

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard

PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM PARTICIPANT AGREEMENT



This is a Presidential Management Fellows (PMF) Program Participant Agreement between Coast Guard and the eligible Finalist/PMF identified below. The goal of the PMF Program is to attract highly qualified persons with professional/advanced degrees (e.g., master's, law, PhD) from a variety of academic disciplines who have a clear interest in, and commitment to, the leadership and management of public policies and programs. The PMF Program is consistent with guidance contained in the Federal Regulations (Title 5 CFR Part 362), Coast Guard policies and standard operating procedures. This agreement provides all participants with an understanding of expectations and requirements for successful completion of the Pathway's PMF Program.

Appointee's Full Name

Appointing Agency/Sub-Agency

Appointment Date(s)

Entrance on Duty (EOD) Date
(MM/DD/YYYY): _____

Program NTE (MM/DD/YYYY): _____

Work Schedule

Monday: _____ Thursday: _____

Tuesday: _____ Friday: _____

Wednesday: _____

Position Title, Series and Grade

Pay

Fellow's Responsibilities

- 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
- Create an Individual Development Plan (IDP) with assistance from your manager
 - IDP must include at least 80 hours of formal interactive training-per year
 - IDP must be completed within 45 days of your date of EOD
 - IDP must be updated quarterly
- Select a mentor within 90 days of your EOD. Your manager will assist you.
- Participate in DHS training classes or programs
- Attend regularly scheduled meetings with mentor
- Participant in a developmental assignment of 4 to 6 months
- Participate in a 30 to 90 day rotational assignment in another DHS Component
- Assemble your conversion package in consultation with your Supervisor and PPC
- Understands failing to meet performance or program requirements could lead to termination

Hiring Official's/Supervisor's Responsibilities

- Complete Participant Agreement with each Fellow
- Provide information on the Presidential Management Fellows Program requirements
- Establish a mutually agreeable work schedule
- Identify performance goals and evaluation criteria
- Help Fellow create an IDP, which must be completed 45 days from EOD
- Assist Fellow with the selection of a mentor within 90 days of EOD
 - Mentor must be at the managerial level outside of the Fellow's chain of command
- Provide information on any special training requirements
 - Ensure Fellow participates in at least 80 hours of formal interactive training per year
- Supervise daily work activities
- Identify the eligibility requirements for conversion, if the position offers non-competitive conversion to the competitive service.
- Work with the PMF Coordinator to provide the reimbursement fee to OPM
- Complete a letter of recommendation to initiate the PMF's Conversion (*if applicable*)

Work Assignments *(Enter brief description of duties or attach a position description)*

Privacy Act Statement

Authority: Executive Order 13562, Recruiting and Hiring Students and Recent Graduates and 5 CFR 362.106, Participant Agreement.

Purpose: Clearly identifies the expectations of each Pathways Participant.

Routine Uses: U.S. Coast Guard Human Resources personnel will use this information to render fair and equitable determinations for Pathways Programs Participants. The data collected from these agreements will be used in the production of reports. This information may be shared in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

Disclosure: Candidates are required to provide this information in order to participate in the Pathways Programs.

PMF Program Requirements (Enter requirements for continuation and successful completion of Program)

PMF Training Requirements (Identify any special training requirements)

Mentoring (Enter instructions on process to select Mentor)

Evaluation Procedures (Summarize elements on which the Fellow's performance appraisal will be based)

Minimum Eligibility Requirements for Non-competitive Conversion. Does this portion offer non-competitive conversion?

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.
- Receive favorable recommendation for conversion from supervisor.
- Complete at least 80 hours of formal interactive training per year.

It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.

Component Specific Requirements

SIGNATURES

Fellow

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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Hiring Official/Supervisor

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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Pathways Programs Coordinator

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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