

## PRESIDENTIAL MANAGEMENT FELLOWS

FROM: PMF Program Office  
TO: Class of 2009 Finalists  
Subject: Memo to PMF Class of 2009 Finalists

***Congratulations on your selection as a finalist in the Presidential Management Fellows (PMF) Program!***

Your selection as a finalist demonstrates your ability for increased responsibility and potential as a future leader for the Federal Government.

Upon official notification of your selection as a 2009 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. The official notification is sent to the email address you provided during the application process.

**PMF CLASS OF 2009 FINALISTS JOB FAIR:**

You are invited to participate in this year's Job Fair. The Job Fair is scheduled for Tuesday, March 24, 2009 – Thursday, March 26, 2009, at the Walter E. Washington Convention Center, 801 Mount Vernon Place, NW, Washington, DC 20001. Travel arrangements and accommodations are at your expense.

Although you are not required to attend the Job Fair, it is highly recommended you do, as many PMF appointments result from 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 Finalists" webpage (<https://www.pmf.opm.gov/FFellowsJobFair.aspx>). On this webpage, we have created an Online RSVP System (ORS) so you can let us know whether or not you plan to attend. The ORS will be activated after finalists are notified of their selection.

The "Finalists Job Fair Overview" contains general information about the Job Fair and also includes various discounts for airlines and hotels for your use.

**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 for available positions. The PPS is a tool for agencies to advertise positions available for PMF appointments; this system is strictly for PMF finalists only. It is an easy-to-use system which not only gives information about projected positions and profiles of agencies, but also allows users 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.* When an agency fills a position, it is required to delete the entry. The PMF Program Office will arrange for deletion of entries older than 6 months throughout the year. 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 on PPS can be found in the "Finalists 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 post the latest version of your resume either submitted during the application process or upon faxing an updated version, whichever is the most current, and present it as an Adobe Acrobat .pdf file. As the resumes are password protected, only registered agency users can view your online resume via the PMF website. Please follow the instructions under the "How to Apply\Program and Application Overview" webpage on how to submit revised resumes. We suggest you continue to use the USAJOBS resume builder to update and submit resume revisions. If an agency has a question and/or needs additional information, they will contact you.

### **INFORMATION WORKSHEET:**

You will use this online 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, personal phone numbers, and personal email address). This form can be found on our "Forms" webpage. **All Program communications are conducted via email.** We typically send emails to your personal and work email addresses to ensure delivery (upon appointment as a PMF, the submission of your work email address is typically provided by the Agency PMF Coordinator; however, you may email the PMF Program Office to provide such information ahead of time). Please be sure to maintain current work and personal email addresses at all times. We recommend 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 personal email address we have in our records. 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 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 2009 Fellow with a participating Federal Agency, you must have been selected as a finalist and you must complete all graduate degree requirements (including any required thesis/dissertation) by August 31, 2009. If you do not complete your degree requirements on or before August 31, 2009, you will be ineligible for placement in an agency as a PMF and will lose your status as a finalist. Hiring agencies have the responsibility to confirm placement eligibility and may request a transcript.

### **UPON APPOINTMENT:**

Once you accept an appointment offer from a participating agency, 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) start 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, 2009 deadline. Once an agency submits an acceptance of an appointment offer, your status will be updated to reflect "A – Appointed/Accepted an Appointment" on the list of finalists on the PMF website. If you are a finalist who has accepted an appointment and/or notices an error, please check with the Agency PMF Coordinator to ensure your appointment has been properly 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 "2009 PMF Appointment", containing the following information (if known): your first and last name, the agency/sub-agency to which you were appointed, your projected start date, job title, pay grade, and name and email address of supervisor.

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.

Later this summer, all PMF Class of 2009 finalists and Fellows will be sent a broadcast email from the PMF Program Office announcing the "PMF Class of 2009 Orientation and Training Program".

In addition, you should familiarize yourself with the "Responsibilities of the Presidential Management Fellow" section found under the "Fellows" section 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 background investigations to be longer than normal for those finalists with any overseas activity (e.g., attending school overseas, residing overseas, military stationed overseas, etc.). Prior background investigations do not typically transfer from one agency to another and many agencies have unique requirements.

All new hires into the Federal Government must complete some level of a background investigation before being issued government identification and/or starting employment. If you are offered an appointment, the appointing agency's human resources 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. (For additional information, review the "Appointment" section found on the "How to Apply\Program and Application Overview" webpage.)

Salary pay tables are dependent on agency and geographic location. The majority of PMF appointments are made in the Washington, DC metropolitan area. To view the 2009 salary tables with locality pay, go to <http://www.opm.gov/oca/09tables/indexGS.asp>.

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

Please refer to this subject under 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. Due to the regulations governing the PMF Program, it is extremely unlikely an agency will be able to place you in an attorney position 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 illness of an immediate family member 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 2010 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 2010 (projected to start October 1, 2009). You should heavily consider the implications before making such a request. Deferrals based on fellowships, grants, scholarships, 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 2009 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, the 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 obtain more information by emailing [mail@pmag.org](mailto:mail@pmag.org) or visiting the website at [www.pmag.org](http://www.pmag.org).

Again, congratulations on your selection as a 2009 finalist. Your selection as a finalist is a testament to the unique contributions you can bring to the Federal policies, activities, and programs which impact all Americans. We hope you share our enthusiasm for the PMF Program and choose to be among those who will help shape the future of the Federal Government.