

Presidential Management Fellows (PMF) Program Nomination Form

INSTRUCTIONS TO APPLICANT: Application to the PMF Program requires formal nomination by an accredited graduate school by a Nominating Official (Dean, Chairperson, or Academic Program Director), if eligible to apply based on the instructions found in the vacancy announcement and "How to Apply" webpage. Upon submission of your online application, applicants are prompted to print this pre-filled form as a required document to be formally nominated into the PMF Program. If the form is not pre-filled, hand-written entries are acceptable; please print in ALL CAPS if this is the case. Instructions on where to find the Federal Title IV School Code can be found under the "How to Apply" section of the PMF website (www.pmf.opm.gov). **Provide these instructions and form to your Nominating Official so that he/she may fax the signed form if a decision is made to nominate you. After your Nominating Official makes a decision to nominate you, he/she must fax the signed form by 11:59:59 pm (Eastern Time), Wednesday, October 31, 2007.**

NOTICE TO NOMINATING OFFICIAL: The applicant shown on the second page (fax-back form) is a graduate student at your school who must be formally nominated by you to be considered for the PMF Program. Information about the PMF Program and Guidance to Colleges/Universities can be found on the PMF website at www.pmf.opm.gov. When students apply online, they are prompted to print this Nomination Form. In most cases, the fax-back form is pre-filled; however, hand-written forms are acceptable.

The Nominating Official must rate those applicants wanting to be considered for nomination either qualified or not qualified. The school will determine preliminary eligibility for veterans' preference, and must nominate any student who is eligible for veterans' preference and is found qualified for nomination. By signing the form, you certify that your academic institution is a qualified college or university that is accredited by an accrediting organization recognized by the Secretary of the U.S. Department of Education; has acquired "pre-accreditation" or "candidate for accreditation status" that is recognized by the Secretary of the U.S. Department of Education; or, offers education that, upon review by a U.S. organization that specializes in interpretation of foreign educational credentials (commonly called a credential evaluation service), would be deemed equivalent to that gained in conventional/accredited U.S. education programs, and the applicant being nominated was found qualified. Do not sign or fax this nomination form for any applicants found not qualified. If the applicant does not have a nomination form signed and faxed by the nomination deadline, we will assume the applicant was not qualified and inform him or her their application to the PMF Program is no longer under consideration.

You certify that you have the authority to approve this nomination into the PMF Program and your school has conducted a competitive screening process to evaluate your graduating applicants interested in the PMF Program. Your school's nomination process takes into consideration that your students must 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. You further certify that as a Dean, Chairperson, or Academic Program Director for the school, that you have the authority to approve this nomination in the PMF Program for the Class of 2008. You understand that **you must fax this signed form to 478-757-3144 by 11:59:59 pm (Eastern Time), Wednesday, October 31, 2007**, for your student to be considered qualified and nominated. **NOTE: You are only required to sign and fax the form if you ARE nominating this student. If you decide NOT to nominate, do not sign or fax the form. TO ENSURE PROPER PROCESSING, SEND ONLY ONE NOMINATION FORM PER FAX TRANSMISSION.**

Applicants can track the status of their application and nomination via "Application Manager", initiated through the vacancy announcement. In addition, all applicants will be notified via an email on whether or not nominated by their schools. Those nominated will be sent a separate email regarding the assessment process.

PRIVACY ACT STATEMENT: Executive Order 13318, PMF Program, authorizes solicitation of this information, which will be used primarily to select finalists for participation in the PMF Program. The information may also be used to publicize your selection for and participation in the PMF Program, and may also be furnished to the agency wherein employed in hard copy and electronic formats. Names and home addresses may be released in hard copy and electronic formats to other PMF Program participants such as Federal Agencies and alumni to foster interaction and communications.

The information we collect by using your Social Security Number (SSN) will be used for employment purposes and also for studies and statistics that will not identify you. Information we have about you may also be given to Federal, State and local agencies for checking on violations of law or for other lawful purposes. We may send your name and address to State and local government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job. Giving us your SSN or any of the other information is voluntary. However, we cannot process your application, which is the first step toward getting a job, if you do not give us the information we request. In addition, incomplete addresses, invalid email addresses, and ZIP Codes(s) will slow processing. We may confirm information from your records with prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals. We must have your SSN to identify your records because other people may have the same name and birth date. The PMF Program Office may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law or Presidential directive. We request your SSN under the authority of Executive Order 9397 (November 22, 1943). This Executive order allows us to collect SSN's to uniquely identify you.

PUBLIC BURDEN STATEMENT: We estimate the public reporting burden for this collection will be approximately 10 minutes for completing this nomination form, including time for reviewing instructions, gathering data, and obtaining a nomination. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden to: U.S. Office of Personnel Management, Forms Officer (3206-0082), Washington, DC 20415-7900. The OMB number, 3206-0082, is currently valid. The U.S. Office of Personnel Management may not collect this information, and you are not required to respond, unless this number is displayed. Do NOT mail the nomination form to this address; please follow the instructions above.

NOTE: Use the fax-back form only (next page); do NOT include this page when faxing.

