



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Thursday, March 9, 2000

MEMORANDUM FOR: Human Resources Directors

FROM: KATHLEEN A. KEENEY DIRECTOR PRESIDENTIAL
MANAGEMENT INTERN PROGRAM

Subject: PRESIDENTIAL MANAGEMENT INTERN CLASS OF 2000

The 2000 Presidential Management Intern (PMI) Program's recruitment, nomination and screening processes have now been finalized. There are five hundred and eighty-two PMI finalists for 2000. The number of finalists identified takes into consideration the traditional percentages of finalists who withdraw from the PMI Program for various reasons.

The reimbursement fee is \$3,600.00 for each PMI placed in your agency. The fee of \$3,600.00 includes the cost of recruitment, selection and placement of PMIs, as well as OPM-sponsored Orientation and Graduation training programs. Federal agencies that hire PMIs are responsible for developing PMIs, subject to Government-wide standards. This responsibility includes the creation of an Individual Development Plan (IDP) for each PMI, arranging for 80 hours of formal training per year (attendance at the OPM-sponsored Orientation and Graduation events counts toward the 80-hour per year requirement), and arranging for and supporting at least one rotational assignment for the PMI. PMIs will be expected to actively participate in interagency Career Development Groups (CDGs), led by Federal agency career executives. Additional information about the responsibilities for both Federal agencies and PMIs are listed on the PMI Website at pmi.opm.gov.

We encourage you to contact PMI finalists soon so you can arrange to meet them at the Job Fair which will be held on April 17, 18 and 19, 2000. NOTE: April 17 is for PMI finalists only -- Federal agency representatives will be present at the Job Fair on April 18 and April 19 only. This year, the Job Fair will be held at the Ronald Reagan Building and International Trade Center, 1300 Pennsylvania Avenue, NW, Washington, DC. Agencies will be permitted to set up their displays in the Atrium Hall beginning at 3:30 PM on April 17. No interviewing will be conducted on April 17, 2000. The PMI Program Office sponsors the Job Fair to help link PMI finalists with Federal agencies. A copy of the Job Fair agenda is attached. Detailed information about the Job Fair was forwarded to your PMI Coordinator on February 28, 2000.

We have enclosed the following materials which will assist you in identifying potential PMI hires. These materials include the following:

- **2000 Resume Book** (this publication contains the resume for each PMI finalist eligible for appointment during 1999);
- **2000 PMI Handbook of Projected Positions;**

- **PMI Information Worksheet** (complete and return this form to the PMI Program Office, no later than 30 days after a PMI has been appointed);
- **2000 OPM Form 1616** (Reimbursement or Advance of Funds Agreement Between Federal Agencies) Note: complete and return this form to the PMI Program Office, no later than 30 days after a PMI has been appointed);
- **PMI Program Regulations;**
- **Job Fair Agenda.**

We want to take this opportunity to remind Federal agencies that **veterans preference** procedures should be applied in the PMI placement process. A review was conducted of candidates= **claims** to veterans preference entitlement. In those cases where finalists are entitled to veterans preference, their resumes have been annotated accordingly. If the finalist has claimed veterans preference in the resume and there is no annotation, the finalist is not entitled to veterans preference. For further information, agencies should review applicable references in 5 C. F. R., Part 302 - Employment in the Excepted Service.

We also want to remind agencies that it is the responsibility of the appointing agency to verify that PMIs have fully satisfied their **educational degree requirements** and have been awarded a graduate degree during the academic year (September 1, 1999 - August 31, 2000) in which they are appointed. Since many PMIs had not yet received their degrees at the time they initially applied and were processed by the PMI Program Office (October 31, 1999), the PMI Program Office cannot verify that PMIs have fully satisfied educational degree requirements. The current regulation governing the PMI Program, 5 C. F. R., Part 362, states that Agencies need to assure that all graduate degree requirements have been met at the time of appointment. Interns may not be appointed prior to the completion of all graduate degree requirements. Exceptions may be made on an individual basis, but in no case will an intern be allowed to remain in the program if all degree requirements are not completed by August 31 of the year in which interns were selected as finalists. @ Therefore, it is the responsibility of the appointing Federal agency to obtain formal documentation from the PMI=s educational institution about the status of the PMI=s graduate (master=s or doctoral) degree. It is recommended that this formal verification and documentation be in the form of the official transcript from the PMI=s educational institution. Agency officials should not rely solely on a verbal verification from the PMI during the interview process. ***If PMI finalists do not complete all requirements for their graduate (master=s or doctoral) degree by August 31, 2000, they are not qualified to be hired through the Presidential Management Intern Program during 2000.*** Please bring this fact to the attention of your program managers, appointing personnel officers and PMI Coordinators.

We are also reminding agency hiring officials that the PMI Program Office, U. S. Office of Personnel Management, does not conduct any type of credit checks, security clearances, drug testing, polygraphs or any security background investigations on PMI finalists. It is the responsibility of the appointing Federal agency to initiate and conduct whatever security clearance/investigation that is appropriate and necessary for determining a PMI=s suitability for employment with the U. S. Government.

During the placement process each year, we receive many questions about certain issues. These issues include: interview and appointment expenses, grade and pay setting, career development, citizenship, etc. Below is information regarding each of these areas of interest:

- **Travel expenses for pre-employment interviews and travel to first post of duty.** *Part 572, 5 CFR, delineates what an agency may consider in this regard. Also, 5 USC 5723 should be reviewed. Our experience is that few, if any, agencies will be reimbursing PMI finalists and PMI hires for these travel expenses.*
- **Grade and Pay for PMIs.** *PMI Program regulations specify that initial appointments must be made at the Grade 9, Step 1 level of the General Schedule. Only individuals who have had prior, higher-level Federal civilian government service may be placed at a higher step within the GS-9 pay range with that allowable under 5 CFR 531.203(c).*
- **Citizenship.** *Non-citizens may be appointed as a PMI, if permitted by a Federal agency=s appropriation act and if they are eligible to work under U. S. Immigration laws. **U. S. citizenship is required for conversion to permanent career/career-conditional employment at the conclusion of a PMI=s internship.** Agencies and PMI Finalists are advised that no extensions to a PMI=s internship will be granted by the PMI Program Office in order to meet citizenship requirements for conversion.*
- **Career Development.** *Federal agencies= responsibilities for the career development of their 2000 PMIs will include at least 80 hours of formal training per year, as described in Section 362.206 of the PMI Program regulations. These training opportunities will be tied to core competencies targeted to a functional area into which the PMI will likely be converted.*

OPM will provide orientation and graduation training programs. The exact dates for the orientation will be announced by us this summer. The graduation program will occur near the conclusion of the PMIs= two-year tenure.

These OPM programs will count toward the 80 hour per year training requirement. Agencies will develop an Individual Development Plan (IDP) for each PMI. In addition, agencies will provide at least one rotational assignment to another functional area,@ as delineated in the PMI Program regulations. This rotational assignment may be made within the agency itself and should contribute to the overall development goal agreed to by the agency and the PMI.

Finally, during the Orientation program, Career Development Groups (CDGs) will be formed. Each CDG will consist of 20-25 PMIs. These PMIs will meet as a group approximately six times a year. Senior-level Federal executives will serve as advisors to the CDGs and will assist in the overall development of PMIs. We will again be seeking senior-level agency volunteers to serve as advisors to 2000 CDGs. Your support of our future request will be appreciated. Resumes for 2000 PMI finalists will be available through the PMI Website to authorized Federal agency users on April 1, 2000. To access the resume section on the PMI Website, please use the following user name and password: User Name: AGUSER Password: AEJ2KS6L.

As authorized users, agency hiring officials are responsible for protecting resume information obtained from the PMI Website in the same manner they are expected to protect the personal

information contained in resumes available in the hard copy version of the **Resume Book**. Resumes are located on the PMI Website (pmi.opm.gov) under Agencies, Finalists, Sorted by Resume. Agency officials will be able to search (by last name or degree), view and print resumes. Users will not have text or word sort capability. *This is the last year the hard copy version of the Resume Book will be available for distribution to Federal agencies.*

If you have any questions about the contents of this memorandum, please feel free to contact Lorraine Romano (215) 861-3066 or Kristen Kershner (215) 861-3022 directly. Your continuing support of our efforts is appreciated.

Attachments

cc: Agency PMI Program Coordinators
PMI Steering Committee Members
Career Development Group (CDG) Advisors