



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

**MAR - 4 2003**

PERSONNEL BULLETIN NO. 03-09 (362)

SUBJECT: Department of the Interior Presidential Management Intern Program

1. **Purpose.** This bulletin establishes Department of the Interior (DOI) policy for the Department's Presidential Management Intern (PMI) Program. The Department recognizes the value of the PMI Program as a mechanism for attracting and retaining outstanding women and men with leadership potential. This policy provides for systematic PMI Program practices and procedures to help address the increasing need to replace the Department's supervisors (managers and supervisors) who are becoming eligible for retirement. This policy applies to all DOI managers, supervisors, and PMI Program providers and participants. Additional information about the federal government's PMI Program may be found at [www.pmi.opm.gov](http://www.pmi.opm.gov).
2. **Authorities.** Executive Order (E.O.) 12645, 5 Code of Federal Regulations (CFR) 213.3102 (ii), 5 CFR 362, 5 CFR 531.203 (c), 5 CFR 315.708.
3. **Background.** The Presidential Management Intern Program, established by Presidential Executive Order 12645, was created in 1977 as a means to attract to federal service individuals of exceptional management potential from a wide variety of academic disciplines. The U.S. Office of Personnel Management (OPM) PMI Program Office is responsible for the overall management of the federal government program, including nationwide recruitment, PMI orientation training, and a PMI graduation program. PMI selectees receive an initial 2-year Excepted Service appointment, and after successfully completing the internship, are eligible for conversion to a permanent appointment in the Competitive Service. To be eligible for a PMI appointment, a candidate must:
  - a. Complete a graduate course of study at an accredited college or university;
  - b. Receive the nomination of the dean or academic program director of their college or university; and
  - c. Successfully complete an OPM-administered assessment process and be selected, by OPM, as a PMI Finalist.
4. **Program Requirements.** PMI appointees count against personnel ceilings. To hire a PMI, supervisors must have a permanent full-time position approved for fill at the time a selection commitment is made. Additionally, OPM requires payment of a reimbursement fee which covers costs associated with the recruitment, selection, placement, orientation, and graduation of PMIs. Reimbursement fees are paid by the bureau/office when the

PMI reports for duty. Each year, the Department's Office of Personnel Policy (PPM) will provide other administrative requirements for program participation

**5. Program Responsibilities.**

a. The Office of Personnel Policy (PPM) is the liaison office between OPM's PMI Program Office and DOI bureau/office PMI Coordinators. The Departmental PMI Coordinator in PPM is responsible for coordinating PMI recruitment, hiring, and employment policies and procedures across the Department, including Departmental participation in OPM's annual PMI Job Fair.

b. Supervisors must identify positions in their organizations to be filled through the PMI Program. Supervisors will participate in the annual PMI Job Fair, and supervisors will be empowered to make on-the-spot PMI selection commitments. To balance the development of PMIs and enhance their performance, supervisors are responsible for:

1. Developing the PMI's Individual Development Plan (IDP);
2. Authorizing rotational assignments;
3. Ensuring completion of required training; and
4. Supporting PMI participation in developmental activities, including OPM's Career Development Group (CDG) component of the PMI program.

c. Bureau/Office PMI Coordinators are responsible for advising on and communicating PMI Program requirements to supervisors, and for coordinating their organization's PMI recruitment and appointments. By established deadline dates each year, bureau/office PMI Coordinators must advise PPM of their projected positions and enter projected positions in the OPM automated system, *PMI Projected Positions*. At the time of a PMI appointment, bureau/office PMI Coordinators must immediately complete OPM Form 1616 (Interagency/Intergovernmental Agreement) to pay required reimbursement fees, and forward the form to the Departmental PMI Coordinator for further review and processing. No later than November 15 of the year the PMI is selected, bureau/office PMI Coordinators must notify the PMI Program Coordinator in PPM of the PMIs their organizations have selected and provide the appointment dates.

d. PMI appointees participate with supervisors in developing their Individual Development Plans. PMIs must participate in various OPM and Department-sponsored program activities, such as formal and informal orientations, training, graduation, rotational and shadowing assignments, and other developmental activities. PMIs should participate in OPM's CDG activities and assist with planning and organizing other meetings and workshops that contribute to their development.

- e. The Department of the Interior University (DOIU) will conduct an annual departmental PMI orientation program. DOIU will include PMIs in other developmental activities, such as educational brown bag lunches.
6. **Appointments.** PMIs are appointed to the Excepted Service (5 CFR 213.3102(ii)). Initial appointments are made at the GS-9 level, normally at step one. A higher step within the GS-9 pay range may be permissible if the PMI had prior, higher level Federal civilian service. The bureau/office servicing personnel office would determine the permissible rate based on application of the highest previous rate rule. Bureaus/offices must make PMI appointments no later than December 31 of the year the PMI was selected as a finalist.
  7. **Veterans' Preference.** Veterans' preference is adjudicated by OPM and annotated on the resumes of PMI finalists. Bureaus/offices must apply Part 302 CFR when a veteran expresses an interest in a DOI PMI position. "Expresses an interest" means a veteran contacts the agency in person, by phone, or provides a resume requesting consideration for a PMI appointment. If the veteran is then not selected, the bureau/office must prepare a written justification documenting the reason(s) why the veteran was not qualified or did not meet the criteria for the position in the bureau/office. A copy of the justification must be provided to the veteran, if requested.
  8. **Promotions.** Promotions in the PMI Program are authorized at the GS-11 level after satisfactory performance of one year of continuous service. After successful completion of the 2-year internship and satisfactory performance in the position, PMIs are converted (noncompetitively) to career or career conditional appointments and promoted to the GS-12 level. Conversions may be made to positions with career ladders beyond the GS-12 level, if the promotion potential was identified in conjunction with the PMI's selection and appointment. Conversions to competitive service appointments are not allowed prior to completion of the 2-year internship.
  9. **Individual Development Plan (IDP).** A PMI's IDP must be completed within 30 days after the PMI enters on duty. Supervisors will prepare the IDP in coordination with the PMI. IDPs are designed for the 2-year internship and tailored to specific learning objectives that will provide the PMI with knowledge and skills needed in the current and target positions. As necessary, IDPs should be updated to include previously unforeseen training and development requirements. The attached sample IDP format may be used for PMIs or organizations may develop their own format.
  10. **Orientation, Training and Development.** Supervisors must provide a minimum of 80 hours of formal training each year for each PMI. Formalized DOI and OPM-sponsored PMI training count toward the annual 80-hour requirement. PMIs must attend the following training:

- a. OPM's Orientation Training Program (24 hours). Each PMI should complete this training during the first year of employment. This orientation session provides an overview of the federal government's PMI program and federal government operations, and the session provides valuable networking opportunities.
- b. DOI Orientation Training (16 hours) conducted by DOIU. To be completed during the first year, this training covers the Department's mission, organizational structure, and strategic plans.
- c. OPM's PMI Program Office training and graduation ceremony (16 hours), to be completed during the second PMI year.

11 **Developmental Activities.** In addition to formal training, PMI development encompasses activities such as: on-the-job training, mentoring sessions, career management counseling, rotational assignments, educational brown bag lunches, cross training and career broadening assignments, and attendance at conferences, workshops, and off-site meetings. Bureaus/Offices may provide additional informal training and development through participation in other activities, such as:

- a. **Career Development Groups.** Career Development Groups (CDG) are established by the OPM PMI Program Office to provide educational and developmental activities, programs and experiences for PMIs within assigned groups. PMIs should participate in CDGs to enhance their training and development and to network with other PMIs.
- b. **Shadowing Assignments.** PMIs may complete "shadow" assignments of short duration, such as one week. Through shadowing managers, PMIs gain insight regarding the scope of managerial responsibilities and management approaches.

**Readings and Seminars.** PMIs may meet informally with their supervisors, organizational staff and other PMIs to discuss books or articles on areas of interest such as public administration and management, natural resource conservation, etc.

- d. **Meet-the-Manager Sessions.** PMIs may informally meet with other managers outside their organizations to discuss managerial duties and responsibilities, as well as current Departmental issues and recommendations regarding the PMI's career development.
- e. **Program Impact Paper.** At the end of the first and second years of the program, PMIs may prepare a short paper discussing their experiences and observations.

12. **Performance Management.** When establishing performance plans and accomplishing annual performance appraisals for PMIs, supervisors must adhere to policy guidance in 370 Departmental Manual, Chapter 430, Performance Appraisal System. During the internship, a two-way feedback process between the supervisor and the PMI should be implemented to address the PMI's developmental progress and the adequacy of development experiences. Supervisors must monitor PMIs' work progress and provide feedback on how well the PMI is performing in meeting the learning objectives of the IDP. Supervisors must also identify areas needing improvement so that any unacceptable performance can be addressed and corrected before the end of an appraisal period. PMIs must be evaluated and rated satisfactorily on their work performance prior to advancement in grade levels, and prior to conversion to the competitive service.
  
13. **Rotational Assignments.** Rotational assignments are intended to broaden the PMI's perspectives on the work of the Department, produce a more insightful employee and eventually a more effective leader. Bureaus/Offices will provide a PMI at least one rotational assignment lasting a minimum of 60 days outside the home bureau/equivalent office. Additional rotational assignments inside the home organization are encouraged, but are scheduled at the discretion of the supervisor and PMI. The nature of the rotational assignment should be mutually agreed upon by the manager and the PMI. While assignments may not directly relate to the PMI's present position or current field, assignments must relate to the overall career path identified by the supervisor and PMI in the IDP. The PMI's supervisor and host organizations should mutually agree on the timing of rotational assignments to preclude conflict with work in the home organization. A performance plan must be developed for a rotational assignment scheduled to last longer than 120 days.

In coordination with the PMI and the home organization supervisor, the host organization must prepare a written plan for the PMI's developmental assignment to include:

- a. Dates of the assignment;
  - b. Duties that the PMI will perform;
  - a. Relationship of the rotational assignment to the PMI's career goals;
  - d. How the PMI's performance will be appraised during the assignment; and
- Long-term benefit to the Department of the PMI's rotational experience.

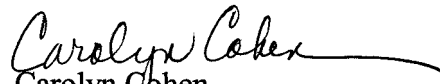
14. **Program Mentors.** PMI Program mentors are senior-graded volunteers who can provide leadership, insight and guidance to PMIs during their internships and thereafter. Mentors serve as role models and personal advisors to convey positive information about the Department's mission, policies, rules and regulations. PMI supervisors and PMI

coordinators will assist PMIs in identifying appropriate mentors and will ensure the PMI-mentor relationship has been established. PMIs may also be paired with other skilled and experienced employees for networking and to develop other insights and skills in preparation for managerial and supervisory positions.

15. **Internship Extensions.** Under rare and unusual circumstances, Heads of Bureaus/Offices may request extensions of the internship of up to one additional year. All requests for extensions must be submitted no later than 65 calendar days prior to the scheduled end of the internship. Requests are submitted through the DOI Office of Personnel Policy to OPM's PMI Program Director. The request must include specific reasons for requesting the scheduled extension. At anytime during an extended internship, the PMI may be converted to a career or career conditional appointment if performance is satisfactory.
16. **Conversions.** Decisions to convert PMIs to permanent appointments are based on satisfactory completion of internships. PMIs are noncompetitively converted to career or career conditional appointments. Conversions are effective on the date the 2-year service requirement is completed, unless the internship is extended.
17. **Terminations.** Either party (manager or PMI) can terminate the PMI assignment. If a proposed termination is management initiated, supervisors must notify the PMI and the Departmental PMI Coordinator (PPM) in writing at least 120 calendar days before the scheduled end of the internship. PPM will inform OPM's PMI Program Office of the termination action within 90 calendar days of the end of the internship. PMIs terminated from the PMI Program may not be reappointed to the PMI Program.
18. **Movement to Other Federal Agencies.** PMIs can permanently move from one agency to another during their internships. However, movement must be without a break in service, and the 2-year internship is continued at the new agency.
19. **Resignation.** PMIs who resign during their internship do not have reinstatement eligibility for competitive service positions and cannot be reinstated in the PMI program.
20. **Student Loan Repayment Program.** Bureaus/Offices are authorized to repay federally-insured student loans. The Departmental policy can be found in Personnel Bulletin Number 02-4, Departmental Policy on the Student Loan Repayment Benefit Plan.
21. **Citizenship.** Noncitizens may receive PMI appointments and complete a 2-year internship, but they **must** possess full United States (U.S.) citizenship at the time of conversion to permanent, competitive appointments. Regulations do not permit the extension of an internship for the purpose of obtaining U.S. citizenship. Without obtaining U.S. citizenship after a 2-year period, PMIs must be terminated from the program.

- 22. **Satisfactory Performance.** To progress in a grade and complete the program, PMIs must attain a rating of “Results Achieved” for all the critical results established in their performance plans. Supervisors cannot allow a conversion action to occur if the PMI’s performance is unsatisfactory.
- 23. **Travel Expenses.** Agencies are authorized, but not required, to pay travel expenses for preemployment interviews and/or first post duty stations. However, travel expenses incurred to attend OPM and Departmental-sponsored training, are responsibilities of the bureau/office.

The Department’s point of contact for the PMI Program is Sheila Haley, at (202) 208-6943, e-mail: [Sheila\\_Haley@os.doi.gov](mailto:Sheila_Haley@os.doi.gov).

  
Carolyn Cohen  
Director, Personnel Policy

Attachment

## Individual Development Training Plan

<b>Employee Name (Last, First, Middle Initial)</b>			<b>Current Position, Series and Grade</b>			<b>Organization</b>		
No further development desired/required at this time: <span style="float: right;">(check here)</span>								
<b>Short Term Developmental Goals (Immediate, within a year)</b>								
<b>Developmental Objective (Knowledge, skills and abilities needed)</b>			<b>Developmental Assignments (Identify type, dates, lengths, and locations if possible)</b>			<b>Formal Training (Identify specific courses, locations and dates if possible)</b>		
<b>Long Term Career Goals (Over next five years)</b>								
<b>Objectives</b>			<b>Developmental Assignments (Cite best information available)</b>			<b>Formal Training (Cite best information available)</b>		
<b>Rotational Assignments During the Next 12 months (Check appropriate boxes)</b>								
<b>Rotational assignment planned:</b>			<b>Rotational assignment not planned/required:</b>			<b>Required rotational assignment completed):</b>		
Employee Signature:						Date:		
Supervisor Signature:						Date:		
Reviewer Signature (if required):						Date		

ATTACHMENT