



# Presidential Management Fellows (PMF) Program

*Briefing for the U.S. Department of the Interior*

*Tuesday, August 10, 2021*



**PMF** PRESIDENTIAL  
MANAGEMENT  
FELLOWS PROGRAM

U.S. OFFICE OF PERSONNEL MANAGEMENT



# Agenda

- Welcome/Introduction and Opening Remarks
- Sharing Experience, Reflections of a PMF Alumna
- PMF Program Overview (Including General Q&A)
- Q&A Breakouts by Bureau



# Welcome/Introduction and Opening Remarks

- Kelly Kim and John Castaneda, Agency PMF Coordinators, Office of Human Capital, DOI
- Rachel Brown, Senior Advisor to the Assistant Secretary, Policy, Management and Budget, DOI





# Sharing Experience Reflections of a PMF Alumna

- Janine Velasco, Assistant Director, Management and Administration, USFWS





# What is the PMF Program?

## PMF Fellowship Appointment

- The Federal Government's premier **leadership development program for advanced degree candidates** (established in 1978)
- **Two-year fellowship** leading to a career in Federal service
- PMF Program Office manages the **application, assessment, and adjudication** of applicants, along with providing **100 hours or more of leadership development**, Agencies provide a \$7000 reimbursement fee for each appointment (fee going to \$8,000 in FY22)
- Initial appointments at the **GS-9, 11, 12** (or equivalent); Agencies advertise placement opportunities and select Finalists through our Talent Management System (not USAJOBS)
- Promotion potential **up to the GS-13** (or equivalent) during fellowship
- May non-competitively **convert to a term or permanent** position in the competitive service



# PMF Snapshot

Over the past 5 years (2017-2021), we've had an annual average of:



**5,635**  
Applicants



**429**  
Finalists



**66**  
Academic Disciplines



**138**  
Academic Institutions



**12%**  
Veterans

## Where do Fellows Work?

Since 2014



**over 100 Federal agencies**  
42 agencies and 122 sub-agencies

Since 2017



**27 States**



# PMF Program Participation at the U.S. Department of the Interior



*The Department of the Interior has a long history of participation in the PMF Program. In the last five years, here's where Fellows have been hired:*

- Bureau of Reclamation: 17
- US Fish and Wildlife: 7
- National Park Service: 6
- Office of the Secretary: 5
- Bureau of Land Management: 5
- Geological Survey: 5
- Others at Labor-Management Standards, Bureau of Safety and Environmental Enforcement, Bureau of Ocean Energy Management



## Why participate in the PMF Program?

### We Recruit the Best

We recruit thousands of recent and/or current graduates each year from graduate schools globally and across all academic disciplines—from public policy, to STEM, finance, business, public health, international affairs, law, cybersecurity, and many more.

### We Vet and Pre-Qualify Finalists

OPM conducts an annual on-line application and rigorous online assessment process, covering the following competencies: Flexibility, Integrity, Interpersonal Skills, Written Communication, Problem Solving, and Public Service Motivation. The pool is then narrowed from several thousand Applicants to several hundred Finalists. All Finalists are pre-qualified at the GS-9 level based on their advanced degree, and agencies have the option to initially appoint at the GS-9/11/12 (or equivalent)—saving you valuable time in the recruitment/hiring process.

### You Can Hire All Year

Agencies post appointment and rotational opportunities throughout the year to our PMF Talent Management System (TMS). Current Finalists have twelve months from the time they are selected to find a placement. Hiring officials can work with their Agency PMF Coordinator to search the database of Finalists, review their resumes, and encourage them to apply for jobs.

### Develop Your Agency's Future Leaders

Fellows are required to receive 80 hours of formal interactive training each year (for a total of 160 hours) and participate in a 4 to 6 developmental assignment during their two-year fellowships. Agencies can also sponsor Fellows for optional rotational assignments. Additionally, Fellows have access to our [PMF Leadership Development Program](#) (PMF LDP), which provides 100+ hours of experiential leadership training toward fellowship requirements. This program has a market value of over \$15,000 (which is included in the one-time placement fee).





# How Do I Get Started?

- **First, talk to your [Agency PMF Coordinator](#) to discuss how to get started.** If you are new to participating in the PMF Program, please follow the instructions on designating an Agency PMF Coordinator found under the [Resources](#) webpage
  - For everyone participating in this session, your Agency PMF Coordinator is Kelly Kim (kelly\_sewell@ios.doi.gov)
- Identify positions and qualifications
- Have a Position Description ready
- Follow agency procedures for soliciting Finalists
- Submit PMF appointment opportunity to Agency PMF Coordinator for posting on the PMF Talent Management System
- Conduct interviews and inform HR Office
- Participate in Hiring Events
- **As of today, there are still over 280 Finalists across a variety of academic disciplines available to be hired (with appointment eligibility until November 24, 2021)**



# Fellowship Requirements

- Participant Agreement
- Mentor
- Individual Development Plan (IDP)
- 80 hours of formal interactive training per year for a total of 160 hours (100+ hours can come from PMF LDP)
- 4-6 month Developmental Assignment
- Successful performance reviews
- Executive Resources Board certification



# Supervisor's Requirements

- Provide effective on-boarding
- Complete Participant Agreement
- Establish a performance plan and conduct evaluations
- Within 45 days, develop IDP
- Within 90 days, assign Mentor
- Ensure Fellow is on track with requirements
- Timely ERB certification and conversion



# Training and Developmental Opportunities

The PMF Program Office sponsors several training and developmental opportunities for Fellows

- PMF Leadership Development Program (PMF LDP)
- Quarterly networking events
- Orientation for Fellows
- PMF Brown Bags
- Periodic leadership training
- Hours count towards annual training requirements
- Details either posted to PMF website or sent as broadcast emails to current Fellows



# Key Resources: PMF Website

<https://www.pmf.gov/agencies/resources/>



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the OPPORTUNITY
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**Value Proposition and Overview**

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**Agency Responsibilities**

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**List of Coordinators**

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**Find Candidates**

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**Resources**

- PMF TMS

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**FAQs**

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**AGENCIES Resources**

The tables below contains key documents, forms, and resources for Federal agencies. They are organized into the following categories (click on the category to go to the corresponding resource category): 1) Key Tools and Resources, 2) Policies and Guidance, 3) Financial, 4) Templates, 5) Forms, 6) Training and Development, 7) Best Practices, and 8) Virtual Meeting Platforms Technical Resources. Click on the document's title to access or the file type icons if more than one. These files will only be updated if content has changed.

**Key Tools and Resources**

Document	Description	File Type
PMF Agency Brochure	This brochure is a resource that presents the value proposition of the PMF Program for Federal agencies, what agencies should do if they would like to hire a PMF, and a high level overview of the program. It is a trifold document that should be printed front to back. This is an Adobe (.pdf) file and posted 04/2020.	 [2,030 KB]

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# Key Resources, Agency Contacts, and PMF Office Hours

## KEY RESOURCES

- PMF Agency Brochure:
  - <https://www.pmf.gov/media/5585430/PMF-Agency-Brochure-04-2020.pdf>
- Best Practices
  - Army CAA 2020 Finalists Information Guide:  
<https://www.pmf.gov/media/5576311/Army%20CAA%202020%20Finalists%20Information%20Guide.pdf>
  - Handbook for Hiring Managers from the U.S. Forest Service:  
[https://www.pmf.gov/media/5579832/USFS%20PMF%20Hiring%20Manager%20Handbook\\_Sharing.pdf](https://www.pmf.gov/media/5579832/USFS%20PMF%20Hiring%20Manager%20Handbook_Sharing.pdf)

## AGENCY CONTACTS

- Agency PMF Coordinator – Find out who your Coordinator is by going here:
  - <https://apply.pmf.gov/coordinators.aspx>
- Pathways Programs Officer

## PMF OFFICE HOURS

- PMF Office Hours (held the second Thursday of every month)



# PMF Position Description Templates

- **Program Analyst Career Ladder Position Description Templates Guide:** The PMF Program Office has prepared a Guide containing instructions and Position Description (PD) templates for agencies to use in creating Program Analyst (GS-0343-9/11/12/13) positions for PMF appointments.
  - The Guide for creating and using these templates can be found here:  
<https://www.pmf.gov/media/5588318/pmf-pd-0343-templates-guide-09-30-2020.docx>
  - An infographic on these templates can be found here:  
<https://www.pmf.gov/media/5588321/pmf-pd-0343-templates-infographic-08-04-2020.pdf>



# Cyber Assessment Pilot

- Over the past two years, the PMF Program Office has offered Finalists the opportunity to take the World of Work Inventory (WOWI) Career Assessment
- The WOWI Career Assessment Reports can be a great tool for agency recruiters to help prepare for interviews, better understand the Finalists and help you determine if a Finalist could be a great fit for the work and your organization
- 84% of this year's PMF Finalists took the assessment and they can consent whether or not to share the results with agencies; it should not be held against Finalists who do not share the report or did not take the assessment; **this is part of a pilot effort to determine whether an assessment like WOWI can help us and agencies place Finalists into positions that are good fits for them and meet agency needs**
- **Part of this pilot includes assessing Finalists for high cybersecurity aptitude and attitude;** the PMF Program Office will notify agencies of which candidates showed to have high score patterns that indicate aptitude (ability to learn) and attitude (successful job fit) for cybersecurity roles





# Workforce Planning Survey

- On an annual basis, the PMF Program Office (PMFPO) requests that agency personnel complete the Workforce Planning Survey to **help identify their agency's upcoming needs**. The survey collects projections on the number and types of positions agencies are looking to fill in the upcoming fiscal year.
- The Workforce Planning Survey will be open from **Noon (ET), Friday, June 25, thru Noon (ET), Friday, August 13, 2021**.
- We encourage everyone here to participate. Kelly Kim will share additional details after today's call.



# Why is it important to complete the Workforce Planning Survey?

- The PMFPO collects these projections to
  - work with our academic partners to help target recruitment,
  - influence the number of Finalists selected for the upcoming class, and
  - assist agencies in identifying the needed talent for their positions.
- **Reminder: The survey is to solicit projections and is not a commitment.**



# Q&A and Contact Info

**Presidential Management Fellows Program**  
U.S. Office of Personnel Management  
1900 E Street NW, Room 2469  
Washington, DC 20415



- Website: <https://www.pmf.gov>
- Subscribe to PMF listserv from homepage or here (select “PMF” from the drop-down): <http://go.usa.gov/xHcuP>
- Where to reach us with additional questions: [pmf@opm.gov](mailto:pmf@opm.gov)



# Q&A Breakouts by Bureau

BIA - Bernadette Sanchez

BIE - Anna Smith

BLM - Charles Lasley

BOEM/BSEE/OS - Ericka Witham

BOR - Mark Susi

DOI - Kelly Kim

DOI - John Castaneda

IBC - Carli Stephens

OIG - Catherine Stephens

ONRR - Deborah Lloyd

OSMRE - Brenda Garrett-Freeman

NPS - Christy Strand

USFWS - Kameron Martinez

USGS - Alicia Gomez



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