

**DEPARTMENT OF DEFENSE PATHWAYS PROGRAM
PRESIDENTIAL MANAGEMENT FELLOWS (PMF) PROGRAM PARTICIPANT AGREEMENT**

The PMF Program is under the auspices of the [Pathways Programs](#). Executive Order 13562 of December 27, 2010, created the Pathways Programs, consisting of government-wide student programs. Regulations were issued by the U.S. Office of Personnel Management (OPM) on May 11, 2012. One of the regulatory requirements is for a Pathways participant to enter into a Participant Agreement with the hiring agency; this includes any PMF reappointing from one agency to another.

Section §362.106 of title 5, Code of Federal Regulations, states: Agencies must execute a written Participant Agreement with each Pathways participant that clearly identifies expectations. General PMF Program requirements are identified below; however, the appointing agency should identify any other additional requirements and work assignments below. The Fellow's work assignments should be consistent with their performance plan and position description. All training and development should be captured on the Fellow's Individual Development Plan (IDP). Upon appointment, the Fellow should work with their Supervisor on identifying assignment of a Mentor. This agreement fulfills the regulatory requirements and may be tailored to fit the hiring agency's requirements. The PMF Program Office created this optional form that agencies may use, or they can produce and use their own form. Agencies in the excepted service or outside of the Executive Branch must have an approved Memorandum of Agreement (MOA) with OPM and may need to tailor their Participant Agreement accordingly.

Supplemental information should be discussed with the Fellow to include: copy of Position Description, Performance Plan, and draft IDP. Supervisors should consult with the designated Agency PMF Coordinator or Pathways Programs Officer for any questions. Additional PMF Program information can be found on the PMF website at www.pmf.gov.

1. APPOINTEE'S FULL NAME <i>(Last, First, Middle)</i>	2. APPOINTING AGENCY/SUB AGENCY
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3. APPOINTMENT DATES *(Enter all dates in YYYYMMDD format.)*

a. PATHWAYS PROGRAM START DATE	b. PATHWAYS PROGRAM PROJECTED END DATE	c. PROJECTED TRANSITION DATE
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4. WORK SCHEDULE

a. MONDAY	b. TUESDAY	c. WEDNESDAY	d. THURSDAY	e. FRIDAY
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5. POSITION TITLE, SERIES AND GRADE	6. PAY
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<p>7. FELLOW'S RESPONSIBILITIES</p> <ul style="list-style-type: none"> Adhere to the Presidential Management Fellows Program requirements; Adhere to an established work schedule; Perform, successfully, the assigned duties listed in your position description; Observe all workplace rules and agency policies; Select a mentor within 90 days of your date of hire in collaboration with your supervisor; Create an Individual Development Plan (IDP) with assistance from your supervisor: <ul style="list-style-type: none"> - IDP must include at least 80 hours of formal interactive training; - IDP must be completed within 45 days of your date of hire; - IDPs must be created for each year in the program and must be reviewed each year. Participate in agency training classes or programs; Complete a 4-6 month developmental assignment; Attend regularly scheduled meetings with Mentor; Inform PMF Program Office of any changes in contact information (both personal and work); If requested by OPM, Fellows must assist with the PMF Program Offices's assessment process. 	<p>8. HIRING OFFICIAL'S/SUPERVISOR'S RESPONSIBILITIES</p> <ul style="list-style-type: none"> Complete a Participant Agreement with each Fellow; Provide information on the PMF Program requirements; Establish a mutually agreeable work schedule; Identify job duties and responsibilities; Identify performance goals and evaluation criteria; Assist Fellow with the selection of a Mentor within 90 days of date of hire; <ul style="list-style-type: none"> - Mentor must be at an appropriate level outside of the Fellow's chain of command. Help Fellow create an IDP which must be completed 45 days from date of hire. Provide information on any special training requirements: Ensure Fellow participates in at least 80 hours of formal interactive training per year, for a total of 160 hours Provide Fellow a 4-6 month developmental assignment <ul style="list-style-type: none"> - 1 - 6 month short-term rotational opportunities (optional); Supervise daily work activities. If requested by OPM, allow Fellow to assist with the PMF Program Offices's assessment process. <hr/> <p>a. If position offers noncompetitive conversion to the competitive service, identify the eligibility requirements for conversion and ensure the Fellow is converted at the end of the Program.</p>
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9. WORK ASSIGNMENTS *(Enter brief description of duties or attach a position description)*

10. PMF PROGRAM REQUIREMENTS. *(Enter requirements for continuation and successful completion of Program.)*

11. PMF TRAINING REQUIREMENTS *(Identify any special training requirements. Example: "At least 80 hours of formal interactive training each year.")*

12. MENTORING *(Enter instructions on process to select Mentor.)*

13. EVALUATION PROCEDURES *(Summarize elements on which the Fellow's performance appraisal will be based.)*

14. MINIMUM ELIGIBILITY REQUIREMENTS FOR NONCOMPETITIVE CONVERSION *(If this position offers noncompetitive conversion, enter any agency specific requirements)*
To be eligible for conversion to the competitive service, the Fellow must:
Be a U.S. citizen;
Successfully complete all PMF Program requirements;
Meet the OPM Qualification Standard for the position to which the Fellow may be converted;
Maintain acceptable performance under the agency's approved performance management system;
Obtain Executive Resources Board (ERB) certification prior to conversion.
It is important to remember that eligibility for conversion does not guarantee the agency will opt for conversion.

15. SIGNATURES.
The Fellow acknowledges that as a condition of employment, a Fellow's appointment expires at the end of the 2-year fellowship, plus any agency approved extension, unless the Fellow is certified for completing PMF Program requirements and selected for noncompetitive conversion to a term or permanent position, per 5 CFR 362.

a. FELLOW		
(1) Printed Name <i>(Last, First, Middle Initial)</i>	(2) Signature	(3) Date Signed
b. HIRING OFFICIAL/SUPERVISOR		
(1) Printed Name <i>(Last, First, Middle Initial)</i>	(2) Signature	(3) Date Signed
c. HUMAN RESOURCES APPROVING OFFICIAL		
(1) Printed Name <i>(Last, First, Middle Initial)</i>	(2) Signature	(3) Date Signed