

PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM

- 1. REASON FOR ISSUE.** This Veterans Health Administration (VHA) Handbook establishes a uniform, VHA-wide process for managing an effective Presidential Management Fellows (PMF) Program and supplements VA policy found in VA Handbook 5005, Part II, Appendix Q, as related to the management and promotion of Fellows in the Program.
- 2. SUMMARY OF CONTENT/MAJOR CHANGES.** This VHA Handbook outlines procedures specific to administrative responsibilities, and implementation of the PMF Program.
- 3. RELATED ISSUES.** VA Handbook 5005, Part II, Appendix Q and VHA Directive 1025 (to be issued).
- 4. RESPONSIBLE OFFICE.** The Workforce Management and Consulting Office (10A2) is responsible for the contents of this Directive. Questions may be directed to (202) 461-7290.
- 5. RESCISSIONS.** None.
- 6. RECERTIFICATION.** This VHA Directive is scheduled for recertification on or before the last working day of November 2014.

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PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM

1. PURPOSE

This Veterans Health Administration (VHA) Handbook establishes procedures for the Presidential Management Fellows (PMF) Program including a framework for the selection, recruitment, and appointment of PMF (formerly Presidential Management Interns) in accordance with national regulations (see 5 Code of Federal Regulations [CFR] Parts 302 and 362, VA Handbook 5005, Part II, Chapter 2, and Appendix Q) and recommendations from the Office of Personnel Management (OPM).

2. BACKGROUND AND AUTHORITY

Executive Orders 12008, 12364, 12645, and 13318, charged the Director of OPM with establishing a program to attract individuals of exceptional management potential into the Federal sector. OPM manages the program, which targets individuals from a variety of academic disciplines and career paths who have demonstrated an exceptional ability for, as well as a clear interest in and commitment to, leadership in the analysis and management of public policies and programs. Through the Executive Orders, the PMF Program has been expanded and modernized to strategically align with today's workforce needs and to expand Federal leadership development programs by addressing the human capital needs across the Federal government.

3. DEFINITION

A **Presidential Management Fellow** (Fellow) is defined as an individual appointed at the GS -9, GS-11, or GS-12 level in the excepted service under 5 CFR 362.202. The individual must have completed a graduate course of study at a qualifying college or university, received a nomination of the dean or academic director, successfully completed an OPM administered assessment process, been selected as a finalist, and been appointed by an agency as a Presidential Management Fellow.

4. SCOPE

This Handbook is published to ensure that:

- a. Authority is delegated to the field facilities and staff offices to select and appoint finalists under the PMF Program to meet recruitment needs for designated positions.
- b. All appointments comply with the criteria outlined in VA Handbook 5005, Part II, Chapter 2, Title 5 CFR Part 362, and this Handbook.
- c. VHA selects Fellows from among OPM-identified Fellow finalist list.
- d. Veterans Preference is applied by VHA organizational entities when making selections among the PMF finalists, in accordance with 5 CFR Part 302.

NOTE: VA has the authority to promote a current Fellow when it is determined that the Fellow meets the appropriate qualifications standards for the next higher grade, regardless of the length of time served at the current grade level. See VA's PMF Promotion Policy at: <http://vaww1.va.gov/ohrm/Directives-Handbooks/Documents/5005.doc>. This is an internal VA web site not available to the public.

5. RESPONSIBILITIES OF VHA CHIEF OFFICERS, VISN DIRECTORS, AND FACILITY DIRECTORS

VHA Chief Officers, VISN Directors, and Facility Directors, or designees, are responsible for:

- a. Implementing VHA's PMF Program. This includes, but is not limited to, policy development and guidelines for the implementation of the PMF Program.
- b. Ensuring that the employment of any Fellow complies with VA policy and Federal regulations.
- c. Ensuring that VHA management officials, supervisors, Fellows, and PMF Liaisons meet their responsibilities and commitments to VHA with respect to the guidelines of the PMF Program, including the promotion of Fellows during their PMF fellowships.
- d. Monitoring the use and effectiveness of the PMF Program.

6. RESPONSIBILITIES OF THE VHA PMF COORDINATOR

The VHA PMF Coordinator, or designee, is responsible for:

- a. Serving as the PMF Coordinator and Program Facilitator for the VHA PMF Program.
- b. Acting as the point of contact and resource for prospective Fellows, managers, supervisors, and PMF Liaisons.
- c. Providing guidance on responsibilities, commitments Individual Developmental Plan (IDP) goals and objectives; identifying training opportunities; and responding to program-related questions.
- d. Recruiting Fellows to the agency by maintaining access to OPM's online database and assisting with the annual PMF finalists' job fair.
- e. Working with managers or supervisors, hiring officials, and liaisons to post PMF jobs on OPM's PMF Projected Positions System.
- f. Providing access to OPM's PMF online database and resume systems by approving agency users as requested by hiring officials.
- g. Ensuring that all hiring offices within VHA are aware of the commitments involved in hiring Fellows, including Full-Time Employee Equivalent (FTE) status, OPM reimbursement,

starting grade and pay, IDP, training and developmental requirements, and promotions and conversions.

h. Working with supervisors and human resources staff to ensure proper processing of personnel actions and provide OPM's PMF Program Office with the Fellow's updated contact information.

i. Working collaboratively with VA's Agency PMF Coordinator and Executive Resources Board (ERB) or equivalent, certifying the Fellow's completion of the Program and notifying OPM's PMF Program Office of ERB decisions.

j. Ensuring that the employment of Fellows appointed under this authority complies with the provisions of VA Handbook 5005, Part II, Chapter 2, Appendix Q, 5 CFR Parts 362 and 302.

7. RESPONSIBILITIES OF THE VHA HUMAN RESOURCES OFFICE STAFF

The VHA Human Resources Office staff is responsible for:

- a. Adhering to policies regarding VA's Promotion Policy for the PMF Program.
[.http://vaww1.va.gov/ohrm/Directives-Handbooks/Documents/5005.doc#AppQ](http://vaww1.va.gov/ohrm/Directives-Handbooks/Documents/5005.doc#AppQ)
. This is an internal VA web site not available to the public.
- b. Assisting the hiring official and local-level PMF Liaison by providing information on appointment and pay decisions for Fellows.
- c. Processing personnel transactions upon the Fellow's initial appointment or reappointment, promotion, conversion, or any change in status in accordance with OPM's Agency PMF Guide at: <http://www.pmf.opm.gov/Documents/GuideForAgencies.pdf>.

8. RESPONSIBILITIES OF THE VHA HIRING OFFICIAL, MANAGER, OR SUPERVISOR

The hiring official, manager, or supervisor is responsible for:

- a. Managing the PMF Program for their organization, including recruiting, hiring, developing, and evaluating the Fellow(s).
- b. Designating a local-level PMF Liaison for assistance in fulfilling the duties and responsibilities of the PMF Program.
- c. Identifying targeted positions within the organization, to be filled through the PMF program, which must include a FTE status.
- d. Working with local-level PMF Liaison in reviewing resumes, participating in the annual PMF Job Fair, and interviewing finalists to fill positions identified as a PMF.
- e. Assigning PMF hires to specific target positions with defined duties and career ladders.

- f. Developing an IDP with the PMF that addresses the target position, developmental requirements, and recommended activities.
- g. Providing and funding annually a minimum of 80 hours of formal classroom training.
- h. Providing the Fellow with at least one developmental assignment of 4 to 6 months and providing a reasonable amount of time during work hours for other PMF activities, as appropriate.
- i. Establishing a performance plan and annual evaluation for each Fellow with performance elements and standards for expected competencies and assigned duties.

9. RESPONSIBILITIES OF LOCAL PMF LIAISON

The local PMF Liaison is responsible for:

- a. Acting as the Facility or Program Office resource person for hiring officials, managers and supervisors, local human resources office staff, and Fellows.
- b. Providing guidance on the responsibilities and commitments of the PMF Program and resolving any program-related issues at the local level.
- c. Working collaboratively with management officials in retrieving and reviewing resumes, supporting the annual PMF Job Fair, and interviewing finalists for targeted positions.

10. RESPONSIBILITIES OF PRESIDENTIAL MANAGEMENT FELLOW

The PMF is responsible for:

- a. Taking ownership of individual learning, career development, and advancement according to the Program requirements.
- b. Working with the supervisor or manager in the preparation of an Individual Development Plan (IDP) that identifies specific developmental activities that impart the competencies of the position for which the Fellow is most likely to be placed.
- c. Completing 80 hours of formal classroom annual training that addresses the core competencies, occupation, or functional discipline requirements, in which the Fellow will most likely be placed upon the 2-year fellowship completion.
- d. Completing a 4 to 6 month developmental assignment with the full-time responsibilities consistent with the IDP.
- e. Successfully performing the duties and responsibilities of the assigned position.

11. REFERENCES

- a. Executive Order 13318, <https://www.pmf.opm.gov/PExecutiveOrders.aspx>.
- b. VA Handbook 5005, Part II, Chapter 2, and Appendix Q, <http://vaww1.va.gov/ohrm/Directives-Handbooks/Documents/5005.doc#AppQ>. *This is an internal web site not available to the public.*
- c. Title 5 CFR Part 362, http://www.access.gpo.gov/nara/cfr/waisidx_06/5cfr362_06.html.
- d. Title 5 CFR Part 302, http://www.access.gpo.gov/nara/cfr/waisidx_07/5cfr302_07.html.
- e. Office of Personnel Management Office PMF Agency Guide, <https://www.pmf.opm.gov/Documents/GuideForAgencies.pdf>.