



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, CA 95825
www.ca.blm.gov

February 5, 2003

In Reply Refer To:
1400-362(P)
CA-945

Instruction Memorandum No. **CA-2003-018**

Expiration Date: 09/30/04

To: All Supervisors and Field Managers

From: DSD, Support Services Division

Subject: 2003 Request for Presidential Management Intern (PMI) Positions

DD: 02/14/2003

The Presidential Management Intern (PMI) Program is designed to attract to the Federal service outstanding men and women from a wide variety of academic disciplines who have a clear interest in, and commitment to, a career in the analysis and management of public policies and programs. This IM is requesting projected positions for placement of 2003 PMI candidates.

PMI candidates have completed requirements for a graduate degree (master's or doctoral-level) from an accredited college or university. Following selection and appointment at the Grade 9, Step 1 level of the General Schedule, promotion to the GS-11 level may occur after satisfactory completion of one year of continuous service. Upon successful completion of a two-year internship, the PMI may be non-competitively converted to a career or career-conditional appointment for which qualified.

The organization hiring a PMI is responsible for payment of a \$4,800 reimbursement fee to the Office of Personnel Management (OPM), no later than 30 days after a PMI is appointed, for administrative costs associated with the Program. Additional information concerning the Program is available at the OPM website: www.pmi.opm.gov.

If your organization is interested in participating in the Program by hiring a PMI finalist, you are asked to submit the following projected position information to the California State Human Resources Office, 2800 Cottage Way, Sacramento, CA 95825, Attention:

Federica Lee, no later than February 14, 2002. Submissions may also be e-mailed to Ms. Lee's attention at flee@ca.blm.gov. The following information should be included:

- a. Position Title
- b. Projected number of positions available under the Position Title
- c. Location of the position (city and state where the position is located)
- d. Name of the point of contact at the location, no more than two names
- e. Description of the Position: Describe the duties of the position, limiting the description to 20 lines. Edit for accuracy. The PMI finalists need a clear, concise explanation of the type of work expected.

This information will be entered into the OPM automated system. Job opportunities published will be available for viewing by PMI finalists on March 21, 2003. The PMI Job Fair will be held on April 14 – 16, 2003 at the Washington Convention Center, 900 – 9th Street, NW, Washington, DC 20001. Questions concerning the PMI Program may be directed to Federica Lee (916) 978-4468.

Signed
Annisteen Tate-Cammack
Acting DSD, Support Services

Authenticated
Louise Tichy
Records Management