



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Tuesday, January 16, 2001  
MSG-008

**MEMORANDUM FOR: Human Resources Directors**

FROM: Carol J. Okin, Associate Director for Employment

Subject: 2001 Handbook of Projected Positions

Thank you for the support you continue to give to the Presidential Management Intern (PMI) Program. In the past, you have helped with both the recruitment and assessment processes. Your recruitment assistance helped us attract over 1700 applicants from nearly 300 universities in 45 states, Puerto Rico and the District of Columbia for the 2001 PMI Program. The verbal and written assessment phases for the PMI class of 2001 will be completed on February 23, 2001 and Finalists will be identified by the end of March. The 2001 PMI Job Fair will be held at the Washington Convention Center on April 11 and 12, 2001. Additional information about the Job Fair will be provided at a later date.

As soon as the PMI Finalists from 2001 are notified, you will receive a listing of their resumes. Resumes will also be available on the PMI website at [pmi.opm.gov](http://pmi.opm.gov). Upon request, we can also give you lists of PMI Finalists with particular degrees or geographic interests. As soon as you receive the resumes for the Class of 2001, you will be able to begin hiring immediately. The program was widely advertised last fall, so you do not need to post vacancy announcements before hiring PMIs. PMIs receive Schedule A appointments and can be converted directly to career conditional appointments upon conclusion of their two-year internship.

When we notify the PMI Finalists, we will send them the *PMI Handbook of Projected Positions (PMI Handbook)*. We need your input in preparing the *PMI Handbook*. The *PMI Handbook* provides brief information about the Federal agencies that will be hiring PMIs during 2001, short descriptions of positions (type, location, and special skills), as well as agency contacts. The *PMI Handbook* will help PMI Finalists focus their job searches.

Please provide your information in the specific format described. Brief [instructions](#) are attached to help you portray the opportunities in your agency in a way that draws the types of Finalists you want to attract. The information about your positions can be general in nature or specific position listings. In fact, agencies, which have not yet identified specific positions for PMI Finalists, should still participate in the *PMI Handbook*. You can prepare a composite entry for your agency, or separate entries for major bureaus or sub-agencies. We need your entry by **January 31, 2001** in order to assemble and publish copies of the *PMI Handbook* by the end of March and include with PMI Finalist notifications.

We conduct PMI assessment centers in Washington, D.C. and 22 additional major cities. Many of these fine candidates would like to work in the field. Many of your field managers served as assessors. Federal agency managers, through their own participation as assessors, have seen firsthand the quality and talent that is potentially available. In 2000, close to 20% of the PMI placements were in the field. Please include field opportunities in your *PMI Handbook* entry and encourage your field managers to hire PMIs.

The President's Management Council remains committed to hiring PMIs this year. The 2000 PMI Class numbers over 330. PMIs continue to provide an excellent staffing resource to fill key program delivery, policy analysis and administrative positions. I hope you will join me in looking to the PMI Program as a resource to meet and fulfill the future needs of the Federal public service.

If you have any questions regarding your submission, please contact Lorraine Romano at 215-861-3066.

Attachment

cc: Agency PMI Coordinators  
PMI Steering Committee Members  
CDG Advisors

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## Directions for Completing the [PMI Handbook](#) Forms

General Note:

Font type used throughout the document is UNIVERS.

Font size used throughout the document is 12 with the exception of "Name of Agency" which is 18, and "Name of Sub-Agency or Bureau" which is 14.

1. Place cursor in the box anywhere within "Name of Agency". Triple click and insert the name of your agency.
  2. Place cursor anywhere within the words "Agency Mission". Triple click and begin typing the description of your agency.  
*If you are using the form for reporting information on a Sub-Agency or Bureau, then follow steps #3 and #4. If not, proceed to step #5.*
  3. Place cursor in the box anywhere within "Name of Sub-Agency, or Bureau". Triple click and insert the name of your Sub-Agency or Bureau.
  4. Place cursor anywhere within the words "Describe mission of sub-agency". Triple click and begin typing the description of your sub-agency or bureau.
  5. Under Projected Positions after the Position Title, Projected Title, Location and Contact: Place cursor after the colon, tab twice and begin typing your agency information.
  6. Position Description: Place cursor anywhere in the words "Provide how to apply information in 5 lines or less". Triple click and begin typing the description of your position.  
NOTE: You may add as many positions as you have available. Just repeat the pattern provided in steps 5 and 6 (e.g. Position Title: Projected Number: Location: Contact: Name, Phone, Fax, E-mail).
  7. PMI Agency Coordinator: Place cursor in the word "Name", double click and type in your Coordinator's name. After the Phone, Fax, E-mail and Address: Place cursor after the colon, tab once and type in your Coordinator's information.
  8. Under Agency Guidance: Place cursor anywhere within "Provide How to Apply information in 5 lines or less". Triple click and begin typing you agency guidance.
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**Name of Agency**

Describe mission of sub-agency or office in 10 lines or less.

***Projected Positions***

Position Title:

Projected Number:

Location:

Contact: Name, Phone, Fax, E-mail

Position Description: Describe position in 10 lines or less.

***PMI Agency Coordinator***

Name:

Phone:

Fax:

E-mail:

Address:

***Agency Guidance***

Provide "How to apply" information in 5 lines or less.

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## **SAMPLE**

### ***Department of Health and Human Services***

The Department of Health and Human Services (HHS) is the Cabinet-level department of the Federal executive branch most concerned with people and most involved with the Nation's human concerns. In one way or another HHS touches the lives of more Americans than any other Federal agency. It is literally a department of people serving people, from newborn infants to our most elderly citizens.

### ***Office of the Assistant Secretary for Management and Budget***

The mission of the Office of the Assistant Secretary for Management and Budget (ASMB) is to serve as the principal advisor to the Secretary of the Department on budget policy and management analysis on legislative, regulatory, and budget proposals advanced by the agencies; and to deal with the Office of Management and Budget (OMB) and with Congressional Committee on such proposals and issues.

### ***Projected Positions***

Projected Number: 1

Location: Washington, D.C.

Contact: Name, Phone, Fax, E-mail

The PMI would be working on two major priority tracks of the office: Electronic Grants management - working on the continued refinement and improvement of TAGGS (Tracking Accountability in Government Grants System) and would participate in promoting government-wide electronic commerce for grants with some of the external task forces; and Grants Policy Development, working with senior staff on current HHS grants policy issuance and government-wide policy initiatives with HHS, OMB and other Federal agencies. This position has promotion potential to Grade 14.

### ***PMI Agency Coordinator***

Name: Mary Smith

Phone: 202-XXX-XXXX

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OS/PSC Agency Coordinator  
Room XXX, Switzer Building  
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Washington, DC 20201

*Agency Guidance*

Updated information on positions for 2001 Presidential Management Interns at the Department of Health and Human Services is available on the internet. Our website address is:  
[hhs.gov/progorg/ohr/pmi/](http://hhs.gov/progorg/ohr/pmi/)