

Memo to PMF Class of 2011 Finalists

Congratulations on your selection as a Class of 2011 Finalist for 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 2011 Finalist, the PMF website is simultaneously being populated with Finalists' names and online resumes. The online resumes can only be searched and viewed by registered agency users.

PMF CLASS OF 2011 FINALISTS JOB FAIR:

You are invited to participate in this year's Job Fair. The Job Fair is scheduled for Tuesday, April 19, 2011 – Thursday, April 21, 2011. Travel arrangements and accommodations are at your expense. Finalists are encouraged to start making travel/hotel arrangements within the vicinity of the Walter E. Washington Convention Center (www.dconvention.com) or anywhere that is Metro accessible.

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

Everything you need to know about the Job Fair can be found under the "Become a PMF\Find a Job\Job Fair" section at www.pmf.gov. 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. Finalists have until Noon, Friday, April 15, 2011, to RSVP.

The remaining Job Fair files will soon be updated. Please check this webpage frequently for any updates.

JOB SEARCH/PROJECTED POSITIONS SYSTEM:

Please review the "Become a PMF\Find a Job\Job Search" webpage on how to search for available positions.

RESUMES AND BACKGROUND INVESTIGATIONS:

Please review the "Become a PMF\Find a Job" webpage for instructions on how to update your online resume and important information regarding background investigations.

INFORMATION WORKSHEET:

Please review the "Become a PMF\Find a Job" webpage on how to use the "Information Worksheet" to update your personal contact information. At the login screen you will be provided instructions on how to obtain your initial password for accessing this online form in the future.

PLACEMENT ELIGIBILITY:

To be eligible for placement as a 2011 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, 2011. If you do not complete your degree requirements on or before August 31, 2011, 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 System for Automated Processing (ASAP)". This online system 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 "12/31/201X" 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, 2011 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, with the subject of "2011 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 we enter this information, your status will be updated to reflect "A – Appointed/Accepted and Appointment" on the list of Finalists on the PMF website.

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 2011 Finalists and Fellows will be sent a broadcast email from the PMF Program Office announcing the "PMF Class of 2011 Orientation and Training Program".

Throughout the appointment cycle, we will send all Finalists an email asking for their status (e.g., are you still seeking an appointment, have you accepted/started an appointment, do you wish to withdraw, do you need a deferment, etc.). This "Finalists Status" email will be sent to the email address we have on file.

CITIZENSHIP, ATTORNEYS, AND INDIAN PREFERENCE:

Please refer to these subjects under the "Become a PMF\Eligibility" webpage.

DEFERRALS (WAIVERS) AND APPOINTMENT EXTENSIONS:

For information on these topics, please review the "Become a PMF\Find a Job" webpage.

"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. The Guide can be found under the "About Us\Policy" section on the PMF website.

Again, congratulations on your selection as a 2011 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.