

Multi-Agency Recruitment Listings

Agency: **MULTI-AGENCY RECRUITMENT**

Job Announcement Number:
100809-2007PMF

Overview

DETAILED VERSION

 CLOSE

 PRINT

2007 PRESIDENTIAL MANAGEMENT FELLOWS APPLICATION

Salary Range: 34,563.00 - 60,049.00 USD per year

Open Period: Monday, July 31, 2006
to Friday, August 11, 2006

Series & Grade: GS-0343-09

Position Information: Full Time Career/Career
Conditional

Duty Locations: Many vacancies - Throughout The
Nation, US

Who May Be Considered:

U.S. Citizens

Job Summary:

Since 1977, the Presidential Management Fellows (PMF) Program and its predecessor, the Presidential Management Intern (PMI) Program, have been attracting outstanding graduate, law and doctoral-level students to Federal service. The PMF Program is your passport to a unique and rewarding career experience with the Federal Government.

WHO MAY APPLY:

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 2006-2007 academic year (September 1, 2006 ? August 31, 2007) are eligible to apply.

To be eligible for placement with a Federal agency through the PMF Program, applicants must successfully complete all graduation requirements including any thesis or dissertation if so required by the applicant's college or university.

Students who have previously applied to the PMF Program must contact the PMF Program Office to determine eligibility. Generally, applicants are permitted to apply and participate in the PMF nomination and selection process only once per graduate degree. Applicants may apply to the PMF Program only during the academic year they will complete and satisfy graduate degree requirements (master's, law, or doctoral-level) from a qualifying college or university.

Key Requirements:

- Visit www.pmf.opm.gov for additional information ?see How to Apply

Duties

Major Duties:

As a PMF, your assignments may involve public policy and administration, domestic or international issues, information technology, human resources, engineering, health and medical sciences, law, financial management, and many other fields in support of public service programs. During the two-year fellowship, PMFs experience a myriad of challenging career opportunities, many of which vary greatly by agency.

PMF Appointments

Finalists in the PMF Program may be appointed following: (1) official announcement of their selection as Finalists, (2) completion of all graduate degree requirements (not necessarily to have graduated), including successful completion of any thesis or dissertation from a qualifying college or university, and (3) completion of background investigation (if required by the hiring agency). PMF appointments must be made within twelve months of the official announcement of their selection as a Finalist. For example, if Finalists are named on March 19, 2006, then the Finalist has until March 19, 2007, to be appointed as a Fellow.

Federal agencies appoint Fellows to an excepted service position under Schedule A hiring authority. Agencies may make initial appointments of Fellows at the GS-9, GS-11, or GS-12 level (or their equivalents), depending on the candidate's qualifications. For purposes of applying to the PMF Program, all applicants will default to the GS-09 grade level (the minimum starting grade). Applicants selected as Finalists may be hired at higher grade dependent on the hiring agency's positions and qualifications. This is agency-specific and the PMF Program Office does not rate applicants beyond the GS-09 grade level. During the two-year appointment, a Fellow may be promoted up to the GS-13 level (or its equivalent) based on the agency's established policies and criteria for the promotion of Fellows, the requirements of the position, and the qualifications and performance of the Fellow.

Qualifications and Evaluation

Qualifications:

Who is eligible to apply?

To be eligible to apply for the PMF Class of 2007, applicants must complete the graduate degree requirements for a master's, law, or doctoral-level degree from an accredited college or university between September 1, 2006 and August 31, 2007. (To determine if your college or university is accredited, see the Department of Education's Website on accreditation at <http://www.ope.ed.gov/accreditation/>). Applicants must also successfully defend and/or complete any required thesis or dissertation by August 31, 2007.

Foreign Education: Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. educational programs to be acceptable for Federal employment. Therefore, students applying from non-U.S. Institutions must review the section on "Education Completed Outside of the United States" at the PMF website (<http://www.pmf.opm.gov/howover.asp>) under the "How to Apply\Program and Application Overview" section, which provides instructions for documenting foreign education.

Previous Applicants: Students who have previously applied to the PMF Program must contact the PMF Program Office at pmfapplication@opm.gov before applying. Generally, applicants are permitted to apply and participate in the PMF nomination and selection process only once per graduate degree.

Citizenship: Opportunities for PMF Appointments for non-United States citizens are extremely limited. Further, if a non-United States citizen is appointed as a PMF by a Federal Agency and does not possess full United States citizenship at the conclusion of the two-year PMF fellowship, by law, the non-United States citizen cannot be converted to permanent career or career-conditional employment, or retained by the employing agency.

Who is eligible to be nominated?

Students must be nominated by their school's Dean, Chairperson, or Academic Program Director, otherwise known as the Nomination Official, of their graduate program in order to be considered for the PMF Program. To find out who your nominating official is, contact your Dean's Office or Career Services Office.

Graduate students who are eligible to apply to the PMF Program should be nominated by their

schools if they demonstrate the following:

- breadth and quality of accomplishments,
- capacity for leadership, and
- a commitment to excellence in the leadership and management of public policies and programs.

A qualifying college or university is an academic institution that meets the requirements as stated in the "General Policies and Instructions" section of OPM's "Operating Manual: Qualification Standards for General Schedule Positions," under "Educational and Training Provisions or Requirements." The Operating Manual is available on OPM's Web site at <http://www.opm.gov/qualifications>. Generally, the institution must be accredited by an accrediting body recognized by the Secretary of the U.S. Department of Education or must have acquired "pre-accreditation" or "candidate for accreditation status" that is recognized by the Secretary of the U.S. Department of Education.

PMF Class of 2007 Nomination Process

Nomination Officials must fax the nomination forms of the students they wish to nominate via fax by Midnight (Eastern Time), Tuesday, October 31, 2006. Students should check with their school's Nomination Official to ensure compliance with the school's Nomination process and deadlines. See the "How To Apply" Tab of this Announcement for more information about how students get their personalized Nomination Form.

PMF Class of 2007 Assessment Process

How will Nominees be assessed?

The U.S. Office of Personnel Management (OPM) administers a rigorous assessment process during which candidates are evaluated based on critical competencies. The following selection criteria are used in the PMF assessment process:

- Analytical Problem Solving
- Selected OPM Leadership Competencies
- Written Communication

Nominated applicants will be invited to participate in a one-day assessment during January 2007 at the assessment site nearest to them. Nominees will complete objectively scored assessments that focus on the areas listed above. Based on their scores, and any veterans' preference adjudication, nominees are ranked and notified of their selection as Finalists in February 2007.

How You Will Be Evaluated: Veterans' Preference

To be awarded Veterans' Preference during the assessment process, a veteran must meet the eligibility requirements in section 2108 of title 5, United States Code. To find out whether you qualify for veterans' preference, visit www.dol.gov/elaws/vetspref.htm (the U.S Department of Labor's Veterans' Preference Advisor). For more information on how Veterans' Preference is applied in the PMF Program, review the "How to Apply" section on the PMF website. If claiming veterans' preference, please follow the instructions provided for submission of supporting documentation in the How To Apply tab of this announcement.

Benefits and Other Information

Benefits:

As employees of the Federal Government, Presidential Management Fellows (PMFs) earn

annual leave and sick leave, and paid Federal holidays. PMFs are covered under the Federal Employees Retirement System (FERS). Upon appointment, PMFs may elect life insurance, health insurance, and thrift savings plan options. Many other benefits are agency-specific benefits, such as transit subsidies, telework arrangements, alternative work schedules, etc. For additional information on these and other Federal benefits, please visit www.opm.gov/Employment_and_Benefits.

Student Loans

Federal agencies are authorized to repay student loans under the Federal Student Loan Repayment Program, as provided for in part 537 of title 5, Code of Federal Regulations. The amount paid by the agency is subject to the following maximum limits: (1) \$10,000 per employee per calendar year, and (2) a total of \$60,000 per employee. Presidential Management Fellows are eligible to receive student loan repayments, but these programs are *agency-specific*.

Before repaying any student loans, the agency must establish a student loan repayment plan, which is to include the designation of officials with authority to review and approve repayment benefits; situations when the loan repayment authority may be used and criteria that must be met; procedures for making loan payments; a system for selecting employees to receive repayment benefits that ensures fair and equitable treatment; requirements for service agreements; and, documentation and recordkeeping requirements.

For complete details, see <http://www.opm.gov/oca/PAY/StudentLoan> (Federal Student Loan Repayment Program). Again, this is agency-specific. You would need to ask the hiring agency if it participates in this program when interviewing for appointments as a Finalist.

Career Development

Training has always been considered a fundamental part of the PMF Program. Agencies are responsible for ensuring that Fellows receive at least 80 hours of formal classroom training each year of the fellowship (for a minimum total of 160 hours). For each Fellow, the appointing agency will provide a minimum of 80 hours per year of formal classroom training that addresses the core competencies required of the occupation or functional discipline in which the Fellow will most likely be placed upon completion of the PMF Program and conversion to a full-time, permanent position.

Hiring agencies are also to provide Fellows with at least one developmental assignment of 4 to 6 months in duration in the occupation or functional discipline in which the Fellow will most likely be placed, with full-time management and/or technical responsibilities consistent with the Fellow's Individual Development Plan.

Equal Employment Opportunity

The Federal Government is an equal opportunity employer. Hiring and advancement in the Federal Government are based on qualifications and performance, regardless of your race, color, marital status, religion, sex, age, national origin, disability, sexual orientation, or political affiliation. Reasonable accommodations are provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application, assessment or selection process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

If you are a male applicant who was born after 12/31/59, you must certify at the time of appointment that you are registered with the Selective Service System or are exempt from having to do so under Selective Service law; otherwise, you will not be eligible for appointment.

How to Apply

How To Apply:

PMF Class of 2007 Application Process

Important: *Print out this Announcement to have a copy of all instructions and contact*

information handy as you complete the Online Application Process. Applicants are encouraged to thoroughly read and follow the "Program and Application Overview found on the PMF Website: <https://www.pmf.opm.gov/howover.asp>.

Application Process: To apply to the PMF Program, eligible students must apply via this vacancy announcement and follow the steps below to apply. Applicants will be asked to submit a resume, complete the online application questionnaire, print a Nomination Form at the end of the application, and submit any supporting documentation for veterans' preference (if applicable). There are two phases in applying to the PMF Program: (1) eligible students must apply via this vacancy announcement, and (2) applicants must be formally nominated by their schools. If the applicant does not follow these instructions by the deadlines referenced, he/she will lose further consideration and the application will be incomplete.

Application Open Period: The application period is September 1, 2006 to October 9, 2006. All applicants must submit an Online Questionnaire and resume by 11:59:59 PM (Eastern Time) on Monday, October 9, 2006. Application Instructions and the Online Questionnaire Items are listed below. Read through this entire tab before beginning Application Step One to ensure you have all the information you need to complete the Online Questionnaire and submit your Resume.

APPLICATION STEP ONE: Online Application and Resume submission.

You have two options for completing the Online Questionnaire and submitting a Resume. Read the instructions for both options before selecting an option.

OPTION A: Complete an Online Questionnaire and Upload a Resume you have already created.

1. Click this link to start the PMF Class of 2007 Online Questionnaire: TAG:Online Questionnaire.
2. Complete all questionnaire items. The questionnaire will save when you click "Next" to go to the next page.
3. Click "Finish" and "Submit."
4. After submitting, you will be presented with a confirmation screen. You may want to print this confirmation for your records.
5. Read the instructions and click the grey button labeled: "To upload resume or additional supporting documentation, click here."
6. Download the Nomination Form and print it out to give to your Nomination Official. Since this form is a .pdf file, you may want to save an electronic copy to email to your Nominating Official or save for your own records.
7. Upload your Resume by following the Document Upload Instructions.
8. For applicants claiming veterans' preference: Either upload any Veterans' Documentation you have in electronic format, or, follow the instructions below for faxing supporting documentation.

OPTION B: Send a USAJOBS Resume and then complete the Online Questionnaire. Use this option if you already have a USAJOBS job seeker account and a USAJOBS Resume or if you plan to apply for other Federal jobs. Once you create a USAJOBS Resume, you can re-use it when applying to other Federal job opportunities.

1. Click the Apply Online button at the bottom of this announcement.
2. USAJOBS Account: Either log into your existing USAJOBS Account and select a Resume to attach to your application and click "Apply for this position now!" Or, create a new USAJOBS Account and build a USAJOBS Resume to send to your application. Once your resume is complete, return to this announcement and click the Apply Online button. Select a Resume to send to your application and click "Apply for this position now!"
3. Complete all questionnaire items. The questionnaire will save when you click "Next" to go to the next page.
4. Click "Finish" and "Submit." when you are done.
5. After submitting, you will be presented with a confirmation screen. You may want to print

- this confirmation for your records.
6. Read the instructions and click the grey button labeled: "To upload resume or additional supporting documentation, click here."
 7. Download the Nomination Form and print it out to give to your Nomination Official.
 8. For applicants claiming veterans' preference: Either upload any Veteran's Documentation you have in electronic format or, follow the instructions below for faxing supporting documentation.
 9. Click the "Return to USAJOBS" link to be taken back to your USAJOBS account.

Instructions for faxing Veterans' Preference Documentation:

You may fax in your veterans' preference documentation, but you **MUST** use our required cover page when faxing your documents. This cover page ensures your documents can be quickly matched with the rest of your application. To access and print a copy of the required cover page insert this URL into your browser: <http://staffing.opm.gov/pdf/usascover.pdf>. Adobe Acrobat Reader is required to view the Fax Cover Page. Click this link to download the free reader: www.adobe.com. The Vacancy ID number TAG:VacancyID, your Social Security Number, Full Name, address and phone number and the number of pages should be written accurately and neatly on the fax cover page. If the information is inaccurate or incomplete you may not receive the appropriate veterans preference. The fax number to submit your veterans documents is: 1-478-757-3144.

APPLICATION STEP TWO: Submit the Nomination Form to your School's Nominating Official

Upon submission of your Online Application, you will be taken to a Web page where you can download a personalized Nomination Form (OPM Form 1300), which will be in .pdf format. This is the same page where you are able to upload either your Resume and/or Veteran's Documentation. Acrobat Reader is required to view the Fax Cover Page. Click this link to download the free reader: www.adobe.com.

1. Click the link that says, "PMF Nomination Form."
2. A new window will open with the .pdf Nomination Form displayed. The top portion of the form should be filled in with your personal information and other information you indicated in your questionnaire.
3. Print this form, your Personalized Nomination Form.
4. Note you may also save and email your Personalized Nomination Form since it is a .pdf file.
5. Bring your Personalized Nomination form to your Nomination Official as soon as possible, and be aware that your school may require you to submit this form to the Nominating Official by a certain deadline. If no deadline is set by your school, submit this form to your Nomination Official by October 10, 2006.

If the Nominating Official decides to nominate you, he/she must fill out the bottom portion of the nomination form and fax it by Midnight (Eastern Time), Tuesday, October 31, 2006. The nomination form should be retained by the Nominating Official for their records and you may want to request a copy of the signed form for your records.

ONLINE QUESTIONNAIRE ITEMS:

The following lists the items found in the Online Questionnaire. Applicants will be prompted to answer these before final submission of their application.

1. Social Security Number
2. Contact and Biographic Data

-Name (First, Last, Middle Initial)

-Permanent Address, City, State, Zip Code

-Present Telephone

-Contact Time (Day, Night, Either)

-Would you like to be contacted by email? (Y/N). (All applicants to the PMF Program will receive notifications of application status and other important information by email. You are required to select "Yes" that you would like to be notified by email and enter your email address.)

-Email address

3. Do you claim Indian Preference? (Y/N)

4. The PMF Program provides reasonable accommodation to applicants with disabilities where appropriate. The purpose of an accommodation is to provide equal access to the examination process for applicants with disabilities. Accommodations may include changes in the presentation format, response format, assessment setting, timing, or scheduling. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. Do you require special accommodation? (Y/N)

5. Are you a United States Citizen? (Y/N)

6. Please select the language(s) in which you are fluent.

1-English

2-Chinese

3-Vietnamese

4-Spanish

5-Korean

6-Thai

7-Polish

8-Russian

9-German

10-Japanese

11-Arabic

12-Hebrew

13-Portugese

14-Dutch

15-Italian

16-Hindi

17-Romanian

18-Persian

19-American Sign

20-Other

7. Undergraduate Degree. Select up to two degree names for which you have received an undergraduate degree.

10 Accounting/Finance/Budget

20 Administration and Management Process

30 Architecture

40 Area Studies

50 Biological Sciences

60 Business Management/Administration

65 Communication/Public Affairs

70 Community, City, or Regional Planning/Development

80 Comparative Politics

90 Computer Science/Application

100 Criminal Justice

110 Economics (General)

120 Economics (International)

125 Education

130 Education Policy

140 Engineering

150 Environmental Sciences/National Resources

160 Government Procurement/Contracts/Grants

170 Health Administration or Public Health

180 Human Relations/Labor Relations/Employee Development

190 Humanities

200 Individual/Group/Organizational Theory and Dynamics

- 210 Information Systems Management
- 220 International Affairs/Administration
- 225 International Development
- 228 Languages
- 230 Law (JD or other law degree)
- 240 Liberal Arts
- 241 Library Science
- 242 Management
- 243 Marketing
- 245 Mathematics
- 250 Physical Science
- 260 Policy Analysis
- 262 Political Science
- 264 Psychology
- 266 Public Administration
- 270 Quantitative Methods (Statistics)
- 280 Research Work
- 290 Social Work
- 295 Sociology
- 300 Statistics
- 310 Technology
- 320 Urban, City, and/or Regional Administration/Management
- 999 Other Subject Areas

8. Graduate Degree. Please select the degree name for the Graduate Degree you are currently pursuing and will use to apply to the PMF Program.

- 10 Accounting/Finance/Budget
- 20 Administration and Management Process
- 30 Architecture

40 Area Studies

50 Biological Sciences

60 Business Management/Administration

65 Communication/Public Affairs

70 Community, City, or Regional Planning/Development

80 Comparative Politics

90 Computer Science/Application

100 Criminal Justice

110 Economics (General)

120 Economics (International)

125 Education

130 Education Policy

140 Engineering

150 Environmental Sciences/National Resources

160 Government Procurement/Contracts/Grants

170 Health Administration or Public Health

180 Human Relations/Labor Relations/Employee Development

190 Humanities

200 Individual/Group/Organizational Theory and Dynamics

210 Information Systems Management

220 International Affairs/Administration

225 International Development

228 Languages

230 Law (JD or other law degree)

240 Liberal Arts

241 Library Science

242 Management

243 Marketing

245 Mathematics

250 Physical Science

260 Policy Analysis

262 Political Science

264 Psychology

266 Public Administration

270 Quantitative Methods (Statistics)

280 Research Work

290 Social Work

295 Sociology

300 Statistics

310 Technology

320 Urban, City, and/or Regional Administration/Management

999 Other Subject Areas

9. Assessment Location. The PMF Assessment will be delivered in January 2007. Please select the Assessment Location that will be most convenient for you at that time.

San Francisco, CA

New York, NY

Boston, MA

Chicago, IL

San Antonio, TX

Detroit, MI

Atlanta, GA

Raleigh, NC

Seattle, WA

Miami, FL

Denver, CO

Honolulu, HI

Washington, DC

10. Veterans' Preference Claim ? Please indicate you Veterans' Preference Level.

- No Preference Claimed
- 5 Points
- 10 Points (service-connected disability of 10% or less)
- 10 Points (disability rating of at least 10% and less and 30%)
- 10 Points Other (wife, widow, husband, widower, mother preference claimed)
- 10 Points Compensable Disability Preference Claimed (disability rating of 30% or more)

11. If claiming Veterans' Preference, enter your dates of Active Duty - Military Service: From MM/ DD/ YYYY to MM/ DD/ YYYY

12. You may apply to the PMF Program's Class of 2007 if you will meet degree requirements by August 31, 2007 (see additional details in the "Program and Application Overview" (<https://www.pmf.opm.gov/howover.asp>)). Enter the date you expect to meet requirements for the graduate degree you are using to apply to this program: MM/ DD/ YYYY

13. How did you hear about the PMF Program?

1-Career Services

2-Faculty Member

3-Public Media

4-OPM's Website

5-Internet

6-PMF Website

7-Other OPM Information

8-Other Government Agency

9-Current/Former PMF Finalist/Fellow

10-College/University

11-Other Source

14. Education Information. (a) Select the State or Overseas location of the College or University from which you are applying to the PMF Program. If your college or University is not listed, select 'other' and type the College or University Name in the text box provided. (b) Please indicate the following information about your Nomination Official: First and Last Name, Title, School of Graduate Study, College or University Name, Complete Mailing Address of Nomination Official, Phone Number (without punctuation, but include area code), and Email Address.

Occupational Question: Will you complete an accredited graduate degree between the dates

09/01/2006 and 08/31/2007? (Y/N)

Other Notices About the Application Process:

- Students may only apply to the PMF Program one time. Any subsequent applications you create by reapplying will be in duplicate status and will not be used. If you would like to make a correction to the Online Questionnaire you submitted or change your contact information, contact us at pmfapplication@opm.gov.
- Do not submit letters of recommendation with your online application or to the PMF Program Office directly. They will not be considered as part of the Application or Assessment Processes.
- The PMF Program Office receives thousands of online applications during the application open period. Please follow the instructions provided here to ensure your application package is complete and submitted on time.
- To prevent delays and avoid technical difficulties caused by a large number applicants submitting at the deadline, applicants are encouraged to submit early.
- Falsifying the information you provide on your application or in your R?sum? may result in you being found ineligible for the position.

Required Documents:

You must submit a Resume to be eligible for the PMF Program.

Contact Information:

Bridget K. Purcell
Phone: (202)606-0589
Email: bridget.purcell@opm.gov

Or write:
Technical Services Group
1900 E Street NW
Training Room 1430 A
Washington, DC 20415-6223
USA

What To Expect Next:

Applicants to the PMF Program will be notified of their Application and Nomination status on or around November 9, 2006.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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Technical Services Group
1900 E Street NW
Training Room 1430 A
Washington, DC 20415-6223

USA

**Questions?****For questions about this job:**

Bridget K. Purcell
Phone: (202)606-0589
Email: bridget.purcell@opm.gov

USAJOBS Control Number: 705151

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