Presidential Management Fellows (PMF) Program

Orientation Webinar for Agency PMF Coordinators
Topics

- Program Overview
- Program Requirements
- Status Changes
- PMF TMS (Talent Management System)
- Orientations
- Hiring Fair
- Graduation
- Resources
Program Overview

• Succession Planning and Leadership 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
Program Overview

Pathways Memorandum of Understanding (MOU):

- Pathways MOU between agency and OPM
- Agency may participate in Intern Program, Recent Graduates Program, and/or PMF Program
- Must identify a Pathways Programs Officer (PPO)
- Must identify an Agency PMF Coordinator if participating in PMF Program
- Adhere to 5 CFR 362 and MOU requirements
- Approved MOU valid for 2-years
Program Overview

One-Time Placement Fee:

- Agencies reimburse OPM $7,000 per Fellow
- Reimbursement is due within 30-days of accepting a tentative PMF appointment offer
- Financial instructions, checklist, and forms available under “Agencies\Resources” section on PMF website at [www.pmf.gov](http://www.pmf.gov)
- PMF Program Office is a revolving fund, full-cost recoverable office
Program Overview

Placement Fee covers:
- Recruitment (on-line application process)
- Verification of eligibility and school accreditation
- Rigorous assessment process
- PMF TMS (Talent Management System)
  - Access to on-line resume and transcript
  - Posting of opportunities
- Sponsored training and developmental opportunities
- Orientation Webinars
- General program support
Program Requirement

• 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
• Required for initial appointments AND reappointments
• Retained by agency; not sent to PMF Program Office
Program Requirements

Mentor:

• Assigned within 90 days of start date
• Managerial employee within agency
• Outside of Fellow’s chain of command
• Consults in Fellow’s Individual Development Plan (IDP)
• May consult with ERB certification process
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
• Documents learning objectives and competencies
• Documents Developmental Assignment
• Documents training courses
Program Requirements

Individual Development Plan (IDP), continued:

• Identify short- and long-term goals
• Identify target position
• Identify sources and funding for training
• Identify other developmental activities (e.g., short-term rotations)
• Review IDP during performance
• Retained by agency; not sent to PMF Program Office
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
• May address both functional, technical, and leadership competencies
• Document training on Fellow’s IDP
• The PMF Program Office sponsors several training and developmental opportunities throughout the year for Fellows
Program Requirements

Training (continued):

- Hours count towards annual training requirements
- Details either posted to PMF website, sent as broadcast emails, or posted as training opportunities
- Agency may post training opportunities on the PMF TMS
- OPM’s Center for Leadership Development offers courses and a LEAD Certification Program (at a cost)
  - Go to [https://leadership.opm.gov](https://leadership.opm.gov) for information
- Additional information and resources posted under “Current PMFs” section on the PMF website at [www.pmf.gov](http://www.pmf.gov)
Program Requirements

PMF LDP (Leadership Development Program):
• 2-year developmental leadership program for PMFs
• Provides for over 100 hours of training and development
• Taught by seasoned Faculty from the Federal Executive Institute
• Curriculum based on 14 competencies from the Executive Core Qualifications (ECQs)
• Year 1 is about Leading Self and Leading Others
• Year 2 is about Leading Change
• Touches on Lean Six Sigma, Human Centered Design, and Change Management
Program Requirements

PMF LDP (continued):
• Includes a Challenge Project, based on Presidents Management Agenda
• Includes networking events
• No additional cost; valued at $15,000
• Eligibility for Fellows to participate:
  • Must be onboard and accurate appointment information recorded in the PMF TMS
  • Agency must have initiated the one-time placement fee
• Additional information, including a journey model, slides, and FAQs can be found under the “Current PMFs” section on the PMF website at www.pmf.gov
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
• Treated as a rotational opportunity
• Agencies can advertise rotations on PMF TMS
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
• Document on Fellow’s IDP
• Agencies can advertise rotations on PMF TMS
Program Requirements

Agency-Specific Requirements:

- Agencies may establish additional requirements
- Document on Participant Agreement
- May differ between agency levels
- Consistency is key!
- Consult with your Pathways Programs Officer
Program Requirements

Performance Plan and Review:
• Based on current Position Description
• Establishes performance elements and standards
• Annual performance evaluation required
• Mentor may be consulted or contribute
• Satisfactory performance required for both years of conversion
• Retained by agency; not sent to PMF Program Office
Program Requirements

Initial Appointment:

• Agency PMF Coordinator records initial appointment of a Finalist to a PMF in the PMF TMS
• Ensure a meaningful on-boarding process
• Inform PMF to register for Orientation Webinar
• Inform PMF and Supervisor of the PMF LDP (Leadership Development Program)
Program Requirements

Promotions:
• Promotion requires a performance rating of “fully successful” or higher
• Fellows must meet the qualification requirements for the position
  • 1-year of specialized experience
• Promote as high as a GS-13 during fellowship
• 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 noncompetitive conversion to a term or permanent position
• Fellow can only convert at the agency that ERB certified
• Agency PMF Coordinator records ERB results in the PMF TMS
• A certified Fellows in instantly treated as a Program Alum
Program Requirements

Conversion:

- ERB certification required for conversion
- May noncompetitively convert to a term or permanent position in competitive service
- If to a term position, then the agency may noncompetitively convert to a permanent position
- Two-year fellowship counts towards career tenure
- Occurs on the two-year anniversary of the start of the fellowship
- Agency PMF Coordinator records ERB results 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 the PMF TMS
Program Requirements

If ERB denies certification:

• Agency to follow its termination procedures and notifies Fellow
• 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; remains employed by agency
  • Agency must continue to provide appropriate developmental activities
• OPM’s decision is not subject to further appeal
• Agency PMF Coordinator to record any termination in PMF TMS
Program Requirements

Fellowship Extensions:
• Limited to 120-days beyond two-year appointment
• For rare and unusual circumstances
• Adhere to agency’s Pathways MOU
• Agency PMF Coordinator records any extension in the PMF TMS
• ERB should render decision 30-days prior to Fellow’s extended anniversary date
• Applicable to Fellows, not Finalists
Program Requirements

Appointment Eligibility Extension:

- Agency may request an extension to Finalist’s appointment eligibility deadline
  - Appointment eligibility period is 12 months from the date selected as a Finalist
- Agency must have made a tentative PMF appointment offer prior to deadline, or
- Finalist must have expressed an interest in a PMF position prior to deadline
- Agency PMF Coordinator to formally request via OPM Form 1305 for approval
- Applicable to Finalists, not Fellows
Status Changes

Reappointments:

• A Fellow may reappoint (transfer or reassign) to another PMF position/agency during fellowship
• Fellow must meet qualifications of position
• Cannot have a break in service
• Losing and gaining Agency PMF Coordinators to initiate in the PMF TMS
• Fellow continues with fellowship
• Review if current training and development transfers
• Fellow cannot reappoint after obtaining ERB certification
Status Changes

Resignations:
• If a Fellow withdraws from program; treated as a resignation
• Agency PMF Coordinator to record resignation in the PMF TMS
• Fellow’s time does not count towards tenure or probationary period, only towards service date
• Resigned Fellow may request readmission to agency
Status Changes

Terminations:

- Agency PMF Coordinator to record termination in the PMF TMS
- If based on performance, conduct, or suitability, Fellow may not be readmitted or reapply
- If not based on performance, conduct, or suitability, Fellow may request readmission to that agency
Status Changes

Readmission:

• Former Fellow may NOT be readmitted if terminated and based on performance, conduct, or suitability
• Former Fellow may petition previous agency to be readmitted
• Inform PMF Program Office to reactivate account and records in the PMF TMS
• Refer to 5 CFR 362.407 for additional instructions
PMF TMS (Talent Management System)

- On-line system to access Finalists, record appointments, track placement fee, change status, post opportunities, manage user accounts, query reports, and manage agency profile page

- Permission Levels:
  - Agency PMF Coordinators, have full access
  - Agency HR Staff, can search and view Finalists and post opportunities
  - Agency Hiring Officials, can search and view Finalists only
PMF TMS (Talent Management System)

• PMF Program Office manages Agency-wide PMF Coordinator user accounts
  • As defined by the agency’s Pathways MOU or any updates
  • Agency-wide PMF Coordinators responsible for Sub-Agency PMF Coordinator user accounts
  • Coordinators responsible for all other user accounts (e.g., Agency Hiring Official and Agency HR Staff users)
• Using the PMF TMS fulfills regulatory requirements for agencies to inform PMF Program Office of status changes
Orientations

• PMF Program Office sponsored webinars providing general overview of program
• Periodic webinars tailored for:
  • Agency PMF Coordinators
  • Hiring Officials and Supervisors
  • Fellows
• Registration information on PMF website
• Fellows may count time towards training requirements and document on their IDP
**Hiring Fair**

- PMF Program Office sponsors a hiring fair soon after Finalists announced
  - Based on agency interest and number of PMF appointment opportunities
- Participating agencies and current Finalists invited; government-wide
- Agencies may conduct their own hiring fairs
- Information posted on PMF website
Graduation

- Specific to class year of cohort
- ERB-certified Fellows invited to a Graduation Ceremony or can request a certificate of completion (up to 1-year)
- Agency expected to support participation
- Held in Washington, DC
- Graduation information posted under the “Current PMFs” section on the PMF website at www.pmf.gov
Resources

• The PMF website provides the following:
  • Agency roles and responsibilities
  • Finding Finalists
  • Training and development information
  • Optional forms and templates
  • Frequently Asked Questions (FAQs)
• PMF TMS (Talent Management System)
• Pathways Programs Officer
• Agency PMF Coordinator Meetings