

Major Functional Series 400: PERSONNEL
ADS Chapter 460 - PRESIDENTIAL MANAGEMENT INTERN PROGRAM

Table of Contents

<u>460.1</u>	<u>Authority</u>	<u>3</u>
<u>460.2</u>	<u>Objective</u>	<u>3</u>
<u>460.3</u>	<u>Responsibility</u>	<u>3</u>
<u>460.4</u>	<u>Definitions</u>	<u>5</u>
<u>460.5</u>	<u>POLICY</u>	<u>5</u>
<u>460.5.1</u>	<u>SELECTION OF PRESIDENTIAL MANAGEMENT INTERNS (PMIs)</u>	<u>5</u>
<u>E460.5.1</u>	<u>Selection of Presidential Management Interns</u>	<u>5</u>
<u>460.5.2</u>	<u>APPOINTMENT CONDITIONS</u>	<u>5</u>
<u>E460.5.2</u>	<u>Appointment Conditions</u>	<u>6</u>
<u>460.5.3</u>	<u>INDIVIDUAL DEVELOPMENT PLAN (IDP)</u>	<u>6</u>
<u>E460.5.3</u>	<u>Individual Development Plan (IDP)</u>	<u>7</u>
<u>460.5.4</u>	<u>ROTATIONS</u>	<u>7</u>
<u>E460.5.4</u>	<u>Rotations</u>	<u>8</u>
<u>460.5.5</u>	<u>EVALUATION</u>	<u>8</u>
<u>E460.5.5</u>	<u>Evaluation</u>	<u>8</u>
<u>460.5.6</u>	<u>PROMOTION</u>	<u>8</u>
<u>E460.5.6</u>	<u>Promotions</u>	<u>9</u>
<u>460.5.7</u>	<u>BENEFITS</u>	<u>9</u>
<u>E460.5.7</u>	<u>Benefits</u>	<u>9</u>
<u>460.5.8</u>	<u>EXTENDING PRESIDENTIAL MANAGEMENT INTERNSHIPS</u>	<u>9</u>
<u>E460.5.8</u>	<u>Extending Presidential Management Internships</u>	<u>9</u>
<u>460.5.9</u>	<u>CONVERSION TO A CIVIL SERVICE APPOINTMENT</u>	<u>10</u>
<u>E460.5.9</u>	<u>Conversion to a Civil Service Appointment</u>	<u>10</u>
<u>460.5.10</u>	<u>TERMINATION</u>	<u>10</u>
<u>E460.5.10</u>	<u>Termination</u>	<u>11</u>

<u>460.5.11</u>	<u>RESIGNATION</u>	<u>11</u>
<u>E460.5.11</u>	<u>Resignation</u>	<u>11</u>
<u>460.5.12</u>	<u>REAPPOINTMENT</u>	<u>11</u>
<u>E460.5.12</u>	<u>Reappointment</u>	<u>11</u>
<u>460.5.13</u>	<u>MOVEMENT TO OTHER FEDERAL AGENCIES</u>	<u>11</u>
<u>E460.5.13</u>	<u>Movement to Other Federal Agencies</u>	<u>11</u>
<u>460.6</u>	<u>Supplementary Reference</u>	<u>12</u>
<u>460.7</u>	<u>Mandatory Reference</u>	<u>12</u>

ADS Chapter 460 - PRESIDENTIAL MANAGEMENT INTERN PROGRAM

460.1 Authority

1. [Executive Order 12008](#) and reconstituted [Executive Order 12364](#)
2. [5 CFR 362, Presidential Management Intern Program](#) and [5 CFR 315, Career and Career-Conditional Employment](#)
3. [5 CFR 213.3102\(ii\), Positions of Presidential Intern \(PMI\)](#) and [5 CFR 315.708, Conversion Based on Service as a PMI](#)

460.2 Objective

This chapter provides the policies, regulations and procedures governing all aspects of the USAID's participation in the Presidential Management Intern Program (PMIP).

460.3 Responsibility

- 1) The U.S. Office of Personnel Management (USOPM) is responsible for recruiting outstanding men and women who have a clear interest in and commitment to a management career in the federal service.
- 2) The USOPM Presidential Management Intern Program (PMIP) Office is responsible for:
 - a. Overseeing the Presidential Management Intern (PMI) recruitment, selection and screening components.
 - b. Providing structured career development activities, including an orientation, a mid-program conference, and a graduate program, as well as Congressional Briefings or other career development activities and programs.
 - c. Working as a conduit for communications among all those involved in the PMIP: agency PMI coordinators, supervisors, mentors, Career Development Group (CDG) leaders/advisors, and PMIs.
- 3) The USAID Assistant Administrator for Management (AA/M) is responsible for approving the overall number of PMIs in the various occupational categories to be hired each fiscal year in consultation with appropriate bureaus and offices.
- 4) The USAID Deputy Assistant Administrator, Bureau for Management, Office of Human Resources (DAA/M/HR), is responsible for

the overall management of USAID's PMIP and is responsible for performing the following specific functions:

- a. Determining the number and occupational background of PMIs to be hired for each fiscal year, upon consultation with appropriate Bureaus and Offices.
- b. Reviewing selections for the PMIP to ensure compliance with affirmative action and Agency employment and programmatic goals.

5) The Bureau for Management, Office of Human Resources, Personnel Operations Division, Counseling/Recruitment/Foreign Service National Operations Branch (M/HR/POD/CRF), acting as the Agency PMIP Coordinator, is the liaison between the PMI, the agency, the PMI Program office at USOPM, and the supervisors, and is responsible for:

- a. Coordinating the PMIP recruitment and appointment activities; and
- b. Coordinating career progression activities.

6) The home-base supervisor, in addition to the responsibilities listed in 460.3. para. 7), is responsible for:

- a. Developing, in collaboration with the PMI, an Individual Development Plan (IDP) which allows 3 rotations directly related to the PMI's target position;
- b. Preparing the annual evaluation of the PMI, seeking input from the rotational supervisors; and
- c. Establishing Work Objectives and Performance Measures, per 460.5.5, within 30 days of the PMI's entrance on duty.

7) The rotational supervisor is responsible for:

- a. Providing office/bureau orientation and guidance;
- b. Providing time during work hours for the PMI to attend CDG activities and USOPM/PMI-sponsored training conferences; and
- c. Ensuring that at least one or two of the established Work Objectives will be achieved during the rotation.

8) The PMI is responsible for:

- a. Consulting with the home-base supervisor on the design of the IDP;
- b. Seeking regular feedback on performance from all supervisors; and
- c. Regularly reviewing the overall training plan and keeping the plan current and accurate.

460.4 Definitions (See [ADS Glossary](#))

ANNUAL EVALUATION FORM (AEF)
CAREER DEVELOPMENT GROUP (CDG)
HOME-BASE SUPERVISOR
INDIVIDUAL DEVELOPMENT PLAN (IDP)
INTERNATIONAL DEVELOPMENT INTERN PROGRAM (IDIP)
PRESIDENTIAL MANAGEMENT INTERN PROGRAM (PMIP)
PRESIDENTIAL MANAGEMENT INTERN PROGRAM OFFICE

460.5 POLICY

* **The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.**

460.5.1 SELECTION OF PRESIDENTIAL MANAGEMENT INTERNS (PMIs)

Presidential Management Interns (PMIs) shall be selected consistent with the numbers and occupational categories determined by the Assistant Administrator for Management (AA/M).

E460.5.1 Selection of Presidential Management Interns

The Bureau for Management, Office of Human Resources, Personnel Operations Division, Counseling/Recruitment/Foreign Service National Operations Branch (M/HR/POD/CRF) shall manage the recruitment and selection process.

460.5.2 APPOINTMENT CONDITIONS

The conditions and requirements of 5 CFR 213.3102 apply to all appointees participating in USAID's Presidential Management Interns Program (PMIP). (See **Mandatory Reference**, [5 CFR 213.3102](#))

PMI positions are **two**-year Schedule A excepted service appointments at the GS-9/11 grade.

PMIs count against Agency personnel ceilings (Full Time Equivalency-FTE).

The PMIP shall not be used to recruit specialists for whom the Agency has limited long-term needs.

E460.5.2 Appointment Conditions

Appointments shall not exceed **two** years unless extended by the federal department or agency with concurrence of U.S. Office of Personnel Management (USOPM) for up to one additional year. **(See 460.5.9)**.

PMIs shall not be appointed prior to the completion of all graduate degree requirements. Exceptions shall be made on an individual basis, but in no case shall a PMI be allowed to remain in the program if all degree requirements are not completed by August 31 of the year in which appointed.

PMIs shall be appointed no later than December 31 of the year in which the PMIs were selected as finalists. Exceptions may be granted on a case by case basis upon requests to the USOPM PMI Program office no later than December 15.

Initial appointments must be made at the GS-9, Step 1 level. If a PMI has had prior higher level Federal government experience that individual shall be placed at a higher step within the GS-9 salary range.

When an employee currently employed under a non-temporary appointment in the competitive service is selected for an internship as a PMI, the position shall be in the excepted service.

460.5.3 INDIVIDUAL DEVELOPMENT PLAN (IDP)

The IDP shall be used to set goals and objectives, plan for use of training resources, establish contacts with various components of the agency and ensure that the employee is qualified at the GS-12 level upon completion of the program.

The IDP shall be treated as a planning document to be reviewed periodically and revised as appropriate by the home-base supervisor and the PMI. It is understood that the second year of the plan may be subject to significant changes.

Accomplishment of the IDP objectives at the end of the **two**-year program shall demonstrate qualification for the target position.

E460.5.3 Individual Development Plan (IDP)

IDPs shall be completed within 30 days after the PMI's entrance on duty date. The IDP shall be cleared by the PMI's supervisor and by M/HR/POD/CRF.

The IDP shall be designed for the **two**-year internship, and shall include the following:

- a) A brief description of the target position and specific learning objectives to cover areas that will provide the PMI with knowledge and skills to qualify for the target position.
- b) Specific learning objectives including at least three of the following general management areas:
 - * **P**ersonnel management
 - * **B**udget and financial management
 - * **I**nformation systems
 - * **P**rocurement and grants
 - * **M**anagement or program analysis
- c) A clear indication of how the learning objectives will be accomplished, e.g through job rotation details, task force assignments, and/or formal training. Timeframes for accomplishment shall also be indicated.
- d) Additional skills and experience which will qualify the PMI for the target position.
- e) Participation in USOPM and Agency orientations, career development training, conferences, etc.
- f) A clear statement of when reviews will occur and who will be involved in the reviews.

All changes to or deletions of original objectives in the plan shall be explained and justified by the home-base supervisor to M/HR/POD/CRF in writing.

460.5.4 ROTATIONS

Rotations shall be part of the PMI experience and shall:

- a) Last approximately six (6) months. The specific length of time shall depend on the PMI's prior experience and the nature of the assignment;
- b) Focus on developing specific professional skills or fulfilling particular managerial competencies;
- c) Complement the PMI's existing knowledge or professional interest; **and**
- d) Allow PMIs to gain different perspectives on the Agency.

E460.5.4 Rotations

Internships shall begin and end with rotations in the Bureau in which the PMI is hired or is most likely to be converted upon successful completion of the internship. Assignment decisions shall be made by the home-base supervisor with concurrence from M/HR/POD/CRF.

All rotations shall be linked to the IDP, the Annual Evaluation Form (AEF) and the target position.

Only under exceptional circumstances shall rotations outside USAID be considered. To be considered the PMI shall provide a complete justification including:

- a) The specific assignment(s) outside the Agency;
- b) The direct relation it has upon the target position; and
- c) A memorandum endorsed by the supervisor of the target position agreeing to the outside rotation.

460.5.5 EVALUATION

Participants shall be evaluated annually based upon USAID's Employee Evaluation Program (EEP). (See [ADS 462](#))

E460.5.5 Evaluation

Annual Evaluation Forms (AEF), AID 400-1A, shall be prepared and processed on an annual basis by the home-base supervisor.

460.5.6 PROMOTION

PMIs are eligible for promotion after serving under an approved AEF for one year at the GS-9 level. PMIs must have received at least an "effective" AEF rating, and be recommended for promotion by the home-base supervisor. Promotions shall not be automatic and the time-in-grade requirement shall not be waived.

Promotion to the GS-11 level requires successful completion of training assignments under the IDP and the demonstrated ability to perform at the GS-11 as certified by the intern's supervisor.

Promotions above the GS-11 shall occur only on or after the date of conversion to the competitive service. This includes PMIs who have internships extended into a third year (**for Extending PMIs, see 460.5.9**).

E460.5.6 Promotions

If recommended, promotion actions shall be effected in accordance with USAID's Civil Service Merit Promotion system. (**See [ADS 418](#)**)

460.5.7 BENEFITS

PMIs shall be eligible for awards based upon USAID's Performance Management Systems. (**See [ADS 491 - Handbook 29, Chapter 5](#)**)

PMIs shall be covered by civil service laws including retirement (See ADS Chapter 494 - Handbook 30, Chapter 4) and Health, Life Insurance and Social Security benefits. (**See [ADS 476](#)**)

PMIs shall earn and accrue leave based on Civil Service rules and regulations. (**See [ADS 480](#) and [481](#)**)

E460.5.7 Benefits - N/A

460.5.8 EXTENDING PRESIDENTIAL MANAGEMENT INTERNSHIPS

Extension of an internship for a third and final year shall be granted only in exceptional cases, such as requests for additional training or developmental activities that could not be scheduled during the first **two** years of the internship.

E460.5.8 Extending Presidential Management Internships

In requesting an extension, the following information must be provided to the PMIP, for USOPM approval, no later than 60 days prior to the end of the initial **two**-year period:

- a) The target position for which the PMI is being developed;

- b) An IDP for the PMI during the third year which contains specific assignments and learning objectives; and
- c) The reason(s) why the PMI was not able to receive this training during the initial two-year period.

460.5.9 CONVERSION TO A CIVIL SERVICE APPOINTMENT

Subject to availability of positions and funds, PMIs who successfully complete the **two**-year internship shall be converted noncompetitively to a career or career-conditional civil service appointment for which they are qualified if they are recommended for conversion.

Bureaus do not guarantee that a GS-12 position will be made available to the PMI at the end of the **two**-year period. Whenever possible, conversions shall be effected in the bureau of the PMI's home-base.

PMIs who wish to apply to convert to the Foreign Service through the International Development Intern Program (IDIP) shall apply in accordance with IDIP procedures (**See [ADS 459](#)**). To be eligible for the IDIP, PMIs shall first graduate from the PMIP and the Agency must be recruiting in the occupational category in which the PMI was developed.

E460.5.9 Conversion to a Civil Service Appointment

Conversions shall be effective on the date when the **two**-year requirement is met unless the internship is extended for an additional year. (**See [460.5.9](#)**)

Upon conversion to the civil service, the employee becomes a career employee if the federal service requirement of 3 years is met; otherwise, the employee becomes a career-conditional employee. Other federal employment time counts for annual and sick leave as well as retirement credits.

Converted employees do not have to serve a probationary period. Successful completion of the Presidential Management Internship is regarded as completion of the probationary period upon conversion to the competitive service.

460.5.10 TERMINATION

The Schedule A appointment of a PMI expires at the end of the **two**-year internship period. At that time, USAID shall:

- a) Convert the PMI to the competitive service, with no break in service, if positions and funds are available;
- b) Extend the internship with prior approval from OPM, or, if neither of those actions is taken; or
- c) Terminate the PMI's appointment.

PMIs are subject to USAID policies and procedures regarding budget constraints, staffing patterns and/or reduction in force.

Notification to the PMI of the decision to extend or terminate shall be made in writing at least 30 days prior to the end of the internship.

E460.5.10 Termination

The PMI Program Office of USOPM shall be notified of a decision to terminate a PMI.

460.5.11 RESIGNATION

PMIs who resign during their internship do not have reinstatement eligibility for competitive service positions and cannot be reinstated in the Presidential Management Intern Program.

E460.5.11 Resignation - N/A

460.5.12 REAPPOINTMENT

PMIs who have been terminated from the program from USAID, or any other federal agency, for performance, conduct or any other reason are not eligible for reappointment.

E460.5.12 Reappointment - N/A

460.5.13 MOVEMENT TO OTHER FEDERAL AGENCIES

PMIs may be appointed to another federal agency only if both USAID and the gaining agency agree it is in the best interest of the government.

E460.5.13 Movement to Other Federal Agencies

The USOPM PMI Program shall be notified of the planned movement of the intern to another agency.

Transfer shall be accomplished with no break in service.

460.6 **Supplementary Reference - N/A**

460.7 **Mandatory Reference**

[ADS 418](#)

[ADS 459](#)

[ADS 476](#)

[ADS 494 - Handbook 30, Chapter 4](#)

[ADS 480](#)

[ADS 481](#)

[5 CFR 213.3102](#)

460_w091802