



# Presidential Management Fellows (PMF) Program

Orientation Webinar for PMF Supervisors



**PMF** PRESIDENTIAL  
MANAGEMENT  
FELLOWS PROGRAM

U.S. OFFICE OF PERSONNEL MANAGEMENT



# Topics

- Program Overview
- Recruiting PMFs
- On-Boarding
- Program Requirements
- Supervisor Requirements
- Orientation Webinar for Fellows
- Training and Developmental Opportunities
- Graduation
- Resources



## Program Overview

- Leadership development program
- Two-year, paid, full-time position
- Recent graduates with an advanced degree
- Initially appoint at the GS-9/11/12 (or equivalent)
- Potentially convert to a term or permanent position



## Recruiting PMFs

- Identify positions and qualifications
- Contact HR Office and Agency PMF Coordinator
- Have a Position Description ready
- Submit PMF appointment opportunity to Agency PMF Coordinator for posting
- Follow agency procedures for soliciting Finalists
- Conduct interviews and inform HR Office
- Participate in Hiring Fair



## On-Boarding

- Follow-up with HR Office on start date
- Ensure Participant Agreement in in place
- Provide Fellow with Position Description and performance standards
- Identify and assign a Mentor
- Initiate Individual Development Plan
- Meet frequently with Fellow



## On-Boarding

- Explain SF 50, Personnel Action
- Ensure Fellow attends agency and PMF orientations
- Ensure Fellows knows how to request training
- Identify funding sources for required training and developmental activities
- Discuss developmental assignment options



## On-Boarding

- Provide Fellows with meaningful assignments
- Keep Fellows engaged and feel valued
- Ensure Fellow has access to needed resources and aware of policies
- Explain organization's mission and structure
- Contact Agency PMF Coordinator for any questions



## Program Requirements

- 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



## Program Requirements

### Mentor:

- Assigned within 90 days of start date
- Managerial employee
- Outside of Fellow's 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 of start date
- Serves as a roadmap
- Includes learning objectives and competencies
- Includes Developmental Assignment
- Includes training courses



## Program Requirements

- Identify short- and long-term goals
- Identify needed competencies
- Identify sources and funding for training
- Identify 4-6 month Developmental Assignment
- Identify other developmental activities
- Review IDP during performance appraisals



## 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
- Document training on Fellow's IDP



## 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



## 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

### Agency-Specific Requirements:

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



## Program Requirements

### Performance Plan and Review:

- Based on current Position Description
- Establishes performance elements and standards
- Annual performance evaluation required
- Satisfactory performance required for both years for conversion



## Program Requirements

### Promotions:

- Promotion requires a performance rating of “fully successful” or higher
- Fellows must meet the qualification requirements for the position
- 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 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

### Extensions:

- Limited to 120-days beyond two-year appointment
- For rare and unusual circumstances
- Adheres to agency's Pathways MOU
- Agency PMF Coordinator should record any extension in the PMF TAS



## 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 PMF TAS



## Program Requirements

If ERB denies certification:

- Agency to follow its termination procedures and notify the Fellow as quickly as possible
- 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
  - Agency must continue to provide appropriate developmental activities
  - OPM's decision is not subject to further appeal
- Agency PMF Coordinator to record termination in PMF TAS



## Supervisor's Requirements

- Provide effective on-boarding
- Complete Participant Agreement
- Establish a performance plan and conduct evaluations
- With 45 days, develop IDP
- Within 90 days, assign Mentor
- Ensure Fellow is on track with requirements
- Timely ERB certification and conversion



## Orientation Webinar for Fellows

- PMF Program Office sponsored
- Separate to agency's orientation
- Held via an on-line webinar
- Fellow responsible for registering and documenting on their IDP
- Time counts towards training requirement
- Information on PMF website



# Training and Developmental Opportunities

The PMF Program Office sponsors several training and developmental opportunities throughout the year for Fellows

- Orientation for Fellows
- PMF Forums and Speaker Series
- Periodic leadership training
- Solicit Fellows to assist with In-Person Assessments and Hiring Fair
- Rotational opportunities in Program Office
- 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

- PMF Website
  - Agency roles and responsibilities
  - Finding Finalists
  - Training and development information
  - Optional forms and templates
  - Frequently Asked Questions (FAQs)
- Agency PMF Coordinator
- Pathways Programs Officer
- Agency's policies and procedures