

Presidential Management Fellows Class of 2011 Orientation

Class of 2011 Presidential Management Fellows (PMF) are invited to attend one of the three upcoming PMF Orientation sessions. The day's events will include an overview of the PMF Program with discussion of the requirements for successful completion of the Program, tips for success and lessons learned from second year Fellows, and basic Human Resource information. Second year Fellows will be present to informally network and mentor with new Fellows.

Dates:

November 7, 2011

December 8, 2011

January 26, 2012

Time: 8 am to 5 pm

Location:

US Office of Personnel Management (OPM)

Campbell Auditorium

1900 E Street, NW

Washington, DC 20415

Eligibility:

To attend the PMF Class of 2011 Orientation, Fellows must be from the PMF Class of 2011, onboard with an agency, and OPM must have received the appointment reimbursement fee from the Fellow's appointing agency. Class of 2010 Fellows who have not yet attended a PMF orientation (whose appointment reimbursement fee has been paid) are invited to attend as a participant.

Class of 2009 and 2010 Fellows are invited to volunteer to support logistics of the event and to network and mentor the new Fellows.

Training Credit:

Fellows receive credit for 8 hours of training for participation in this orientation. These hours count towards the Fellow's annual 80 hours of formal classroom training requirement and should be documented in their Individual Development Plan. As with other PMF training events, attendance must be for the entire event to receive credit for the training hours.

Dress:

Business Attire

Program and Travel Costs:

There is no fee to attend the Orientation. The Fellow's agency is responsible for covering and/or reimbursing any travel/transportation (POV mileage, rental car, Metro fares, airfare, etc.), lodging, and per diem expenses.

Directions:

OPM is located at 1900 E Street, NW, Washington, DC 20415 (the corner of 19th and E Streets, NW). OPM is a short bus ride or a 12-15 minute walk from the Farragut West (Blue Line) and Farragut North (Red Line) Metro stations (<http://www.wmata.com/index.cfm>).

Fellows traveling from outside of the Washington DC area should plan to travel the day before the Orientation. OPM is located approximately 5 miles from the Ronald Reagan Washington National Airport (DCA) (<http://www.metwashairports.com/reagan/reagan.htm>) (on the Blue Metro Line). Dulles International Airport (IAD) (<http://www.metwashairports.com/dulles/dulles.htm>) is approximately 25 miles from OPM.

Registration Instructions:

To register for the PMF Class of 2011 orientation, go to <http://pmf2011orientation.eventbrite.com>.

Fellows should have approval from both their Agency PMF Coordinator and supervisor before registering for the Orientation.

The following information will be required when registering:

Fellow's name, work email address, work phone number, work mailing address

Fellow's job title, agency and sub-agency

Supervisor name, email address and phone number

Agency PMF Coordinator name, email address

Reasonable accommodation requests

Cancelations/Rescheduling:

Cancellations are discouraged as it may be difficult to reschedule for another session and last minute cancellations prevent waitlisted Fellows from attending Orientation. Cancellation requests should be sent to PMF@opm.gov.

Rescheduling to a different session may be requested through <http://pmf2011orientation.eventbrite.com>. Rescheduling requests should be done no later than one week before the Orientation session.

Questions:

Questions may be sent to Deidre Sexton at PMF@opm.gov; please put "Orientation" in the email subject line.