

**Presidential Management Fellows (PMF) Program
Leadership Development Program (LDP)
Participant Agreement**

Fellow's Name (first and last):		Fellow's Class Year (yyyy):	
Fellow's Agency/Sub-Agency/Organization:			
Fellow's Work Email Address:		Fellow's Work Phone Number:	
Supervisor's Name (first and last):		Supervisor's Work Email Address:	

Authority: The PMF Program is under the auspice of the Pathways Programs (5 CFR 362). The PMF Program regulations identify a variety of training and developmental requirements for each PMF to successfully complete during their 2-year fellowship, leading to noncompetitive conversion at the end of their fellowship (§362.405(d)). Each PMF must complete: (1) an Individual Development Plan (IDP) that outlines their training and development, including relevant competencies, during their fellowship (§362.405(a)); and (2) the agency must provide each Fellow a minimum of 80 hours of formal interactive training **per year** that addresses the competencies outlined in their IDP, for a minimum total of 160 hours at the conclusion of their fellowship, that should be recorded on their IDP (§362.405(b)(2)).

Purpose: The PMF Program Office has partnered with OPM's Center for Leadership Development (CLD)/Federal Executive Institute (FEI) in the development of the PMF Leadership Development Program (LDP), that spans over the Fellow's 2-year fellowship and is designed to support the Fellow's leadership journey. Full participation counts towards meeting the Fellow's training and developmental requirements. There is *no additional tuition costs* to agencies as the tuition for the LDP is included in the one-time placement fee agencies pay the PMF Program Office in covering the program expenses. This Agreement is used to set forth the expectations between the Fellow and their Supervisor for the Fellow's full participation in the LDP.

Use of this agreement and furnishing this information is *required* by the PMF Program Office. Any delay or alteration to a Fellow's participation will impact their experience and number of hours obtained; which may impact other participating Fellows. The PMF LDP is based on the Eastern Time Zone. Fellows in different time zones may need to consult with their Supervisor and adjust their work hours accordingly. The Fellow should add all LDP activities, and the number of training hours obtained to their IDP. Fellows should review their IDP with their Supervisor to ensure their schedules do not conflict with LDP events. NOTE: The curriculum, timeline, and number of hours are subject to change; monitor the PMF LDP webpage (<https://www.pmf.gov/current-pmfs/training-and-development/leadership-development-program/>) for any updates.

INSTRUCTIONS: The Fellow and their Supervisor should review this agreement, sign below, and retain the original. Fellows are able to upload a signed copy via their user account on the Apply Site of the PMF Talent Management System (TMS), and must upload prior to participation. Check with the Agency PMF Coordinator for any other policies and procedures that should be followed.

EXPECTATIONS: By signing this agreement, the Fellow and Supervisor agree that the Fellow will complete the requirements of the PMF LDP sessions that they are confirmed to attend. Full participation in the PMF LDP can earn a Fellow a potential of over 100 training and development hours towards their total fellowship requirements. Fellows will be provided with the specific requirements for each LDP session and will be invited to register for any session they are eligible to attend. If capacity is reached for a particular session when a Fellow tries to register, then the Fellow will be notified when the next session will occur. Before registering for a particular session, the Fellow agrees to review the time commitment involved, and account for the impact of any extended leave, rotation(s), change in operating status, workload, etc. When Fellows register for a PMF LDP activity they are confirming that they are able to fully participate in all session requirements. The Fellow must inform the PMF Program Office of any changes in status/contact information during their participation in the PMF LDP. It is the responsibility of the Fellow to monitor any communications throughout their participation in the PMF LDP (e.g., when on a rotation). Supervisors of Fellows during developmental assignments must allow Fellows to fully participate in PMF LDP activities.

Eligibility to Participate: (1) The PMF has onboarded and has started their fellowship (or would have onboarded prior to the start of the PMF LDP cohort), (2) the Agency PMF Coordinator has accurately entered the Fellow's appointment information (e.g., start date, work email address, and supervisory contact information) in the PMF TMS (Fellows can verify by viewing their appointment information on the Apply Site of the PMF TMS), and (3) the agency has submitted reimbursement for the one-time placement fee to the PMF Program Office for the Fellow's initial appointment (Agency PMF Coordinators can view the financial status of their PMFs in the PMF TMS).

SIGNATURES: Electronic signatures are preferred; if electronically signed, you may skip the date field. All parties are to sign and retain the original. Fellows are to upload a signed copy in the PMF TMS. Please check with the Agency PMF Coordinator for any other additional requirements.

PMF's Signature:	Date:

Supervisor's Signature:	Date: