



# Presidential Management Fellows (PMF) Program

## Orientation Webinar for Agency PMF Coordinators



**PMF** PRESIDENTIAL  
MANAGEMENT  
FELLOWS PROGRAM

U.S. OFFICE OF PERSONNEL MANAGEMENT



# 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> 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](http://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





## 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 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 Fellow is 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](http://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