



**DfYg]XYbh]U`A UbU] Ya Ybh: Y`ck g`fDA : L`Dfc[ fUa`  
DUfh]WdUbh5 [ fYYa Ybh**

The PMF Program is under the auspice of the [Pathways Programs](#). Executive Order 13562 of December 27, 2010, created the Pathways Programs, consisting of government-wide student programs. Regulations were issued by the U.S. Office of Personnel Management (OPM) on May 11, 2012. One of the regulatory requirements is for a Pathways participant to enter into a Participant Agreement with the hiring agency; this includes any PMF reappointing from one agency to another.

Section §362.106 of title 5, Code of Federal Regulations, states: Agencies must execute a written Participant Agreement with each Pathways participant that clearly identifies expectations. General PMF Program requirements are identified below; however, the appointing agency should identify any other additional requirements and work assignments below. The Fellow's work assignments should be consistent with their performance plan and position description. All training and development should be captured on the Fellow's Individual Development Plan (IDP). Upon appointment, the Fellow should work with their Supervisor on identifying assignment of a Mentor. This agreement fulfills the regulatory requirements and may be tailored to fit the hiring agency's requirements. The PMF Program Office created this optional form that agencies may use, or they can produce and use their own form. Agencies in the excepted service or outside of the Executive Branch must have an approved Memorandum of Agreement (MOA) with OPM and may need to tailor their Participant Agreement accordingly.

Supplemental information should be discussed with the Fellow to include: copy of Position Description, Performance Plan, and draft IDP. Supervisors should consult with the designated Agency PMF Coordinator or Pathways Programs Officer for any questions. Additional PMF Program information can be found on the PMF website at [www.pmf.gov](http://www.pmf.gov).

Appointee's Full Name:			
Appointing Agency/Sub-Agency:			
<b>5 ddc]bha Ybh8 UYfgL`</b>		<b>K cf_`GW YXi`Y.</b> Include any telework options.	
Entrance on Duty (EOD) Start Date (mm/dd/yyyy):			
Program Not to Exceed (NTE) Date (mm/dd/yyyy):			
Position Title:		Position Series, Grade (e.g., GS-0343-09):	
<b>: Y`ck g`f Ygdcbg]V] ]H]Yg`fB i ]YgL`</b>		<b>Gi dYfj ]gcf# ]f]b[ `CZ]WU`F Ygdcbg]V] ]H]Yg`</b>	
<ol style="list-style-type: none"> <li>1. Adhere to the Presidential Management Fellows Program requirements</li> <li>2. Adhere to an established work schedule</li> <li>3. Perform successfully, the assigned duties listed in your Position Description</li> <li>4. Observe all workplace rules and agency policies</li> <li>5. Select a Mentor within 90 days of your date of hire</li> <li>6. Create an Individual Development Plan (IDP) with assistance from your Supervisor and Coordinator/Mentor               <ol style="list-style-type: none"> <li>a. IDP must include at least 80 hours of formal interactive training</li> <li>b. IDP must be completed within 45 days of your date of hire</li> <li>c. IDP must be reviewed each year</li> </ol> </li> <li>7. Participate in agency training classes or programs</li> <li>8. Complete a 4-6 month developmental assignment</li> <li>9. Attend regularly scheduled meetings with Mentor</li> <li>10. Inform PMF Program Office of any changes in contact information (both personal and work)</li> <li>11. If requested by OPM, Fellows must assist with the PMF Program Office's assessment process</li> </ol>		<ol style="list-style-type: none"> <li>1. Complete Participant Agreement with each Fellow</li> <li>2. Provide information on the Presidential Management Fellows Program requirements</li> <li>3. Establish a mutually agreeable work schedule</li> <li>4. Identify performance goals and evaluation criteria</li> <li>5. Assist Fellow with the selection of a Mentor within 90 days of date of hire               <ol style="list-style-type: none"> <li>a. Mentor must be at the managerial level outside of the Fellow's chain of command</li> </ol> </li> <li>6. Help Fellow create an IDP which must be completed 45 days from date of hire</li> <li>7. Provide information on any special training requirements</li> <li>8. Ensure Fellow participates in at least 80 hours of formal interactive training per year, for a total of 160 hours</li> <li>9. Provide Fellow a 4-6 month developmental assignment               <ol style="list-style-type: none"> <li>a. Optional for short-term rotational opportunities</li> </ol> </li> <li>10. Supervise daily work activities</li> <li>11. Identify performance goals and evaluation criteria</li> <li>12. If requested by OPM, allow Fellow to assist the PMF Program Office's assessment process</li> </ol>	

<b>Additional PMF Program Requirements/Duties:</b> Provide additional agency requirements, if any.		
<b>Work Assignments:</b> Provide a brief description of duties or attach a copy of the Fellow's Position Description (PD).		
<b>Mentorship Opportunities:</b> Identify procedures for assignment of a Mentor below.		
<b>Minimum Eligibility Requirements for Conversion to a Term or Permanent Position:</b> In addition to the minimum requirements below, the appointing agency should enter any additional requirements. Conversion is not guaranteed.		
<b>Minimum Requirements</b> 1. U.S. Citizenship 2. Successfully completed all PMF Program requirements 3. Meet the OPM Qualification Standards for the position to which the Fellow may be converted 4. Maintain acceptable performance under the agency's approved performance management system 5. Obtain ERB, or equivalent, certification prior to conversion	<b>Agency Requirements (if any):</b>  	
<b>Recruitment Incentives (Optional):</b> Identify any incentives and procedures below.		
<b>Other Program\Appointment Requirements (if any):</b>		
<b>Signatures:</b> The Fellow acknowledges that as a condition of employment, a Fellow's appointment expires at the end of the 2-year fellowship, plus any agency-approved extension, unless the Fellow is certified for completing PMF Program requirements and selected for noncompetitive conversion to a term or permanent position, per 5 CFR 362..		
Fellow:		
Print Name	Signature	Date
Supervisor/Hiring Official:		
Print Name	Signature	Date
HR Approving Official:		
Print Name	Signature	Date

A signed copy should be provided to the Fellow, Supervisor, Agency PMF Coordinator, HR Office, and Mentor. A copy of this form can be found under the "Agencies\Resources" section on the PMF website at [www.pmf.gov](http://www.pmf.gov). This optional form is subject to change and appointing agencies may customize to fit their program requirements.