a New Day for Federal Service
Presentation for Academic Institutions
(2012 Version, Updated 08-24-2011)

Presidential Management Fellows (PMF) Program – Class of 2012
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
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
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](http://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
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
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:
  • Atlanta, GA
  • Boston, MA
  • Chicago, IL
  • Denver, CO
  • San Francisco, CA
  • Washington, DC

• Finalists selected based on the in-person assessment scores
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)