



Presidential Management Fellows (PMF) Program

Orientation Webinar for Fellows



PMF PRESIDENTIAL
MANAGEMENT
FELLOWS PROGRAM

U.S. OFFICE OF PERSONNEL MANAGEMENT



Topics

- Program Overview
- Program Requirements
- Training and Developmental Opportunities
- Graduation
- Resources



Program Overview

- Leadership development program
- Two-year, paid, full-time position
- Initial appointment at the GS-9/11/12 (or equivalent)
- Promotion potential to the GS-13
- May be converted to a term or permanent position in the competitive service



Program Requirements

- Participant Agreement
- Assigned a Mentor
- Individual Development Plan (IDP)
- 80 hours of formal, interactive training per year, for a total of 160 hours or more
- At least one 4-6 month developmental assignment
- Optional short-term rotational opportunities
- Agency-specific requirements
- Successful performance reviews
- Executive Resources Board (ERB) certification
- Conversion to a term or permanent position



Program Requirements

Participant Agreement:

- Identifies expectations between the Fellow and the agency
- Defines parameters of fellowship



Program Requirements

Mentor:

- Agency assigns within 90 days of appointment
- Managerial employee outside the 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
- Serves as a roadmap of training and development
- Includes learning objectives and competencies
- Includes developmental assignment
- Includes training courses and date, including this orientation webinar



Program Requirements

Training and Development:

- At least 80 hours of formal, interactive training each year; total of 160 hours
- Training should address competencies identified in the IDP
- All training and development should be documented on IDP



Program Requirements

Developmental Assignment:

- At least one 4-6 months in duration
- Full-time management and/or technical responsibilities
- Consistent with IDP
- Take place within the Fellow's organization, agency, or in another Federal agency



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



Program Requirements

Performance Plan and Review:

- Based on current position description
- Establishes performance elements and standards
- Expectations set forth in plan and IDP
- Annual performance evaluation required



Program Requirements

Agency-Specific Requirements:

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



Program Requirements

Promotions:

- Based on career path of position
- Promotion requires a performance rating of “fully successful” or higher
- Fellow must meet the qualification requirements for the position
- No higher than GS-13 during fellowship
- Promotion is at the supervisor’s discretion



Program Requirements

Certification:

- Agency's Executive Resources Board (ERB), or equivalent, determines successful completion
- ERB should render decision 30-days prior to Fellow's second year anniversary
- Certifies Fellow has:
 - Completed all program requirements
 - Performance expectations met
 - Developmental expectations in IDP met
- 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

Fellowship Extensions:

- An agency may extend a Fellow's fellowship up to 120-days
- Such extensions are intended for rare and unusual circumstances
- There are strict policies and procedures
- Consult your Agency PMF Coordinator
- A Fellow cannot be extended beyond the 2-year fellowship and any extension



Training and Developmental Opportunities

The PMF Program Office offers the following training and developmental opportunities throughout the year:

- Orientation Webinars
- PMF Forums and Speaker Series
- Periodic leadership training
- 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

- Supervisor
- Agency PMF Coordinator
- Human Resources Office
- Mentor
- PMF website (www.pmf.gov)
 - Including Frequently Asked Questions (FAQs)
- Social Media sites for Fellows
- PMF Program Office