



PERSONNEL AND
READINESS

**UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000**



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**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES**

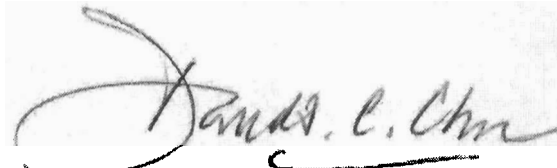
**SUBJECT: Department of Defense (DoD) Promotion Policy for Presidential
Management Fellows (PMFs)**

This memorandum establishes policy and criteria for the promotion of PMFs during their fellowship in conformance with the final regulations implementing changes to the Presidential Management Fellows Program that were effective June 21, 2005, as published in Federal Register Notice Vol. 70, No. 96, on May 19, 2005.

The Secretaries of the Military Departments and the heads of Defense Agencies and DoD Field Activities with independent appointing authority for themselves and their serviced organizations are authorized to approve development programs for PMFs consistent with the Office of Personnel Management regulations and this memorandum. This includes the authority to approve Individual Development Plans (IDP) for Fellows. IDPs must include intensive training and development directly related to the position or occupation into which each PMF may be placed upon completion of the Program, when such training and development will be substituted for all or part of the one-year specialized experience requirements necessary for promotion to the next higher grade (or equivalent level). Authority to establish IDPs may be further delegated, in writing, to managers and supervisors to use in accordance with this policy.



IDPs for PMFs must be consistent with the criteria provided in the attached guidance.



David S. C. Chu

Attachment:
As stated

Department of Defense
Promotion of Presidential Management Fellows (PMFs)
Guidance and Procedures

A. General Information

1. Federal Register Notice Vol. 70, No. 96, dated May 19, 2005, establishes policy and criteria for the promotion of PMFs during their fellowship with the Department of Defense (DoD).
2. Title 5, Code of Federal Regulations, Part 362 prescribes agency responsibilities with respect to administration of the Presidential Management Fellows Program (PMFP). Part 362 also renames the Presidential Management Intern (PMI) Program as the PMFP with two components, PMFs, and Senior Presidential Management Fellows (Senior PMFs). PMFs are individuals appointed at the GS-09, GS-11, or GS-12 level (or equivalent), in the excepted service under 5 Code of Federal Regulations, Part 213.3102(ii) or under an agency-specific authority if the agency is excepted from the competitive service, e.g., DoD agencies in the Intelligence community.
3. Subpart B of Part 362 requires the Department to establish policies and criteria for the non-competitive promotion of PMFs and Senior PMFs. This guidance implements that requirement for PMFs only, and must be used as a supplement to the Office of Personnel Management (OPM) PMFP Guide for Agencies (<http://www.pmf.opm.gov/Documents/GuideForAgencies.PDF>).
4. Policy for the promotion of Senior PMFs will be developed upon OPM issuance of additional guidance that will set forth the parameters of such promotions.
5. Designees. The Secretaries of the Military Departments, and the heads of Defense agencies and Field Activities with independent appointing authority (hereafter referred to collectively as “the DoD Components”) for themselves and their serviced organizations must approve Individual Development Plans (IDPs) that include intensive training and development directly related to the position or occupation in which PMFs may be placed upon completion of the Program, when such training and development will be substituted for all or part of the one-year specialized experience requirements necessary for a promotion to the next higher grade (or equivalent). Hereafter, such promotions are referred to as accelerated promotions. This authority may be further delegated, in writing, to managers and supervisors to use in accordance with this policy.

B. Component Promotion Policy

1. DoD Components must develop a promotion policy for positions filled by PMFs. The policy must include how and when promotion decisions will be made, the criteria upon which promotions will be granted, and the qualifications for a promotion to the next higher level.
2. The non-competitive promotion of PMFs is permitted up to the GS-13 level or equivalent, although PMFs may be appointed to positions with a career ladder beyond the GS-13 level. Time-in-grade restrictions do not apply. Promotions above the GS-13 level may occur only on or after the date of conversion to the permanent position following successful completion of the PMFP.
3. While there is no presumption of promotion on or after the date of conversion or the appointment to a permanent position, PMFs who meet the promotion requirements for the next grade level may be non-competitively promoted within their career ladders after the successful completion of the Program. After completion of the Program and conversion to competitive status, normal qualification and time-in-grade requirements apply.
4. The delegated approving authority is responsible for identifying the expectations and requirements for the promotion of PMFs when accelerated training is used as a substitute for one-year of equivalent experience necessary for a promotion to the next higher grade level.

C. Documentation

1. Within 90-days of their initial appointment, PMFs must be placed on an IDP that includes minimum training and development requirements for all PMFs and is designed to identify the competencies of the occupation or functional area to which the PMF is likely to be assigned. The IDP must also reflect the formal training, learning objectives, competencies, and supervisory expectations for the target position to which the PMF will likely be placed upon successful completion of the Program.
2. The IDP must also require a minimum of 80 hours per year of formal classroom training that addresses the core competencies required of the occupation or functional area in which the PMF will most likely be placed upon completion of the program and conversion to a full-time permanent position.
 - a. OPM will provide 24 of the required 80 hours of classroom training

(orientation) during the first year of the fellowship; and 16 of the 80-hour training requirement during the second year of the fellowship (managing and leading an effective organization).

- b. DoD Components are responsible for providing the remaining hours of formal classroom training during the two-year fellowship. Training should be tailored to specific learning objectives that will qualify the PMF for promotion and for the target position at the end of the two-year fellowship period.
3. IDPs must provide at least one developmental assignment of 4 to 6 months, to include joint duty rotational assignments, in the functional area where the PMF will most likely be placed upon completion of the Program and conversion to a full-time permanent position.
4. The IDP may also provide for a PMF to receive other short-term rotational assignments, including joint duty rotational assignments, of 1 to 6 months in duration, to other occupations or functional areas.
5. The IDP should clearly indicate when and how the learning objectives will be accomplished, and include a means for tracking accomplishments of all IDP objectives at the end of the two-year fellowship.
6. The IDP may serve as a basis for crediting qualifications or service at an accelerated rate only when making assignments to positions under the Program in compliance with the DoD Component's promotion plan.
7. IDPs should include suggestions for joint rotational assignments and other types of developmental activities such as reading books and periodicals, attending conferences and exhibitions, having a mentor, joining professional organizations, etc.

D. Certification of Program Completion

1. As outlined in 5 CFR 362.204, DoD Components should establish performance elements and standards directly related to acquiring and demonstrating the leadership, technical and/or general competencies expected of the PMF. The Component Executive Resources Board (ERB), or its equivalent, must certify, in writing, whether PMFs have successfully met all of the requirements of the Program. The ERB evaluation must take place in ample time to notify the PMF of their decision not later than 30 calendar days prior to the expiration date of the PMF's appointment in the Program.

2. The ERB will establish its own procedures for conducting the review, but must consider whether the PMF has met all the requirements of the Program including, the performance and developmental expectations set forth in the individual's performance plan. PMFs may be appointed upon successful completion of the Program.
3. The results of the ERB certification must be forwarded to OPM via a memorandum to the PMFP Office. The documentation must include the name of the DoD Component, the PMF's name, SSN, conversion date, outcome of the ERB review (successfully completed or did not successfully complete/ will not be converted), and contact information.
4. ERB determinations that PMFs have not successfully completed the Program will be forwarded to OPM. In such cases, the PMF's appointment will terminate at the end of the Program, and he or she will not be non-competitively converted to a continuing position within the competitive or excepted service.
5. PMFs may request reconsideration of the ERB determination by the OPM Director, or the Director's designee. The reconsideration must be requested in writing, with appropriate documentation and justification, within 15 calendar days of the date of the Component's decision.

E. Accountability

Designees are responsible for the appropriate and effective use and oversight of this authority to support mission requirements.