



*a New Day for Federal Service*



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# Presidential Management Fellows(PMF)Program

## Orientation Brief Class of 2012 Fellows

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# Topics

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- Program Overview
- Program Requirements
- PMF Forums
- PMF Graduation
- Resources
- PMF Program Office Team

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# Program Overview

- Federal Government's premier leadership program
- Two-year, full-time, paid position
- Recent advanced degree graduates
- Appointed as GS-9, GS-11, or GS-12
- May be non-competitively converted to a permanent position

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# Program Requirements

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- What is expected of a Fellow during the Program?
  - Individual Development Plan (IDP)
  - At least 80 hours formal classroom training per year
  - Developmental assignment
  - Agency-specific requirements
  - Successful performance reviews
  - Executive Resources Board certification

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# Program Requirements (Cont'd)

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- Individual Development Plan
  - Developed with supervisor
  - Serves as a roadmap
  - Includes learning objectives and competencies
  - Includes details, dates, and costs

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# Program Requirements (Cont'd)

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- Training
  - 80 hours of formal interactive training each year
  - Training should address competencies needed for target occupation or functional discipline

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# Program Requirements (Cont'd)

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- **Developmental Assignment**
  - Duration of 4-6 months
  - Full-time management and/or technical responsibilities
  - Consistent with IDP

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# Agency-Specific Requirements

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- Agencies may establish additional requirements
- Requirements may differ between agency levels
- Consult with your agency PMF Coordinator

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# Program Requirements (Cont'd)

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- Optional Developmental Activities
  - Rotational Assignments
  - Job Shadowing
  - Lectures
  - Conferences
  - Informational Interviews
  - Forums

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# Program Requirements (Cont'd)

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- Performance Plan and Review
  - Based on current position description
  - Establishes performance elements and standards
  - Annual performance evaluation required
  - Satisfactory performance required for conversion

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# Program Requirements (Cont'd)

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- Promotions
  - Promotion requires a performance rating of fully successful or higher
  - Fellows must be qualified for the position
  - Fellows may be promoted up to a GS-13 during Fellowship

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# Program Requirements (Cont'd)

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- What happens at the end of the two-year Fellowship?
  - Agency's Executive Resources Board (ERB) determines successful completion of program
    - Program requirements completed
    - Performance expectations met
    - Developmental expectations in IDP met

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# Program Requirements (Cont'd)

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## – Conversion

- ERB certification required for conversion
- Fellows may be non-competitively converted to a full-time, permanent appointment
- Program time counts towards career tenure

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# PMF Forums

- PMF Program Office-sponsored training events
- Training forums held periodically
- Hours count towards training requirements

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# PMF Graduation

- Graduation held in Washington, DC
- Fellows must be ERB-certified to attend graduation ceremony
- Details posted on PMF website

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# Resources for Fellows

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- Supervisor
- Agency PMF Coordinator
- Human Resources Office
- Mentor
- PMF alumni

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# Resources for Fellows (Cont'd)

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- Fellows in your agency and other agencies
- PMF website ([www.pmf.gov](http://www.pmf.gov))
- PMF Program Office
- PMF Facebook Page

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# PMF Program Office Team

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- Latonia Page, Student Programs Manager
- Aubrey Whitehead, PMF Program Team Lead
- Rob Timmins, Overall Program Guidance
- Deidre Sexton, Training and Development
- Elda Muco, Assessments and Surveys
- Todd Hewell, IT and Job Fair
- Andrew Grebe, Financials

# Contact Information



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