



a New Day for Federal Service



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Presidential Management Fellows (PMF) Program

Academia Stakeholder Meeting

OPM Campbell Auditorium

Thursday, August 25, 2011

A vertical strip of the American flag is visible on the left side of the slide, showing the stars and stripes.

Agenda

- Welcome
- Overview
- Program Changes
- Eligibility
- Application Process
- Nomination Process
- Assessment Process
- Placement Process
- Career Fields
- Attorney Positions
- Key Dates
- Resources
- PMF Campus Listserv
- Questions and Dialogue

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Welcome

Student Programs & PMF Program Office Team

- Juanita Wheeler, Manager
- Rob Timmins, PMF Program Lead
- Deidre Sexton, Program Analyst
- Elda Muco, Program Analyst
- Todd Hewell, Business Operations Manager
- Andrew Grebe, Program Analyst
- Rachel Dorman, Program Analyst
- Octavio Santiago, Program Analyst
- Julie Saad, Program Analyst

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Overview

Based on current regulations and policies, the PMF Program:

- Premier program for leadership development in the Federal civil service
- Two-year Federal Government fellowship
- Graduate students from all accredited academic disciplines are eligible to apply
- A cornerstone of the Federal Government's succession planning effort

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Overview

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

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Overview

Features

- Two-year, paid, benefits-eligible, full-time position
- Initially appointed at the GS-9, 11, or 12 (or equivalent), based on applicant qualifications and agency need
 - Salary: \$51,630 - \$97,333 (based on 2011 Salary Table for the Washington, DC metropolitan area)
- Promotion potential up to the GS-13 during fellowship
- Typical career path with limited prior experience:
 - Appointment - GS-9, step 1 (or equivalent)
 - 1-year Anniversary - eligible for GS-11, step 1
 - Program Completion - eligible for GS-12, step 1

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Overview

- Individual Development Plans
- 80 hours formal classroom training per year
- Rotational Opportunities
- Non-competitive appointment to a full-time, permanent position upon successful completion of the Program
- PMF network and support



Overview

Future Potential Regulatory Program Changes

- Two-year applicant eligibility window for Class of 2013 applicants and beyond
- Elimination of nomination process
- Senior-level mentor for each PMF
- Non-competitive conversion to full-time, permanent employment at agency's discretion
- Align timeline with academic calendar

Proposed regulations now open for comment

- Go to www.opm.gov/hiringreform/pathways to learn more and how to comment

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Break

- We will resume the meeting in 10-minutes
- Please email any questions related to and during this meeting to pmf@opm.gov

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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.

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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”

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Application Process

- PMF Class of 2012 Application open period:
September 15 - 25, 2011 (earlier than previous years)
- Apply on-line at www.USAJOBS.gov or via a link from the PMF Website
- Applicants complete on-line application:
 - Provide Resume
 - Complete Qualifications Questionnaire
 - Submit Supporting Documentation for any Claims to Veterans' Preference
 - Submit a Nomination Form to their Nominating Official
 - Applicants should confirm the school's process and deadlines for nomination into the PMF Program

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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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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

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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
- Academia guidance, nomination information, and school marketing material can be found on the PMF website

Top Half of OPM Form 1300, PMF Nomination Form (Class of 2011-Version)

NO COVER SHEET NEEDED; FAX THIS PAGE ONLY IF NOMINATING
PLEASE FAX ONLY ONE FORM PER FAX TRANSMISSION



36261

U.S. Office of Personnel Management
OPM Form 1300 (Revised 09-30-2010)

OMB Approved No. 3206-0082
Expires: 11-30-2010

Presidential Management Fellows (PMF) Program Nomination Form-2011

Vacancy Identification Number (VIN): PH38015

Social Security Number: [] - [] - []

First Name: [] Middle Initial: []

Last Name: []

Name of Graduate School: []

Federal Title of School Code: []

Expected Graduate Degree Date:
(Must be within Eligibility Period) []

Graduate Degree: []

Claiming Veterans' Preference (Yes/No): Yes

Bottom Half of OPM Form 1300, PMF Nomination Form (Class of 2011-Version)

You certify that you have found the above applicant qualified to request your school's nomination into the PMF Program, that you have the authority to approve this nomination, and that your school has conducted a competitive screening process to evaluate your graduating applicants interested in the PMF Program. Your school's nomination process takes into consideration that your students must demonstrate the following: breadth and quality of accomplishments, capacity for leadership, and a commitment to excellence in the leadership and management of public policies and programs. You further certify that as a Dean, Chairperson, or Academic Program Director for the school, that you have the authority to approve this nomination into the PMF Program for the Class of 2011. You understand that you must fax this signed form to 478-757-3144 by 11:59:59 p.m. (EST), Sunday, October 31, 2010, for your student to be considered qualified and nominated. You are only required to sign and fax this form if you ARE nominating this student. If you decide NOT to nominate, do not sign or fax this form. Once nomination decisions are submitted, they become final and cannot be changed. Please fax only ONE form per fax transmission.

NOMINATION OFFICIAL'S FIRST AND LAST NAME: _____ EMAIL ADDRESS: _____

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NOMINATION OFFICIAL'S SIGNATURE (please sign in black ink): _____

DATE (mm/dd/yyyy): _____

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FAX YOUR SIGNED NOMINATION TO 478-757-3144

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NO COVER SHEET NEEDED; FAX THIS PAGE ONLY IF NOMINATING.
PLEASE FAX ONLY ONE FORM PER FAX TRANSMISSION.

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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

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Assessment Process: In-Person Assessment

- Semi-finalists will participate in an in-person assessment (a structured interview) consisting of competency-based questions
- Semi-finalists participate at his/her own expense
- Assessment centers will be located in:
 - Atlanta, GA
 - Boston, MA
 - Chicago, IL
 - Denver, CO
 - San Francisco, CA
 - Washington, DC
- Finalists selected based on 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



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 a 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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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

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Resources

- Program eligibility, how to apply instructions, and information for academia: www.pmf.gov
- Federal Benefits: www.opm.gov/insure/new_employ/index.asp
- Presidential Management Alumni Group: www.pmag.org
- Pathways for Students & Recent Graduates: www.opm.gov/HiringReform/Pathways/

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PMF Campus Listserv

Join our PMF Campus Listserv to receive important program updates through this periodic newsletter

- Email listserv@listserv.opm.gov using plain text formatting (without signature or attachments)
- In the body of the email enter:
 - SUBSCRIBE PMFCampus
 - School Name
 - Full Name
 - Title
- You will receive confirmation as a subscriber



Questions & Dialogue

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)