A New Day for the Civil Service

Managing Your Fellowship

Topics

- PMF Program Requirements
- Optional Developmental Activities
- Program Flexibilities
- Sample Journey
- Tips for Success
- Resources

PMF Program Elements

- Individual Development Plan (IDP)
- 160 Hours of Formal Classroom Training
- At Least One Developmental Assignment
- Performance Plan and Annual Review
- Executive Resources Board (ERB) Certification

Individual Development Plan

The purpose of your IDP is to:

- Provide a roadmap for your two year fellowship
- Detail accomplishments outside of regular work activities
- Serve as a living document that you update regularly to reflect changes and record milestones
- Create your IDP with your supervisor within the first 90 days you are on the job

Individual Development Plan (Con't)

Your IDP should be individually tailored and should include:

- Your target position in the agency
- Learning objectives and competencies that, when met, will qualify you for your target position
- Details and timelines that indicate when and how your learning objectives will be accomplished

Training

- Agencies must provide 80 hours of formal classroom training each year of the fellowship, for a total of 160 hours
- Training should address competencies needed for your target position
- As part of the Fellow's reimbursement fee, OPM:
  - Provides training at Orientation
  - Offers various 8 hour training forums
- Keep copies of all certificates of completion to provide to your ERB, Supervisor, and/or Agency PMF Coordinator

Developmental Assignment (Con't)

- Your Developmental Assignment is a Unique Opportunity to:
  - Gain management experience
  - Work in specific occupational fields
  - Learn about a program function from another perspective
- Your Developmental Assignment should:
  - Be four to six consecutive months in duration
  - Be in the same occupation or functional area as your target position
  - Provide you with full-time management and/or technical responsibilities
  - Be outside your immediate office
- Agency responsible for funding

Developmental Assignment (Con't)

- Potential Opportunities:
  - Another assignment at your home agency
  - Assignment at another agency
  - Assignment at a non-profit organization
- Agencies have the discretion to:
  - Define the nature and content of your Developmental Assignment
  - Tailor your Developmental Assignment to meet agency specific needs
- Your Developmental Assignment should be clearly outlined and negotiated in advance with your supervisor and Agency PMF Coordinator

Performance Plan and Annual Review

- Your performance plan is developed based on your current position description
- It establishes your performance elements and standards
- Fellows must receive an annual performance evaluation in accordance with their agency's performance management program
- You must perform satisfactorily or better as part of the program requirements

ERB Certification

- At the end of the two year program your Agency's Executive Resources Board (ERB), or equivalent, must determine if you have successfully completed the PMF Program requirements
- ERB Certification may be conducted through document review or other methods determined by the Agency
- You must be certified by your ERB before you are eligible:
  - To be non-competitively converted to a full-time, permanent position
  - To attend graduation and/or receive a certificate of completion

ERB Certification (Con't)

- The ERB must consider whether or not the PMF:
  - Met all of the Program's requirements
  - Demonstrated successful performance according to the Fellow's performance plan
  - Achieved the expectations set forth in the IDP
- Ask your Agency PMF Coordinator about your agency's ERB process to help plan and prepare information for the certification process
- ERB certification results are forwarded by the agency to OPM, via the PMF Program Office

ERB Certification (Con't)

- If an ERB or equivalent certifies a Fellow has successfully completed the Program, the agency must convert the Fellow to a full-time, permanent position
- The certified Fellow becomes a career or career-conditional employee upon conversion and the probationary period is automatically fulfilled

ERB Certification (Con't)

- If the ERB determines that a Fellow has not successfully completed the Program, the Fellow will not be converted upon completion
- If not ERB certified, the Fellow's appointment expires and he or she is no longer employed by the Federal Government
- The individual may request reconsideration of the ERB's decision by the OPM Director via the PMF Program Office
- See the *PMF Guide for Agencies* available on the PMF Website for more information

Agency Specific Requirements

- Agencies may establish internal PMF Program requirements, in addition to the OPM requirements
- Agency specific requirements may differ between Department level and Sub-Agency level
- Agency requirements must not conflict with OPM regulations
- Consult with your Agency PMF Coordinator regarding agency specific requirements early on in your fellowship

Optional Developmental Activities

Rotations:

- Assignments outside of your immediate office, but they may not qualify as a Developmental Assignment
- May vary in length
- Are not required by the PMF Program; they are optional and are granted at agency discretion
- Note: All Developmental Assignments are rotations, but not all rotations are Developmental Assignments

Optional Developmental Activities (Con't)

Additional Learning Opportunities:

- Job Shadowing
  - Observing a Federal manager or executive in daily activities for a defined period of time.
  - Gain exposure to managerial duties, responsibilities, and approaches, and observe application in real world situations
- Mentors
  - Informal or formal relationship between a Fellow and a Manger in the Fellow's agency
  - Relationship consists of dialogues meant to support and guide the Fellow in his/her career

Optional Developmental Activities (Con't)

Additional Learning Opportunities:

- Lectures
  - Presentations by prominent individuals on topics such as foreign policy and leadership development
- Conferences
  - Full-day meetings consisting of presentations made by individuals knowledgeable in topics related to leadership development
  - Professional associations or organizations annual conferences

Optional Developmental Activities (Con't)

Additional Learning Opportunities:

- Informational interviews
  - Appointments with Federal managers/executives about their careers.
  - The interviews provide an opportunity for Fellows to interact at high levels of management and gain information for long term networking and career planning

Optional Developmental Activities (Con't)

Additional Learning Opportunities:

- Forums
  - Single sessions or short, often one day meetings devoted to presentations on and discussions of a particular topic.
  - Some offered by OPM at no cost.
- OPMs Leadership Education and Development (LEAD) Certificate Program
  - Complete leadership development curriculum for current and aspiring government leaders.
  - Project/Team Lead or Supervisor leadership tracks. Additional information can be found at www.leadership.opm.gov.

Program Flexibilities

- Agencies must have promotion policies specifically for PMFs
- Agencies may offer accelerated promotions
- Fellows may be promoted up to the GS-13 level (or equivalent) during their fellowship
- Check with your Agency PMF Coordinator for information and questions on your agency's promotion policies

Program Flexibilities (Con't)

PMF Program regulations allow for agency flexibility because Fellows are in the excepted service:

- Fellows can be reappointed into another position or agency
- Reappointments are strongly discouraged as Fellows are expected to complete the Program with the agency that hired them
- If reappointed, the outgoing and incoming Agency PMF Coordinator should contact the PMF Program Office to ensure a smooth transition

Example of PMF Career Ladder

	First Year	Second Year	Third Year	Subsequent Years
GS 13				Within Grade Step Increases or Full Performance Level Promotion
GS 12			Conversion into Target Position	
GS 11		Potential Promotion		
GS 9	Initial Placement			

NOTE: This sample is typical for a PMF's career ladder. However, agencies have the discretion to initially appoint Fellows at the GS-9, 11, 12 (or equivalent). Promotions are granted at the discretion of the agency and are not guaranteed.

Example of PMF Journey

First Year	Second Year	Third Year

• Initial Appointment
• Orientation
• Initiate IDP
• Initiate Performance Plan
• 80 Hours Training
	• One Year Review
	• Potential Promotion
	• Update IDP
	• Developmental Assignment
	• 80 Hours Training
	• Executive Resources Board Certification
		• Conversion:
		  ⁴ Career Conditional two years Federal Service
		  ⁴ Career Status three years or more of Federal Service
		• Continue Development

Tips for Success

- Know Your Work Team
  Supervisor and Leadership, Colleagues, Styles, Dynamics, Priorities, History
- Know Your Agency
  Mission, Organizational Chart, Leadership, Budget, Protocols, Reports
- Know the Federal Government
  Strategic Challenges, U.S. Constitution and Bill of Rights, Principles of Ethical Conduct, Federal Budget, Congressional Oversight

Resources

- Agency PMF Coordinator
- Agency supervisor
- Mentors
- PMF alumni
- Government newsletters
- Other Fellows, past and present, in your agency, and in other agencies
- PMF website (www.pmf.gov)
- PMF Program Office

Good Luck in your Leadership Journey!