Presidential Management Fellows (PMF) Program

Orientation Webinar for Fellows
Topics

- Program Overview
- Program Requirements
- Training and Developmental Opportunities
- Graduation
- Resources
Program Overview

• Two-year, paid, full-time position
• Initial appointment at the GS-9/11/12 (or equivalent)
• Promotion potential to the GS-13 during fellowship
• May be converted to a term or permanent position at the end of the 2-year fellowship
Program Requirements

- Participant Agreement
- Assigned a Mentor
- Individual Development Plan (IDP)
- 80 hours of formal, interactive training per year, for a total of 160 hours or more
- At least one 4-6 month developmental assignment
- Optional short-term rotational opportunities
- Agency-specific requirements
- Successful performance reviews
- Executive Resources Board (ERB) certification
- Conversion to a term or permanent position
Program Requirements

Participant Agreement:

• Identifies expectations between the Fellow and the agency
• Defines parameters of fellowship
Program Requirements

Mentor:

• Agency assigns within 90 days of appointment
• Managerial employee outside the chain of command
• Within the Fellow’s agency
Program Requirements

Individual Development Plan (IDP):

• Developed with supervisor in consultation with Agency PMF Coordinator and Mentor within the first 45 days

• Serves as a roadmap of training and development
• Tracks learning objectives and competencies
• Tracks developmental assignment
• Tracks training courses and dates, including this orientation webinar
Training and Development:

• At least 80 hours of formal, interactive training each year; total of 160 hours
• Training should address competencies identified in the IDP
• All training and development should be recorded on IDP
Developmental Assignment:
• At least one 4-6 months in duration
• Full-time management and/or technical responsibilities
• Consistent with IDP
• Take place within the Fellow’s organization, agency, or in another Federal agency
• May require a Memorandum of Understanding
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 or IDP
• Record on your IDP
• Auto Digest Emails
Program Requirements

Performance Plan and Review:
• Based on current position description
• Establishes performance elements and standards
• Expectations set forth in plan and IDP
• Annual performance evaluation required
Program Requirements

Agency-Specific Requirements:

• Agencies may establish additional requirements
• May differ between agency levels
• Consult your Agency PMF Coordinator
Program Requirements

Promotions:
- Based on career path of position
- Promotion requires a performance rating of “fully successful” or higher
- Fellow must meet the qualification requirements for the position
- No higher than GS-13 during fellowship
- Promotion is at the supervisor’s discretion
Certification:

- Agency’s Executive Resources Board (ERB), or equivalent, determines successful completion
- ERB should render decision 30-days prior to Fellow’s second year anniversary
- Certifies Fellow has:
  - Completed all program requirements
  - Performance expectations met
  - Developmental expectations in IDP met
- Decision allows for non-competitive conversion to a term or permanent position
- Fellow can only convert at the agency that ERB certified
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

Fellowship Extensions:
• An agency may extend a Fellow’s fellowship up to 120-days
• Such extensions are intended for rare and unusual circumstances
• There are strict policies and procedures
• Consult your Agency PMF Coordinator
• A Fellow cannot be extended beyond the 2-year fellowship and any extension
Training and Developmental Opportunities

The PMF Program Office offers the following training and developmental opportunities throughout the year:

• Orientation Webinars
• PMF LDP (Leadership Development Program)
• Hours count towards annual training requirements
• Details either posted to PMF website, posted as a training opportunity on the PMF TMS, and/or sent as broadcast emails to current Fellows
Training and Developmental Opportunities

- PMF LDP (Leadership Development Program)
  - Spans over 2-year fellowship
  - Covers several competencies
  - Equates to over 100 hours of training and development
  - Includes Senior Leader Speakers, Coaching, Leadership Potential Assessment, Leadership Simulations, a Challenge Project, and Methodologies (e.g., Lean Six Sigma and Human Centered Design)
  - See “Current PMFs\Training and Development\Leadership Development Program” webpage for Value Proposition, Highlights, Eligibility, How to Register, a Timeline, and Testimonials
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
- Agency expected to support participation
- Information on PMF website
Resources

• Supervisor
• Agency PMF Coordinator
• Human Resources Office
• Mentor
• PMF website (www.pmf.gov)
  – Including Frequently Asked Questions (FAQs)
• Social Media sites for Fellows
• PMF Program Office