



a New Day for Federal Service



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Presidential Management Fellows (PMF) Program

Orientation Brief

Fellows

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Topics

- Program Overview
- Program Requirements
- PMF Forums
- PMF Graduation
- Resources
- PMF Program Office Team

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Program Overview

- Leadership development program!
- Two-year, paid full-time position
- Recent graduates with an advanced degree
- Appointed as a GS-9, 11 or 12
- Potential to convert to a term or permanent position

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Program Requirements

What is expected of the Fellow during the Program?

- Participant Agreement
- Mentor
- Individual Development Plan (IDP)
- At least 80 hours of formal interactive training per year
- Developmental assignment
- Agency-specific requirements
- Successful performance reviews
- Executive Resources Board certification

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Program Requirements

Why do I need a Participant Agreement?

- Identifies expectations between agency and Fellow
- Defines parameters of Fellowship

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Program Requirements

Mentor

- Agency assigns within 90 days
- Outside the chain of command
- Managerial employee

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Program Requirements

Individual Development Plan (IDP)

- Developed with supervisor within the first 45 days
- Serves as a roadmap
- Includes learning objectives and competencies
- Includes details, dates and costs

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Program Requirements

Training

- 80 hours of formal interactive training each year
- Training should address competencies identified on the IDP

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Program Requirements

Developmental Assignment

- Duration of 4-6 months
- Full-time management and/or technical responsibilities
- Consistent with IDP

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Agency Specific Requirements

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

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Program Requirements

Optional Developmental Activities

- Rotational Assignments
- Job Shadowing
- Lectures
- Conferences
- Informational Interviews
- Forums

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Program Requirements

Performance Plan and Review

- Based on current position description
- Establishes performance elements and standards
- Annual performance evaluation required
- Satisfactory performance required for conversion

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Program Requirements

Promotions

- Promotion requires a performance rating of fully successful or higher
- Fellows must meet the qualification requirements for the position
- Promotion is at the agency's discretion

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Program Requirements

What happens at the end of the two-year Fellowship?

- Agency's Executive Resources Board (ERB) determines successful completion of program
- Program requirements completed
- Performance expectations met
- Developmental expectations in IDP met

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Program Requirements

Conversion

- ERB certification required for conversion
- May non-competitively convert to a term or permanent competitive service position
- Two-year Fellowship counts towards career tenure

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PMF Forums

- PMF Program Office sponsored training events
- Training forums held periodically
- Hours count towards annual training requirements
- Details posted on PMF website

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PMF Graduation

- Graduation is held yearly in Washington, DC
- Fellows must be ERB certified to attend graduation ceremony
- Details posted on PMF website

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Resources for Fellows

- Supervisor
- Agency PMF Coordinator
- Human Resources Office
- Mentor
- PMF alumni
- Fellows in your agency and other agencies
- PMF website (www.pmf.gov)
- PMF Program Office
- PMF Facebook Page
(<https://www.facebook.com/PMFProgram>)

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PMF Program Office Team

- Latonia Page, Student Programs Manager
- Aubrey Whitehead, PMF Program Team Lead
- Rob Timmins, Overall Program Guidance
- Deidre Sexton, Training & Development
- Todd Hewell, IT
- Channing Martin, Assessment Lead and Financials

Contact Information



PMF PRESIDENTIAL
MANAGEMENT
FELLOWS PROGRAM
U.S. OFFICE OF PERSONNEL MANAGEMENT

Presidential Management Fellows Program
U.S. Office of Personnel Management
1900 E Street NW,
Washington, DC 20415
Phone: (202) 606-1040
Fax: (202) 606-3040
Email: pmf@opm.gov
Website: www.pmf.gov
Facebook: PMFProgram