

## PRESIDENTIAL MANAGEMENT FELLOWS

FROM: PMF Program Office  
TO: Class of 2008 Finalists  
Subject: Memo to PMF Class of 2008 Finalists

***Congratulations on your selection as a Finalist!*** Your selection as a Finalist demonstrates your ability for increased responsibility and potential as an employee for the Federal Government.

NOTE: Upon notification of your selection as a 2008 Finalist, the PMF website may be down for maintenance as we prepare to upload your application and resume data for participating agencies to start reviewing.

### **PMF CLASS OF 2008 FINALISTS' JOB FAIR:**

You are invited to participate in this year's Job Fair. The Job Fair is scheduled for Tuesday-Thursday, April 22-24, 2008, at the Walter E. Washington Convention Center, 801 Mount Vernon Place, NW, Washington, DC 20001. Travel arrangements and accommodations are at your expense. Please make plans for overnight accommodations immediately.

Although you are not required to attend the Job Fair, it is highly recommended that you do, as many PMF appointments result from the contacts initiated at this event. The dress code for this event is business attire.

Everything you need to know about the Job Fair can be found on the "Fellows\Job Fair Information for Class of 2008 Finalists" webpage (<https://www.pmf.opm.gov/FFellowsJobFair.aspx>). We have created an Online RSVP System (ORS) on this webpage to let us know whether or not you plan to attend. The ORS will be activated on or around notification of Finalists' status.

### **JOB SEARCH/PROJECTED POSITIONS SYSTEM:**

As a Finalist, you are encouraged to frequently check the PMF Program's Projected Positions System (PPS) under the "Fellows/Job Search" section on the PMF website. The PPS is a tool for agencies to advertise projected positions for you to obtain PMF appointments; this system is strictly for Finalists only. It is an easy-to-use system that not only gives information about projected positions and profiles of agencies, but also allows you to search by agency, location, position title, job type, and date posted. Posted positions change throughout the year and you are encouraged to check frequently. Agencies are not required to use the PPS, but most do. It is common for agencies to post last minute positions just before the Job Fair. Additional information can be found in the "Finalist Job Fair Overview", from the webpage referenced above.

### **RESUMES:**

Agencies will have access to your online resume, which you supplied when you applied to the PMF Program.

Although agencies will be viewing resumes online, we suggest you bring copies of your updated resume with you as you conduct your job search and interviewing at the Job Fair. When an agency conducts a search and views your resume, our system will retract the latest version of your resume from the USAJOBS Resume Builder and present it as an Adobe Acrobat .pdf file. You CANNOT view your online resume via the PMF website. Please follow the instructions on the "Program and Application Overview" webpage on how to submit revised resumes. If an agency has a question and/or needs additional information, they will contact you.

### **INFORMATION WORKSHEET:**

You will use this form, whether you are a Finalist or a Fellow, to update your contact information (see below about logging into this form). This is how you would inform the PMF Program Office of any changes to your personal contact information (e.g., name changes, home mailing address, phone numbers, and personal email address). This form can be found on our "Forms" webpage. **All Program communications are conducted via email.** Please be sure to maintain a current personal email address at all times. We suggest you add "pmf@opm.gov" to your email address book as this helps prevent our emails from being treated as spam.

To obtain your initial "Password", use the "Forgot User ID or Password?" link found on the "Information Worksheet". Follow the prompts to request the Password. The system will send an email to the email address

you have associated with your application. Once you receive the email containing your temporary Password, go back to the "Information Worksheet" to login. The system will then prompt you to create a permanent Password and you will then be able to update your contact information. Please note that the "Password" field is case-sensitive. Your login profile should match the data used during the application process (e.g., hyphenated last names should contain the hyphen). As a reminder from the above note, the PMF website may be down for maintenance.

#### **PLACEMENT ELIGIBILITY:**

To be eligible for placement as a 2008 Fellow with a participating Federal Agency, you must complete all advance (master's, law, or doctoral) degree requirements by August 31, 2008. If you do not complete your degree requirements on or before August 31, 2008, you will be ineligible for placement in an agency as a PMF and will lose your status as a Finalist. To be eligible for placement with a Federal agency you must successfully defend and complete any required thesis or dissertation by the August 31, 2008 deadline. Hiring agencies have the responsibility to confirm placement eligibility and may request a transcript.

#### **UPON APPOINTMENT:**

Once you accept an appointment offer, the Agency PMF Coordinator will update your status via the "Agency Information Worksheet". This online form provides a means for agencies to enter a Finalist's appointment, employment information, and Entry on Duty (EOD) date. In some cases, your EOD may reflect "12/31/200x" to show you are pending a start date; this is typically due to a background investigation by the appointing agency or because you are working on completing your graduate degree requirements by the August 31, 2008 deadline. Once an agency submits an appointment, your status will be updated to reflect "A – Appointed/Accepted an Appointment". If you are a Finalist who has accepted an appointment, please check with the Agency PMF Coordinator to ensure your appointment has been recorded.

In addition, once you accept an appointment you are encouraged to send an email to [pmf@opm.gov](mailto:pmf@opm.gov), with the subject of "2008 PMF Appointment", containing the following information: your first and last name, the agency/sub-agency to which you were appointed, and your projected start date, job title and pay grade.

Once you accept an appointment and you physically move to the position's geographic location, please be sure to submit updated contact information via the "Information Worksheet" above. Your status as a Finalist changes to a Fellow once you start your appointment.

All PMF Class of 2008 Finalists and Fellows will be sent a broadcast email from the PMF Program Office announcing the "PMF Class of 2008 Orientation and Training Program". Tentative dates and location are already posted under the "News" section on the PMF website. Even though the "Training/Orientation" webpage content was intended for the PMF Class of 2007, it is still useful in providing the PMF Class of 2008 a general overview.

In addition, you should familiarize yourself with the "Responsibilities of the Presidential Management Fellow" section found under the "Fellows" tab on the PMF website.

#### **BACKGROUND INVESTIGATIONS:**

The PMF Program Office has posted the most common Standard Forms, which may be required from agencies requiring a background investigation, as fillable Adobe Acrobat (.pdf) files on our "Forms" webpage. The most common standard form requested is the SF 85, Questionnaire for Non-Sensitive Positions. **You are highly encouraged to review this form and start collecting the requested data.** Some agencies require agency-specific forms for this purpose; if this is the case, they will inform you. The intention is to provide you this information ahead of time in order to prepare for what may be required. These investigations can be lengthy and may require you to provide extensive information regarding your background. It is common for lengthy investigations to be longer than normal for those Finalists with any overseas activity (e.g., attending school, residing, was a military dependent, etc.).

New security protocols are in affect requiring all new hires to complete some level of a background investigation before being issued government identification and/or starting employment. These new protocols include a basic fingerprint check before coming onboard. If you are offered an appointment, that agency's personnel office will send you the necessary paperwork and instructions. The PMF Program Office does not initiate or perform such investigations; this requirement is strictly agency-specific.

**PAY AND PROMOTIONS:**

Program regulations *allow for the initial appointment* of Fellows at the GS-9, GS-11, or GS-12 (or equivalent) pay grades; this is agency-specific, the PMF Program Office only minimally qualifies all Finalists at the initial appointment at the GS-9 level. Most agencies will initially appoint at the GS-9 as this is typically the entry level for PMFs starting their 2-year fellowship. In addition, participating agencies must have promotion policies in place in order to promote PMFs in this Program. Be sure to ask if the agency you are interested in has such policies in place.

**NOTICE TO NON-UNITED STATES CITIZENS:**

Please refer to this subject on the "How to Apply\Program and Application Overview" webpage.

**ATTORNEYS:**

If you are an attorney, Federal agencies may hire you through the PMF Program to fill positions involving policy and legislative program development. It is extremely unlikely that an agency will have you working on trial and litigation matters during your fellowship. Individuals seeking appointments as an attorney in the Federal Government may wish to look for such opportunities outside of the PMF Program through USAJOBS at [www.USAJOBS.gov](http://www.USAJOBS.gov). Most attorney positions are typically outside the PMF Program's hiring authority, and if appointed as an attorney, you may no longer be considered a PMF (Fellow) and you may be withdrawn from the Program.

**DEFERRALS:**

Requests for deferrals in the PMF Program are granted on a very limited basis. A deferral is only granted to a Finalist for three reasons: (1) called into active duty with the United States military; (2) severe illness prevents you from further participation; or (3) severe immediate family illness or emergency preventing you from further participation. If you request and are approved for a deferral, you will have to wait until next year's announcement of 2009 Finalists to be eligible to participate. A deferral is requested by sending an email to the PMF Program Office at [pmf@opm.gov](mailto:pmf@opm.gov) or by faxing a letter to (202) 606-3040, before the next application process for 2009 (projected to start in the fall of 2008). You should heavily consider the implications before making such a request. Deferrals based on fellowships, grants, or other educational or employment opportunities will not be granted.

**APPOINTMENT EXTENSIONS:**

Hiring agencies may formally request an appointment extension for a specific Finalist they are interested in hiring and cannot bring onboard by the one year deadline to appoint a 2008 Finalist. This is typically a result of a lengthy background investigation. If the PMF Program Office approves such a request, the appointment extension is only valid for that agency. If, for whatever reason, the offer is rescinded by the requesting agency and the one year deadline has been reached, that extended Finalist will lose further consideration.

**"PMF GUIDE FOR AGENCIES":**

The PMF Program Office has prepared this guide to serve as a reference to agencies on how the PMF Program works. The guide can answer several questions you may have during the course of your Fellowship. If you have agency-specific questions, please contact the designated Agency PMF Coordinator. Some agencies have specific policies of their own to which you would need to adhere.

**PRESIDENTIAL MANAGEMENT ALUMNI GROUP (PMAG):**

The non-profit Presidential Management Alumni Group (PMAG) was organized in 1981 to advance the professionalism of public service and augment the education and career development of those who have served in or assisted the PMF Program. PMAG is not sponsored by OPM. The membership is comprised of former and current Fellows, and other individuals interested in recruitment and development of Federal Government career managers. PMAG sponsors professional and social activities, maintains a network among the over 3,500 former Fellows, and provides support to maintain the PMF Program as the Federal Government's premier mechanism for recruiting future managers. Current Fellows are welcome to participate in PMAG and can get more information by emailing [info@pmag.org](mailto:info@pmag.org), writing to PMAG, P.O. Box 23077, Washington, DC 20024 or visiting the website at [www.pmag.org](http://www.pmag.org).

Again, congratulations on your selection as a 2008 Finalist. Your selection as a Finalist is a testament to the unique contributions that you can bring to the Federal policies, activities, and programs that impact all

Americans. We hope that you share our enthusiasm for the PMF Program and choose to be among those who will help shape the future of the Federal Government.

Best wishes and much success in your search for Federal employment. The PMF website contains a magnitude of information that is available for you to review.

We look forward to seeing you at the Job Fair!