

SUBJECT: New Interim Policy on Presidential Management Fellows (PMF) Program

NEW MATERIAL: The U.S. Office of Personnel Management (OPM) issued regulations, effective June 20, 2005, that modify the Presidential Management Intern (PMI) Program. The regulations implement Executive Order 13318 which renames the PMI Program as the Presidential Management Fellows (PMF) Program and reflect the changes established by the Executive Order. M/HR staff is in the process of revising ADS 460 to make conforming changes in accordance with the new rules.

EFFECTIVE DATE: 06/20/2005

POLICY

USAID/General Notice
M/HR/POD
10/31/2005

SUBJECT: New Interim Policy on Presidential Management Fellows (PMF) Program

The U.S. Office of Personnel Management (OPM) issued regulations, effective June 20, 2005, that modify the Presidential Management Intern (PMI) Program. The regulations implement Executive Order 13318 which renames the PMI Program as the Presidential Management Fellows (PMF) Program and reflect the changes established by the Executive Order.

M/HR staff is in the process of revising ADS 460 to make conforming changes in accordance with the new rules. During this transition phase from the PMI Program to the PMF Program, the following policies/procedures apply to PMFs with respect to their promotion actions and conversions to the competitive service. This Agency policy is effective on June 20, 2005, when OPM's final rules went into effect.

1. New Executive Resources Board (ERB) Review and Certification Process

Under the new rules, the Agency's Executive Resources Board (ERB) is responsible for certifying that each Fellow has successfully completed the requirements of the PMF Program before the Fellow may be converted to the competitive service.

In doing so, the ERB must consider whether the Fellow: 1) has met all of the requirements of the Program (see 5 CFR 362); 2) has demonstrated successful performance according to the individual's performance plan; and 3) has achieved the developmental expectations set forth in the Individual Development Plan (IDP).

To comply with this requirement, M/HR/POD staff will consult with and solicit input from the responsible Bureau/Independent Office (B/IO) management staff and supervisor of each Fellow regarding his/her completion of Program requirements. Based on this input, the Director, Office of Human Resources (M/HR/OD), makes a recommendation to the ERB.

Under the new Program requirements, the Agency must complete its evaluation of each Fellow, make a decision regarding certification of his/her successful completion, and notify the Fellow no later than 30 calendar days prior to the expiration of the Fellow's appointment in the Program. If the ERB decides not to certify a Fellow, he/she may request reconsideration of that determination by the OPM Director (or designee).

In such a case, the Fellow must request reconsideration by OPM in writing, with appropriate documentation and justification, within 15 calendar days of the date of the Agency's decision. The Fellow may continue in the Program pending the outcome of his/her request to OPM for reconsideration. The OPM Director's determination is final and not subject to further review or appeal.

2. Transition Guidance for Class of 2003

The new ERB certification requirement also applies to the Class of 2003, who are in the process of completing their two-year appointment and being converted to the competitive service. However, based on OPM's guidance, the developmental requirements for the Class of 2003 may be grandfathered.

Accordingly, the Agency ERB may certify program completion of these Fellows who are near completion of their fellowships and who have otherwise completed all training and development requirements under the previous regulations (i.e., 80 hours of formal training a year and a rotational assignment of any length).

If necessary, the Agency may extend a Fellow's not-to-exceed date by up to 120 calendar days or may request that the OPM Director approve an extension of the Fellow's appointment for up to an additional year at the request of the chair of the Agency's ERB.

3. New Program Requirements Apply to Class of 2004 and Beyond

In the near future, M/HR/POD staff will be providing Fellows with specific instructions and information regarding the performance and developmental requirements for the new Program. The following is a brief summary of these requirements.

Fellows and their supervisor must prepare an Individual Development Plan that includes a minimum of 80 hours per year of formal classroom training and provides for at least one developmental assignment of four to six months. Other rotational assignments of one to six months to other occupations or functional areas may be included.

Developmental assignments must be designed to develop the competencies required of the Fellow by the IDP and target position.

In addition, Fellows and their supervisor must develop a performance plan with performance elements and standards for the competencies expected and for the duties assigned. The performance plan is documented on the Annual Evaluation Form (AEF), Form AID 462-1 (03/05). At the end of the rating cycle which is December 31st of each year, the responsible supervisor must complete an annual performance evaluation based on the Fellow's success in completing the developmental activities as well as job performance.

For the Fellows of the Class of 2004 and beyond, there will be sufficient time and opportunity remaining in their two-year appointment to adapt the IDP to meet the new Program requirements. If the Fellow requires additional time for development, the Agency may extend the two-year appointment by up to 120 calendar days or may request OPM approval for up to one year.

4. Promotion Requirements under the PMF Program

a. New Program Flexibilities

Under the new Program, agencies are provided with greater flexibility to appoint and promote fellows. Fellows may be appointed at the GS-9, GS-11 or GS-12 level depending on their qualifications. Agencies may promote Fellows up to the GS-13 level during their appointment to the excepted service and have the discretion to effect promotions in less than a year if they establish criteria and policies that otherwise provide for such accelerated promotions.

Appointees under the former PMI program were eligible for promotion to the GS-11 level after satisfactory completion of one year of continuous service at the GS-9 level, if recommended by their supervisor. Under the PMI Program, Fellows could be promoted to the GS-12 level on or after the date of their conversion to the competitive service. Under the new PMF Program, Fellows may be promoted non-competitively up to the GS-13 level prior to their conversion to the competitive service.

b. Agency Requirements for Promotion of Fellows

Fellows who meet Agency requirements for performance at the next higher level may be non-competitively promoted to the next higher grade level in the normal career ladder progression (i.e., GS-9, GS-11, GS-12, and GS-13) of their target position up to the GS-13 level. The Agency may make such career ladder promotions prior to a Fellow's ERB-certification and subsequent conversion to the competitive service.

Fellows must meet the following Agency requirements for promotion:

- Have received at least a "fully successful" AEF rating of record;

- Have completed satisfactorily one year of service at the current grade;
- Demonstrated the ability to perform at the next grade level; and
- Be recommended for promotion by the home supervisor.

The Agency's promotion policy takes into account the fact that Fellows may now receive initial appointments up to the GS-12 level depending on their qualifications and are already on a fast career track with respect to promotions within their career ladder and movement toward the full performance level of their target position.

Significant Operating Expense (OE) budget cuts expected in FY 2006 and FY 07 may preclude implementation of an accelerated promotion policy for Fellows in Classes 2003 and 2004.

POINT OF CONTACT: Questions regarding this Notice may be directed to Byron Drake, M/HR/POD, (202) 712-1049.

Notice 1097

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU4_0514_110105_cd42	10/31/2005	06/20/2005		CD 42	This IU will remain active until the policy and procedures in it are incorporated into ADS 460.

Iu4_0514_110105_w110305_cd42