

## Presidential Management Fellow (PMF) Mentoring Agreement

**PRIVACY ACT STATEMENT:**

**Authority:** The Pathways Programs regulations (5 CFR 362.405) requires (1) within 90 days of a Fellow’s appointment, the agency must assign the Fellow a Mentor, who is a managerial employee outside the Fellow’s chain of command (5 CFR 362.405); (2) the Mentor may be consulted in the development of the Fellow’s Individual Development Plan (IDP) (5 CFR 362.405(a)); and (3) the Mentor may be consulted during the Fellow’s certification process (5 CFR 362.405(d)(1)). The U.S. Office of Personnel Management (OPM) published a *Pathways Programs Handbook* (“Handbook”) in August 2016 (which can be found under the “Agencies\Resources” section on the PMF website at [www.pmf.gov](http://www.pmf.gov)). The Handbook makes the following references to Mentors in the PMF Program: (1) the agency’s Pathways Programs Officers and Agency PMF Coordinators are responsible for ensuring their Fellows are assigned a Mentor, (2) the Pathways Participant Agreement emphasizes the assignment of a Mentor within 90 days of a Fellow’s appointment (5 CFR 362.106), (3) the purpose and role of Mentors, and (4) Mentors for Fellows must be current managerial employees inside of the participant’s agency.

**Purpose:** This Mentoring Agreement is used to set forth the expectations and relationship between a Fellow and his/her Mentor. Mentors should serve as advisors and trusted colleagues, not as supervisors. A formal mentoring process affords Fellows with professional development and guidance and capitalizes on the experiences of seasoned employees who are committed to developing a highly-skilled and high-performing workforce. This optional OPM Form 1308 can be found under the “Current PMFs\Resources” and “Agencies\Resources” sections on the PMF website at [www.pmf.gov](http://www.pmf.gov).

**Routine Uses:** See below for the roles and expectations for all parties. Having access to Mentors does not guarantee a Fellow’s promotion. It does, however, afford direction in their careers to new and/or junior employees by providing them with an opportunity to benefit from their Mentors’ knowledge, talent, and guidance. The agreement takes effect upon all signatures. Fellows participating in any training and developmental activities should adjust their schedules and engage with their Mentors accordingly.

**Disclosure:** Use of this agreement and furnishing this information is optional; however, agencies may have their own equivalent to use. This agreement ensures all parties are familiar with the roles and expectations outlined. Agencies may have their own policies and procedures regarding the assignment of Mentors. If there any questions or changes to the agreement, please contact the Agency PMF Coordinator.

**INSTRUCTIONS:** Pursuant to this agreement, the Fellow must have signed a Pathways Participant Agreement, which clearly identifies expectations of all parties and what is expected of a Fellow in order to achieve possible noncompetitive conversion at the end of their fellowship (5 CFR 362.106). Within 90 days of a Fellow’s onboarding, the Fellow’s Supervisor is to assist their Fellow with the selection of a Mentor, which must be at the managerial level outside of the Fellow’s chain of command and within the Fellow’s agency. All parties (e.g., the Fellow, Supervisor, and Mentor) may utilize this form and submit the final to the Agency PMF Coordinator for recordkeeping. The Fellow should retain a copy for their records and possible inclusion as part of the certification process upon completing the fellowship.

<b>Fellow’s Name</b> (first and last):		<b>Fellow’s Class Year</b> (yyyy):	
<b>Fellow’s Work Phone Number</b> (###-###-####):		<b>Fellow’s Work Email Address:</b>	
<b>Fellow’s Agency/Sub-Agency/Organization:</b>			
<b>Fellow’s Pay Plan/Grade and Position Title</b> (e.g., GS-0343-09, Program Analyst):			
<b>Fellowship Entry on Duty Start Date</b> (mm/dd/yyyy):		<b>Fellowship Anticipated to End</b> (mm/dd/yyyy):	
<b>Fellow’s Supervisor’s Name</b> (first and last):		<b>Supervisor’s Title:</b>	
<b>Supervisor’s Work Email Address:</b>		<b>Supervisor’s Phone Number</b> (###-###-####):	
<b>Agency PMF Coordinator</b> (e.g., Name, Email Address, and Phone Number):			
<b>Mentor’s Name and Title:</b>			
<b>Mentor’s Work Email Address:</b>		<b>Mentor’s Phone Number</b> (###-###-####):	

**ROLES AND EXPECTATIONS:**

The Mentor agrees to the following:

1. Review the PMF Participant Agreement with the Fellow to ensure his/her understanding of the expectations and possible noncompetitive conversion at the end of their fellowship.
2. Consult the Fellow and/or Supervisor in the development of the Fellow's Individual Development Plan (IDP).
3. Meet with the Fellow at an agreed upon frequency and method throughout the fellowship.
4. If requested and appropriate, consult with the agency's Executive Resources Board (ERB), or equivalent, to assist in rendering the decision on whether or not the Fellow has successfully completed all program and agency requirements.
5. Inform all parties (e.g., the Fellow, Supervisor, and Agency PMF Coordinator) when unable to continue their mentoring of the Fellow (e.g., due to new position, reorganization, retirement, etc.).

The Fellow agrees to the following:

1. To work with their Supervisor in pursuit of being assigned a Mentor.
2. To be respectful of the Mentor's position and advice.
3. Support the Mentor's consultation with the Fellow's IDP and certification process.
4. Inform their Supervisor of the agreed upon frequency and method in meeting with their Mentor.
5. Inform their Supervisor when their Mentor is no longer available or of any other changes.

The Supervisor agrees to the following:

1. To assist the Fellow in their assignment of a Mentor.
2. Support the Fellow meeting with and consulting with their Mentor throughout their fellowship.
3. Consult with the Mentor, when appropriate and applicable, on development of the Fellow's IDP.
4. Seek feedback, as appropriate, from the Mentor when conducting the Fellow's performance appraisal.

**SIGNATURES:** Electronic signatures are preferred.

<b>PMF's Signature:</b>	<b>Date:</b>

<b>PMF Supervisor's Signature:</b>	<b>Date:</b>

<b>Mentor's Signature:</b>	<b>Date:</b>