

## PMF Orientation and Training Program Overview

Presidential Management Fellows

Class of 2010 Orientation and Training Program

November 30 - December 3, 2010

or

January 11-14, 2011

Gettysburg, Pennsylvania

**Registration for the PMF Class of 2010 Orientation and Training Program will remain open until both sections are filled.**

The PMF Class of 2010 Orientation and Training Program has a very new feel from past PMF orientations. The orientation curriculum is combined with training so that you will earn 30 hours of the required 160 hours (80 hours per year) of classroom training. During the training portion of orientation, you will study leadership from case studies of the Civil War and Battle of Gettysburg and President Lincoln so that you can apply them to modern leadership challenges. It promises to be like nothing you've experienced before!

During the three day, you will focus on the following leadership competencies:

- Humility
- Flexibility
- Resilience
- Strategic thinking
- Leveraging diversity
- Team building
- Communication
- Accountability
- Problem solving

You will meet other PMFs to begin shaping your view of leadership, increase your commitment to public service and build esprit de corps within the group. To encourage networking and mentoring between current Fellows and the Class of 2010 Fellows, we are inviting 60 second-year Fellows to join you in Gettysburg. Second-year Fellows will not only receive the training but are also asked to step into leadership positions throughout the event.

### **Dates:**

November 30 - December 3, 2010

or

January 11-14, 2011

Check in and registration for **new Fellows** is between 10 and 11 am EST on Day 1. The hotel will be prepared to accommodate earlier check-ins.

Check in for **second year Fellows** is before 3 pm EST on Day 1.  
Checkout for all is the morning of Day 4.

**Training Location:**

Eisenhower Hotel and Conference Center ([www.eisenhower.com](http://www.eisenhower.com))  
2634 Emmitsburg Road  
Gettysburg, Pennsylvania 17325

**Eligibility to Participate:**

To attend the PMF Class of 2010 Orientation and Training Program as a recently appointed Fellow:

- You must be a Fellow from the Class of 2010;
- You must have already started working as a Fellow; and,
- We must have received the appointment reimbursement fee from the appointing Agency.

To attend the PMF Class of 2010 Orientation and Training Program as a second-year Fellow:

- You must be a Fellow from the Class of 2008 or Class of 2009.
- The appointment reimbursement fee must be paid by the appointing Agency.
- Participate in a short training session prior to the session.
- You must be willing to step into a leadership role during the event!

**Second-Year Fellows:**

Second-year Fellows may be asked to serve in one or more of the following mentoring roles. (There will be a short training session in the weeks leading up to the event to prepare you.)

- Facilitate a small group session to help newly appointed Fellows develop and enhance their Individual Development Plans.
- Participate in a panel discussion or present a topic of interest.
- Assist with the planning and execution of the event.

**Training Credit:**

All Fellows will receive credit for 30 hours of training for their participation. These training hours count towards the annual 80 hours of formal classroom training requirement and should be documented in your Individual Development Plan. You are expected to engage in activities lasting through the evenings. You should not expect to complete work assignments from your agency during the event.

**Reasonable Accommodation:**

You should indicate reasonable accommodations requirements (including dietary needs) in the comments section of the online registration form or send an email to the PMF Program Office at [pmf@opm.gov](mailto:pmf@opm.gov), no later than the registration deadline.

**Program and Travel Costs:**

Fellow's appointing agency is responsible for covering and/or reimbursing:

- Travel/transportation (POV mileage, rental car, shuttle, airfare, etc.)
- Per Diem expenses (lodging, meals, incidentals, etc.)

You will pay the GSA per diem lodging rate of \$79/night. All meals, with the exception of dinner on Day 1, will be charged to the room. The hotel will accept credit card or cash for payment of the hotel bill.

NOTE: Tuition for the PMF Orientation and Training Program is included in the appointment reimbursement fee. Travel, lodging, and per diem expenses for the PMF Orientation and Training Program are **not** included in the appointment reimbursement fee; agencies are responsible for these expenses.

**Lodging:**

Once the PMF Program Office confirms your registration, an email will be sent with instructions to call the hotel and reserve a room with a credit card. Please do not make a room reservation before you receive an email from the PMF Program Office with these instructions.

All Class of 2010 Fellows will stay at the Eisenhower Hotel and Conference Center. Second-year Fellows should refer to the confirmation email for lodging information.

**Meals:**

All meals, with the exception of Dinner on Day 1, will be charged directly to your room at the Eisenhower Hotel and Conference Center. When you checkout from the hotel, you will pay for these meals along with your lodging and any other charges that you have incurred.

**Transportation:**

If you are located in or near the Washington, DC metropolitan area, you should plan on driving to Gettysburg (about 90 miles/1 ½ hour drive). We strongly suggest that you contact other Fellows to explore carpooling. If you are outside of the Washington, DC area, and need to fly, the nearest airport is BWI international ([www.bwiairport.com/en](http://www.bwiairport.com/en)). You should plan on a rental car to travel from the airport to Gettysburg.

**Travel Orders:**

You are required to have approved "travel orders" before you begin official government travel. You will also need a credit card in order to reserve your hotel lodging. Each Agency has specific procedures for issuing travel orders and government travel cards. Please check now with your supervisor to determine what you will need for your travel and attendance.

Agencies are responsible for paying all of your travel and per diem (i.e., lodging, meals, incidentals, and transportation costs) -- with the exception of dinner on November 30/ January 11 (depending on which session you attend). You should contact your supervisor and/or Agency PMF Coordinator if you have questions on how your Agency processes travel orders and what charges your Agency typically will not pay (e.g., phone charges, additional guests, etc). Your travel orders should reflect the following:

Travel Dates: November 30, 2010, and December 3, 2010; or January 11, 2011, and January 14, 2011. (For those of you coming from the west coast, your travel days may be different.)  
Provided Meal: Dinner meal on November 30/January 11.  
Lodging Rate: \$79/night

**Dress Code:**

Tuesday: Business casual

Wednesday: Casual (we will be outside for a portion of the day – please be prepared for

inclement weather!)  
Thursday: Business casual

**Networking Opportunities:**

Many past participants report the connections they make at the PMF Orientation are the most valuable aspect of the training. The connections you make now will inspire and sustain you throughout your Federal careers. The training is specifically designed to facilitate networking to help you connect with one another. You are encouraged to bring business cards to exchange during these networking opportunities.

**Pre-Course Work:**

You will receive a copy of the book *Killer Angels*, by Michael Shaara, to read before the event. Bring a copy of your Individual Development Plan to the orientation.

**Cancellations/Rescheduling:**

Cancellations and rescheduling attendance at either session is strongly discouraged. Rescheduling requests will be handled up to 4 weeks prior to the event on a case by case basis, depending on space availability. Changes to your lodging reservation are your responsibility and should be handled directly with the hotel.

**Registration Instructions:**

Before you may register for a session, you must have approval from both your Agency PMF Coordinator and supervisor; you will need to know contact information for both during registration. Upon submission of the online registration, you will receive an acknowledgement email. Fellows must use your government work email address to register.

Completing the online registration does not guarantee participation in the requested session. While the PMF Program Office makes every attempt to accommodate all requests, due to limited space, you may be placed on a waiting list. Registrations will be confirmed only for those who meet the eligibility requirements listed above. Once the PMF Program Office confirms eligibility, you, your supervisor and the Agency PMF Coordinator will receive an email confirmation of registration. At this point, you should contact the appropriate hotel to make lodging arrangements.

Online registration cut-off date for the November/December 2010 orientation session is November 5, 2010. Online registration cut-off date for the January 2011 orientation session is December 10, 2010. Registration may close early if full.

You must register online for an Orientation session using the appropriate link below.

If you are a **Class of 2010 Fellow** please register via the link below:

November 30 - December 3, 2010 Session - [PMFOrientation2010Session1.eventbrite.com](http://PMFOrientation2010Session1.eventbrite.com)  
January 11-14, 2011 Session - [PMFOrientation2010Session2.eventbrite.com](http://PMFOrientation2010Session2.eventbrite.com)

If you are a **second-year Fellow from the Class of 2008 or 2009** and will be attending this training to both receive training and step into a leadership role, please register via the link below (first priority will be given to Fellows who have not attended orientation and second priority will be to the Class of 2008 Fellows):

November 30 - December 3, 2010 Session - [PMFFacilitator2010Session1.eventbrite.com](http://PMFFacilitator2010Session1.eventbrite.com)  
January 11-14, 2011 Session - [PMFFacilitator2010Session2.eventbrite.com](http://PMFFacilitator2010Session2.eventbrite.com)

### Questions:

Frequently Asked Questions (FAQs) appear below. If you still have questions, please contact Deidre Sexton at [pmf@opm.gov](mailto:pmf@opm.gov). We look forward to seeing you in Gettysburg!

Frequently Asked Questions (FAQs): NOTE: All times are Eastern Time.

**1. Do I have to be on board (working) to register for orientation?** Yes

**2. Do I get my own room/single occupancy?** Yes

**3. What time does orientation begin and when is checkout?** For recently appointed Fellows: Check in is between 10 and 11 am (you can arrive earlier if you want). Orientation will start at 11 am sharp.

For second-year Fellows: Check in by 3 pm (some second-year Fellows may not be staying at the Eisenhower).

Checkout for all is the morning of Day 4.

**4. Is there computer access in the rooms?** Yes (however, most rooms do NOT have wireless). The agenda is full and the group will be together into each evening; there will be little, if any, time for individual's to do office work, etc.

**5. Do I need to bring anything?** Each Fellow should bring a copy of their Individual Development Plan (IDP) to the orientation.

**6. Is there any pre-course work?** Yes, each Fellow will be sent a copy of the book *Killer Angels*, by Michael Shaara, to read before the event. Also you need to bring a copy of your Individual Development Plan.

**7. When are the training sessions for second-year Fellows?** There will be mandatory training sessions held at OPM headquarters at 1900 E Street, NW, Washington, DC 20415. For second-year Fellows going to the November 30th session will have their mandatory training session on Thursday, November 18, 2010, at 2 pm. For second-year Fellows going to the January 11-14, 2011 session will have their mandatory training session Tuesday, December 14, 2010, at 2 pm.

Those going to the January session may attend the first mandatory training session only if they cannot attend the one in December.

**8. Are Agency PMF Coordinators invited to orientation?** Unfortunately, we cannot accommodate Coordinators at this year's event. If space becomes available, we will let the Coordinators know, but we do not anticipate that this will happen.