|  |  |
| --- | --- |
| pmf_logo_b&w_without_seal_11-08-10.jpg | **2015 PMF In-Person Assessment Volunteer Form***(for Class of 2013 and 2014 Fellows only)*  |

**PRIVACY ACT STATEMENT AND INSTRUCTIONS:**

**Authority:** 5 CFR 362.405(b)(6) allows the Presidential Management Fellows (PMF) Program Office to request current Fellows to assist in the assessment process for subsequent PMF classes. Specifically, “Upon the request of OPM, the appointing agency must make Fellows available to assist in the assessment process for subsequent PMF classes. Any interactive training provided to a Fellow in connection with assisting OPM in the assessment process may be counted toward the minimum 80-hour training requirement.”

**Purpose:** This form is used to collect availability of current Fellows able to volunteer and assist with the PMF Program’s In-Person Assessment upon their supervisor’s approval. Fellow volunteers are asked to sign-up for a morning and/or afternoon shift for one of the full weeks of the scheduled listed below.

**Routine Uses:** Each year the PMF Program Office will solicit current Fellows on their availability to volunteer for the In-Person Assessments and ask such Fellows to complete and submit this form. This form is updated annually to reflect the class year and schedule. Based on need, the PMF Program Office will contact and coordinate schedules after reviewing the Fellow’s availability.

**Disclosure:** Use of this form and furnishing this information is optional. However, this is the preferred method for available Fellows to submit needed information. It is at the appointing agency’s discretion to determine the number of hours applicable to count towards the Fellow’s training requirements; Fellows should consult with their supervisor and Agency PMF Coordinator for any questions. Any such training should be recorded in the PMF’s IDP (Individual Development Plan). The PMF Program Office is unable to provide funds to cover any salaries, benefits, or travel expenses. PMF volunteers will be required to sign a confidentiality, non-disclosure form for test integrity of the In-Person Assessments.

**Current Fellows:** This form can be found under the “Current PMFs\Resources” section on the PMF website at [www.pmf.gov](http://www.pmf.gov). Fill out the information below and send via email to pmfapplication@opm.gov with the subject of “Volunteer” or fax to 202-606-3040 by the deadline below. The form requests an alternative phone number (e.g., cell phone number) and a personal email address in cases of emergencies (e.g., if the scheduled In-Person Assessment is cancelled). The PMF Program Office will contact volunteers and provide additional information under separate cover.

|  |  |
| --- | --- |
| Fellow’s First and Last Name: |  |
| Work Phone Number (with area code): |  |
| Alternative Number (e.g., cell phone): |  |
| Work Email Address: |  |
| Personal Email Address: |  |
| Agency/Sub-Agency (please spell out): |  |
| Complete Work or Home Mailing Address: |  |

The 2015 In-Person Assessments are scheduled for December 8, 2014, through January 30, 2015, at the U.S. Department of State (Annex 44), 301 4th St, SW, Washington, DC 20547 (conveniently located near Federal Center SW and L’Enfant Plaza Metro Stations). Assessments are typically conducted in the morning and afternoon during regular business days. Assessments do not take place on weekends or holidays. NOTE: Some weeks have shorter schedules, contain a holiday, and/or included no sessions. Please insert an “X” in shifts you are available below:

|  |  |  |
| --- | --- | --- |
| **Week:** | **Morning Shift (7:00am – 12:00pm):** | **Afternoon Shift (12:00pm – 5:00pm):** |
| December 8-12, 2014 |  |  |
| December 15-19, 2014 |  |  |
| January 6-9, 2015 |  |  |
| January 12-15, 2015 |  |  |
| January 20-23, 2015 |  |  |
| January 26-30, 2015 |  |  |

By signing below, you agree to the terms stated above and have obtained supervisor approval.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date (mm/dd/yyyy)

**Please scan and email completed form to** **pmfapplication@opm.gov** **or fax to 202-606-3040 by Friday, November 21, 2014**.

U.S. Office of Personnel Management OPM Form 1307

Presidential Management Fellows Program November 2014