MEMORANDUM FOR Principal Human Resources Managers

FROM: Deborah A. Jefferson, Director for Human Resources Management

SUBJECT: Supplement to HR Bulletin #027, FY’06, Presidential Management Fellows Program

The Office of Personnel Management (OPM) issued final regulations, effective June 20, 2005, modifying the Presidential Management Intern Program and renaming it the Presidential Management Fellows (PMF) Program.

The PMF Program regulations require that each Presidential Management Fellow (Fellow) receive a minimum of one developmental assignment of at least 4 to 6 months in duration. This assignment must develop the competencies required by the Individual Development Plan (IDP) and prepare the Fellow for the occupation or function in which he or she will likely be placed. Each Fellow must also complete a minimum of 80 hours of formal classroom training per year. In addition, the regulations require an Executive Review Board (ERB) to review and certify Program completion prior to converting a Fellow to a permanent position. As stated in the OPM’s transition guidance, these requirements apply to the 2004 class and beyond.

Human Resources Bulletin #027, dated April 1, 2006, states the new requirements as well as the certification process for the 2004 class and beyond. The Department’s Training Officer’s Council (TOC) and the Bureau’s ERB must certify Program completion in accordance with the following process:

- The Bureau’s PMF Coordinator shall provide the Department’s PMF Coordinator the Fellow’s IDP and the attached PMF Program Requirements checklist.
- The Department’s PMF Coordinator shall forward the documentation to the Department’s TOC Chairperson.
- The Department’s TOC shall review the documentation for program compliance and use the PMF Program Requirements checklist to recommend the Fellow for conversion, recommend against certification, or recommend an extension of the program (up to 120 days).
The Department’s TOC shall forward the results of their review along with the supporting documentation and the PMF Program Requirements checklist to the Department’s PMF Coordinator.

The Department’s PMF Coordinator shall forward the supporting documentation and the TOC’s recommendation to the Bureau’s PMF Coordinator.

The Bureau’s PMF Coordinator shall forward all supporting documentation and the results of the Department’s TOC review to the Bureau-level ERB for certification.

Once certified, the Bureau-level ERB shall forward the certification to the Bureau’s PMF Coordinator.

The Bureau’s PMF Coordinator shall forward the certification results to the Department’s PMF Coordinator.

The Department’s PMF Coordinator will transmit the certification results to the OPM.

No Fellow can be converted until all of the PMF Program requirements are met and properly certified in accordance with Title 5, Code of Federal Regulations, Part 360. My office will be monitoring conversions through the National Finance Center to ensure Program compliance. Bureau PMF Coordinators may extend a Fellow’s 2-year appointment up to 120 days if needed to meet the Program requirements.


Should you have questions, please contact Valerie Smith of my staff at (202) 482-0272 or via email at vsmith@doc.gov.

Attachment

cc:
Fred Lang, Director, Office of Training and Knowledge Management, OS
PMF Bureau Coordinators
Presidential Management Fellows (PMF) Program Requirements
(Please print)

Name of PMF employee: ____________________________________________

Current Title, Series, Grade or equivalent: __________________________

Bureau Assigned: _________________________________________________

Name of PMF employee's supervisor: _________________________________

Date when PMF employee was accepted into the program: ____________

Date Appointment Expires: _________________________________________

Name of Bureau PMF Coordinator: ________________________________

I. Individual Development Plans (IDP)

Each IDP should be individually tailored around the following elements:

a) Target Position: A brief description of the target position, and the specific knowledge, skills, and abilities that will be needed to qualify for the target position upon successful completion of the two-year program.

b) Learning Objectives: The learning objectives should include general management areas, as well as specific technical skills and experiences, which will qualify the Fellow for the target position at the end of the fellowship.

c) Details and Timeline: The IDP should clearly indicate when and how the learning objectives will be accomplished. The plan should outline the required developmental assignments as well as the 80 hours of formal classroom training each year of the fellowship, including the PMF Program's orientation and graduation training.

d) Demonstrated Success: The IDP should include a means for tracking accomplishments of all IDP objectives at the end of the two-year fellowship. The supervisor and the Fellow should be partners in determining that the objectives set forth in the IDP have been accomplished. Should events preclude a Fellow from attaining specific learning objectives by a particular date, alternative arrangements should be made with his or her supervisor.

A. Did the PMF clearly identify the target position on the IDP? YES___ NO___

B. Did the PMF clearly list the learning objectives on the IDP? YES___ NO___

C. Did the PMF clearly explain the details and timeline on the IDP? YES___ NO___

D. Does the IDP provide a means for tracking accomplishments? YES___ NO___

II. Training and Development Policies

Every PMF employee has a requirement of 80 hours of training for each of the two years of the program. OPM's 24 hour Initial Orientation Workshop in the first year leaves a total of 56 hours of formal training which must be met by every PMF employee. OPM's graduation exercise of 16 hours in the second year leaves a total of 64 hours which must be met by every PMF.
A. Did the PMF attend OPM’s Initial Orientation Workshop? YES____ NO____

B. Did the PMF attend 56 hours or more of formal training in year #1? YES____ NO____ (need evidence such as Certificates of Completion)

C. Did the PMF attend 64 hours or more of formal training in year #2? YES____ NO____ (need evidence such as Certificates of Completion)

The content of the training should be tailored to the specific learning objectives which will qualify the PMF for the target position at the end of the PMF fellowship. The Agency will work with the Fellow to develop a written outline of core competencies and technical skills set forth in the Individual Development Plan (IDP), which the Fellow must gain before conversion to a target position.

III. Rotations

Rotations are assignments often used to allow Fellows to gain a broader perspective of the Executive Branch of the Federal Government. Rotations can take Fellows to another bureau, division, office, program, or even another agency or branch of the Federal Government. By participating in rotations, Fellows can gain management experience, work in specific occupational fields, or learn about a program function from another perspective.

Rotations may or may not meet the qualifications for a developmental assignment. Rotational assignments that are not 4 months or longer, or are not in the occupation or functional area of the Fellows target position, or do not have full time management and/or technical responsibilities consistent with the Fellow’s IDP, do not meet the requirements found in section 362.204(b)(4)(ii)(A), of title 5, Code of Federal Regulations.

Requirements in section 362.204(b)(4)(ii)(B) of title 5, Code of Federal Regulations, specify that in addition to the developmental assignment, the Fellow may receive other short-term rotational assignments of 1 to 6 months in duration, at the appointing agency’s discretion, to occupations or functional areas different from the one in which the Fellow will most likely be placed.

OPM’s PMF Program Office facilitates rotations for both agencies and Fellows by posting rotations on the PMF website under “Rotations”. Instructions for posting rotations can also be found there.

In addition, OPM’s PMF Program Office frequently posts rotations within its own office for those Fellows who may be interested.


A. Did the PMF complete a 120 day rotational assignment? YES____ NO____

B. Was the rotational assignment within the functional area or occupation of the IDP targeted position? YES____ NO____

C. Was the rotational assignment “full time” and include management or technical responsibilities consistent with the PMF’s IDP? YES____ NO____
This PMF is recommended for conversion. An authorized member of the U.S. Department of Commerce Training Officer’s Council (TOC) has endorsed this recommendation and signed below.

______________________________
signature

Print name here: ________________________________
Member of the Training Officer’s Council
Date: __________________

(After approval, send this document to the Departmental PMF Coordinator)

V. Comments: If recommending against certification or requesting an extension or waiver, provide the reason(s).

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