

Presidential Management Fellows Program
Answering the Call to Leadership

Guidance for Colleges and Universities
(2009 Version)

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➤ **Brief Description of the Presidential Management Fellows (PMF) Program**

The PMF Program attracts to Federal service outstanding men and women from a variety of academic disciplines and career paths who have a clear interest in, and commitment to, excellence in the leadership and management of public policies and programs. The PMF Program, administered by the U.S. Office of Personnel Management (OPM), is the Federal Government's cornerstone succession planning program to help agencies meet their critical need for leadership continuity.

➤ **History of the Presidential Management Fellows (PMF) Program**

Since 1977, the PMF Program has helped Federal agencies meet their workforce and succession planning needs by attracting outstanding master's, law, and doctoral-level students to the Federal service. Students can use this two-year fellowship as a stepping stone to highly visible and respected leadership positions in the Federal Government. On November 21, 2003, President George W. Bush signed Executive Order 13318, "modernizing" the Presidential Management Intern (PMI) Program, in keeping with his emphasis on the strategic management of the Federal Government's human capital. With this Executive Order, the name was changed to the Presidential Management Fellows (PMF) Program to better reflect its high standards, rigor, and prestige.

This rigorous two-year paid program includes:

- Formal classroom training of 160 hours,
- Mandatory four to six month developmental assignment,
- Optional rotations of one to six months in duration,
- Challenging work assignments,
- Potential for accelerated promotions, and
- Opportunities to network with other future leaders.

➤ **Placement Opportunities**

More than 80 agencies currently partner with the PMF Program Office to hire Fellows annually. Fellows engage in solving domestic and international issues including, but not limited to:

- Public Administration,
- Foreign Policy,
- Technology,
- Science,
- Criminal Justice,
- Health, and
- Financial Management.

➤ Eligibility

Students who will complete a graduate degree (master's, law, or doctoral-level degree) during the 2008-2009 academic year (September 1, 2008 - August 31, 2009) from a qualifying college or university are eligible for the program.

Generally, a qualifying college or university is an institution that is accredited by an accrediting body recognized by the Secretary of the U.S. Department of Education or has acquired "pre-accreditation" or "candidate for accreditation status" recognized by the Secretary of the U.S. Department of Education. For more information on the Acceptability of Higher Education for Meeting Minimum Qualification Requirements, please visit: <https://www.opm.gov/qualifications/SEC-II/s2-e4.asp>.

➤ Selection Process

The Presidential Management Fellows Program selection process is straightforward and consists of four parts:

- 1. Application**
- 2. Nomination**
- 3. Assessment and Finalist Selection**
- 4. Agency Placement as a Fellow**

1. Application

The PMF Program uses USAJOBS (www.USAJOBS.gov) for its application process. USAJOBS is the official job site of the United States Federal Government. All competitive job vacancies are announced on the USAJOBS website. Applicants will be able to apply to the PMF Program via the USAJOBS website or via a link to the vacancy announcement posted under the "How to Apply\PMF Application" section on the PMF website. The application for the PMF Program is open annually in the fall.

From the online vacancy announcement, applicants will access USAJOBS Resume Builder by selecting the "Apply Online" button. Applicants submit resume information via the USAJOBS Resume Builder. Interested applicants are encouraged to create an account on the USAJOBS Resume Builder website prior to the opening of the application period so they can link their online resume to the application once the vacancy is announced. Once applicants have created or selected a previously created resume, they are taken to "Application Manager." "Application Manager" is an online application system, linked to USAJOBS, applicants use to submit and track the process of their application.

Using "Application Manager", applicants will:

1. Create a profile,
2. Upload their veterans' preference documents (if applicable),
3. Submit the application, including the USAJOBS resume, and
4. View the status of their PMF Nomination Form.

Applicants are required to provide contact information for their Nomination Official as part of their application.

Please note, until the PMF Nomination Form is submitted by the Nomination Official, the applicant will see "Qualifications document is missing/incomplete" when checking the status in Application Manager.

2. Nomination

In addition to applying to become a Fellow, applicants must be officially nominated by the Dean, Chairperson, or Academic Program Director (known as the Nomination Official) of their degree-granting college or university. At this stage of the selection process, each school is required by Executive Order 13318 governing the PMF Program to design and implement a competitive process to determine which students will be nominated for the PMF Program. The Nomination Official oversees the nomination processes of his/her students.

Criteria for school nominations must include:

- Demonstrated breadth and quality of accomplishments,
- Capacity for leadership, and
- Commitment to a career in the analysis and management of public policies and programs.

The Nomination Official must:

1. Ensure all eligible graduate students are aware of the Presidential Management Fellows Program and know how to apply for nomination.
2. Establish procedures to ensure each candidate receives careful and thorough review.
3. Offer all students an equal opportunity for nomination relative to any specific nomination requirements, competitive processes, and deadlines at the school.
4. Rate applicants requesting consideration either qualified or unqualified
5. Determine preliminary eligibility for veterans' preference; any student who is eligible for veterans' preference and qualifies for nomination must be nominated by the school.
6. Submit a separate Nomination Form (OPM Form 1300) for each applicant the school decides to nominate for the Program as a result of the school's competitive process. The Nomination Form must be faxed to the fax number printed on the form by the nomination deadline, and faxed one submission at a time. If the Nomination Form is not received by the deadline, the applicant will not be considered for the program.
7. Retain the Nomination Form for his/her records.

Nomination Officials have until 11:59:59 p.m. (Eastern Time) of the nomination deadline to submit the Nomination Forms. Students not nominated by their school by the deadline will not be further considered for the Program. Applicants will be notified of the nomination decision by email from the PMF Program Office approximately 3-4 weeks after the nomination deadline.

(NOTE: Application and nomination deadlines will be posted to the "How to Apply\Program and Application Overview" section on the PMF website.)

3. Assessment and Finalist Selection

All applicants nominated by their schools and found eligible are invited to participate in an assessment process sponsored by OPM to determine which nominees will be selected as PMF finalists. This process emphasizes objective evaluation standards to choose the most qualified applicants for the finalist pool.

There are three components in the PMF assessment battery:

- Critical Thinking Skills,
- Life Experiences Related to Critical OPM Leadership Competencies, and
- Knowledge of Writing Fundamentals.

The assessment is professionally developed and validated according to the Uniform Guidelines on Employee Selection Procedures, the American Psychological Association's Standards for Educational and Psychological Testing, the Society for Industrial and Organizational Psychology's Principles for the Validation and Use of Personnel Selection Procedures, and section 300.101 of title 5, Code of Federal Regulations.

OPM contacts applicants to schedule their assessment, which is administered in a proctored environment. Applicants are required to make travel arrangements and attend one of the scheduled assessments, at their expense, at a designated location across the United States. The assessment process typically takes place in January and February following the application period.

For more information on the assessment and practice questions, please see the *Assessment Preparation Guide for Nominees* under the "How to Apply" section on the PMF website.

Nominees who complete the assessment process can expect to be notified by late-February/early-March if they are selected as a PMF finalist.

4. Agency Placement as a Fellow

Finalists can access the Projected Positions System (PPS) to apply to openings at specific Federal Agencies as a Presidential Management Fellow.

Finalists have access to the PPS online job bank to help them find opportunities with participating Federal agencies. Finalists who receive a job offer from an agency, subject to a background investigation, must be appointed within twelve months of the official announcement of their selection as a finalist. Upon appointment, the finalists' status changes to Presidential Management Fellow (PMF; Fellow).

➤ Publicizing the PMF Program at Colleges and Universities

The Nomination Official often takes the lead in publicizing the PMF Program to students. Information given to students about the PMF Program should contain:

1. The name, title, email address, and telephone number for the official who is to receive the nomination form (i.e., Dean, Chairperson, or Academic Program Director),
2. The school's nomination criteria and any applicable deadlines,
3. The link to the PMF website (www.pmf.opm.gov), and
4. The application deadlines.

Sample Campus Recruitment Language

Seeking Applicants to the Presidential Management Fellows (PMF) Program

The PMF Program is designed to attract to the Federal service outstanding men and women from a variety of academic disciplines and career paths who have a clear interest in, and commitment to, excellence in the leadership and management of public policies and programs.

This rigorous two-year paid program includes 160 hours of formal classroom training, challenging assignments, potential for accelerated promotions, developmental assignments, and networking opportunities. Fellows are hired by Federal Agencies and engage in solving domestic and/or international issues in areas such as public administration, technology, science, criminal justice, health, and financial management, to name a few.

The PMF Program annually seeks the best and the brightest who want to make a difference through public service. For the PMF Class of 2009, students who complete a graduate degree (master's, law, or doctoral-level degree) during the 2008-2009 academic year (September 1, 2008 - August 31, 2009) from a qualifying college or university are eligible for consideration.

The selection process for the Presidential Management Fellows Program consists of four parts:

1. Application
2. Nomination
3. Assessment and Finalist Selection
4. Agency Placement as a Fellow

More information about application, nomination, and selection is available online at www.pmf.opm.gov. Applicants must consult with their school's Nomination Official -- *insert name, title, email address and phone number here* -- to compete for the school's nomination into the Program.

➤ Join the PMFCampus Listserv for Updates

Join our PMFCampus Listserv and, as a PMF Program partner, receive important program updates through this periodic newsletter. Simply email listserv@listserv.opm.gov using *plain text formatting* (without signature or attachments). In the *body of the email enter*:

- SUBSCRIBE PMFCampus
- School Name
- Full Name
- Title

You will receive confirmation as a subscriber, and then you will then receive updates about the Program throughout the year. Any replies to the listserv will only reach the PMF Program Office. You can easily unsubscribe using the same procedure: simply email listserv@listserv.opm.gov using *plain text formatting* (without signature or attachments) - and in the *body of the email enter*: UNSUBSCRIBE PMFCampus (without a period).

Please encourage other academic staff interested in the PMF Program to subscribe. This list provides a method for us to communicate with you, our academic community stakeholders, to keep you informed about important PMF Program events and information. Subscription to this listserv is intended for academic staff only and **not** for students interested in applying to the program. Our goal is to better serve you as an integral part of our PMF community. Thank you for helping to make the PMF Program a reality for many of your students.

➤ Website and Contact Information

Please check the PMF website at www.pmf.opm.gov for more detailed information about the PMF Program.

The website contains information about:

- Eligibility,
- Application,
- Nominations,
- Participating Federal Agencies,
- Program Guidance,
- Training Opportunities,
- Veterans' Preference, and
- Much more.

Additional questions not addressed on the website can be emailed to pmf@opm.gov. Thank you for your support in bringing the next generation of great leaders to Government.

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