



DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)



**Presidential Management Fellows Program
Participant Agreement**

Appointee's Full Name:	
Appointing Agency/Sub-Agency:	
Appointment Date (s):	Work Schedule:
Entrance on Duty (EOD) Date : _____ (MM/DD/YYYY)	Monday _____
Program Not to Exceed (NTE) Date: _____ (MM/DD/YYYY)	Tuesday _____
	Wednesday _____
	Thursday _____
	Friday _____
Position Title, Series and Grade	Pay
Fellow's Responsibilities:	Hiring Official's/Supervisor's Responsibilities:
<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ IDP must include at least 80 hours of formal interactive training ○ IDP must be completed within 45 days of your date of hire ○ IDP must be completed each year • Select a Mentor within 90 days of your date of hire. Your manager will assist you. • Participate in agency training classes or programs • Attend regularly scheduled meetings with mentor 	<ul style="list-style-type: none"> • 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 date of hire • Assist Fellow with the selection of a mentor within 90 days of date of hire <ul style="list-style-type: none"> ○ Mentor must be at the managerial level outside of the Fellow's chain of command • Provide information on any special training requirements <ul style="list-style-type: none"> ○ Ensure Fellow participates in at least 80 hours of formal interactive training per year • Supervise daily work activities • Identify performance goals and evaluation criteria
Work Assignments (Enter brief description of duties or attach a position description)	
See attached Position Description (PD) and assigned Training Plan.	
PMF Program Requirements (Enter requirements for continuation and successful completion of Program)	
Successful completion of the 1-2 year training plan including completion of required work hours and supervisor endorsement.	

PMF Training Requirements (Identify any special training requirements)

80 hours of formal interactive training each year.

See attached Training Plan for guidance.

Mentoring (Enter instructions on process to select Mentor)

Managers of Pathways will ensure that each Presidential Management Fellows (PMF) has a Mentor. The Mentor is a volunteer, normally not in the PMF's chain-of-command but possibly within the same career field. The Mentor can assist the PMF in understanding protocol within the government and the DCMA culture, can provide advice and counsel regarding career development, leadership, and technical assistance in the functional area. Mentor does not have to be co-located with the PMF. In cases where the Mentor is not in the same career series, another individual within the same job series will be assigned to provide on-the-job training, assistance, and oversight. Assignment of a specific person as a mentor will be with the approval of the PMF and should, if at all possible, be at the request of the PMF.

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

Maintain acceptable performance under the agency's approved performance management system.
See attached Periodic Performance Assessment.

Minimum eligibility requirements for noncompetitive conversion. Does this position offer non-competitive conversion?
(Include any agency specific requirements)

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 ERB certification prior to conversion.

It is important to remember that eligibility for conversion does not guarantee that the agency 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