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## Multi-Agency

Agency: **MULTI-AGENCY**
 Job Announcement Number:  
**2008PMF-101737**

Overview

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### 2008 PRESIDENTIAL MANAGEMENT FELLOWS APPLICATION

**SALARY RANGE:** 38,824.00 - 73,194.00 USD per year

**SERIES & GRADE:** GS-0300-09

**PROMOTION POTENTIAL:** 13

**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.

**OPEN PERIOD:** Thursday, June 14, 2007  
 to Saturday, October 06, 2007

**POSITION INFORMATION:** Full Time Excepted  
 Service Permanent NTE Two Years

**DUTY LOCATIONS:** Many vacancies - United  
 States, US

## 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 2007-2008 academic year (September 1, 2007 – August 31, 2008) are eligible to apply.

To be eligible for placement with a Federal agency through the PMF Program, applicants must successfully complete all graduate degree requirements (not necessarily to have graduated), including any thesis or dissertation if so required by the applicant's college or university, by August 31, 2008.

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 the "How to Apply" section at [www.pmf.opm.gov](http://www.pmf.opm.gov) for more information.

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### Send Mail

**Send Mail to:**  
PMF Program Office  
1900 E Street NW  
Washington, DC 20415



### Questions?

**For questions about this job:**  
PMF Inquiries  
Phone: (202)606-5277  
Email: [pmfapplication@opm.gov](mailto:pmfapplication@opm.gov)

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### 2008 PRESIDENTIAL MANAGEMENT FELLOWS APPLICATION

**Additional Duty Location Info:** Many vacancies - United States, US

#### **MAJOR DUTIES:** **MAJOR DUTIES:**

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PMF 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, Fellows experience a myriad of challenging career opportunities, many of which vary greatly by agency.

## PMF Appointments

All applicants must be nominated by their school and then nominees will be invited to an assessment location to determine if they will become PMF finalists. Nominees that do become finalists are then eligible to seek appointments with agencies as Fellows. Finalists may be appointed to an agency PMF position only after official announcement of their selection as finalists. Fellows can begin working at a Federal Agency after (1) 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 (2) completion of any background investigation. Finalists must secure a PMF appointment and begin working at an agency within twelve months of the official announcement of their selection as a finalist. For example, if finalists are named on March 19, 2007, then each finalist has until March 19, 2008, to be appointed as a Fellow.

Federal agencies appoint Fellows to an excepted service position under a 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. All finalists are minimally qualified at the GS-09 grade level (the minimum starting grade). Applicants selected as finalists may be hired at a 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, agencies have the flexibility to promote Fellows 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.

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### 2008 PRESIDENTIAL MANAGEMENT FELLOWS APPLICATION

#### QUALIFICATIONS REQUIRED:

##### Who is eligible to apply?

To be eligible to apply for the PMF Class of 2008, 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, 2007 and August 31, 2008. (To determine if your college or university is accredited, see the U.S. 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, 2008.

**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" in the "How to Apply" section of the PMF website (<https://www.pmf.opm.gov/>), 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](mailto: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. Generally, if you have previously applied and did not withdraw before completing the assessment process, then you are ineligible to apply again.

**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 be retained by the employing agency.

### **Who is eligible to be nominated?**

Students must be nominated by their accredited 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. Program information for academia can be found under the "How to Apply" section on the PMF website.

Graduate students who are eligible to apply to the PMF Program may 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 2008 Nomination Process**

Nomination Officials must fax the nomination forms of the students they wish to nominate via fax by 11:59:59 p.m. (Eastern Time), Wednesday, October 31, 2007. 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 attain their personalized PMF Nomination Form (OPM Form 1300).

## 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/February 2008 at the assessment site of their choice. Nominees will complete an objectively scored assessment that focuses 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 late February 2008.

## HOW YOU WILL BE EVALUATED: Veterans' Preference

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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](http://www.dol.gov/elaws/vetspref.htm) (the U.S Department of Labor's Veterans' Preference Advisor) or more information on how Veterans' Preference is applied in the PMF Program, review the "How to Apply" section on the PMF website.

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### 2008 PRESIDENTIAL MANAGEMENT FELLOWS APPLICATION

#### **BENEFITS:**

##### **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 (TSP) 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](http://www.opm.gov/Employment_and_Benefits). Upon successful completion of the fellowship and non-competitive appointment to career or career-conditional employment under 5 CFR 315.708(c) he or she does not serve a probationary period and acquires competitive status immediately upon appointment. Successful completion of the Presidential Management Fellowship is regarded as completion of the probationary period. After permanent appointment, Fellows are not subject to the 90-day service rule in 5 CFR 330.501 (General restriction on movement after competitive appointment), and they do not serve the probationary period applied to Federal positions that are filled through open competition, as outlined in 5 CFR 330.501.

##### **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 and 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.

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## 2008 PRESIDENTIAL MANAGEMENT FELLOWS APPLICATION

### HOW TO APPLY:

#### PMF Class of 2008 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 overview found under the "How to Apply" section on the PMF website: <https://www.pmf.opm.gov/>, as well the instructions in this vacancy announcement.*

**Application Process:** To apply to the PMF Program's Class of 2008, eligible students must apply via this vacancy announcement and follow the steps below to apply. Applicants will be asked to submit a USAJOBS resume, complete the online Qualifications Questionnaire, print a PMF Nomination Form (OPM Form 1300) 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.

NOTE: The PMF Nomination Form is an Adobe Acrobat .pdf file that will be pre-populated with your application data. You may need to ensure that you have the latest, free Adobe Acrobat Reader to view this form (or at least version 6.0). If the form is not pre-populated upon submission, you may print the blank form and hand write in the required data in capital letters before submission to your Nomination Official.

**Application Open Period:** The application period is Saturday, September 15, 2007, to Saturday, October 6, 2007. All applicants must submit an online questionnaire and resume by 11:59:59 p.m. (Eastern Time) on Saturday, October 6, 2007. 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 USAJOBS Resume.

## **APPLICATION STEP ONE: Online Application and Resume submission.**

To apply to the PMF Program, you **must** submit a complete application package through the online application processing system (USA Staffing™), which includes the following:

1. Your responses to the Qualifications Questionnaire, and
2. Your USAJOB resume as specified in the vacancy announcement, as well as any veterans' preference documents (if applicable).

**NOTE:** Only one (1) Qualifications Questionnaire will be accepted per applicant per vacancy announcement. If you attempt to submit more than one Qualifications Questionnaire, the USA Staffing™ system will not process the submission.

**The Application Manager online system is used to process your PMF application.** You can track your progress to a *Complete* Application Package using the My Application Package checklist and status displays in Application Manager.

**NOTE:** As previously indicated, your **complete application package** must be submitted by the closing date of this announcement.

Failure to submit a complete application package will cause your application to be rated "ineligible" and you will no longer be considered.

### **Application Manager Online System:**

**To begin** the application process, *from the USAJOBS Resume Builder*, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your resume will be attached only to the Application Package you complete/submit immediately *after* you click the Apply Online button for this vacancy announcement, not to any Application Packages you may already have created in the past.

**To return to Application Manager** at any time simply log in at <https://applicationmanager.org>.

**NOTE:** Applicants are responsible for completing and submitting the Qualifications Questionnaire and any supporting documents by 11:59:59 PM Eastern Standard Time on the closing date, as explained in the Announcement Overview section. Incomplete applications will be rated as "ineligible" and those applicants will no longer be considered.

## **Instructions for faxing Veterans' Preference Documentation:**

For applicants claiming veterans' preference that did not upload documentation in electronic format, please fax in your veterans' preference documentation. NOTE: 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/usascovers.pdf>. Adobe Acrobat Reader is required to view the Fax Cover Page. Click this link to download the free reader: <http://www.adobe.com/>. A customized version that includes the Vacancy Identification Number is also available under the "Forms" section on the PMF website. The Vacancy Identification Number (MN101737), your Social Security Number, Full Name, address, 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. The deadline for submission of supporting documentation is the same as the nomination deadline of 11:59:59 p.m. (Eastern Time), Wednesday, October 31, 2007.

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

Upon submission of your Qualifications Application, you will be taken to a webpage where you will be asked to download and print a personalized, pre-populated PMF Nomination Form (OPM Form 1300), which will be in Adobe Acrobat .pdf format.

1. Click the link that says, "PMF Nomination Form."
2. A new window will open with the .pdf PMF Nomination Form displayed. The top portion of the form should be pre-filled in with your personal information and other information you indicated in your questionnaire. NOTE: To ensure the form pre-populates, you will need to use the latest version of Adobe Acrobat Reader. If the form does not appear pre-populated you may print and hand write the data before submission to your Nomination Official.
3. Print this form, your personalized PMF Nomination Form.
4. Note you may also save and email your personalized PMF Nomination Form since it is a .pdf file.
5. Bring your personalized PMF 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 Nomination Official by a certain deadline.

If the Nomination Official decides to nominate you, he/she must fill out the bottom portion of the nomination form and fax it by 11:59:59 p.m. (Eastern Time), Wednesday, October 31, 2007. The PMF Nomination Form should be retained by the Nomination Official for their records. Applicants may verify the submission of the nomination form by checking the status of their application package through Application Manager. It is recommended that applicants wait at least 24 hours after the nomination form submission deadline to check the status of their nomination form. All applicants will be informed of their nomination status shortly after the nomination deadline.

NOTE: In case you lose your personalized PMF Nomination Form, a blank version can be found under the "Forms" section on the PMF website. If using this version, please fill out all missing data in capital letters and submit to your Nomination Official for consideration.

### **ONLINE QUESTIONNAIRE ITEMS:**

The following lists the items found in the Qualifications 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 Number

-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

NOTE: ALL PROGRAM COMMUNICATIONS ARE CONDUCTED VIA EMAIL. Please ensure the email address you identify is current and accessible throughout the application, nomination, assessment, and selection process. We also recommend that you add the following email addresses to your "allowed" email list and/or address book: [pmf@opm.gov](mailto:pmf@opm.gov) , [pmfapplication@opm.gov](mailto:pmfapplication@opm.gov), [usastaffingoffice@opm.gov](mailto:usastaffingoffice@opm.gov) , and [USATestingReminder@opm.gov](mailto:USATestingReminder@opm.gov) so that they are not blocked by filtering software.

-Permanent Telephone Number. Please enter a number where you can be contacted in case your present telephone number changes during the application process.

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

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

Indian preference applies to positions within the Bureau of Indian Affairs of the U.S. Department of the Interior and the Indian Health Service of the U.S. Department of Health and Human Services. Applicants who are members of a Federally recognized tribe, **and** who are interested in pursuing employment with these organizations (when PMF positions are available), should respond "Yes" to this question and review instructions pertaining to Indian Preference under the "How to Apply" section on the PMF website. All other applicants should respond "No."

5. The PMF Program provides reasonable accommodation to applicants with disabilities where appropriate. The purpose of an accommodation is to provide equal access to the assessment 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. Please prepare to provide supporting documentation if applicable. A member of the staff will contact you directly if you indicate that special accommodation is required and you are nominated by your school. Do you require special accommodation for the PMF assessment process? (Y/N)

6. Please select the language(s) in which you are fluent. If your language is not on this list, please select "other" and include the language skill in your resume.

1 French

2 Chinese

3 Vietnamese

4 Spanish

5 Korean

6 Thai

7 Polish

- 8 Russian
- 9 German
- 10 Japanese
- 11 Arabic
- 12 Hebrew
- 13 Portuguese
- 14 Dutch
- 15 Italian
- 16 Hindi
- 17 Romanian
- 18 Persian
- 19 American Sign
- 20 Other

### **Undergraduate and Graduate Degrees**

The following four questions ask for the names of your graduate and undergraduate degrees. Your resume should also include all degrees. If your degree is not listed in the drop-down, please choose "Other Subject Areas" and list the degree in your resume. Include information about dual-degrees, double-majors, and previous graduate degrees in your resume. You will not be able to change your degree selection after submission of your application. The degree names you choose will also be available for agencies to conduct a resume search if you are ultimately selected as a finalist.

7. Primary Graduate Degree. Please select the GRADUATE degree you are currently pursuing and are using to apply to the PMF Program from the drop-down list.

8. Secondary Graduate Degree. Please select additional GRADUATE degree you possess (if applicable) from the drop-down list.

9. Primary Undergraduate Degree. Select a degree name for which you have received an UNDERGRADUATE degree.

10. Secondary Undergraduate Degree. Select a degree name for which you have received an UNDERGRADUATE degree.

Degree Name Responses:

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/NaturalResources

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

243 Marketing

245 Mathematics

247 Philosophy

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

11. Assessment Location. The PMF assessment will be conducted in January/February 2008. Please select the assessment location that will be most convenient for you at that time. Travel to the assessment location is at the applicant's expense.

Atlanta, GA

Austin, TX

Baltimore, MD

Boston, MA

Chicago, IL

Denver, CO

Los Angeles, CA

New York, NY

Raleigh, NC

Seattle, WA

Washington, DC

12. Veterans' Preference Claim – Please indicate your Veteran's 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 than 30%)

- 10 Points Other (wife, widow, husband, widower, mother preference claimed)

- 10 Points Compensable Disability Preference Claimed (disability rating of 30% or more)

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

14. Date Graduate Degree Requirements Will be Met. You may apply to the PMF Program's Class of 2008 if you will meet graduate degree requirements by August 31, 2008 (see additional details under the "How to Apply" section on the PMF website). Enter the date you expect to meet requirements for the graduate degree you are using to apply to this program: MM/DD/YYYY.

15. How did you hear about the PMF Program? Please select the one response that was most influential in your decision to apply to 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

## 16. Geographic Availability/Preference

For purposes of this application, the default is "Throughout The Nation, US". Most appointments are made in the Washington, DC, metro area, but some appointments are made throughout the United States. Appointments overseas are extremely rare and applicants should not assume there will be any appointments available outside the United States. Please select the geographic location or locations in which you would like to serve if appointed as a PMF. Agencies will be able to use this data when conducting searches for Finalists.

001 Anywhere, US

002 Washington, DC

003 Puerto Rico, PR

004 Northeastern States, US (CT, DE, ME, MD, MA, NH, NJ, NY, PA, RI, VT)

005 Mid-Western States, US (IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, WI)

006 Southern States, US (AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA, WV)

007 Southwestern States, US (AZ, OK, NM, TX)

008 Western States, US (AK, CA, CO, HI, ID, OR, MT, NV, WA, WY)

## 17. Education Information.

(a) Select the State or Overseas location of the college or university from which you are applying to the PMF Program. Scroll down the drop-down list to find your school. **IT IS CRITICAL THAT YOU TRY TO LOCATE YOUR SCHOOL WITHIN THE LOCATION YOU CHOOSE.** Some schools are listed as "University of [State]" or "[State], University of". If your school is not listed, you may select your school's 'parent' (for example, Harvard University is the parent of Harvard Law School) or you may select 'other' and type the name in the text box provided. Your choice will reflect those colleges and universities in our database. Manual entries will have to be verified individually and may cause delays in further processing.

(b) Please indicate the following information about your Nomination Official: First and Last Name, Title (which must be the graduate school's Dean, Chairperson, or Academic Program Director), 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.

18. Occupational Question: Will you complete an accredited graduate degree between the dates 09/01/2007 and 08/31/2008? (Y/N)

### **Other Notices About the Application Process:**

All of the required documents must be submitted on time before your application will be accepted as complete. These required documents include your online USAJOBS resume, a completed Qualifications Questionnaire, and a nomination form faxed from your school's Nomination Official if ultimately nominated. If claiming veterans' preference, please ensure you submit supporting documents per the instructions above. All claims for veterans' preference will be adjudicated.

- Students may only apply to the PMF Program one time. Any subsequent applications you create by reapplying will become the record used for evaluation. Any previous applications will be placed in duplicate status and will not be used. If you would like to make a correction to your contact information after submitting your application, contact us by sending an email at [pmfapplication@opm.gov](mailto:pmfapplication@opm.gov) with the corrected information.
- Do not submit letters of recommendation with your online application or to the PMF Program Office directly. They will not be saved or 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 of applicants submitting at the deadline, applicants are encouraged to submit early.
- Falsifying the information you provide on your application or in your resume may result in you being found ineligible for any PMF appointments.

## AGENCY CONTACT INFO:

[Top ▲](#)

PMF Inquiries  
Phone: (202)606-5277  
Email: pmfapplication@opm.gov

Or write:  
PMF Program Office  
1900 E Street NW  
Washington, DC 20415

## WHAT TO EXPECT NEXT:

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Applicants to the PMF Program will be notified of their nomination status approximately three to four weeks after the nomination deadline. Shortly after that, nominees will receive an email invitation to an assessment location for their assessment.

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### Send Mail

**Send Mail to:**  
PMF Program Office  
1900 E Street NW  
Washington, DC 20415



### Questions?

**For questions about this job:**  
PMF Inquiries  
Phone: (202)606-5277  
Email: pmfapplication@opm.gov

**USAJOBS Control Number: 857377**

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