - Fellow may continue in PMF Program pending outcome of appeal
 - Agency must continue to provide appropriate developmental activities
 - OPM's decision is not subject to further appeal
- Agency PMF Coordinator to record termination in PMF TMS



Supervisor's Requirements

- Provide effective on-boarding
- Complete Participant Agreement
- Establish a performance plan and conduct evaluations
- Within 45 days, develop IDP
- Within 90 days, assign Mentor
- Ensure Fellow is on track with requirements
- Timely ERB certification and conversion



Orientation for Fellows

- PMF Program Office sponsored
- Separate to agency's orientation
- Generally held via on-line webinar, but is currently under review for redesign
- Fellow responsible for registering and documenting on their IDP
- Time counts towards training requirement
- Information on PMF website



Training and Developmental Opportunities

The PMF Program Office sponsors several training and developmental opportunities for Fellows

- PMF Leadership Development Program (PMF LDP)
- Quarterly networking events
- Orientation for Fellows
- PMF Brown Bags
- Periodic leadership training
- Hours count towards annual training requirements
- Details either posted to PMF website or sent as broadcast emails to current Fellows



Training and Developmental Opportunities

Why Was It Developed And What Are The Benefits?

IN 2016 THE U.S. OFFICE OF PERSONNEL MANAGEMENT (OPM) REVIEWED THE PMF PROGRAM'S ENTIRE BUSINESS PROCESS IN ORDER TO ENSURE IT FULFILLS ITS STATED PROMISE OF BUILDING STRONG LEADERSHIP SUCCESSION PIPELINES, WHILE ADDRESSING THE NEW COMPLEXITIES OF 21ST CENTURY GOVERNANCE.

THE GOAL OF THE PMF PROGRAM'S LEADERSHIP COMPONENT IS TO PROVIDE A WORLD CLASS, ACTIONABLE LEADERSHIP DEVELOPMENT EXPERIENCE FOR FELLOWS THAT FULLY PREPARES THEM TO STEP INTO LEADERSHIP ROLES UPON COMPLETION OF THEIR FELLOWSHIP.





Training and Developmental Opportunities

- ✓ Up to 100 Training and Developmental Hours within a two year program
- ✓ Customized Curriculum Designed for Fellows
- ✓ Federal Executive Institute and Experienced Qualified Faculty
- ✓ Program Development specific to OPM Executive Core Qualifications
- ✓ PMF LDP includes PMF Competency Journey Map
- ✓ Receive a Leadership Potential Assessment (LPA)
- ✓ One Year of Ongoing Competency Development with Certified Federal Coaches
- ✓ Application of Learning: Challenge Project in Year 2 is hands on and direct immersion into the President's Management Agenda (PMA).
- ✓ Quarterly Networking Events with other Fellows and Alumni (Developmental Hours)



Training and Developmental Opportunities

Where Can I Find Out More?

- General information about the PMF LDP can be found on the PMF website at <https://www.pmf.gov/current-pmfs/training-and-development/leadership-development-program/>
- Additional training and developmental requirements for Fellows can be found at <https://www.pmf.gov/current-pmfs/training-and-development/>
- These slides can be found under the “Current PMFs/Resources” section on the PMF website
- A current List of Agency PMF Coordinators can be found at <https://apply.pmf.gov/coordinators.aspx>
- The value proposition and overview for agencies can be found at <https://www.pmf.gov/agencies/value-proposition-and-overview.aspx>
- Email PMF Program and PMF LDP questions to pmf@opm.gov



Graduation

- ERB-certified Fellows invited to a graduation
 - Specific to class year of cohort
 - Fellows must be ERB certified to participate or request a certificate of completion
- Held in Washington, DC
 - Due to COVID-19, PMF Class of 2017 Graduation was cancelled
- Agency expected to support participation
- Information on PMF website



Resources

- PMF Website
 - Agency roles and responsibilities
 - Finding Finalists
 - Training and development information
 - Optional forms and templates
 - Frequently Asked Questions (FAQs)
- Agency PMF Coordinator
- Pathways Programs Officer
- Agency's policies and procedures
- PMF Office Hours (held monthly)
- Handbook for Hiring Managers from the U.S. Forest Service, found of the Agencies/Resources page of pmf.gov