



Presidential Management Fellows (PMF) Program

Orientation Webinar for
Hiring Officials & Supervisors



PMF PRESIDENTIAL
MANAGEMENT
FELLOWS PROGRAM

U.S. OFFICE OF PERSONNEL MANAGEMENT



Topics

- Program Overview
- Recruiting PMFs
- On-Boarding
- Program Requirements
- Supervisor Requirements
- Orientation Webinar for Fellows
- Training and Developmental Opportunities
- Graduation
- Resources



Program Overview

- Very competitive and rigorous application and assessment process conducted annually
- PMF Program Office selects Finalists
 - Finalists have appointment eligibility of 12 months
- Finalists seek appointments as Fellows
- Two-year fellowship of training and development
- Succession Planning for Federal Agencies
- Future Leaders for Federal Government



Program Overview

Historical Background:

- 1977: Executive Order (EO) 12008 created the Presidential Management Intern (PMI) Program
- 1982: EO 12364 opened to non-public policy students
- 2003: EO 13318 changed from PMI Program to Presidential Management Fellows (PMF) Program
- 2010: EO 13562 reinvigorated the PMF Program
 - Created the Pathways Programs, which includes the PMF Program
 - Expanded eligibility



Program Overview

- Leadership development program
- Two-year, paid, full-time position
- Recent graduates with an advanced degree
- **Initially** appoint at the GS-9/11/12 (or equivalent)
- Potentially noncompetitively convert to a term or permanent position



Recruiting PMFs

- Identify positions and qualifications
- Contact HR Office and Agency PMF Coordinator
- Have a Position Description ready
- Follow agency procedures for soliciting Finalists
- Submit PMF appointment opportunity to Agency PMF Coordinator for posting
- Conduct interviews and inform HR Office
- Participate in Hiring Fair



On-Boarding

- Follow-up with HR Office on start date
- Ensure Participant Agreement is in place
- Provide Fellow with Position Description and performance standards
- Identify and assign a Mentor
- Initiate Individual Development Plan
- Meet frequently with Fellow



On-Boarding

- Explain SF 50, Personnel Action
- Ensure Fellow attends any agency PMF orientation and the PMF Program's Orientation Webinar for Fellows
- Ensure Fellows know how to request training
- Identify funding sources for required training and developmental activities
- Discuss developmental assignment options



On-Boarding

- Provide Fellows with meaningful assignments
- Keep Fellows engaged and feel valued
- Ensure Fellow has access to needed resources and aware of policies
- Explain organization's mission and structure
- Contact Agency PMF Coordinator for any questions



Program Requirements

- Participant Agreement
- Mentor
- Individual Development Plan (IDP)
- 80 hours of formal interactive training per year for a total of 160 hours
- 4-6 month Developmental Assignment
- Successful performance reviews
- Executive Resources Board certification



Program Requirements

Participant Agreement:

- Identifies expectations between the agency, Fellow, and supervisor
- Defines parameters of fellowship
- PMF Form 1302, PMF Participant Agreement



Program Requirements

Mentor:

- Assigned within 90 days of start date
- Managerial employee of the attached agency
- Outside of Fellow's chain of command



Program Requirements

Individual Development Plan (IDP):

- Developed with supervisor in consultation with Agency PMF Coordinator and Mentor within the first 45 days of start date
- Serves as a roadmap
- Includes learning objectives and competencies
- Includes Developmental Assignment
- Includes training courses



Program Requirements

- Identify short- and long-term goals
- Identify needed competencies
- Identify sources and funding for training
- Identify 4-6 month Developmental Assignment
- Identify other developmental activities
- Review IDP during performance appraisals



Program Requirements

Training:

- At least 80 hours of formal, interactive training for each year, for a total of 160 hours
- Training should address competencies identified on Fellow's IDP
- Related to current and target position
- Document training on Fellow's IDP



Program Requirements

Developmental Assignment:

- At least one 4-6 month Developmental Assignment during fellowship
- Full-time management and/or technical responsibilities
- Consistent with Fellow's IDP
- Takes place within organization, agency, or another Federal Agency
- Follow agency's policies and procedures



Program Requirements

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
- Document on Fellow's IDP



Program Requirements

Agency-Specific Requirements:

- Agencies may establish additional requirements
- May differ between agency levels
- Consistency is key!
- Consult your Agency PMF Coordinator



Program Requirements

Performance Plan and Review:

- Based on current Position Description
- Establishes performance elements and standards
- Annual performance evaluation required
- Satisfactory performance required for both years for conversion



Program Requirements

Promotions:

- Promotion requires a performance rating of “fully successful” or higher
- Fellows must meet the qualification requirements for the position
- Promote as high as a GS-13 during fellowship
 - If the PMF’s position has a career ladder to such
- Promotion is at the agency’s discretion



Program Requirements

Executive Resources Board (ERB) Certification:

- ERB certifies successful completion of all program requirements
- ERB should render decision 30-days prior to Fellow's second year anniversary
- Decision allows for non-competitive conversion to a term or permanent position
- Fellow can only convert at the agency that ERB certified



Program Requirements

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

Extensions:

- Limited to 120-days beyond two-year appointment
- For rare and unusual circumstances
- Adheres to agency's Pathways MOU
- Agency PMF Coordinator should record any extension in the PMF TMS



Program Requirements

If agency decides NOT to convert an ERB-certified Fellow:

- Appointment expires at end of the two-year fellowship; termination
- Agency should notify Fellow in advance, while following its termination procedures
- Agency PMF Coordinator to record termination in PMF TMS



Program Requirements

If ERB denies certification:

- Agency to follow its termination procedures and notify the Fellow as quickly as possible
- Fellow may appeal to OPM (via the PMF Program Office) within 15 days of termination notice
 - Fellow may continue in PMF Program pending outcome of appeal
 - Agency must continue to provide appropriate developmental activities
 - OPM's decision is not subject to further appeal
- Agency PMF Coordinator to record termination in PMF TMS



Supervisor's Requirements

- Provide effective on-boarding
- Complete Participant Agreement
- Establish a performance plan and conduct evaluations
- Within 45 days, develop IDP
- Within 90 days, assign Mentor
- Ensure Fellow is on track with requirements
- Timely ERB certification and conversion



Orientation Webinar for Fellows

- PMF Program Office sponsored
- Separate to agency's orientation
- Held via an on-line webinar
- Fellow responsible for registering and documenting on their IDP
- Time counts towards training requirement
- Information on PMF website



Training and Developmental Opportunities

The PMF Program Office periodically sponsors several training and developmental opportunities for Fellows

- Orientation for Fellows
- PMF Forums and Speaker Series
- Periodic leadership training
- PMF Leadership Development Program
- Hours count towards annual training requirements
- Details either posted to PMF website or sent as broadcast emails to current Fellows



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

- PMF Website
 - Agency roles and responsibilities
 - Finding Finalists
 - Training and development information
 - Optional forms and templates
 - Frequently Asked Questions (FAQs)
- Agency PMF Coordinator
- Pathways Programs Officer
- Agency's policies and procedures