U.S. DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

DPM CHAPTER 362 **DATE: September 6, 2005**

SUBJECT: Presidential Management Fellows Program

This Chapter provides direction for implementing the Presidential Management Fellows Program (PMF) within the Department of Transportation (DOT) and is effective immediately.

The PMF Program was established by Executive Order in 1977. It is designed to attract outstanding graduate students in a wide variety of academic disciplines to the leadership and management careers in the Federal service. The Office of Personnel Management issued final regulations implementing changes to the PMF program effective June 20, 2005.

This Chapter establishes the Department of Transportation's policy with regard to PMF hiring and implements OPM's final regulations. It is based upon and conforms to the requirements of the Office of Personnel Management implementing regulations in 5 CFR 362. This chapter is to be used in conjunction with the Code of Federal Regulations and other applicable laws.

for Nancy A. Mowry

Patricia A. Prosperi
Director, Departmental Office of Human Resource Management

Distribution: Human Resource Council Members
OPI: OSAT/M-15/Janet Dorsey/202-366-5709

DEPARTMENTAL PERSONNEL MANUAL 362
Presidential Management Fellows (PMF) Program

Table of Contents

	Page
Coverage	3
Authorities	3
Program Basics	3
Objectives	3
Definitions	3
Responsibilities	4
Identification and Selection	5
Hiring Process	5
Appointment Information	5
Career Development	6
Rotational Assignments	6
Education and Training	7
Performance and Progress Evaluation	7
Promotion	8
Certification of Completion	8
Movement between Departments and Agencies	9
Withdrawal from the Program	9
Readmission	9
Resignation	10
Termination	10
Reduction in Force	10
Appeal Rights	10
Appendix A – Individual Development Plan (IDP)	11
Appendix B – Quarterly Progress Evaluation Form	13
Appendix C – Rotational Assignment Documentation Form	15
Appendix D – Sample ERRC PMF Summary Sheet	17

PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM

The Department of Transportation (DOT) Presidential Management Fellows (PMF) Program describes a Department-wide framework for the annual hiring of mid-level personnel in a variety of professional and administrative career fields.

This policy defines objectives and responsibilities and establishes the basic components of the two-year Presidential Management Fellows Program. The program has been designed in accordance with DOT personnel management policies, the Presidential Management Fellows (PMF) Program, Office of Personnel Management (OPM) regulations, and all other applicable policies and regulations referenced under the authorities section.

COVERAGE

This policy defines the use throughout the Department of Transportation. While regulation 5 CFR 362 contains the requirements for both the Presidential Management Fellows and the Senior Presidential Management Fellows, this Manual addresses only Departmental policy applicable to the Presidential Management Fellows.

AUTHORITIES

5 CFR 362	Presidential Management Fellows Program
5 CFR 213.3102(ii)	Excepted Service
5 CFR 297.501	Exempt Records
5 CFR 315.708	Conversions to Career or Career Conditional Employment From Other Types of Employment
5 CFR 334.102	Temporary Appointment of Employees between Federal Agencies, State and Local Governments - Definitions
5 CFR 537.104	Employee Eligibility
5 CFR 550.703	Severance Pay – Definitions

PROGRAM BASICS

1. OBJECTIVES

The objective of the DOT Presidential Management Fellows Program is to attract, develop, and retain outstanding applicants from a variety of academic disciplines and career paths who are interested in and committed to excellence in the leadership and management of public policies and programs.

2. DEFINITIONS

A. Presidential Management Fellow or Fellow is an individual appointed, at the

GS-9, GS-11, GS-12 or GS-13 level (or equivalent) depending on qualifications, in the excepted service under 5 CFR 213.3102(ii), Schedule A. The individual must have completed a graduate course of study at a qualifying college or university, received the nomination of the dean or academic director, successfully completed an Office of Personnel Management administered assessment process, be certified by OPM, and selected by a DOT Operating Administration (OA).

B. Career Development is the planned, organized, and systematic development of employees through work assignments and training. Work-related developmental assignments include such activities as on-the-job training and rotational assignments. Training also includes formal education such as academic learning, correspondence courses, and workshops.

C. Individual Development Plan (IDP) is a written plan developed jointly by the employee and supervisor, and with the technical advice and assistance of the OA's human resources office, that defines work assignments, training and other developmental activities to assist in improving performance and provide opportunity for individual growth. The IDP will also identify the appropriate level and type of work experience required for advancement to the next grade level.

3. RESPONSIBILITIES

A. *DOT Presidential Management Coordinator.* The DOT Coordinator is responsible for the overall administration and development of the Presidential Management Fellows Program and serves as the principal contact point for the program. The Coordinator will report on the accomplishments and effectiveness of the program; work with PMF Coordinators to coordinate career development and training; and work with OPM to ensure that the administration of the program is in conformance with all applicable personnel requirements and procedures.

B. *OA Presidential Management Coordinator.* Each OA and Departmental Officer will appoint a PMF Coordinator. Coordinators will ensure that hiring officials are aware of the commitments involved in hiring PMFs, OPM reimbursement, starting grade and salary, Individual Development Plan requirements, training and development requirements, and promotion and conversion procedures. Coordinators will also enter positions into the OPM's PMF Projected Positions System (PPS) between January and March of each year.

C. *Supervisors.* Supervisors are the key management officials responsible and accountable for the training and development of PMFs. Responsibilities include: recruiting finalists; assigning hires to specific positions; conducting career assessments; conducting counseling interviews; preparing an Individual Development Plan (IDP) for each PMF; monitoring the accomplishments; and assessing the effectiveness of training and development activities. The IDP will also identify the appropriate level and type of work experience required for advancement to the next grade level.

D. *Presidential Management Fellow (PMF).* PMFs assume responsibility for their individual learning, career development and advancement. They are expected to participate in all sponsored events and to actively seek learning opportunities.

E. *Executive Resources Review Committee (ERRC) or equivalent in the Federal Aviation Administration (FAA).* The ERRC is responsible for the review and certification of the quality of the Fellows work during the course of the program. The ERRC ultimately determines whether a Fellow is converted to a full-time permanent position or is released from DOT employment.

IDENTIFICATION AND SELECTION

As part of the organizational review process, supervisors should conduct regular analyses of their workforce and projected vacancies in order to identify those vacancies which could be filled through the PMF Program. Once vacancies have been identified, supervisors then contact their PMF Coordinator for program information.

1. HIRING PROCESS

A. OPM will determine the number of Fellows to be appointed each year based on input from the Chief Human Capital Officer Council; recruit graduate students with diverse backgrounds from qualifying colleges; develop and conduct the applicant assessment and selection process to determine a pool of finalists; manage the Projected Positions System (PPS); and conduct an annual PMF job fair.

B. Following the assessment, OPM will provide DOT a list of finalists, which is valid for 12 months, from which supervisors may select prospective Fellows. The supervisor and/or his designee will attend the PMF job fair, interview, and make tentative position offers to the Fellows.

C. Once the tentative offer is made and accepted, the supervisor will inform the PMF Coordinator who will work with their Human Resources Office and the DOT PMF Coordinator to formally offer the position and complete all new employee processing requirements.

2. APPOINTMENT INFORMATION

A. PMFs will be given temporary excepted service appointments under the provisions of 5 CFR 362 with the exception of FAA. The Nature of Action is 170, Excepted Appointment and the appointing authority is Schedule A, 213.3102(ii). The FAA will appoint PMFs under agency-specific hiring authorities.

B. The initial term of the appointment is for two years, however, if near the end of the appointment the supervisor determines that the PMF requires additional training or work experience to meet program requirements, the supervisor may request in

writing an initial 120 day extension through the DOT PMF Coordinator. If the supervisor anticipates that an additional 120 days will not be sufficient, the supervisor must send a written request to the DOT Coordinator for ERRC review. The ERRC may recommend a request for extension be sent to OPM for approval. The submission must be received by OPM at least 90 days before the end of the *initial* appointment period. OPM will determine whether an extension of up to one-year is warranted.

C. The Tenure Group upon appointment will be 2 during the 2 year trial period.

CAREER DEVELOPMENT

Career development often occurs through rotational assignments, through training or other developmental opportunities. The PMF program requires the documentation of these opportunities in the form of an Individual Development Plan (IDP). The IDP which is developed by the supervisor and the PMF must at a minimum include all of the requirements listed below. Once the IDP has been completed it must be approved by the OA Administrator and a copy provided to the DOT PMF Coordinator. An IDP will be developed for each grade level and signed by all parties within 30 days of the appointment or promotion.

1. ROTATIONAL ASSIGNMENTS

A. Being an effective, efficient, employee mandates a continuous learning process which can be defined as an infusion of knowledge of both formal and informal education plus learned experiences. Formal education based upon textual knowledge can be predictably measured, dispensed, and absorbed by the employee. However, due to differences in mission and operational practices by other offices, a wealth of non-textual knowledge lies waiting to be absorbed as work experiences by a rotational assignment.

B. To ensure that PMF's develop DOT institutional knowledge, each PMF must complete at least one rotational assignment of 4 to 6 months in duration in the occupation or functional discipline in which the PMF will most likely be placed. In addition, the supervisor may elect to provide the PMF with additional rotational assignments of 1 to 6 months in duration in any field desired.

(1) Procedure

(a) Documentation. The general method of assigning an employee for a specified period from his/her current position to that of another position is by way of a detail. Preparation of an SF-52, Request for Personnel Action, is required to document details over 30 days in duration. Documentation must provide a clear understanding of the expectations, goals, and timing of the assignment. Rotational assignment supervisors are responsible for preparing an assessment of the PMF's performance

at the conclusion of the assignment, which will be used by the Supervisor of record in completing the PMF's annual performance evaluation.

(b) Rotational assignments must be carefully planned so as to provide maximum benefits for the Fellow and the office where the training occurs. Training objectives should be well defined ahead of the assignment.

(c) Each rotational assignment should be evaluated at the end of the training period. The rotational assignment supervisor should provide written documentation to the supervisor of record about the training received and work accomplished.

(d) Upon completion of the rotation, PMFs will return to their position of record.

C. Supervisors of rotational assignments play a very important role in the PMF's development. Supervisors should design an assignment (in conjunction with the PMF) that provides the optimum amount of exposure to key elements of the position. Actual on-the-job experience, shadowing the supervisor, attending meetings, and specific job-related instruction all play important roles in achieving a successful assignment.

2. EDUCATION AND TRAINING

Each PMF will receive a minimum of 80 hours per year of formal classroom training that addresses the core competencies required for the occupation or functional discipline in which the PMF will most likely be placed upon completion of the program.

PERFORMANCE AND PROGRESS EVALUATION

Each PMF will be placed on a performance plan within 30 days of their appointment establishing performance elements and standards that are directly related to acquiring and demonstrating various leadership, technical, and/or general competencies expected of the PMF.

A. *Quarterly and Annual Performance Evaluations.* Each PMF must receive a quarterly progress evaluation and an annual performance evaluation. A copy of each evaluation is to be provided to the PMF and the original kept on file with the PMF Coordinator.

B. *Less than Successful Performance Evaluation.* If performance expectations are not met by the PMF during the 2 year appointment, the PMF should be terminated. If the performance expectations are not met by the PMF after the 2 year appointment, the supervisor is expected to review and follow established regulations and guidance when addressing performance (5 CFR Part 432- Performance Based Reduction in Grade and Removal Actions) or conduct (5 CFR Part 752- Adverse Actions) issues.

PROMOTION

While PMFs, as Excepted Service employees, are not required to meet one-year time-in-grade requirements, PMFs must meet qualification requirements for the next higher grade. The minimum time period in moving to the next higher consecutive grade level, i.e., GS-11 to GS-12, is 90 days. To be eligible for promotion to the next higher grade, the PMF must have met all requirements for promotion as identified in his/her IDP. The IDP must indicate the competencies required for each level as well as provide a benchmark identifying the successful acquisition of the needed competencies. The target grade cannot exceed the GS-13 or its equivalent.

Promotions will follow the line of progression identified in OPM's Qualification Standards, i.e., GS-9, GS-11, GS-12 and GS-13.

CERTIFICATION OF COMPLETION

A. The OA must submit a package to the DOT PMF Coordinator recommending the conversion of the PMF, 90 days prior to the completion of the program. This package, which will be reviewed and approved by the ERRC, must include: a summary sheet (see Appendix D) detailing the PMF's rotational assignments; training hours; promotion dates; description of assignments; the OA Administrator's certification that the PMF has completed the program; the IDPs; all performance appraisals; and award documentation.

B. The ERRC will evaluate each PMF and certify in writing that he/she has met all the requirements of the Program.

C. The DOT PMF Coordinator will forward the ERRC approval to OPM no later than 30 calendar days prior to the expiration of the appointment and inform the PMF Coordinator of the outcome.

D. If not approved by the ERRC, the PMF may request reconsideration by OPM. Such reconsideration must be requested in writing with appropriate documentation and justification, within 15 calendar days of the date of the ERRC's decision and submitted through the DOT PMF Coordinator.

E. Upon approval from the ERRC, the OA must appoint the PMF without further competition to a full-time, permanent position in the competitive or excepted service. This conversion must be effective on or before the expiration of the PMF's appointment, including extensions. The Nature of Action will be determined by the individual status of the PMF, but will be either 501 Conversion to Career-Conditional Appointment, or 500 Conversion to Career Appointment. The conversion authority is L3M, Reg. 315.708.

F. Service under the PMF Program is creditable towards career tenure.

MOVEMENT BETWEEN DEPARTMENTS OR AGENCIES

A. A PMF may move to another agency at any time during his/her appointment in the program. In order to remain in the program, the PMF must separate from the current agency and the new employing agency must appoint the participant without a break in service.

B. The PMF does not begin a new period in the program upon appointment by the new employing agency. Because there is no break in service, time served under the previous appointment will apply towards the completion of the program with the new agency.

C. The OA PMF Coordinator must notify the DOT PMF Coordinator when a PMF leaves DOT. The DOT PMF Coordinator will notify OPM when a PMF moves to another Federal agency.

WITHDRAWAL FROM THE PROGRAM

A. PMFs may withdraw from the program at any time by resigning from his/her appointment. Such withdrawal will be treated as a resignation from the Federal service. However, any obligations established upon admission and appointment would apply.

B. A PMF who held a career or career-conditional appointment in an agency immediately before entering the program or who withdraws from the program for reasons that are not related to misconduct, poor performance, or suitability may, at DOT's discretion, be placed in a career or career-conditional position. DOT's determination in this regard is not subject to appeal.

C. The PMF Coordinator must notify the DOT PMF Coordinator when a PMF withdrawals from the program. The DOT PMF Coordinator will notify OPM when a PMF withdraws from the Program.

READMISSION

A. If a PMF withdraws from the program for reasons that are related to misconduct, poor performance, or suitability as determined by the OA, he or she may not be readmitted to the program.

B. If a PMF withdraws from the program for reasons that are <u>not related</u> to misconduct, poor performance, or suitability, he/she may petition the OA for readmission and reappointment to the program; such a petition must be in writing and include appropriate justification. Upon consideration of that petition, DOT may submit a written request seeking OPM approval to readmit and reappoint the

individual to the program. OPM's final determination regarding readmission and reappointment is not subject to appeal.

RESIGNATION

A PMF who resigns at any time prior to completion of the program does not have reinstatement eligibility for competitive service positions based on his/her PMF appointment.

TERMINATION

If a PMF is not converted to a full-time position at the end of the program or if OPM denies DOT's request for an extension, the PMF will be terminated from Federal service.

REDUCTION IN FORCE

PMFs are in the Excepted Service, Tenure Group II, for purposes of Reduction in Force, under CFR 351.502.

APPEAL RIGHTS

PMFs are Excepted Service employees within the meaning of Chapters 43 and 75 in Title 5 United States Code, and have appeal rights as provided therein. For systems not covered by 5 U.S.C. chapters 43 or 75, PMFs have appeal rights as provided by the equivalent authorities under that system. The trial period for Excepted Service employees outside of the FAA is 2 years.

Appendix A

Individual Development Plan (IDP)
Presidential Management Fellows (PMF) Program

PMF's Name	Operating Administration	Phone Number
Position Title	(attach position description)	
Program Entry Date	Current Grade	Date entered current grade
Supervisor's Name		Phone Number

An IDP must be prepared by the PMF's supervisor, in coordination with the PMF, no later than 30 days following the program entry date. A new IDP must be prepared within 30 days following promotion to the next higher grade.

The IDP should include the following elements:

1. **Target Position**: A brief description of the target position, and the specific knowledge, skills, and abilities needed by the PMF to qualify for promotion to the next higher grade level.
2. **Learning Objectivities**: The IDP should include developmental assignments and acquired skills to qualify for the next grade level.
3. **Details and Timeline**: The IDP should clearly indicate when and how the learning objectives will be accomplished. The plan should outline the required developmental assignments as well as the 80 hours of formal classroom training each year.
4. **Demonstrated Success:** The IDP should demonstrate accomplishment of all IDP objectives.

NOTE: The initial IDP should include work assignments for the first year. The second IDP should cover the next 12 months through the end of the 2 year assignment or beyond if an extension is granted.

List below the work assignments and training that lead to the acquisition of the knowledge, skills, and abilities required.

Objectives of Work Assignments:

Knowledge, Skills and Abilities to be Gained:

Developmental Assignments:

Required Formal Training:

Signatures of the supervisor and PMF are required. The supervisor's signature is certification that the training program outlined above is consistent with the PMF's position description and the performance appraisal plan and meets requirements for the PMF to be promoted to the next grade level. The PMF's signature acknowledges receipt of the plan and that a discussion has occurred with the supervisor about performance objectivities and expectations.

_____

Supervisor's Signature Date

_____

PMF's Signature Date

Approved: _____

Signature of Second Level Supervisor Date
(As required)

Appendix B
Quarterly Progress Evaluation Form
Presidential Management Fellows (PMF) Program

Quarterly Progress Review _____ to _____

PMF's Name	Operating Administration	Phone Number
Position Title		
Program Entry Date	Current Grade	Date entered current grade
Supervisor's Name		Phone Number

A progress evaluation form must be prepared by the PMF's supervisor in 90 day intervals. The form is to be submitted to the PMF Coordinator at the end of the quarter.

Briefly describe progress toward meeting development goals and any additional training, rotational assignments or assistance needed to improve performance.

List below the work assignments and training that were completed during this 90 day timeframe:

Work Assignments Completed:

Formal Training Completed:

On-the-job Training Completed:

Person providing on-the-job training:

Supervisor for Rotational Assignment:

Additional training or assignments needed:

Signatures of the supervisor and PMF are required. The supervisor's signature is certification that the PMF has gained the required knowledge, skills and abilities required for the assignment. The PMF's signature acknowledges receipt of the evaluation and that a discussion has occurred.

_____

Supervisor's Signature Date

_____

PMF's Signature Date

Appendix C

Rotational Assignment
Presidential Management Fellows (PMF) Program

PMF's Name	Operating Administration	Phone Number
Position Title		
Program Entry Date	Current Grade	Date entered current grade
Agency/Office	Location	
Supervisor's Name	Phone Number	
Host Supervisor's Name	Phone Number	
Host Agency/Office	Location	
Date of Rotational Assignment	From	To

PMF's are required to have at least one rotational assignment which consists of 4 to 6 months in duration in the occupation or functional discipline in which the PMF will most likely be placed. In addition, the supervisor may elect to provide the PMF with additional assignments of 1 to 6 months in duration in any field desired.

This form is used as both the agreement between the supervisors (on the terms of the assignment) as well as the evaluation of the PMF's performance during the assignment. Therefore, this form must be initialed prior to the commencement of the assignment certifying agreement of the terms of the rotational assignment. Upon competition of the assignment, both supervisors and the PMF must sign certifying the terms of the assignment were achieved.

Briefly describe the duties that the PMF will perform during the rotational assignment and the timeframe of the assignment.

DISCRIPTION OF WORK ASSIGNMENT(S):

TRAINING:

KNOWLEDGE, SKILLS AND ABILITIES TO BE ACQUIRED:

NOTES:
Initials certify agreement of the terms of the rotational assignment.

_____	_____
Supervisor's Initials	Date
_____	_____
PMF's Initials	Date
_____	_____
Host Supervisor's Initials	Date

COMPLETION OF THE ASSIGNMENT:

Signatures certify that terms of the rotational assignment were achieved.

_____	
Supervisor's Signature	Date
_____	
PMF's Signature	Date
_____	
Signature of the Host Supervisor	Date

Appendix D

Jane Doe
Human Resources Specialist
Office of the Secretary

Date	**Assignment/Rotation/Training** (include brief synopsis of assignments, number of hours for trainings)
6/12/05	Began Program at DOT
6/12/05 – 9/6/05	Assignment to HR Operations Announced and staffed vacancies, learned benefits and presented at EOD sessions, developed questions for QuickHire, worked with employee relations on an employee performance case
7/11-15/05	Basic Staffing Course, USDA Grad School (Training = 35 hours)
9/6/05 – 1/3/06	Assignment to HR Policy Division Analysis of OA performance management policies; preparation of dual compensation waiver for Director, Office of Widgets (SES-level, FHWA); assisted with development of training program on compensation and compensation packages
10/17-21/05	PMF Orientation (Training = 24 hours)
1/3/06 – 4/17/06	Assignment to Employment and Executive Resources Division Worked with Corporate Recruitment team to develop materials for job fairs, attended job fair at University of Maryland. Worked with Executive Resources on developing executive performance plan measures.
3/20-24/06	Congressional Briefing Conference for PMFs (Training = 40 hours)
4/17/06 – 6/26/06	Rotation to Human Capital Leadership and Merit System Accountability, OPM; Center for Human Resources; Benefits Officer Training and Development Group Worked on developing Benefits Conference: scheduled speakers, prepared materials, and planned logistics.
6/12-16/06	OPM's Benefits Conference (Training = 24 hours)
6/17-21/06	Analytical Writing (Training = 24 hours)

6/21/06 – 9/5/06	Assignment to Human Resources in MARAD Announced two vacancies, conducted screening panels, prepared selection certificates, and conducted EODs; provided benefits counseling to MARAD employees
7/06	Promotion to GS-11
9/5/06 – 2/5/07	Rotation to House Governmental Affairs Committee Worked on new pay for performance system bill to replace the General Schedule; met with agencies and OPM to develop bonus requirements; attended bill signing at the White House
9/11-16/06	Leadership Development Course, Eastern Management Development Center, OPM (Training = 35 hours)
2/5/07 – 5/14/07	Assignment to PMA Human Capital Worked on quarterly report and collecting data; worked with Operating Administrations to determine progress on performance measures.
5/14/07 – 7/16/07	Assignment to Strategic Initiatives Division Worked on eLearning initiatives; developed materials for and conducted workshop on Individual Development Plans
7/07	Promotion to GS-12 Conversion to HR Specialist in HR Policy Division
12/07	PMF Graduation (Training = 16 hours)