

## Presidential Management Fellows Program



Office of Surveillance, Epidemiology, and Laboratory Services  
Scientific Education and Professional Development Program Office



## Program History

- Established by Executive Order in 1977 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.”
- CDC began using program regularly in mid 1980s
- Formerly called Presidential Management Intern (PMI) Program—name changed by Executive Order in 2003

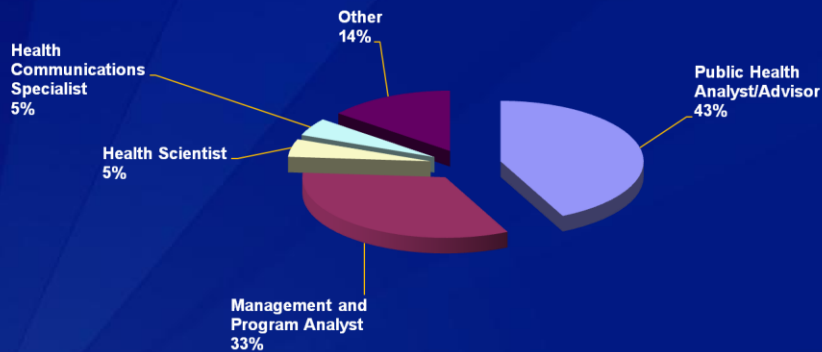
## The PMF Program

- Premier program for leadership development in the Federal civil service
- Provides two-year Federal Government fellowships to individuals who have completed a graduate-level course of study from an accredited college or university

## CDC's Program Statistics

- Over 200 PMFs recruited and hired to CDC since the mid-1980s
- CDC has retained 85% of the PMFs that have been recruited to the agency
- Over 140 PMF alumni are still at CDC
- 12% hold key leadership positions across the agency

## Public Health Positions of CDC PMF Alumni across CDC, 2002 – 2008



Positions in the "Other" category include: Contract Specialist, Security Specialists, Attorney Advisor, Budget Analyst, and Health Policy Analyst.

## PMF Opportunities

- Appointed at the GS-9, 11, or 12 (or equivalent), based on applicant qualifications and agency needs
- Two-year, paid full-time position with accelerated promotion potential
- Promotion potential up to the GS-13

## PMF Opportunities

- Typical career path with limited prior experience:
  - Appointment - GS-9, step 1 (or equivalent)
  - 1-year Anniversary - eligible for GS-11, step 1
  - Program Completion - eligible for GS-12, step 1

## Federal Benefits

- Flexible Spending Accounts
- Health and Dental Insurance
- Paid Vacations
- Life Insurance
- Long Term Care Insurance
- Retirement Plan

## Careers Fields

- Accounting/Finance
- Business Administration
- Human Resources
- Engineering
- Statistics
- Environmental Sciences
- Health/Medical Science
- Information Technology
- Public Policy
- Public Administration
- International Affairs/Policy
- Law

## PMF Overview

- Students submit online application via USAJOBS
  - **Applicant**
- Nomination Officials nominate applicants based on school criteria
  - **Nominee**
- OPM invites Nominees to an online, un-proctored assessment
  - **Semi-Finalist**
- *Semi-Finalists invited to an in-person assessment center*
  - **Finalist**
- Finalists have 12 months to be appointed to agency position
  - **Placement**
- Finalists secure positions with a Federal Agency
  - **Fellow**

## Applicant Eligibility

Graduate students from all academic disciplines who expect to complete an advanced degree (master's, law, or doctoral-level degree) from a qualifying college or university during the **2010 – 2011** academic year (**September 1, 2010 – August 31, 2011**) are eligible to apply

## Application Process

- 2011 PMF Application open period: **Thursday, October 1 – Thursday, October 15, 2010**
- Applicants complete an online application, link a USAJOBS resume, and submit a nomination form to their Nomination Official
  - Applicants apply on-line using USAJOBS at [www.U.S.A.J.O.B.S.gov](http://www.U.S.A.J.O.B.S.gov) or via a link from the PMF website's "How To Apply": [www.pmf.opm.gov/HowToApply.asp](http://www.pmf.opm.gov/HowToApply.asp)

## Application Process

- Students are asked the following in the Qualification Questionnaire:
  - Personal Contact Information
  - Assessment Location and Special Accommodations
  - Indian and Veterans' Preference Eligibility
  - Geographic Employment Preference
  - Citizenship
  - Languages (up to 3)
  - Graduate School Information
  - Graduate/Undergraduate Degrees (up to 2 each)
  - Date of Meeting Graduate Degree Requirements
  - Key Skills/Competencies
  - How Did Student Hear About the PMF Program

## Nomination Process

School's Nomination Official must be the Dean, Chairperson, or Academic Program Director of their graduate program to nominate applicant

The Nomination Official may designate someone to oversee the process for their school, but only the Nomination Official may render nomination decisions

Schools must conduct a competitive nomination process that covers:

- Breadth and quality of accomplishments
- Capacity for leadership
- Commitment to excellence in the leadership and management of public policies and programs

## Nomination Process

- Applicants should confirm the school's process and deadlines for nomination into the PMF Program
- The Nomination Official will:
  - Ensure applicants meet the Program's eligibility and nomination criteria
  - Sign and fax the Nomination Form to OPM **only** if they **approve** of the nomination of the student
  - Make their nomination decision by October 31, 2010

## Assessment Process: Un-Proctored Online

- Nominees notified to take an online, un-proctored assessment
- Un-proctored online assessment includes:
  - Situational Judgment Test
  - Life Experience
  - Writing Sample
- OPM selects Semi-Finalists based on un-proctored assessment results



## Assessment Process: Assessment Centers

- Semi-Finalists will participate in a day long assessment consisting of:
  - Individual Presentations
  - Group Activities
  - Proctored Writing Exercise

## Assessment Process: Assessment Centers

- Nominees/Semi-Finalists are evaluated on the following critical competencies:
  - Adaptability
  - Integrity
  - Interpersonal Skills
  - Motivation to Serve
  - Oral/Written Communication
  - Problem Solving

## Assessment Process: Assessment Centers

- Semi-Finalist's participation at his/her expense
- Only four locations will host the Semi-Finalists assessment centers:
  - Atlanta, GA
  - Chicago, IL
  - San Francisco, CA
  - Washington, DC

## Finalists

- OPM will select finalists based on an OPM evaluation of each candidate's experience and accomplishments based on his/her results of a rigorous structured assessment process
- Nominees will be rated and ranked (to include any applicable Veterans' Preference) with cut-off scores based on assessment scores
- OPM will post 2011 Finalists on the PMF website and send broadcast emails to all Semi-Finalists and the Academic Listserv

## Placement Process

- Finalists are invited to attend a PMF Job Fair in the Spring, attended by participating Federal Agencies
- Finalists have access to an online PMF Projected Positions System (PPS) to identify agency positions
- Finalists have 12 months from the date they are selected to be appointed to agency positions

## Fellow

- 80 hours *formal, classroom* training per year
  - PMF Orientation (24 hours counted)
  - PMF Forums on specific topics (up to 8 hours counted each)
- Developmental Opportunities:
  - One 4-6 month developmental assignment
  - Optional short-term rotations possible
- PMF Network and Support

## Key Dates\*

- Online application available **Friday, October 1, 2010**
- Students submit online applications by **Friday, October 15, 2010**
- Nomination Officials submit nominations by **Sunday, October 31, 2010**
- Eligible Nominees invited to first part of the assessment process in **November 2010**
- Semi-Finalists chosen and invited to second part of assessment process in **December 2010**
- Second part of assessment process and Finalist selected by **January/February 2011**
- PMF Job Fair by **Spring 2011**
- Agencies hire Finalists over **one full year from selection as a Finalist**

\* Dates are subject to change

## Federal Agencies

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of Housing and Urban Development
- Department of the Interior
- Department of Justice
- Department of Labor
- Department of State
- Department of Transportation
- Department of the Treasury
- Department of Veterans Affairs
- African Development Foundation
- Agency for International Development
- Broadcasting Board of Governors
- Corporation for National and Community Service
- Environmental Protection Agency
- Export-Import Bank of United States
- Farm Credit Administration

## Federal Agencies

- Federal Election Commission
- Federal Maritime Commission
- General Services Administration
- Inter-American Foundation
- International Trade Commission
- Library of Congress
- National Aeronautics and Space Administration
- National Science Foundation
- Nuclear Regulatory Commission
- Office of Federal Housing Enterprise Oversight
- Office of Management and Budget
- Office of National Drug Control Policy
- Office of the Director of National Intelligence
- Office of Personnel Management
- Overseas Private Investment Corporation
- Pension Benefit Guaranty Corporation
- Small Business Administration
- Social Security Administration
- Trade and Development Agency

## Resources

- Presidential Management Fellows Program  
<https://www.pmf.opm.gov>
- How to Apply  
<https://www.pmf.opm.gov/howtoapply.aspx>
- Academic Information  
<https://www.pmf.opm.gov/HAcademia.aspx>
- Federal Benefits  
<http://www.usajobs.gov/ei61.asp>
- CDC PMF Website  
<http://www.cdc.gov/PMF>

## Contact Information

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# Questions?

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