



Defense Health Agency **ADMINISTRATIVE INSTRUCTION**

NUMBER 095
May 24, 2018

J-1, LDD

SUBJECT: Presidential Management Fellows (PMF) Program Participation

References: See Enclosure 1.

1. **PURPOSE.** This Defense Health Agency-Administrative Instruction (DHA-AI), based on the authority of References (a) through (c), and in accordance with the guidance of References (d) through (o), establishes the Defense Health Agency's (DHA) procedures for participating in the PMF Program. The Office of Personnel Management's (OPM) PMF Program is the Federal Government's flagship leadership and development program for individuals from qualified colleges or universities with advanced degrees. It is designed to attract talented men and women to Federal public service who demonstrate academic excellence, possess management and leadership potential, and have a clear interest and commitment to public service. By developing a cadre of future government leaders, the program helps Federal agencies meet their workforce planning and succession needs.

2. **APPLICABILITY.** This DHA-AI applies to only DHA civilian employees who have been hired through the OPM-sponsored PMF Program.

3. **POLICY IMPLEMENTATION.** It is DHA's policy, pursuant to References (d) through (g), that:

a. Processes will be created for DHA personnel to participate in fellowships, scholarships, and grants. The intent of the agency's establishment of, and subsequent participation in, these programs is to fulfill a present need, anticipated requirement, or future capability that contributes to the effectiveness of the DHA.

b. DHA personnel may accept fellowships, scholarships, training with industry opportunities, or grants from corporations, foundations, funds, or educational institutions organized and operated primarily for scientific, literary, or educational purposes in accordance with Reference (f).

4. RESPONSIBILITIES. See Enclosure 2.

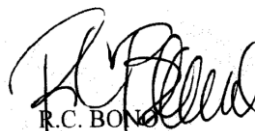
5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Not cleared for public release.** This DHA-AI is available to users with Common Access Card authorization on the DHA SharePoint site at:
<http://www.health.mil/dhapublications>.

7. EFFECTIVE DATE. This DHA-AI:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with DHA-Procedural Instruction 5025.01 (Reference (c)).



R.C. BOND
VADM, MC, USN
Director

Enclosures

1. References
2. Responsibilities
3. Procedures
4. Defense Health Agency Presidential Management Fellows Program Performance Plan Input Form

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” August 21, 2015
- (d) United States Code, Title 10, Section 2603
- (e) United States Code, Title 5, Chapter 41
- (f) DoD Instruction 1322.06, “Fellowships, Scholarships, Training With Industry (TWI), and Grants for DoD Personnel,” October 12, 2016
- (g) DoD Instruction 1400.25, Volume 410, “DoD Civilian Personnel Management System: Training, Education, and Professional Development,” September 25, 2013
- (h) Federal Register 28194, Volume 77, “Excepted Service, Career and Career-Conditional Employment; and Pathways Programs; Final Rules,” July 10, 2012
- (i) Code of Federal Regulations, Title 5, Section 213.3402(c)
- (j) Code of Federal Regulations, Title 5, Section 362.204(b)(4)
- (k) Code of Federal Regulations, Title 5, Section 362.405(d)(4)(i), (ii) and (b)
- (l) Code of Federal Regulations, Title 5, Section 531.214
- (m) Code of Federal Regulations, Title 5, Section 575
- (n) United States Code, Title 5
- (o) DoD Instruction 1400.25, Volume 430, “DoD Civilian Personnel Management System: Performance Management,” August 5, 2014

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will:

- a. Designate an agency PMF Coordinator as the principal point of contact who is responsible for the overall administration and development of the agency's program.
- b. Work with the agency's PMF Coordinator, Human Resources (HR) staff, and hiring officials to plan program budgets and to project the number of PMF hires in the agency.
- c. Certify the fellows' completion of the program by the agency's Executive Resources Board (ERB).
- d. May convert or appoint PMFs who successfully complete the program into a full-time, permanent position without further competition.

2. DIRECTORATE DIRECTORS AND SPECIAL STAFF, DHA. The Directorate Directors and Special Staff, DHA, will:

- a. Cultivate the next generation of agency executives, and provide clear direction for the DHA through involvement in the hiring process, which demonstrates buy-in and creates a clear vision for the future of the agency.
- b. Maintain oversight and manage their fellowship programs to ensure the intent of the program is accomplished to include proper management of skills gained by the individual in accordance with Enclosure 3.
- c. Participate in a group interview panel.
- d. Serve on the ERB.
- e. Provide informal mentorship and career coaching to PMFs.

3. CHIEF, LEARNING AND DEVELOPMENT DIVISION (LDD). The Chief, LDD, will:

- a. Maintain oversight activities and management controls for the PMF Program at DHA.
- b. Designate and appoint a PMF Coordinator as the principal point of contact who is responsible for the overall administration and development of DHA's participation in the PMF Program.

c. Work with the PMF Coordinator, Human Resources Division (HRD), DHA Manpower Division, ERB, and other hiring officials to plan program budgets and to project the number of PMF hires in the agency each appointment cycle.

d. Coordinate with the DHA Comptroller to ensure agency funding is appropriated for the PMFs annually.

e. Ensure that within 30 days of acceptance of a PMF appointment, the OPM PMF Program Office is reimbursed the appointment fee for costs associated with the recruitment, selection, placement, orientation, and graduation of the PMFs (see OPM Form 1616, Charge Card Forms, found under the “Forms” section of the PMF website (<https://www.opm.gov/forms/opm-forms/>)). The reimbursement fee is subject to change in order to reflect actual costs incurred.

f. Develop and approve the PMF’s performance plan as the Rating Official.

g. Identify promotions and career conversion opportunities (including conversion of a PMF to a career civil service position) for eligible PMFs in collaboration with DHA Manpower Division, HRD, and the DHA directorates.

4. PMF COORDINATOR. The PMF Coordinator will:

a. Reside within DHA LDD, and the position cannot be held contemporaneously by an appointed PMF.

b. Liaise with DHA leadership, the PMF supervisor, and the PMF Program Office to administer the program.

c. Notify the PMF Program Office of their assignment to the PMF Coordinator position.

d. Identify PMF positions, and develop Position Descriptions (PDs) in coordination with DHA Managers, HRD, and supervisors.

e. Post position information for PMF finalists to the online projected positions system (located on the PMF website at www.pmf.gov).

f. Recruit PMFs to the agency by requesting access to the finalists’ online resumes for agency personnel, scheduling interviews with finalists, and coordinating DHA’s participation in the annual PMF finalists’ job fair.

g. Establish and manage the ERB, which is composed of Senior Executive Service (SES)/Flag/General Officers, and an interview panel composed of General Schedule (GS)-15 and O-6 executives of the DHA.

h. Complete the online agency information worksheet located under the “agencies” section of the PMF website upon a PMF’s acceptance of appointment.

- i. Ensure that PMF direct supervisors within DHA are aware of the commitments involved in hiring PMFs, including full time equivalent status, OPM reimbursement, starting grade and pay, Individual Development Plans (IDPs), and requirements for training, career development, promotion, and conversion.
- j. Ensure that the recently on-boarded PMFs have office space and work equipment to support their mission.
- k. Advise and assist PMFs and their respective supervisors by coordinating agency orientations, providing guidance on IDP goals and objectives, clarifying responsibilities and commitments, identifying training opportunities, and responding to program-related questions.
- l. Track the status and assignments of current PMFs, and maintain, with the assistance of the PMF Community at DHA, a searchable spreadsheet, document, or database of rotations completed by PMFs.
- m. Ensure a minimum of 80 hours per year of formal classroom training is available for PMFs.
- n. Ensure at least one developmental assignment of 4 to 6 months in duration is provided to PMFs.
- o. Facilitate the establishment of optional rotational assignments in alignment with each PMF's functional discipline in advance of hire, in collaboration with the Chief, DHA, LDD.
- p. Identify mentors for each PMF within 90 days of the PMF's appointment. These mentors must be of managerial status and outside the PMF's chain-of-command.
- q. Assemble and forward a complete package of materials for review by the ERB not less than 30 calendar days before each PMF's eligibility for conversion to determine whether PMFs graduate from the program.
- r. Work with ERB to certify the PMF's completion of the program, and notify the PMF Program Office of ERB's decisions by submitting the OPM PMF Program ERB Certification Form (Form 1303).
- s. Notify the PMF Program Office of any PMF change in status in a timely manner, including appointment, movement between agencies (reappointments), ERB certification, resignation, termination, readmission, and conversion or appointment to permanent positions.

5. HR SPECIALIST, HRD. The HR Specialist, HRD, will:

- a. Classify the PDs for the PMF Program. The two PD options are:
 - (1) For traditional PMF finalists, Program Analyst 0343, GS-9/11/12; and

(2) For PMF-science, technology, engineering, and mathematics (STEM) finalists, General Physical Scientist 1301, GS-9/11/12.

b. Make the official offer of employment after the finalist has been selected by the ERB in order to complete PMF's hiring action. Send each applicant a Declaration for Federal Employment, Optional Form 306, to complete, a tentative offer, and initiate the security background check.

c. On-board each PMF, including a new employee orientation, in collaboration with the Chief, LDD, and the PMF Coordinator.

(1) Once security is cleared, a start date is established for entrance on duty date.

(2) Submit Request for Personnel Action Standard Form 52 to the HR processing center with all required information/documentation.

(3) Confirm entrance on duty date and complete in-processing for PMFs.

d. Conduct a GS performance review for the PMFs on an annual basis, per OPM guidance. The Chief, LDD, and PMF Coordinator can promote a fellow up to, but not exceeding, the GS-13 level for the duration of the fellowship.

e. Notify the PMFs of certifications for conversion to career or career conditional appointment with DHA, or of terminations of employment, no later than 30 calendar days prior to the expiration of each PMF's appointment.

6. PMF SUPERVISORS. The PMF Supervisors will:

a. Provide daily supervision and guidance to the PMFs.

b. Advise the PMFs on the expectations and standards for the IDP.

c. Review and approve the PMF's IDP (this applies to each of the PMF Supervisors during the program).

d. Ensure that the PMF has received their approved PD (for each grade level if the position is a career ladder).

e. Recommend performance plans with performance elements and standards, and evaluate the PMF's performance in accordance with Reference (g).

f. Maintain contact with the PMFs' mentor and the PMF Coordinator to remain abreast of the latest program changes.

g. Prepare recommendations for promotion, conversion, or termination to the Chief, LDD.

7. PMF MENTOR. The PMF Mentor will:

a. Meet with respective PMF mentees on a regular basis. It is up to the PMF and the mentor to decide how often to meet. At least quarterly is recommended, although more meetings would be preferable.

b. Provide guidance on PMF IDPs.

c. Network and explore career options for the 2 years prior to the PMF's conversion to career civil service.

d. Assist the PMF in selecting rotations through the DHA. In that regard, a mentor may speak on behalf of the PMF to move them into directorates that will further their executive development.

e. Enroll the PMFs in the DHA Mentoring Program to allow access to the professional development opportunities the program provides. To enroll in the DHA Mentoring Program please email dha.ncr.admin-mgt.mbx.dha-mentoring-program@mail.mil.

8. PMFs. PMFs hired initially into LDD will support and lead projects throughout the DHA. The PMF will support DHA's mission and the Military Health System (MHS) Quadruple Aim of readiness, better health, better care, and lower cost. OPM obligates that each PMF achieve the following requirements to graduate from the program:

a. Claim ownership for their learning, career development, and advancement.

b. Complete 80 hours of formal, interactive training annually that addresses the competencies outlined in the IDP. Mandatory training and "on-the job" training, such as security and ethics, may not be applied towards the 80-hour training requirement.

c. Meet regularly with a designated mentor several times a year.

d. Prepare an IDP that identifies specific developmental activities designed to impart the competencies of the occupation or functional discipline in which the PMF is most likely to be placed.

e. Develop a performance plan with guidance from the PMF Mentor, coordinator, supervisor, and Chief, LDD.

f. Complete a minimum of one 4 to 6 consecutive month developmental assignments in the occupation or functional discipline in which they are most likely to be placed, with full-time management and/or technical responsibilities consistent with their IDP. The development assignment may be within the PMF's organization, in another directorate of the agency, or in another Federal agency.

g. Participate in short-term rotational assignments (if available) with consideration to short- and long-range career goals.

h. Participate in OPM/PMF Program and agency-sponsored career development activities to support and enhance their career and continuing education goals.

i. Maintain active participation in PMF training opportunities, and accept leadership roles whenever possible.

j. Network with other PMFs.

k. Work closely with the DHA PMF Coordinator, supervisor, and mentor to ensure that they are on track for the DHA's ERB review at the end of their fellowship journey.

l. Assist OPM and DHA to recruit the next group of PMFs. This will include, but is not limited to, reaching out to the incoming PMF class via OPM's Talent Acquisition System, reviewing received resumes, attending PMF semi-finalist assessments, and attending the in-person career fair for selected finalists.

ENCLOSURE 3

PROCEDURES

1. PROGRAM CYCLE. The PMF Program follows an annual cycle, and the following identifies a typical timeline for the PMF cycle; however, dates are subject to change annually.

a. Application and Nomination

(1) October 1 to October 15: Open application period.

(2) October 1 to October 31: Nomination period of applicants by academia.

b. Assessment Schedule

(1) January or February: OPM conducts assessments nationwide.

(2) March: OPM announces the selection of PMF finalists.

c. Agency Selection

(1) January to March: Agencies post PMF positions in the projected positions.

(2) February 28: OPM removes current class' resumes and finalists to prepare website for next class.

(3) March: OPM makes lists of PMF finalists and their resumes available to agencies.

(4) Mid-March to mid-April: OPM hosts the annual job fair for agencies and PMF finalists.

d. Fellow Selection. Agencies have 12 months to appoint and hire PMFs.

2. HIRING

a. Selected PMF finalists are eligible for 2-year appointment codified by Reference (i) as PMFs at the DHA. Finalists are appointed to LDD at the DHA as a GS-9, -11, or -12 hire. Grade and step are dependent on the experience of each appointee.

b. DHA will hire PMFs per recommendation(s) from agency senior leadership each year. Ideally, a minimum of two PMF finalists will be appointed to the agency each year. Additional finalists may be appointed at the discretion of the ERB.

c. Per Reference (h), DHA must consider opportunities for conversion when deciding how many people to hire through the PMF Program. The Chief, LDD, and PMF Coordinator will meet with Manpower Division and HRD to vet future conversion opportunities suitable for selected PMFs.

d. Agencies have 12 months from the official announcement of finalists to hire them as PMFs from a large, prestigious pool with diverse backgrounds and skills. The PMF Coordinator will monitor the OMP PMF website at www.pmf.gov to determine when the announcement of finalists is made. Agencies should plan accordingly to make PMF appointment offers to finalists, ensure ample time for completing any background investigation, verify degree completion, and bring onboard prior to the appointment eligibility deadline.

e. Current and former DHA PMFs will review resumes of finalists and pass those that are most qualified to the interview panel for review.

f. The PMF Coordinator will convene the interview panel composed of GS-15 and O-6 executives of the DHA.

(1) These executives should understand the needs and challenges at the DHA that the PMF will ultimately face.

(2) The interview panel will provide comments and/or recommendations to the ERB.

g. The PMF Coordinator will set up and manage the ERB composed of SES/Flag/General Officers or others as appropriate. The ERB should be comprised of two to three members. Examples of members include the Director, DHA, Deputy Director, DHA, or one of the six directorate leaders.

(1) The ERB will provide overall direction of the DHA's association with the PMF Program, and provide overall direction of the DHA's association with the PMF Program.

(2) The ERB is responsible for deciding which finalists the DHA will appoint.

h. The interview panel will determine which finalists will be invited for an in-person interview. The finalists selected for in-person interviews will be interviewed at the Defense Health Headquarters by both the interview panel and the ERB. Five to eight finalists will be selected for interviewing.

i. PMF finalists will meet with the interview panel and the ERB individually. The board will interview each candidate individually. The PMF Coordinator will observe all the interviews and collect the ERB's responses and report the selections to HRD.

j. For PMFs selected by the ERB, HRD will evaluate the level at which the PMF will enter the agency during the initial hiring process. Per Reference (h), a PMF may begin service at the GS-9, -11, or -12 level. HRD will make the official offer of employment after the finalist has been selected by the ERB.

(1) Initial pay settings will be made in coordination with the Chief, LDD, and PMF Coordinator.

(2) Relocation fees will not be paid.

(3) HRD will set security clearance requirements at the request of LDD.

k. DHA can extend a PMF appointment for up to a maximum of 120 days in rare or unusual circumstances or situations defined by the agency as “life changing events.” Such events may include, but are not limited to, events related to an extreme medical situation, death, divorce, birth of a child, or a unique educational opportunity. Requests for extensions must be sent to the PMF Coordinator and HRD with a written justification stating the reason for requesting an extension and the proposed timeline for program completion. The DHA’s PMF Memorandum of Understanding with the PMF must identify the criteria for approving extensions.

3. PMF DEVELOPMENT. DHA assists PMFs along their 2-year developmental journey in the program. It is the responsibility of the PMF and DHA/LDD supervisors to negotiate the developmental activities and work responsibilities that will prepare the PMF for the targeted position at the conclusion of the program. PMFs may consult with the assigned mentors and PMF Coordinator. The typical fellowship cycle consists of the following:

a. Within 45 days of appointment, DHA approves IDPs emphasizing competencies required of the target position and places the PMFs on a performance plan.

b. Within 90 days of appointment, DHA assigns a mentor.

c. Throughout fellowship, DHA provides opportunities for training, developmental assignments, rotations, and other activities in support of the IDP.

d. Approximately 90 days prior to the 2-year anniversary date of the start of the fellowship, the fellow, PMF Coordinator, and supervisor prepare for the ERB’s certification.

e. Before 30 days prior to 2-year anniversary date, the ERB evaluates the PMF to determine successful completion of the program. ERB’s certification is required for conversion.

f. Thirty days prior to 2-year anniversary date, DHA notifies the PMF of the ERB’s evaluation outcome.

4. ROTATIONS. Rotations are an integral part of the PMF experience and essential in the development of well-rounded and versatile employees. Rotations can take PMFs to another division, office, program, or even another agency or branch of the Federal government. By participating in rotations, PMFs can gain management experience, work in specific occupational fields, or learn about a program function from another perspective. There are two types of rotations: the developmental assignment and other short-term rotational assignments.

a. The Developmental Assignment

(1) Developmental assignments can range from specific assignments at a PMF's home agency to an extended rotation in another agency or even outside the Federal government; however, the assignment should be outside the PMF's immediate office.

(2) Reference (j) specifies that the appointing agency is to provide each fellow with at least one developmental assignment of 4 to 6 months in duration in the occupation or functional discipline in which the PMF will most likely be placed, with full-time management and/or technical responsibilities consistent with the PMF's IDP.

(3) To be considered "developmental," the assignment must include management and/or technical responsibilities that allow the PMF to progress and learn, as well as demonstrate skills and abilities. Developmental assignments must prepare the PMF for the occupation or function in which he or she is likely to be placed.

(4) DHA has the discretion to define the nature and content of the developmental assignments and to tailor them to meet agency-specific needs.

(5) The assignments are to be clearly outlined and negotiated in advance with the PMF's supervisor.

b. Short-Term Rotational Assignments

(1) Requirements in Reference (k) specify that in addition to the developmental assignments noted above that the PMF may receive other short-term rotational assignments of 1 to 6 months in duration, at the PMF Coordinator's discretion, to occupations or functional areas different from the one in which the PMF will most likely be placed.

(2) For each rotation, the PMF must create a rotation memorandum signed by both the home office supervisor and the rotation supervisor, with at least 2 weeks' notice before the rotation begins that includes:

- (a) The designation of the rotation supervisor.
- (b) A specific description of the tasks to be performed.
- (c) Provisions for reporting time and attendance to the home office, and any costs associated with the rotation.
- (d) The timing of the rotation.

(3) PMF must remain in their home office position for at least 3 months before rotating. This allows the PMF to complete OPM and DHA orientation training, become more familiar with the target position, and prepares his or her IDP, which must be completed before a rotation

can be approved. Additionally, PMFs must spend at least the last month in the target position to prepare for graduation and conversion.

(4) Under exceptional circumstances, PMFs may work with their supervisors to waive these requirements; deviations must be documented in the rotation memorandum.

(5) For rotations exceeding 30 days, the host supervisor is responsible for preparing a Performance Plan Input Form and sending it to the home office supervisor within 30 days of completion of the rotation. For rotations of fewer than 30 days, the host supervisor should document the PMF's performance on the rotation memorandum or in a separate memorandum.

(6) The rotation supervisor and management support staff are responsible for satisfying all logistical requirements such as space, computer, security clearance, etc., for all rotations. The PMF Supervisor in the home office is responsible for arranging coverage of the PMF portfolio while the PMF is on rotation. While rotations should be timed to mitigate disruption in the home office, mandatory rotations must still be completed regardless of coverage in the home office.

(7) While on rotation, PMFs remain employees of the hiring agency and are not to be separated from Federal service.

(8) While on rotation, a PMF's salary continues to be paid by the DHA, although housing, transportation, training, or other expenses are sometimes paid by the agency hosting the fellow for the rotation.

(9) Rotations outside of the DoD will support the mission of the MHS and augment the PMF's understanding of military medicine and require approval from the PMF Coordinator. It is the PMF's responsibility to initiate the approval process before making contacts or agreements to go on rotations.

5. INITIAL ONBOARDING PROCESS FOR PMFs. Once the ERB has made the initial selection of the PMF candidates, the HR Program Manager will be notified by LDD to move forward with the onboarding process.

6. CONVERTING PMFs TO CAREER CONDITIONAL APPOINTMENT (PMF FULL PERFORMANCE LEVEL IS GS-13). Once the ERB has determined the PMF has successfully met the program requirements:

a. The HR Student Program Manager will submit a Request for Personnel Action (Standard Form 52) to the HR processing center with the following documents to complete the conversion:

- (1) Certification documents for program completion from the ERB;
- (2) PD; and

(3) Resume.

b. The HR processing center will verify all documents and determine eligibility. Once all requirements are satisfied, an effective date of the conversion will be established.

c. The HR Student Program Manager will communicate the effective date to the PMF, the fellow's supervisor, and LDD.

7. PROMOTIONS

a. PMFs who meet DHA's requirements for performance at the next higher level in their career ladder can be non-competitively promoted to the higher grade up to GS-13 prior to their conversion to the competitive service.

b. DHA may promote PMFs under the program up to the GS-13 level, and convert the individual to the competitive service on the same day. In doing so, the agency must consider the qualifications and performance of the individual and the full performance level of the position to which the PMF is being converted. The rules for setting pay upon promotion are available in Reference (1).

c. If a PMF is recommended for promotion, the promotion action will be effected in accordance with Reference (g). If a PMF is recommended for promotion after meeting the performance and training requirements and completing 1 year in the program, the promotion will be effective on the 1-year completion date. Note that the salary increment will be in effect in the first full pay period following HRD's receipt and approval of the request for promotion action. PMFs should work closely with their supervisors and PMF Coordinator to ensure that promotion requests are forwarded to HRD well in advance of the 1-year anniversary date.

d. DHA HRD makes the final decision on promotion, based upon the recommendation of the Chief, LDD, successful completion of relevant PMF program requirements, and understanding of relevant DHA-AIs, including DoD policy within Reference (o).

8. PROGRAM COMPLETION AND CAREER CONVERSION

a. The ERB members will be convened at the end of the 2-year PMF Program to certify that a PMF has met the objectives of the program and recommend that the PMF convert to a career civil service position. The PMF Coordinator will convene the ERB as necessary and present the PMF for consideration. The ERB's decision will be documented and shared with HRD.

b. After the PMF has successfully completed the 2-year appointment, and the ERB has certified that all requirements have been met, he/she may be granted a one-time, non-competitive conversion to a career civil service position, should a position in alignment with his/her skill set, education, experience, and aspiration(s) be available.

c. The agency must complete its evaluation, make a decision regarding certification of successful completion, and notify the PMF no later than 30 calendar days prior to the expiration of the PMF's appointment in the program.

d. The ERB also may determine that a PMF has not successfully completed the program and will not be appointed upon completion.

e. PMFs must meet the agency's certification of program completion, or they cannot be converted to the competitive service. Guidance in Reference (k), Section d(4)(i) and (ii), states that, "...if the ERB decides not to certify a PMF, the PMF may request reconsideration of that determination by the Director, OPM, or designee." Such reconsideration must be requested in writing, with appropriate documentation and justification, within 15 calendar days of the date of the agency's decision. The PMF may continue in the program pending the outcome of his or her request for reconsideration, and the agency must continue to provide appropriate developmental activities during this period. The determination of OPM will be final and not subject to further review or appeal.

f. The agency must provide written notification to OPM, via the PMF Program Office, when a PMF is terminated for the above reason(s), or any reason.

g. The intent of the DHA PMF Program is to locate an open position within DHA that satisfies the needs and expectations of both the office acquiring the PMF and the PMF. When this occurs, the office is expected to identify the full performance PD and work with the PMF Coordinator and HR.

h. If there is not a fit between DHA and the PMF, the PMF has the opportunity to use the one-time direct conversion at any Federal agency. To the extent possible, the PMF Coordinator will attempt to assist the PMF in locating such a position.

9. GRADUATION

a. The PMF Program Office sponsors a graduation ceremony for the PMFs who have been certified as successfully completing the PMF Program by the ERB. The ceremony is typically held after the cohort of PMFs from that class have obtained certification.

b. The event provides the PMFs with an opportunity to celebrate the success of completing the 2-year program and the continuation of a career in the Federal government. Graduation is an excellent opportunity to reconnect with PMFs met along the way, celebrate accomplishments, and inspire future civil service.

c. Graduation is typically held in Washington, D.C., and attendance at the ceremony is encouraged, but not mandatory.

d. To attend the ceremony, each PMF must meet the following criteria:

(1) Complete all requirements of the PMF Program and be certified by the DHA ERB.

(2) Completion of all requirements must be notified by the DHA PMF Coordinator to the PMF Program Office. The PMF may contact the DHA PMF Program Coordinator for verification.

e. The PMF graduation ceremony is free to all PMFs and guests. However, if travel is required, PMFs should contact the DHA PMF Program Coordinator and supervisor to request approval for travel and to arrange travel and per diem to the event.

f. Graduating PMFs are given priority to attend the graduation on a first come, first served basis. However, as space permits, family, friends, and colleagues are invited to attend the graduation ceremony. All participants will need photo identification for entering the venue.

g. Completion certificates will be provided at the graduation ceremony for those PMFs in attendance. Electronic certificate requests should be submitted within the 1-year anniversary of the graduation ceremony to the PMF Program Office.

10. WITHDRAWAL AND READMISSION

a. A PMF may withdraw from the program at any time. Such withdrawal will be treated as a resignation from the Federal service; however, any obligations established upon admission and appointment (for example, as a result of accepting a recruitment incentive under Reference (m)) still apply.

b. A PMF who held a permanent appointment in the competitive service in an agency immediately before entering the program, and who withdraws from the program for reasons that are not related to misconduct, poor performance, or suitability, may at the employing agency's discretion, be placed in a permanent competitive service position, as appropriate, in that agency. The employing agency's determination in this regard is not subject to appeal.

c. An agency must notify OPM when a PMF withdraws from the program.

d. If a PMF withdraws from the program for reasons that are related to misconduct, poor performance, or suitability, as determined by the agency, he or she will not be readmitted to the program at any time.

e. If a PMF withdraws from the program for reasons that are not related to misconduct, poor performance, or suitability, he or she may petition the employing original agency for readmission and reappointment to the program. Such a petition must be in writing and include appropriate justification. The agency may approve or deny the request for readmission. An agency must submit written notification of approved readmission requests to OPM. The individual's status in the program upon readmission and reappointment must be addressed as part of the agency's submission. The OPM Director/designee may overrule the agency's decision to readmit and reappoint, and the decision is not subject to appeal.

11. TERMINATION

a. The PMF appointment expires at the end of the 2-year fellowship period. At that time, if the PMF has not been granted an extension, or has not successfully completed the program, the PMF appointment terminates.

b. The DHA can terminate a PMF for misconduct, poor performance, or suitability issues, under the applicable provisions of Reference (n). The DHA must provide written notification to OPM, via the PMF Program Office, when a PMF is terminated for any reason.

c. The DHA will not convert PMFs who demonstrate ongoing performance or conduct problems. After appropriate performance management actions have been taken and documented, and DHA decides not to certify a PMF, the DHA will notify the PMF no fewer than 30 calendar days prior to the end of the fellowship. If the DHA is asked for a reference on a PMF whose termination was due to performance or conduct reasons, the agency will be forthcoming with the prospective employing agency about the issues surrounding the decision to terminate the employee.

ENCLOSURE 4

DEFENSE HEALTH AGENCY PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM
PERFORMANCE PLAN INPUT FORM

Instructions to Rotation Supervisor: This is a Performance Plan for the individual named below (who is an employee under my direct supervision) for the duration of his/her rotational assignment as shown. The purpose of this form is two-fold: (1) to document the objectives of the rotational assignment and, (2) to obtain input from you on the performance of the employee following the rotational assignment. We (you, the employee, and I) will establish the objectives. Then, at the conclusion of the rotational assignment, I will need input from you to complete an annual evaluation report for the employee. Please rate the individual on the performance objectives as follows: (E) – Excellent, (S) – Success, (NI) – Needs Improvement, and (F) – Fails. You may include narrative comments supporting your ratings. I need to complete the individual’s annual rating of record by_____. Therefore, I would appreciate receiving your input not later than_____. Please email to_____or fax_____.

Thank you for your assistance.

EMPLOYEE/MENTEE NAME:

LOCATION OF ROTATION ASSIGNMENT:

DATES OF ROTATION ASSIGNMENT:

SIGNATURES AND DATE:

HOST ROTATION SUPERVISOR:

PERMANENT SUPERVISOR:

EMPLOYEE:

(Employee’s signature indicates agreement with the performance objectives.)

PERFORMANCE OBJECTIVES	
Example: Develop and Implement a Plan of Action for a process/program.	

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DHA	Defense Health Agency
DHA-AI	Defense Health Agency-Administrative Instruction
ERB	Executive Resources Board
GS	General Schedule
HR	Human Resources
HRD	Human Resources Division
IDP	Individual Development Plan
LDD	Learning and Development Division
OPM	Office of Personnel Management
PD	Position Description
PMF	Presidential Management Fellows
SES	Senior Executive Service

PART II. DEFINITIONS

life changing events. Events include, but are not limited to, those related to an extreme medical situation, death, divorce, birth of a child, or a unique educational opportunity.

PMF. An individual appointed, at the GS-9, GS-11, or GS-12 level (or equivalent), in the excepted service under an agency-specific authority if the agency is excepted from the competitive service.

SES. Positions classified above GS-15 which include duties involving one or more of the functional criteria (executive or managerial) identified in law.