PMF Class of 2021 Finalist Informational Webinar

Welcome! Again, congratulations on your selection as a Finalist for the PMF Class of 2021!

This webinar is scheduled for Wednesday, December 2, 2020, from 3:00-5:00pm (ET), and Friday, December 4, 2020, from 2:00-4:00pm, and will not be recorded or posted afterwards.

NOTE: Finalists will not be able to ask questions orally during the presentation due to the large number of participants anticipated. Instead, please submit your questions in the “Chat” and we will answer during or at the end of the presentation. Our staff will be working on answering questions in real time as much as possible and we will respond to questions out loud for all to hear as much as we can and as time permits. Any personal or sensitive questions will either be responded to directly or you may be asked to send us a separate email. If you have technical issues during the presentation, please use the “Chat” to let us know and we will help you get those resolved.

We strongly advise Finalists to listen to the entire presentation and wait until the end to submit questions. We anticipate most of your questions will be answered during the presentation. A copy of these slides can be found under the “Become a PMF/Resources” section on the PMF website at www.pmf.gov (towards the bottom of the webpage).

As a reminder, please review the “Become a PMF/Find a Job” section and the “Become a PMF/FAQs” section on the PMF website at www.pmf.gov. Thank you!
Presidential Management Fellows (PMF) Program

Class of 2021 Finalist
Informational Webinar
THE WHITE HOUSE
WASHINGTON

July 11, 1979

TO THE 1979 PRESIDENTIAL MANAGEMENT INTERNS

Congratulations on your selection as a Presidential Management Intern. At no time in history has the public placed greater demands on those of us who are held accountable for managing the Federal government. My Administration has taken great strides to meet these demands through civil service reform and government reorganization. The Presidential Management Intern Program is a significant part of these efforts to revitalize the government and to improve its management; your service is, therefore, a great personal satisfaction.

During your two-year internship, you will be challenged to recognize and respond to changes of time, circumstance and public need. You will be challenged to serve with competence, sensitivity and dedication. Your successes will contribute not only to your own gratification but also to the betterment of our government and our nation.

As a Presidential Management Intern, I hope you will take full advantage of this unique opportunity; I know that my confidence in you is well placed.

[Signature]

MISSION + SERVICE + STEWARDSHIP
Agenda

• Welcome and Introductions
• Class of 2021 Stats
• Program Updates
• Overview of the PMF Program
• Appointment Process
• The Fellowship
• Resources
• Open Q&A
Welcome and Introductions

PMF Program Office Team*: 

- Arianne Gallagher, Director
- Rob Timmins, Deputy Director, Operations & Policy
- Ida Dalessandro-Felix, Training & Development
- Marilyn Wiley, Agency Liaison
- Brandon Jacobsen, Communications & Outreach
- Cynthia Gloster, Events Management
- Becca Wadness, Recruitment & Placement
- Christina Frye, Business Development and Customer Relations

*To see pictures and bios, visit: https://www.pmf.gov/about-us/meet-the-team/
Class of 2021 Stats

- 6,818 Applicants
- 551 Finalists
  - Selected on Tuesday, November 24, 2020
  - Appointment Eligibility Deadline of Wednesday, November 24, 2021
- Representing 77 Unique Degrees/Disciplines
- Covering over 150 Academic Institutions
- 9.6% of Finalists are Veterans
Program Updates

• As a result of 2021’s application cycle, we have added the following degrees to our database, which may have been associated to some Finalists: Data Science/Analytics, Health Sciences, and Social Studies.

• We also revised some degrees choices which can all be found here: https://www.pmf.gov/media/5549241/pmf-application-criteria-10-26-2020.pdf

• Finalists may confirm the advanced degree associated to their profile by visiting the Current Finalists webpage (based on those who provided their consent): https://www.pmf.gov/become-a-pmf/current-finalists/

• Any Finalist whose advanced degree is associated to a non-U.S. academic institution will be required to utilize a credential evaluation service to deem their degree/school equivalent to U.S. standards. Such Finalists have been informed separately
  • Incomplete credentials or failure to submit timely will result in forfeiture of Finalist’ status

• World of Work Inventory (WOWI) Assessment available to all Finalists
Program Overview

- Finalists have an appointment eligibility period of 12-months
  - Apply for or accept a PMF appointment by \textbf{November 24, 2021 (next year)}
- Two-year, full-time, paid position with benefits
- Initially appointed at GS-9, GS-11, or GS-12 (or equivalent)
- Veterans’ Preference applies
- All degree requirements must be met by August 31, 2021, before onboarding
Program Overview

- Appointments are under the Pathways Programs, otherwise commonly referred to as the “Schedule D Hiring Authority”
- Two-Year Fellowship
  - Fellowship Extensions
- Probationary Period
- Benefits
- Finalists’ Status Emails
Appointment Process

- PMF Appointment Opportunities – PMF Jobs
- Contacting Agencies
- Networking between Finalists/Fellows
- Interviews
- Tentative Appointment Offers
- Background Investigation & Security Clearances
- Onboarding
- Status Change
- OPM Form 1306, PMF Appointment Intake Form

*For more information on the appointment process, to the “Become a PMF\Find a Job” webpage at [www.pmf.gov](http://www.pmf.gov)
Appointment Process

- Offer Terms and Conditions
- Recruitment Incentives
- PMF Website
  - “Become a PMF” Section
  - “Current PMFs” Section
- Withdrawals
- Appointment Eligibility Extensions
- Participant Agreement
Appointment Process

Screen shots on how to search for appointment opportunities via the *Apply Site* at [https://apply.pmf.gov](https://apply.pmf.gov) (part of the PMF TMS (Talent Management System))
Welcome, Finalist!

Welcome to the User Dashboard. Based on your user status, review the choices below and choose an appropriate action. Options will automatically change based on your user status. Available **Resources** can be found towards the bottom.

Shortly after the appointment eligibility deadline, which is 12 months from the date Finalists were announced, any remaining Finalists’ applicant user accounts will be disabled. Those remaining Finalists whose appointment eligibility will or has expired and who meet eligibility requirements may re-apply during the next annual PMF application.

If you wish to log out, click the **Log Out** button in the upper right-hand corner of this screen. You will automatically be logged out after 30 minutes of inactivity.

<table>
<thead>
<tr>
<th>To update your documents and personal information (e.g., name, mailing address, email address, phone numbers, resume, and advanced degree transcript), to view the status of your PMF application, or to withdraw from the PMF Program, click the following:</th>
<th>Manage Documents and Personal Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>To change your password, or change settings (e.g., opt-in/-out for automated notifications from the PMF TMS), click the following (or click the gear icon (<strong>⚙️</strong>) in the upper right-hand corner of this screen):</td>
<td>Manage Settings</td>
</tr>
<tr>
<td>To search for Appointment Opportunities (e.g., for Finalists seeking initial PMF appointments), click the following:</td>
<td>Appointment Opportunities</td>
</tr>
<tr>
<td>To search for Training Opportunities (e.g., webinars, information sessions, etc.), when available, click the following:</td>
<td>Training Opportunities</td>
</tr>
<tr>
<td>To view the appointment opportunities to which you have applied or to retract an application, click the following:</td>
<td>Manage Appointment Applications</td>
</tr>
<tr>
<td>To view a list of participating agencies, their agency profile pages, and any current opportunities, click the following.</td>
<td>Explore</td>
</tr>
</tbody>
</table>
Appointment Opportunities

Please review the “Become a PMF/Find a Job” webpage for additional information (e.g., Appointment Eligibility, Finding Appointment Opportunities, Agency PMF Coordinators, Placement Eligibility, Background Investigations, etc.) or click on Become a PMF on the top menu bar above and then click on “Find a Job.”

You have two options to search for agencies and available appointment opportunities: (1) click on the Explore button below to be redirected to a list of participating agencies and view their profile page (including any current appointment opportunities), or (2) to refine your search, select from the drop-down menus below. The drop-down options will only populate with active options. An option will only appear if that agency has an active opportunity available. The search criteria include the following:

- **Agency/Sub-Agency**: Select the agency or sub-agency you are interested in or leave default of “All”
- **Virtual/Telework Option**: Select “Yes/No” to identify those opportunities where the position is virtual (e.g., works remotely 100%) or has a teleworking option, or leave default to “All”
- **Location**: Select the State, then City, where positions are presently available, or leave default to “All”
- **Job Series**: Select the Job Series you are interested in or leave default to “All”
- **Date Posted**: Select an opening date associated to available opportunities or leave default to “All”
- **Keywords**: You may search for keywords that may appear in the “Position Title” and/or in the “Description of the Position” embedded in the appointment opportunity

If you have a specific question about an opportunity (including those that have closed), please contact the Agency Contact identified in the announcement or the Agency PMF Coordinator.

The Explore page lists those Federal agencies that have an Agency PMF Coordinator. The agency profile pages may include information about the agency (e.g., mission statement, agency highlights, announcements, etc.), agency resources (e.g., brochures, flyers, biographies, announcements, fact sheets, etc.), a list of current opportunities (if any), and the contact information for the Agency PMF Coordinator(s). Agencies update their profile pages frequently and you can sort the Explore screen to show those agencies with current appointment opportunities and/or recently updated.

A current list of Agency PMF Coordinators can be obtained by clicking on Coordinators on the top menu bar above.

To cancel and return to the User Dashboard, click on the Return to User Dashboard button below. If you wish to log out, click on the Log Out button in the upper right-hand corner of the screen. You will automatically be logged out after 30 minutes of inactivity.

**NOTE:** You may want to print a copy of the opportunity for your records.
Appointment Process

Agency/Sub-Agency: All
Virtual/Telework Option: All
Location: All
Job Series: All
Date Posted: All
Keywords:

Search

Return to User Dashboard
Appointment Process

Search Opportunities

Available Appointment Opportunities

Your search returned the following results below. The results appear in chronological order of the Closing Date of the announcement. For example, those opportunities about to close will appear at the top of the list. You may also sort the columns by clicking on the icon within each column heading. To see opportunities that have been most recently updated, sort by the Last Updated column. Agencies may update the announcement for edits, number of positions or locations, etc.

Select the row to view the details of the opportunity you are interested in. Please direct any questions about the opportunity to the Agency Contact identified in the announcement or the Agency PMF Coordinator.

If you wish to conduct another search, click on the Back to Search button below. To be redirected to a list of participating agencies and view their profile page, click on the Explore button below. To cancel and return to the User Dashboard, click on the Return to User Dashboard button below. If you wish to log out, click on the Log Out button in the upper right-hand corner of the screen. You will automatically be logged out after 30 minutes of inactivity.

<table>
<thead>
<tr>
<th>Agency/Sub-Agency</th>
<th>Position Title</th>
<th>Announcement Number</th>
<th>Number of Positions &amp; Locations</th>
<th>Last Updated</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of State</td>
<td>Foreign Affairs Officer</td>
<td>PMF-AO-2021-4389</td>
<td>1 in Washington, DC</td>
<td>11/16/2020</td>
<td>11/19/2020</td>
</tr>
<tr>
<td>Department of Justice / Offices, Boards and Divisions</td>
<td>Budget Analyst</td>
<td>PMF-AO-2021-4378</td>
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<td>11/14/2020</td>
<td>11/20/2020</td>
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SAMPLES
### Announcement Details

**Last Updated:** 11/16/2020 1:53:15 PM

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<th>Announcement Number</th>
<th>Type of Opportunity</th>
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<th>Type of Opportunity</th>
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<tr>
<td>PMF-AO-2021-4389</td>
<td>Appointment Opportunity</td>
<td>Department of State</td>
<td>Secretary’s Office of Global Food Security (S/GFS)</td>
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<td>Position Title</td>
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<td>Foreign Affairs Officer</td>
<td>Hosting Office (if applicable)</td>
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<td>0130 - Foreign Affairs</td>
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<td>Closing Date</td>
<td>Backgroud Investigation/Security Clearance Required</td>
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<td>11/19/2020</td>
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<td>Number of Positions and Location(s)</td>
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<td>1 in Washington, DC 20001</td>
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<tr>
<td>Agency Contact</td>
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<td>No</td>
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<td></td>
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<tr>
<td>Name: Amy Merritt</td>
<td>Travel Required</td>
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<tr>
<td>Email: <a href="mailto:PMFMailbox@state.gov">PMFMailbox@state.gov</a></td>
<td>Promotion Potential for the Initial Position</td>
<td>Promotion Potential for the Initial Position</td>
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<td>Recruitment Incentive</td>
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<td>No</td>
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<td>GS-09</td>
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<td>GS-11</td>
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<td>GS-11</td>
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<td>Virtual/Telework Option</td>
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<tr>
<td>Yes</td>
<td></td>
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<tr>
<td>Job Series for the Target Position</td>
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<td></td>
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</tbody>
</table>
# Appointment Process

## Description of Organization:

This is where the agency will describe the organization (e.g., agency/sub-agency/hosting office).

## Description of Position:

This is where the agency will describe the duties of the position, any information on recruitment incentives, is or can it be full-time remote worker or telework position, is location negotiable, any travel, and background investigation requirements.

## Qualifications for the Position:

This is where the agency will describe the qualifications (and any selective factors) for the position.

## Virtual/Telework Option:

This is where the agency will clarify details about telework.

## How to Apply Instructions:

This is where the agency informs the Finalist on how to express an interest in the position. The PMF Program Office has already adjudicated any claims for veterans’ preference and any such documents can be viewed from the Finalists’ documents in the PMF TMS. Please see above instructions about the Apply Now features built into the PMF TMS.

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**NOTE:** Contact the Agency Contact identified above for any questions. If you have specific agency questions, contact the Agency PMF Coordinator. Finalists are not guaranteed a PMF appointment. Fellows must complete program requirements for potential non-competitive conversion to a term or permanent position at the end of their fellowship. This opportunity may be used to fill additional similar appointments. The closing time of this opportunity is 11:59pm (ET) if not otherwise posted or removed earlier.
“Apply Now”

1. Update your Resume and/or Advanced Degree Transcript
2. Review the *How to Apply* Instructions located in the announcement
3. Message for Consideration/Cover Letter
4. Monitor applications under “Manage Appointment Applications”
Negotiating with Agencies

• Refer to “Understanding Job Series and the GS Pay Scale” and “How to Read a Job Opportunity” posted under the “Become A PMF/Resources” webpage
• Ensure resume includes all relevant work and volunteer experience and amount of time spent on each of those experiences; this helps an agency HR office potentially qualify you for higher salary grades
• The agency may be able to match previous salary history, ask the agency and prepare to submit documentation
• Agencies may be able to submit a request to raise your initial salary above Step 1 of a GS grade (for example: GS-9, Step 3), this is called a Superior Qualifications request
  • Your resume must be able to support these types of requests; these are rare and agencies may have policies in place where making this request may not be possible
  • Any such questions of this nature need to be directed to the agency
Negotiating with Agencies

- Available Benefits and Policies: Make sure during the interview process that you are asking questions about these potential benefits to know if they are available and to help you make a decision if you receive a tentative offer
  - Virtual/Telework Option
  - Agency-Specific COVID-19 Policies
  - Alternative Work Schedules
  - Federal Transit Subsidy
  - Health and Wellness Programs and Benefits
  - Agency’s policies on different aspects of the Fellowship
    - Promotion Potential
    - Policies on Developmental Assignments and Rotations
- Each agency will have different policies and some benefits may not be available at that agency or geographic location
- Policies around the fellowship can also differ
Explore Screen

...AGENCY PROFILES, OPPORTUNITIES, AND MORE.

To explore an agency’s profile, you may (1) use the drop-down menu below and click the View Profile button, (2) search for the agency by selecting "Ctrl-F," or (3) scroll through the screen below.

An agency’s profile may include agency information, resources, testimonials, list of opportunities (if any), and the contact information for any Agency PMF Coordinator(s). Opportunities may consist of appointment opportunities, which are PMF positions available to Finalists, and training opportunities, which may include webinars and information sessions for Finalists. To read about PMF Success Stories be sure to check out our website here.

The profile is based on the information entered by the Agency PMF Coordinator. Please contact the Agency PMF Coordinator directly for any questions.

Only those agencies that have an active Agency PMF Coordinator will be listed. A current list of Agency PMF Coordinators can be obtained by clicking on Coordinators on the top menu bar above. Please check back frequently for any updates.

To cancel and return to previous screen, click the Return to User Dashboard button below. If you wish to log out, click on the Log Out button in the upper right-hand corner of the screen. You will automatically be logged out after 30 minutes of inactivity.

Agency profiles that have been updated within the last 30 days will show “UPDATED” next to their name. You may filter the list of agencies to show only (1) agencies with profile pages that have been updated within the last 30 days, and/or (2) agencies with live PMF appointment opportunities by using the checkboxes below.

- [ ] Only show agencies with current appointment opportunities.
- [ ] Only show agencies’ profiles that have recently been updated.
**Explore Screen**

**Agency Information**

*Updated: 11-01-2019*

For more information about the CDC, visit [www.cdc.gov](http://www.cdc.gov).

For more information about the CDC PMF program, visit [www.cdc.gov/pmf](http://www.cdc.gov/pmf) and the information in the Resources section below.

**SAMPLE**

**Department of Health and Human Services (HHS) / Centers for Disease Control and Prevention (CDC)**

https://www.cdc.gov/

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**Agency Information:**

**WELCOME** to the Centers for Disease Control and Prevention!

The programs at the Centers for Disease Control and Prevention (CDC) are excited to hire 2020 PMF Finalists!!

**WHO WE ARE**

CDC is the Nation’s leading science-based, data-driven, service organization that protects the public’s health. For more than 70 years, we’ve put science into action to help children stay healthy so they can grow and learn, to help families, businesses and communities fight disease and stay strong, and to protect the public’s health.

CDC works 24/7 to protect Americans from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

**PMF Program at the CDC**

The CDC PMF program attracts more than 250 applicants annually from a variety of academic disciplines and consistently hires one of the largest cohorts of fellows at HHS. Since CDC adopted the PMF program in 1988, it has recruited more than 300 exceptional fellows, with almost 100% becoming permanent employees of the CDC.

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**CDC PMF Program**

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**Appointment Opportunities:**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Announcement Number</th>
<th>Number of Positions &amp; Locations</th>
<th>Last Updated</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-1001 Health Communications Specialist</td>
<td>PMF-AO-2020-3/70</td>
<td>1 in Atlanta, GA</td>
<td>11/21/2019</td>
<td>12/15/2019</td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 54 opportunities.

**Agency PMF Coordinator(s):**

Dawn Arietta / pmf@cdc.gov / 404-488-6286
Sherry Belden / pmf@cdc.gov / 404-488-6288

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**MISSION + SERVICE + STEWARDSHIP**

23
Hiring Fair

- The 2021 Hiring Fair is tentatively scheduled for March 25-26, 2021
- We will continue to monitor the impact of COVID-19 and government guidelines
- More information to follow once details become available
- Please “Save the Date”
- Finalists will be notified when more information is available on the website
Virtual Agency Meet-and-Greets

• In collaboration with PMF Program Office, Agencies will host a series of informational webinars for Finalists to learn more about them
• Most sessions to be held on Wednesday afternoons from December through March
• Once the schedule is finalized, it will be posted to the “Resources” section on the Apply Site and sent via email to all Finalists with instructions on how to join
  • First Session: December 9th at 3pm (ET) hosted by the Centers for Medicare and Medicaid Services, U.S. Department of Health & Human Services
COVID-19

- COVID-19 policies are at the agency and jurisdiction levels
- Minimal impact on Class of 2021 for Agencies to post appointment opportunities
- Virtual on-boarding and opportunities
  - Leadership Development Program
  - Developmental Assignments
- Monitor the PMF website (e.g., News postings and FAQs) for any developments
PMF Ambassadors/Networking

- Connecting with PMF Ambassadors
- PMF Brown Bags
- Leveraging Social Media
- Presidential Management Alumni Association (www.pmaa.us)
The Fellowship

• Agency PMF Coordinator
• PMF Orientation Webinar
• Position Description
• Promotions
• Mentor
• Individual Development Plan (IDP)
• 80 hours of formal *interactive* training per year
• Developmental Assignment
• Optional Rotational Opportunities
The Fellowship

- Agency-specific Requirements
- Successful Performance Appraisals
- Certification and Conversion
- Reappointments
- Assist with Events
- Training Events
The Fellowship

- PMF LDP (Leadership Development Program)
  - Open to all Fellows
  - Covers both years of the fellowship
  - Fulfills the bulk of the required training and developmental hours
  - Networking amongst peers (Fellows)
  - Includes a leadership assessment
- For more information on the PMF LDP, visit: https://www.pmf.gov/current-pmfs/training-and-development/leadership-development-program/
Demystifying Federal Government Terminology

• Excepted Service vs. Competitive Service (and Excepted Service to Competitive Service, part of what makes PMF unique)
• Hiring Authorities (Schedule D vs. Schedule A vs. Noncompetitive Eligibility)
• Probationary Period
• Career Tenure
• General Schedule (GS)
• Position Description
• Promotion Potential, Career Path, and Full Promotion Level (FPL)
• Developmental Assignment vs. Rotation
Resources

• Finalist Checklist*
• PMF Fellowship Timeline*
• Understanding Job Series and Reading a Job Announcement*
• Agency PMF Coordinators
• Standard Forms 85/86*
• OPM Form 1306*
• Frequently Asked Questions (FAQs)
• Social Media
• Presidential Management Alumni Association (PMAA) (www.pmaa.us)

* Available under the “Become A PMF\Resources” section on the PMF website at www.pmf.gov.
A Few Statistics...

• Agencies with top numbers of...
  • Active PMFs: State, USAID, HUD, NIH, CDC
  • PMF Alumni: State, Forest Service, VA, OMB, CDC
• In 2020, around 75% of PMF positions were located in the DMV (District of Columbia, Maryland, and Virginia)
• On average (since 2014), 55% of Finalists have been appointed between June through September
• For the past 10 years, the average appointment rate is 60-70%
• 2021 Finalists represent 77 unique degrees and 153 academic institutions worldwide
The darker the shading, the more PMFs were hired.
Past Questions

• Cover Letters and Resumes
• Previous/Current Background Investigations
• Current Federal Employee Finalists
• Job Opportunities on USAJOBS
• Number of Opportunities and Frequency
• Finishing Degree Requirements by 08/31
• Program Extensions
Questions and Answers (Q&A)

Please submit questions using the “Chat”.

Most questions can be answered by reviewing the “Become a PMF” section on the PMF website at www.pmf.gov, including the FAQs section.

We will try to answer questions out loud for all to hear and/or respond to questions in the “Chat”. You may need to scroll through the questions for previous answers.