

Below is a list of FAQs pertaining to the PMF LDP, by category (e.g., Curriculum, Training, Registration, and Other). General information about the PMF LDP can be found under the “Current PMFs/Training and Development/Leadership Development Program” section on the PMF website at <https://www.pmf.gov/current-pmfs/training-anddevelopment/leadership-development-program/>. These FAQs are subject to change; please check for any updates.

CURRICULUM:

CQ1. What is the President Management Fellow’s Leadership Development Program (PMF LDP)?

CA1. The Presidential Management Fellow’s Leadership Development Program (PMF LDP) is an immersive one-year leadership program designed to develop Fellows as future federal leaders. Blending in-person and virtual sessions, it covers competencies needed to succeed. Following adult learning best practices, participating Fellows learn leadership skills, human-centered design practices, and have skill application opportunities. Fellows finish with a robust interagency network, an understanding of leading in the Federal government, and a toolbox of Executive Core Qualification (ECQ)-aligned skills.

CQ2. What does the PMF LDP include?

CA2. The PMF LDP is a one-year, hybrid program designed to build leadership skills immediately applicable in Fellow’s teams and agencies. Elements include:

- **Foundation Setting:** Three-day in-person session focused on federal and personal leadership foundations (Washington, DC).
- **Competency Sessions:** Four (4) virtual three-hour competency sessions. Designed to understand and strengthen core competencies (Virtual).
- **Mid-Point Check-In:** One (1) virtual three-hour program- and self-evaluation session for progression and continuous improvement (Virtual).
- **Action Project:** Four-month team-based applied learning. Projects address a government-wide challenge. Action projects include three (3) three-hour synchronous work sessions with expert consultations as well as self-paced (asynchronous) teamwork.
- **Capstone:** Three-day in-person session focused on solidifying learning, action project presentations, takeaways, and evaluation (Washington, DC)

Fellows incorporate their PMF LDP leadership goals into their Individual Development Plan (IDP) for continual learning in partnership with their supervisors and Agency PMF Coordinators.

CQ3. What competencies are addressed in the PMF LDP?

CA3. The PMF LDP aligns with the Executive Core Qualifications (ECQs) competencies including:

- **Fundamental:** Interpersonal Skills, Integrity/Honesty, Continual Learning, Public Service Motivation
- **Leading People:** Managing Conflict, Leveraging Diversity, Developing Others, Team Building
- **Leading Change:** External Awareness, Flexibility, Creativity/Innovation, Resilience, Strategic Thinking, Vision
- **Results Driven:** Accountability, Customer Service, Problem Solving
- **Building Coalitions:** Partnering

To view a list of competencies associated with the ECQs, visit <https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/>.

CQ4. Is the PMF LDP mandatory?

CA4. No, participation is optional. The PMF LDP is provided as an included benefit of the one-time PMF placement fee. Participation counts towards the PMF regulatory requirement of 80 hours of interactive training activities each year of the fellowship. Full participation provides more than 100 hours of training and development. Fellows should refer to their employing agency and consult their Supervisor and Agency PMF Coordinator if they want to participate.

CQ5. Is there pre-work for the PMF LDP?

CA5. Yes. Some PMF LDP activities require pre-work (e.g., completing assessments, reading articles, conducting project action items, etc.). Pre-work is communicated to participants in advance.

CQ6. Who teaches and designs the PMF LDP curriculum?

CA6. The PMF LDP curriculum is designed and managed through OPM's Center for Leadership Development, Federal Executive Institute. Their leadership and development experts, along with federal government leaders, alumni speakers, and external guest lecturers deliver course content. The Program is designed in partnership with the PMF Program Office to best align with Fellow and agency partner needs.

CQ7. What is the OPM Form 1310?

CA7. The OPM Form 1310 (also referred to as the "PMF LDP Participant Agreement") outlines expectations for the Fellow's participation. All Fellows and their supervisors must review, sign, and the Fellow is to upload a signed OPM Form 1310 to their account profile in the PMF Talent Management System's "Apply Site" to participate. To access the OPM Form 1310, go to "Current PMFs/Resources" section on the PMF website at www.pmf.gov. The form is PDF-fillable and electronic signatures are preferred.

CQ8. Why has the PMF LDP curriculum and structure changed?

CA8. The PMF LDP is routinely updated based on a combination of participant feedback, Agency feedback, and evolving best practices. In response to demand for a more comprehensive program that includes the most impactful elements of both leading-self and leading-change (i.e., Years 1 & 2) courses, a single one-year program will launch February 2025. The new format is designed to allow Fellows enrollment at any point during their first year, with hours earned in both years of the fellowship. Fellows receive a similar number of hours as compared to the earlier two-year model. Program feedback overwhelmingly indicated the desire for more in-person connection and instruction. The program now features two in-person sessions concentrating hours at the beginning and end of the program, with virtual instruction between.

CQ9. Can individuals continue their PMF LDP training if they leave the PMF Program?

CA8. Only Fellows may register for the PMF LDP. However, converted Fellows (Alumni) may complete a started course if they remain a federal employee. Fellows who do not complete or leave their fellowship may not continue PMF LDP activities. Those with extenuating circumstances may send an email to pmfldp@opm.gov.

CQ10. Are PMF LDP sessions recorded?

CA10. PMF LDP sessions are not recorded. Regulation dictates Fellow’s training hours must be formal and interactive.

CQ11. How much of the PMF LDP is in person vs. virtual?

CA11. The one-year PMF LDP is a hybrid learning experience with two (2) in-person sessions (start and end of program) in Washington, DC, and ten (10) monthly virtual sessions between.

CQ12. Will there be a PMF LDP offered virtually in the future?

CA12. There is currently no plan to offer a fully virtual program. The in-person elements provide meaningful connections for networking, trust building, and collaboration opportunities that elevate the Fellow’s learning experiences – and are highly regarded based on feedback from Fellows.

TRAINING:

TQ1. How many potential training hours are offered?

TA1. Fellows who fully participate in the PMF LDP can earn over 100 hours towards their required training. A matrix of activities and potential hours may be accessed on the PMF LDP [webpage](#). The matrix is subject to change and Fellows should record any training and development on their Individual Development Plan (IDP).

TQ2. Will Fellows receive all of their required training hours through the PMF LDP?

TA2. Fellows are required to complete a minimum of 80 hours of formal and interactive training per year of their 2-year fellowship for a minimum total of 160 hours. It is not expected that Fellows will receive all their hours from the PMF LDP. Fellows should work with their Supervisor and Agency PMF Coordinator to develop a training plan covering both PMF LDP and other training opportunities.

TQ3. What is the time commitment for the PMF LDP?

TA3. Full participation is expected in the PMF LDP to support their learning, development, and that of their colleagues. Fellows should only register for a course if they can commit to the specified dates and estimated 100 training hours throughout the year.

TQ4. What external training can be counted towards the PMF mandatory training hours?

TA4. All training must be formal, interactive, and support the Fellow’s IDP. The Fellow’s Supervisor and/or Agency PMF Coordinator are responsible to determine if trainings meet the guidelines. Asynchronous webinars, volunteerism, projects part of a Fellow’s required work, and mandatory compliance trainings unrelated to the IDP are generally not included.

TQ5. What resources exist to help Fellows find additional training hours?

TA5. The PMF Program Office sends a monthly PMF Learning and Training Opportunity Digest email to all current Fellows that serves as a source of opportunities available to all Fellows. Fellows should also consult with their Agency PMF Coordinator, Agency training officer, Supervisor, Mentor, and other Fellows.

TQ6. Will the PMF LDP provide a certificate of completion?

TA6. Yes. Fellows receive a single Certificate of Completion at the end of the one-year PMF LDP. Lunch-and-Learn, Peer to Peer, Challenge Project, and other standalone training activities are issued individual Certificates

of Completion. Fellows can access their certificates at on the Apply Site (<https://apply.pmf.gov>) by selecting “Events”, then “Event History” and finally “Certificate”.

TQ7. How do Fellows track their progress?

TA7. Fellows are responsible for tracking and recording all training and developmental hours on their Individual Development Plan (IDP) and retaining supporting documents (e.g., email confirmations, certificates, etc.). Fellows should check with their Agency PMF Coordinator for Agency-specific requirements.

TQ8. Does a Fellow have the full two years of their fellowship to complete training hours, or must all training be complete prior to their Agency’s ERB certification package preparation?

TA8. Fellows have two full years to complete required training hours. Agency PMF Coordinators may notate training occurring near the end of the fellowship, such as planned training hours that have not yet occurred. A final certificate or other verification that training has occurred may be requested by the Agency. Fellows should check with their Agency PMF Coordinator to verify the Agency’s process.

TQ9. What if a Fellow arrives late or misses a part of the PMF LDP?

TA9. If a Fellow needs to arrive late or leave early, they must contact the PMF Program Office by sending an email to pmfldp@opm.gov or a representative present during the sessions. This allows for needs to be worked on a case-by-case basis. Full participation is expected to confer full credit.

TQ10. Can Fellows still complete the PMF LDP if they are converting before the program finishes?

TA10. Yes. If a Fellow will be converting before the PMF LDP is completed, they are still permitted to finish the program and receive a certificate of completion. The hours documented towards Fellow’s requirements are those hours earned prior to conversion.

TQ11. How are training hours allocated for programs longer in duration?

TA11. Training component hours should be allocated based on when training occurred, not when the full program completes. Agencies may collect information on the Fellow’s training using different mechanisms and supporting documentation. Fellows should check with their Agency PMF Coordinator early in their fellowship on what documentation is required to report their hours. Fellows require a minimum of 80 hours of formal interactive training per year of their fellowship.

REGISTRATION:

RQ1. What are the minimum requirements for participation in the PMF LDP?

RA1. For a Fellow to participate in the PMF LDP:

1. They must have onboarded at their agency,
2. Their Agency PMF Coordinator must have accurately entered the PMFs’ appointment information in the PMF Talent Management System (TMS), including supervisory contact information, and the Fellow’s current government email address.
3. Their appointing agency must have paid the one-time placement fee or in progress.
4. They must have supervisory approval to attend. (A completed OPM Form 1310, PMF LDP Participant Agreement, meets this requirement.)

Fellows can view their appointment information on the Apply Site of the PMF TMS, and may update work and supervisor contact information at any time. All other edits must be submitted to the Agency PMF Coordinator for action.

RQ2. Are Fellows allowed to register for the PMF LDP if they haven't onboarded, but have a start date before the training begins?

RA2: Assuming the Fellow has Supervisory and Agency PMF Coordinator permission to do so, the PMF Program Office allows registration for a training that begins after the official onboarding date. Fellows should not register for an event if their start date is unknown (for example, appears as TBD, or To Be Determined) or after the start of training. Fellows will not be allowed to start participation until the one-time placement fee is paid or in progress.

RQ3. How do Fellows register for the PMF LDP?

RA3. All Fellows are notified of registration dates via email and the PMF Learning and Training Opportunity Digest. Fellows register on the Apply Site under the "Events" section. Fellows must consult with their Supervisor prior to registering for PMF LDP activities. The PMF Program Office will validate registrations and send a separate confirmation with additional details prior to the scheduled training.

RQ4. Do Fellows need supervisory approval from their agency to register?

RA4. Yes. Fellows should obtain supervisory approval before registering. Each agency has their own policies and procedures for employee training and development. Fellows should consult with their Agency PMF Coordinator for additional guidance. A completed OPM Form 1310, PMF LDP Participant Agreement, is acceptable proof of supervisory approval.

RQ5. How does a Fellow request a reasonable accommodation?

RA5. During the registration process, Fellows can denote their reasonable accommodation needs. If a Fellow has requested a reasonable accommodation and has not received a response within a week, or would like to directly discuss their need, send an email to PMFLDP@opm.gov.

RQ6. If a Fellow does not sign up for a particular PMF LDP cohort (or has missed the cut-off date), are there other opportunities to participate?

RA6. Yes. Fellows can join the next cohort, providing they meet the requirements for participation, when registration opens. Additionally, Lunch and Learns and Peer to Peer Consultations are conducted throughout the year and are open to all current Fellows.

RQ7. At what point during the fellowship should Fellows enroll in the one-year PMF LDP?

RA7. The program is designed to meet the needs of Fellows wherever they are in their fellowship. It is recommended they start the program during the first year of their fellowship so they can complete the program while still active as a Fellow.

RQ8. What if Fellows need to cancel their PMF LDP registration?

RA8. Fellows seeking to cancel must notify the PMF Program Office, their Supervisor, and their Agency PMF Coordinator as soon possible. Notify the PMF Program Office by sending an email to pmfldp@opm.gov. Make-up sessions, if any, are limited and others may be wait listed.

RQ9. If Fellows have scheduled leave impacting their participation in the PMF LDP, what should they do?

RA9. If a Fellow has known scheduling conflicts, it is advisable to wait and register for the next session. Fellows may send questions via email about potential leave impacts to pmfldp@opm.gov.

RQ10. Do Fellows need to submit training forms or documents to the PMF Program Office?

RA10. The PMF Program Office does not collect training forms (i.e., SF-182); however, a Fellow's agency may have their own requirements. Fellows should work with their Supervisor and Agency PMF Coordinator to determine documentation requirements. It is the responsibility of the Fellow to adhere to their agency's policies and procedures regarding training documentation.

RQ11. Who pays for the Fellow's training and travel expenses for the PMF LDP?

RA11. Training tuition is included in the PMF one-time placement fee. This fee must be paid prior to the Fellow starting their participation. Travel expenses (lodging, per diem, flights, etc.) necessary to attend in-person components are the responsibility of the Fellow's Agency.

RQ12. What should Fellows do if their Agency does not have the budget or otherwise will not cover travel expenses to attend an in-person session?

RA12. Fellows in this circumstance should send an email to PMFLDP@opm.gov to discuss their specific situation. The PMF Program Office does not cover travel expenses. However, the PMF Program Office may be able to help with navigating alternative options. The Fellow's employing agency is ultimately responsible to make decisions on their training and developmental opportunities.

OTHER:

OQ1. Does participation in the PMF LDP lead to a leadership position?

OA1. Participation in the PMF LDP does not confer any entitlements or special consideration for promotion or advancement upon completion.

OQ2. If Fellows encounter technical issues logging into CLD Central, what should they do?

OA2. CLD Central is a Learning Management System (LMS) delivery platform for the PMF LDP curriculum. If the logon instructions found on CLD Central do not resolve the issue, send an email to pmfldp@opm.gov.

OQ3. If the activity is virtual, what do Fellows need to participate?

OA3. Technical requirements are outlined in the details provided upon registration. Sessions are conducted via standard video conferencing software. Fellows are expected to use a webcam and microphone to engage fully with instructors and participants.

OQ4. Who do Fellows contact with additional questions?

OA4. If the question is not answered on the PMF LDP webpage nor covered in these FAQs, Fellows are encouraged to check with their Agency PMF Coordinator before submitting any questions via email to pmfldp@opm.gov.