



## National Aeronautics and Space Administration

### Presidential Management Fellows (PMF) Participant Agreement

<b>Fellow's name:</b>	<b>Center and organization name</b>
Rolando Valdez	Kennedy Space Center, FL ; TAA4A
<b>Position title, series, grade, step, and starting salary</b>	
<b>Duty location (city and state)</b>	
Kennedy Space Center, FL	
<b>Appointment starting date</b>	<b>Appointment expiration date</b>
<b>Fellow's Responsibilities</b>	<b>Supervisor's Responsibilities</b>
<ul style="list-style-type: none"> <li>Successfully perform the duties in your position description</li> <li>Work with your supervisor to create an Individual Development Plan (IDP) within 45 days of appointment</li> <li>Work with your supervisor to select a mentor within 90 days of appointment. Your mentor must be a managerial employee outside of your chain of command.</li> <li>Meet regularly with your mentor</li> <li>Successfully complete all training and developmental assignments required by your IDP</li> </ul>	<ul style="list-style-type: none"> <li>Provide the Fellow with information on PMF program requirements</li> <li>Provide the Fellow with a position description upon appointment</li> <li>Provide the Fellow with a performance plan within 30 days of appointment</li> <li>Ensure that the PMF has an approved IDP within 45 days of appointment</li> <li>Assist the Fellow in selecting a mentor within 90 days of appointment</li> <li>Ensure that the Fellow has the opportunity to complete all training, and developmental and rotational assignments required by their IDP</li> <li>Supervise the Fellow's daily work activities and provide ongoing feedback on performance</li> </ul>

## General Description of Duties

## Training Requirements

Your supervisor is required to approve an Individual Development Plan (IDP) for you within 45 days of your appointment. Your IDP will address the training and development requirements that you must successfully complete in order to be eligible for conversion to the competitive service. At a minimum, your IDP must include:

- Participation in an Office of Personnel Management (OPM) orientation program for PMFs;
- At least 80 hours of formal, interactive training per year. Mandatory annual training, such as information security and ethics training, does not count towards the 80-hour requirement; and
- At least one developmental assignment of 4 to 6 months, with management and/or technical responsibilities. The assignment may be within the organization where you are appointed, in another organization at NASA, or in another Federal agency. As an alternative, you may choose to participate in a NASA-wide initiative or a Presidential initiative that provides equivalent experience.

You may also be required to:

- Complete other short-term rotational assignments of 1 to 6 months; and
- Assist the OPM in the assessment process for future classes of Presidential Management Fellows.

## Performance Evaluation

Your performance plan and evaluations will be completed in accordance with NPR 3430.1, NASA Employee Performance Communication System. Your supervisor is required to provide you with a performance plan within 30 days of your appointment.

## Eligibility for Promotion

You may be promoted while you are in the PMF program if you meet the qualification requirements and your performance is satisfactory. Promotion is not guaranteed.

## Requirements for Continuing in the PMF Program

To continue in the PMF Program, you must:

- Maintain satisfactory performance
- Maintain United States citizenship

The duration of your PMF appointment is a trial period. Reasons for termination during the trial period may include, but are not limited to:

- Unsatisfactory performance
- Misconduct
- Inability of NASA to retain you, for administrative reasons (e.g., budget constraints, lack of work)

**Eligibility for Conversion**

If you complete the requirements of the PMF Program, you will be eligible for conversion to a term or a permanent appointment. At NASA, term appointments last from one to six years. If you are converted from a PMF appointment to a term appointment, you may later be converted to a permanent appointment without competition. **Eligibility for conversion does not guarantee conversion or continued employment.**

To be eligible for conversion, you must:

- Be a United States citizen;
- Be certified by NASA’s Executive Resources Board that you have met all of the requirements of the PMF program, including the performance and developmental expectations set forth in your performance plan and IDP; and
- Meet the qualifications for the position to which you will be converted.

**I understand and will abide by the terms of this agreement.**

**Fellow:**

**Rolando Valdez** \_\_\_\_\_  
*Print Name* *Signature* *Date*

**Supervisor:**

**Dave Tipton, MD** \_\_\_\_\_  
*Print Name* *Signature* *Date*

**Human Resources Official:**

**Josephine Pereira** \_\_\_\_\_  
*Print Name* *Signature* *Date*