Presidential Management Fellows Program
Participant Agreement

Appointee's Full Name:	
Appointing Military Treatment Facility (MTF)/Center:	

Appointment Date(s):	**Work Schedule:**
Entrance on Duty (EOD) Date: _____ Appointment Not to Exceed (NTE) Date: _____	Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____ Friday: _____
Position Title, Series, and Grade:	Pay:

Fellow's Responsibilities:	**Hiring Official's/Supervisor'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 - IDP must be completed within 45 days of your date of hire - IDPs must be created each year - Select a mentor within 90 days of your date of hire. Your manager will assist you - Participate in MTF/Center training classes or programs - Attend regularly scheduled meetings with mentor	- Complete a 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 date of hire - Assist Fellow with the selection of a mentor within 90 days of date of hire - Mentor must be at an appropriate 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 performance goals and evaluation criteria *If position offers noncompetitive conversion to the competitive service, identify eligibility requirements for conversion and ensure the Fellow is converted at the end of the Program.

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

Presidential Management Fellows Program Requirements (Enter requirements for continuation and successful completion of Program)

Presidential Management Fellows Training Requirements (Identify any special training requirements)

80 hours of formal interactive training each year.

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 Noncompetitive Conversion (if any). (If this position offers noncompetitive conversion, enter any MTF/Center specific requirements)

To be eligible for conversion to the competitive service, the Fellow must:
- Be a U.S. citizen.
- Successfully complete all Presidential Management Fellows requirements.
- Meet the OPM Qualification Standard for the position to which the Fellow may be converted to.
- Maintain acceptable performance under the MTF/Center's approved performance management system.
- Obtain Executive Resources Board certification prior to conversion.

*It is important to remember that eligibility for conversion does not guarantee that the MTF/Center will decide to opt for conversion.

Signatures:

Fellow:

_____
        Print Name   Signature   Date

Hiring Official/Supervisor:

_____
        Print Name   Signature   Date

Human Resources Approving Official:

_____
        Print Name   Signature   Date