

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: KATHRYN MEDINA
EXECUTIVE DIRECTOR, HUMAN CHIEF CAPITAL OFFICERS COUNCIL

Date: November 19, 2010

Subject: Assistance for Presidential Management Fellows Program (PMF)

The PMF Program is implementing a new, in-depth assessment process for the Class of 2011 finalists. It includes both an on-line and in-person component. Over 9,000 students applied this year, with 1500 selected from the first round of on-line assessments. The next step is to conduct an in-person assessment for these 1500 qualified students. A critical part of making these assessments meaningful is to have agency participation as panel members for the assessments in January and February 2011. The PMF Program also needs your assistance in providing facilities in the four locations identified below in an effort to keep costs within a reasonable range.

The locations for this year's in-person assessment are **Washington, DC** metro area, **Chicago**, **San Francisco**, and **Atlanta**. Sessions will take from two to four weeks depending on the number of assessments at each location. To limit travel costs, panel members should be from the local area as travel and per diem is agency funded. The details of the facility requirements and the number of volunteers needed per location are contained in the attached document. The PMF program requests that you provide this information throughout your organization, but most specifically in the four assessment locations to garner their support. Volunteers who would like to serve on the panels should register online at: <http://pmf2011assessmentcenter.eventbrite.com>. If your agency can assist with facilities, please contact Elda Muco by **December 1, 2010** at elda.muco@opm.gov or 202-606-6203.

Each year the PMF Program also asks that you provide your hiring projections for the Program for that year's preliminary planning estimates (fiscal year 2011). They also request that you provide a hiring estimate for fiscal year 2012. Please include your preferred graduate degree programs as part of the submission. Your input will be the basis for the PMF program recruitment for the next year. Please forward the PMF hiring estimates and preferred graduate degree programs to the PMF Program Office, at pmf@opm.gov or via fax at 202-606-3040, by **December 15, 2010**.

The Federal community has provided excellent support in the past for this highly valuable program and I thank you in advance for assisting the PMF Program again this year. Please let me know if you have any questions.

Attachment

cc: Agency PMF Coordinators