

Below is a list of FAQs pertaining to the PMF LDP, by category (e.g., Curriculum, Registration, and Other). General information about the PMF LDP can be found under the “Current PMFs/Training and Development/Leadership Development Program” section on the PMF website at <https://www.pmf.gov/current-pmf/training-and-development/leadership-development-program/>. These FAQs are subject to change; please check for any updates.

CURRICULUM:

CQ1. *What is the President Management Fellow’s Leadership Development Program (PMF LDP)?*

CA1. The Presidential Management Fellow’s Leadership Development Program (PMF LDP) is a two-year program designed to transform PMFs into highly skilled leaders. The PMF Program Office has partnered with OPM’s Center for Leadership Development (CLD)/Federal Executive Institute (FEI) on the development of the PMF LDP. Fellows who fully participate in the PMF LDP have the potential to earn over 100 hours of the required 160 hours of formal interactive training that is required to successfully complete their fellowship.

CQ2. *What competencies are addressed in the PMF LDP?*

CA2. The competencies identified on the PMF LDP Journey Model are specific to the PMF Program and are competencies found in the Executive Core Qualifications (ECQs). To view a list of competencies associated to the ECQs, go to: <https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/>. The PMF LDP Journey Model is included in the PMF LDP Participant Handbook prior to confirmed Fellows participating in Year 1 of the PMF LDP.

CQ3. *What is the OPM Form 1310?*

CA3. The OPM Form 1310, PMF LDP Participant Agreement, establishes expectations of Fellows who participate in the PMF LDP and enables Supervisor’s to approve and support their Fellow’s participation in the program. A copy of the OPM Form 1310 can be found under the “Current PMFs/Resources” and “Agencies/Resources” section on the PMF website at www.pmf.gov. When a Fellow registers to participate in the PMF LDP Year 1 session, he/she will be required to complete the OPM Form 1310 and upload it in their user account on the Apply Site of the PMF TMS. The form is PDF-fillable and electronic signatures are preferred.

CQ4. *What activities are associated to the PMF LDP and the potential training hours offered?*

CA4. Fellows who fully participate in the PMF LDP have the potential to earn over 100 hours of training and development. A matrix of activities, roles, and potential hours is included in the PMF LDP Participant Handbook that will be distributed to confirmed Fellows who participate in Year 1 of the PMF LDP. The matrix is subject to change and Fellows should record any training and development on their Individual Development Plan (IDP).

CQ5. *Is this a formal Leadership Development Program?*

CA5. Yes. This is a formal leadership development program developed specifically for Presidential Management Fellows. The PMF LDP has been in place since the PMF Class of 2017.

CQ6. *How much of a time commitment is required?*

CA6. The PMF LDP can potentially cover over 100 training and developmental hours. The hours for the PMF LDP are subject to change as the curriculum is subject to change. Fellows will be provided with the total time commitment for all required activities of each PMF LDP activity when they are invited to register.

The PMF regulations require that each agency provide a Fellow with 80 hours of formal, interactive training each year of their fellowship, for a total of 160 hours. Agencies can meet up to 100 of those hours through the PMF LDP if they like.

CQ7. *Is there a Challenge Project?*

CA7. Yes. Challenge Projects, where Fellows work in small teams for a limited time on a cross-agency initiative, are conducted during Year 2. Each Challenge Project will vary. Additional details will be provided under separate cover when Fellows register for Year 2.

CQ8. *Is there any pre-work prior to the PMF LDP?*

CA8. Yes. Some PMF LDP activities require pre-work (e.g., books/articles to read, preparations for a specific activity, etc.). Any such pre-work will be communicated to participants prior to the activity.

REGISTRATION:

RQ1. *Are there any minimum requirements for participation?*

RA1. In order for a Fellow to participate in the PMF LDP:

1. The Fellow must be already on board at their agency,
2. The Agency PMF Coordinator must have accurately entered the PMFs' appointment information in the PMF Talent Management System (TMS), including supervisory contact information, and the Fellow's current government email address.
3. The appointing agency must have completed the reimbursement process for the one-time placement fee. See the "PMF Reimbursement Process for Agencies" at: <https://www.pmf.gov/agencies/resources/>.
4. Those Fellows who register for the PMF LDP are also required to fill out and submit the OPM Form 1310, PMF LDP Participant Agreement (see more below).

NOTE: PMFs can view their appointment information from their applicant user account on the Apply Site of the PMF TMS, and they may update their work and supervisor contact information at any time. Any other edits should be submitted to the Agency PMF Coordinator for updating.

RQ2. *How Do I register for the PMF LDP?*

RA2. Current PMFs will be notified of additional information and when to register via email. After consulting with their Supervisors to gain approval to attend, PMFs may register when invited by the PMF Program Office. The PMF Program Office will validate registrations and send a separate confirmation with additional details prior to the scheduled training.

RQ3. *Do I need supervisor approval from my agency?*

RA3. Yes, PMFs should not register to participate until they obtain supervisory approval. Each agency has different policies and procedures for an employee's training and development. PMFs may need to consult with their Agency PMF Coordinator for additional guidance. Fellows who submit a completed OPM Form 1310, PMF LDP Participant Agreement, would also meet this requirement.

RQ4. *Will the PMF LDP provide a certificate of completion?*

RA4. Yes. As a Fellow completes a milestone and their attendance is confirmed, they will automatically have access to a Certificate of Completion via their user account on the PMF Talent Management System (TMS).

RQ5. How do I keep track of my progress?

RA5. PMFs are responsible for tracking and recording all training and developmental hours, especially on their Individual Development Plan (IDP), and retaining any supporting documents (e.g., email confirmations, certificates, etc.). See the FAQ about referencing a matrix that participating Fellows will find in their PMF LDP Participant Handbook.

RQ6. If I need a reasonable accommodation, how do I request one?

RA6. During the registration process, Fellows are prompted if they need a reasonable accommodation. Please follow the instructions provided.

RQ7. If I do not sign up for the PMF LDP (or I missed the cut-off date) are there other opportunities to participate?

RA7. Yes, such PMFs can partake in the next session offered, providing they meet all the requirements for participation. In addition, a number of Networking Events are conducted throughout the year where all current Fellows will be invited to register and participate.

RQ8. What if I have to cancel my registration to attend the PMF LDP?

RA8. You will be required to immediately notify the PMF Program Office, your Supervisor, and your Agency PMF Coordinator as soon possible. Make-up sessions, if any, will be limited and there may be other PMFs wait listed.

RQ9. If a PMF has leave scheduled that will impact their participation in the PMF LDP, what should he/she do?

RA9. The PMF Program Office suggests that you wait to apply to the next session. The curriculum, agenda, and facilities are based on a limited number of PMFs per cohort and segment. Please send any questions about any potential leave impacts to pmfldp@opm.gov.

RQ10. Do I need to submit any training forms or documents to the PMF Program Office?

RA10. The PMF Program Office does not collect such training forms; however, your agency may. Check with your Supervisor and Agency PMF Coordinator. It is the responsibility of the Fellow to adhere to their agency's policies and procedures regarding training documentation.

OTHER:

OQ1. Is the PMF LDP a mandatory requirement?

OA1. No, participation is optional; however, is highly recommended. The PMF LDP is included in the one-time placement fee that agencies provide when they initially hire a Finalist as a PMF to benefit the PMFs as well as supporting their agencies by offering a premier developmental experience that equips the PMF as 21st Century Leaders. Full participation covers over 100 hours of training and development. Every agency has a choice and any policies and procedures will vary across agencies. Please refer to your home agency and consult with your Supervisor and Agency PMF Coordinator.

OQ2. Does participation lead to a leadership position?

OA2. Participation does not confer any entitlements or special consideration for promotion or advancement upon completion. The basis of this program supports the notion that understanding the principles of good leadership prepares an individual to serve in a leadership capacity. Completing the PMF LDP in its entirety and putting the curriculum into practice during the fellowship can certainly make Fellows highly competitive for future leadership positions.

OQ3. How can I find out more information about the PMF LDP?

OA3. The PMF Program Office will post updates on the PMF LDP under the “Current PMFs/Training and Development/Leadership Development Program” section on the PMF website at www.pmf.gov. Any updates to these FAQs will be posted to the “Current PMFs/Resources” section on the PMF website.

OQ4. I’m having trouble logging into the PMF Talent Management System (TMS), what should I do?

OA4. All Applicants, Finalists, Fellows, and Alumni should use the Apply Site of the PMF TMS at <https://apply.pmf.gov>. The Portal Site of the PMF TMS is used by agency personnel and the PMF Program Office. Any user to these sites can use the “Forgot Password” link to reset their password. Agency personnel (e.g., Hiring Officials and HR Staff) should contact their [Agency PMF Coordinator](#) for assistance.

OQ5. I’m having trouble logging into the CLD Central, what should I do?

OA5. If you have any questions about using CLO Learning Central, please contact Linda Wooten, linda.wooten@opm.gov

OQ6. If the activity is virtual, what do I need to have in order to participate?

OA6. The PMF LDP is currently conducted virtually and all Fellows are required to utilize their work computer. Technical requirements will be outlined in the event details when Fellows register. Fellows are expected to utilize their cameras and microphones to fully engage and interact with instructors and participants.

OQ7. What if I arrive late or miss a part of my course?

OA7. If you expect to arrive late, please contact the PMF Program Office at pmfldp@opm.gov.

OQ8. What if I need to leave early?

OA8. If you need to leave early for any reason, please contact the PMF Program Office at pmfldp@opm.gov or the representative who is present during the sessions. Participating PMFs are asked to fully commit and make any and all arrangements to fully engage. PMFs are expected to fully participate to receive full credit.

OQ9. Who do I contact for any additional questions?

OA9. First, please review the PMF LDP webpage previously mentioned. Second, review these FAQs, and any updates. And, lastly, check with your Agency PMF Coordinator. All other inquiries can be sent via email to pmfldp@opm.gov.

OQ10. Can I still complete the LDP if I am converting before the program finishes?

OA10. Yes, if you have completed Year 1 of the LDP and you will be converting before you complete Year 2, Fellows are still permitted to finish out the program and receive a certificate for the overall completion of the PMF LDP. The hours documented will be the hours earned during the work prior to conversion.

OQ11. What if I do not receive my course materials?

OA11. Some PMF LDP activities may have pre-work to be completed prior to the activity, a participant handbook, books, etc. These will be provided to participants prior to the activity. Physical materials will be mailed to the Fellow’s home mailing address. Fellows are asked to confirm their home mailing address prior to registering. If you did not received your course materials, please send an email to pmfldp@opm.gov.