



a New Day for Federal Service




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Presentation for Academic Institutions

(2012 Version, Updated 08-24-2011)

Presidential Management Fellows (PMF) Program – Class of 2012

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The PMF Program

- Premier program for leadership development in the Federal civil service
- Based on current PMF Program regulations and policies, provides two-year Federal Government fellowships to graduate students from all academic disciplines who expect to complete an advanced degree (master's, law, or doctoral-level degree) from a qualifying college or university during the current academic year

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Historical Background

- Executive Order 12008 in 1977 created the Program
- Executive Order 12364 in 1982 opened the Program to non-public policy students
- Executive Order 13318 in 2003 substantially enhanced the Program
- Executive Order 13562 in 2010 reinvigorates the Program; however, the requisite regulations will not be promulgated until 2012



PMF Opportunities

- Two-year, paid, benefits-eligible, full-time position
- Appointed at the GS-9, 11, or 12 (or equivalent), based on applicant qualifications and agency needs
- Promotion potential up to the GS-13 (or equivalent) during fellowship
- Typical career path with limited experience (or equivalent):
 - Appointment - GS-9, step 1
 - 1-year anniversary - GS-11, step 1
 - Program completion - GS-12, step 1



Career Fields

Program is open to all disciplines. For 2011/2012, agencies requested:

- Accounting/Finance/MBA
- Information Technology/
Cybersecurity
- Engineering
- International Affairs/Policy
- Health/Medical Sciences
- Business Administration
- Public Policy
- Human Resources
- Public Administration
- Environmental Sciences
- Statistics
- Federal Acquisitions
- Law



Attorney Positions

- Extremely limited in the PMF Program
- Attorney positions are hired under different appointing authority
- The PMF Program is not designed to give training and experience to compete for an attorney position
- Positions that may be considered for a PMF appointment:
 - Paralegal Specialist
 - Hearing & Appeals Specialist
 - Labor Relations Specialist
 - Contract Specialist
 - Estate Tax Examiner
 - Others

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Federal Benefits

To name a few:

- Flexible Spending Accounts
- Health and Dental Insurance
- Paid Vacations and Sick Leave
- Life Insurance
- Long-Term Care Insurance
- Retirement Plan
- Additional benefits can be found on the PMF website and at:
www.opm.gov/insure/new_employ/index.asp



Student Loan Programs

- Federal Student Loan Repayment Program:
www.opm.gov/oca/pay/StudentLoan/index.asp
 - Finalists should inquire with agencies directly when interviewing for a PMF appointment regarding this optional recruitment and retention incentive
- Public Service Loan Forgiveness Program:
<http://studentaid.ed.gov/>



Eligibility

- Based on current PMF Program regulations and policies, graduate students from all academic disciplines who expect to complete an advanced degree (master's, law, or doctoral-level degree) from a qualifying* college or university during the **2011-2012** academic year **(September 1, 2011 - August 31, 2012)** are eligible to apply

* Generally, the institution must be accredited by an accrediting body recognized by the Secretary of the U.S. Department of Education or must have acquired "pre-accreditation" or "candidate for accreditation status" recognized by the Secretary of the U.S. Department of Education



Application Process

- Graduate students submit on-line application via USAJOBS – “Applicant”
- Nominating Officials nominate applicants based on competitive nomination process – “Nominee”
- OPM invites Applicants to an on-line, un-proctored, timed assessment – based on score, selected Nominees become “Semi-finalists”
- Semi-finalists are invited to an in-person assessment center – based on score, selected Semi-finalists become “Finalists”
- Finalists secure positions with a Federal Agency – upon appointment, status changes to “Fellow”



Application & Nomination Process

- Class of 2012 PMF Application period:
September 15 - 25, 2011 (earlier than previous years)
- Applicants complete an on-line application, provide a resume, submit supporting documentation for any claim to Veterans' Preference (if applicable), and submit a nomination form to their Nominating Official
 - Applicants apply on-line using USAJOBS at www.USAJOBS.gov or via a link from the PMF website
 - Applicants should confirm the school's process and deadlines for nomination into the PMF Program
 - Applicants can only submit one (1) application



Application & Nomination Process

- The Nominating Official may be the Dean, Chairperson, or Academic Program Director of the graduate school or of the entire college/university
- Nominating Officials ensure applicants meet the Program's eligibility and nomination criteria
- School's competitive process must cover applicants':
 - Breadth and quality of accomplishments
 - Capacity for leadership
 - Commitment to excellence in leading and managing public policies and programs
- Students who are eligible for Veterans' Preference and qualify for school's competitive nomination process **must** be nominated



Application & Nomination Process

- Submission of nominations must be done via fax and only one submission at a time (schools should keep copies of fax transmittals for verification)
 - The PMF Program Office **cannot** confirm receipt of nomination faxes for schools or applicants
 - Applicants can check the status after a few business days via their Application Manager account
- The deadline for submitting nominations is **11:59:59 p.m., Eastern Time, Friday, September 30, 2011**
- Nominating Officials sign and fax the PMF Nomination Form **only** for students the school wishes to nominate
- Applicants are referred to Nomination Officials for decisions on nomination



Application & Nomination Process

Students are asked the following in the Qualifications Questionnaire:

- Personal Contact Information
- Reasonable Accommodations for the Assessment Process
- Assessment Center Location Preference
- Veterans' Preference Eligibility
- Geographic Employment Preference
- Citizenship
- Languages (up to three)
- Graduate School Information
- Graduate/Undergraduate Degrees (up to two each)
- Date of Meeting Graduate Degree Requirements
- Key Skills/Competencies
- How Did Student Hear About the PMF Program

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Assessment Process

- Nominees/Semi-finalists are evaluated on the following critical competencies:
 - Adaptability
 - Integrity
 - Interpersonal Skills
 - Motivation to Serve
 - Oral/Written Communication
 - Problem Solving
- An “Assessment Preparation Guide” will be posted on the PMF website when the application cycle launches
- OPM selects Finalists based on an OPM evaluation of each candidate’s experience and accomplishments and his/her results on a rigorous structured assessment

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Assessment Process: On-line, Un-proctored

- Applicants notified to take an on-line, un-proctored, timed assessment shortly after submitting their application
- On-line assessment includes:
 - Situational Judgment Test
 - Requires applicants to indicate how they would respond in a given situation
 - Life Experience
 - Requires applicants to respond to questions regarding their training, experience, education, and life history
 - Writing Sample
 - Requires applicants to write an essay in response to a prompt or target topic
- OPM selects Semi-finalists based on nominees' on-line assessment results



Assessment Process: In-Person Assessment

- Semi-finalists will participate in an In-Person Assessment (a Structured Interview) consisting of competency based interview questions
- Semi-finalists participate at his/her own expense
- The in-person assessment center locations are expected to be located in:

<ul style="list-style-type: none">• Atlanta, GA• Boston, MA• Chicago, IL	<ul style="list-style-type: none">• Denver, CO• San Francisco, CA• Washington, DC
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- Finalists selected based on the in-person assessment scores

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Placement Process

- Agencies notified shortly after Finalists are selected
- Finalists invited to attend PMF Job Fair
- Finalists can search for agency positions on-line via the PMF Projected Positions System (PPS)
- Available positions change throughout the year
- Finalists have 12 months from the date they are selected as Finalists to be appointed to agency positions as Fellows
- Employment policies and incentives determined by individual agencies



Key Dates

- *Sep 15 - 25, 2011* – Application available on-line
- *Sep 25, 2011* – Deadline for application submission
- *Sep 30, 2011* – Deadline for nomination submission (via fax by Nominating Official)
- *Oct 1 - 10, 2011* – Applicants complete on-line assessment process
- *Nov 1, 2011** – Semi-finalists selected and invited to in-person assessment
- *Nov 14 - Dec 16, 2011** – Semi-finalists complete in-person assessment process
- *Jan 24, 2012** – Finalists selected and notified
- *Feb/Mar 2012* – Job Fair

* Date is subject to change



Contact Information

Presidential Management Fellows Program

U.S. Office of Personnel Management

1900 E Street NW, Room 6500

Washington, DC 20415

Phone: (202) 606-1040, Fax: (202) 606-3040

Application Inquiries: pmfapplication@opm.gov *

Website: www.pmf.gov

*** NOTE:** Please use the pmfapplication@opm.gov mailbox for all inquiries regarding the application, nomination, assessment, and selection process (this applies to students and school academia)