



Presidential Management Fellows (PMF) Program

Orientation Webinar for
Agency PMF Coordinators



PMF PRESIDENTIAL
MANAGEMENT
FELLOWS PROGRAM

U.S. OFFICE OF PERSONNEL MANAGEMENT



Topics

- Program Overview
- Program Requirements
- Status Changes
- PMF TAS (Talent Acquisition System)
- Orientations
- Hiring Fair
- Training and Developmental Opportunities
- Graduation
- Resources



Program Overview

- Leadership development program
- Two-year, paid, full-time position
- Recent graduates with an advanced degree
- Initially appoint at the GS-9/11/12 (or equivalent)
- Potentially convert to a term or permanent position



Program Overview

Pathways Memorandum of Understanding (MOU):

- Pathways MOU between agency and OPM
 - Agency may participate in Intern Program, Recent Graduates Program, and/or PMF Program
 - Must identify a Pathways Programs Officer (PPO)
 - Must identify an Agency PMF Coordinator if participating in PMF Program
 - Adhere to 5 CFR 362 and MOU requirements
- Approved MOU valid for 2-years



Program Overview

One-Time Placement Fee:

- Agencies reimburse OPM \$7,000 per Fellow
- Reimbursement is due within 30-days of appointment
- Financial instructions, checklist, and forms available under “Agencies\Resources” section on PMF website
- PMF Program Office is a revolving fund, full-cost recoverable office



Program Overview

Placement Fee covers:

- Recruitment
- Verification of eligibility and school accreditation
- Rigorous, multi-hurdled assessment process
- PMF TAS (Talent Acquisition System)
 - Access to on-line resume and transcript
 - Posting of appointment and rotational opportunities
- Orientation Webinars
- Sponsored training and developmental opportunities
- General program support



Program Requirements

- Participant Agreement
- Mentor
- Individual Development Plan (IDP)
- 80 hours of formal interactive training per year for a total of 160 hours
- 4-6 month Developmental Assignment
- Successful performance reviews
- Executive Resources Board certification



Program Requirements

Participant Agreement:

- Identifies expectations between the agency, Fellow, and supervisor
- Defines parameters of fellowship
- Required for initial appointments AND reappointments



Program Requirements

Mentor:

- Assigned within 90 days of start date
- Managerial employee
- Outside of Fellow's chain of command
- Consults in Fellow's Individual Development Plan (IDP)
- May consult with ERB certification process



Program Requirements

Individual Development Plan (IDP):

- Developed with supervisor in consultation with Agency PMF Coordinator and Mentor within the first 45 days of start date
- Serves as a roadmap
- Includes learning objectives and competencies
- Includes Developmental Assignment
- Includes training courses



Program Requirements

Individual Development Plan (IDP), continued:

- Identify short- and long-term goals
- Identify target position
- Identify sources and funding for training
- Identify when and where of Developmental Assignment
- Identify other developmental activities
- Review IDP during performance appraisals



Program Requirements

Training:

- At least 80 hours of formal, interactive training for each year, for a total of 160 hours
- Training should address competencies identified on Fellow's IDP
- Document training on Fellow's IDP



Program Requirements

Developmental Assignment:

- At least one 4-6 month Developmental Assignment during fellowship
- Full-time management and/or technical responsibilities
- Consistent with Fellow's IDP
- Takes place within organization, agency, or another Federal Agency
- Follow agency's policies and procedures



Program Requirements

Optional Rotational Opportunities:

- Optional for agencies to allow for short-term rotational opportunities of 1 to 6 months in duration
- Does not have to relate to target position or IDP
- Document on Fellow's IDP



Program Requirements

Agency-Specific Requirements:

- Agencies may establish additional requirements
- May differ between agency levels
- Consistency is key!
- Consult your Agency PMF Coordinator



Program Requirements

Performance Plan and Review:

- Based on current Position Description
- Establishes performance elements and standards
- Annual performance evaluation required
- Satisfactory performance required for both years for conversion



Program Requirements

Promotions:

- Promotion requires a performance rating of “fully successful” or higher
- Fellows must meet the qualification requirements for the position
- Promote as high as a GS-13 during fellowship
- Promotion is at the agency’s discretion



Program Requirements

Executive Resources Board (ERB) Certification:

- ERB certifies successful completion of all program requirements
- ERB should render decision 30-days prior to Fellow's second year anniversary
- Decision allows for non-competitive conversion to a term or permanent position
- Fellow can only convert at the agency that ERB certified



Program Requirements

Conversion:

- ERB certification required for conversion
- May non-competitively convert to a term or permanent position in competitive service
 - If to a term position, then the agency may non-competitively convert to a permanent position
- Two-year fellowship counts towards career tenure
- Occurs on the two-year anniversary of the start of the fellowship



Program Requirements

Fellowship Extensions:

- Limited to 120-days beyond two-year appointment
- For rare and unusual circumstances
- Adheres to agency's Pathways MOU
- Agency PMF Coordinator should record any extension in the PMF TAS



Program Requirements

If agency decides NOT to convert an ERB-certified Fellow:

- Appointment expires at end of the two-year fellowship; termination
- Agency should notify Fellow in advance, while following its termination procedures
- Agency PMF Coordinator to record termination in PMF TAS



Program Requirements

If ERB denies certification:

- Agency to follow its termination procedures and notify the Fellow as quickly as possible
- Fellow may appeal to OPM (via the PMF Program Office) within 15 days of termination notice
 - Fellow may continue in PMF Program pending outcome of appeal
 - Agency must continue to provide appropriate developmental activities
 - OPM's decision is not subject to further appeal
- Agency PMF Coordinator to record termination in PMF TAS



Program Requirements

Eligibility Extensions:

- Agency may request an extension to Finalist's appointment eligibility deadline
- Agency must have extended a PMF appointment offer prior to deadline
- Finalist must have excepted offer
- Agency PMF Coordinator to formally request via OPM Form 1305 for approval
- Only one approved extension per Finalist and agency is allowed



Status Changes

Reappointments:

- A Fellow may reappoint (transfer) to another PMF position\agency
- Fellow must meet qualifications of position
- Cannot have a break in service
- Losing and gaining Agency PMF Coordinators to notify PMF Program Office to update records in PMF TAS
- Fellow continues with fellowship
- Fellow cannot reappoint after obtaining ERB certification



Status Changes

Resignations:

- If a Fellow withdraws from program; treated as a resignation
- Agency PMF Coordinator to record resignation in PMF TAS
- Fellow's time does not count towards tenure or probationary period



Status Changes

Terminations:

- If a Fellow is terminated, record in the PMF TAS
- If based on performance, conduct, or suitability
- If not based on performance, conduct, or suitability



Status Changes

Readmission:

- Former Fellow may NOT be readmitted if terminated based on performance, conduct, or suitability
- Former Fellow may petition previous agency to be readmitted if NOT based on performance, conduct, or suitability
- Refer to 5 CFR 362.407



PMF TAS (Talent Acquisition System)

- On-line system to access Finalists, record appointments, change status, post appointment and rotational opportunities, and manage user accounts
 - Agency's IP Addresses must be registered
- Permission Levels:
 - Agency PMF Coordinators, have full access
 - Agency HR Recruiters, can search Finalists and post appointment and rotational opportunities
 - Agency Users, can search Finalists only



PMF TAS (Talent Acquisition System)

- PMF Program Office manages Agency-wide PMF Coordinator user accounts
- Agency-wide PMF Coordinators responsible for Sub-Agency PMF Coordinator user accounts
- Coordinators responsible for all other user accounts
- PMF TAS User Guide, How To's, and templates under "Agencies\Resources" section on PMF website



Orientations

- PMF Program Office sponsored
- Periodic webinars for
 - Agency PMF Coordinators
 - Supervisors
 - Fellows
- Information on PMF website



Hiring Fair

- PMF Program Office sponsors a hiring fair soon after Finalists announced
- Participating agencies and current Finalists invited; government-wide
- Agencies may conduct their own
- Information posted on PMF website



Training and Developmental Opportunities

The PMF Program Office sponsors several training and developmental opportunities throughout the year for Fellows

- Orientation for Fellows
- PMF Forums and Speaker Series
- Periodic leadership training
- Solicit Fellows to assist with In-Person Assessments and Hiring Fair
- Rotational opportunities in PMF Program Office
- Hours count towards annual training requirements
- Details either posted to PMF website or sent as broadcast emails to current Fellows and Coordinators



Graduation

- ERB-certified Fellows invited to a graduation
 - Specific to class year of cohort
 - Fellows must be ERB certified to participate or request a certificate of completion
- Agency expected to support participation
- Held in Washington, DC
- Information on PMF website



Resources

- PMF Website
 - Agency roles and responsibilities
 - Finding Finalists
 - Training and development information
 - Optional forms and templates
 - Frequently Asked Questions (FAQs)
- PMF TAS (Talent Acquisition System)
- Pathways Programs Officer
- Agency PMF Meetings, Newsletter, and Listserv