Pathways Programs Memorandum of Understanding (MOU)
Between the
U. S. Office of Personnel Management (OPM)
And the
Department of Defense (DOD)

I. PURPOSE AND SCOPE

In accordance with section 362.104 of title 5, Code of Federal Regulations (CFR), this document is an agreement between the above-named parties. The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation of the Pathways Programs. This agreement must be re-executed every 2 years.

II. BACKGROUND

Section 362.103 of 5 CFR authorizes agencies to make appointments to positions placed in the excepted service, pursuant to the Pathways Programs. Part 362 requires the agency head or his or her designee to enter into a Pathways Memorandum of Understanding (MOU) with the Office of Personnel Management (OPM) prior to making appointments under any Pathways Programs authority.

III. POSITIONS COVERED

Any position, at the General Schedule, grade 1 through grade 12, (or equivalent level under another pay and classification system, including the Federal Wage System), for which the Pathways Program initial appointment allows and for which the individual is qualified.

IV. RESPONSIBILITIES OF THE PARTIES

a. OPM Responsibilities:

- Provide implementation guidelines and technical assistance;
- Review agency agreements in a timely manner;
- Provide guidance on how the agency shall submit data on the number of Pathways Programs projected hires and participants hired;
- Publicize information to potential applicants on eligibility requirements and how to apply to the Pathways Programs;
- Provide the agency with a vehicle to publicize hiring under the Pathways authority; and
- Centrally manage the Presidential Management Fellows Program in accordance with 5 CFR part 362, subpart D.

In addition, OPM retains exclusive authority to:

- Establish and maintain an oversight program;

- Establish caps on the number of individuals who may be hired under the Pathways Programs or noncompetitively converted from the Pathways Programs to positions in the competitive service; and
- Revoke an agency's authority to use the Pathways Programs.

b. Department of Defense (DOD) Responsibilities

- DOD PROGRAMS. The Pathways Programs for the DOD consist of the:
  - Internship Program;
  - Recent Graduates Program; and
  - Presidential Management Fellows (PMF) Program.

  DOD specific naming conventions are listed in the attached DOD Implementing Guidance.

- DELEGATIONS OF AUTHORITY. DOD authorizes Military Departments, Defense Agencies and Field Activities to use the Pathways Programs as identified in the attached DOD Implementing Guidance.

- PROGRAM EXTENSIONS. Extension of a Pathways Program Recent Graduate or Fellow appointment, up to 120 days, is decided on a case-by-case basis. Extensions will only be approved for a reason that was beyond the control of the organization and/or the participant. (Examples: death in participant's immediate family, extended illness of the participant, organization directed furloughs). Extension requests will be submitted to the Organization PPC for coordination of the final decision.

- FORMAL TRAINING AND DEVELOPMENT. Organizations will adhere to 5 CFR 362 in the design and implementation of formal training and development. The design and implementation of the training will vary based on the occupational series, position requirements and the specific Pathways Program. Training for Recent Graduates will consist of at least 40 hours of interactive formal training per year and training for PMFs will consist of at least 80 hours of interactive formal training. Additionally training plans may include projects and developmental assignments, as appropriate. The Recent Graduates Programs identified in the attached listing of exceptions to the one year limit will not exceed two years, plus up to 120 days extension, if appropriate. The Presidential Management Fellows training will include an emphasis on leadership development. A formal training and development plan will not be required for short-term temporary work, such as summer jobs. Completed training will be documented in the employee's record.

- The DOD Implementing Guidance directs that:
  - Pathways Programs opportunities will be identified on a fiscal year basis;
  - Vacancy announcements will be posted to USAJOBS for all Pathways Programs positions;

- Applications for Pathways Programs positions will only be accepted through USAJOBS;
- Candidates will be assessed based on basic eligibility for specific Pathways Programs, using OPM qualification standards and in accordance with the requirements in 5 CFR part 302;
- Qualified candidates will be rated and ranked using a category-like rating; and
- Veterans' preference will be applied appropriately, in accordance with 5 CFR 302.

- DOD is committed to:
  - Providing OPM requested information regarding the use of DOD Pathways Programs;
  - Adhering to any caps on the Pathways Programs imposed by the Director of OPM;
  - Providing OPM information about job opportunities for individuals interested in participating in the Pathways Programs;
  - Providing a meaningful on-boarding process for each Pathways Program.

- COORDINATORS. DOD coordinators are identified on the attachment and will be updated as changes occur.

V. TERMINATION, SUSPENSION OR REVOCATION

The Director of OPM may revoke this Agreement when DOD use of the Pathways Programs is inconsistent with Executive Order 13562, part 362 of title 5, Code of Federal Regulations, or this MOU.

VI. FUNDING

This MOU does not include the reimbursement of funds between the two parties.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of OPM and the DOD authorized officials for a period of two years.

Kimberly A. Holden
Deputy Associate Director for
Recruiting and Hiring

8/17/2012
Date

Paige Hinkle-Bowles
Deputy Assistant Secretary of Defense
(Civilian Personnel Policy)

August 16, 2012
Date

Attachments:

DOD PPO Information
DOD PMF Coordinator Information
DOD Implementing Guidance
Recent Graduates Program Exceptions

Department Of Defense Recent Graduates Exceptions to One Year Training

Organization	Length	Series	Justification
Department of the Navy	24 mos	1550	Acquisition Workforce certification level and graduation requirement dictates a minimum of 2 years to satisfy training, experience, and developmental skills. Length of assignments provide transition point from Recent Graduate to competitive service.
	24 mos	08XX	
	24 mos	All other DAWIA (i.e., 1103, 0346, ..)	
Department of the Army	18 mos	Logistics (0346)	Requires 11.5 mos of formal training plus 3 mos of OJT.
	24 mos	Instructional Systems Spec (1750)	Required to attend ATSC Staff and Faculty Development Program(Army Basic Instructor Course, The Systems Approach to Training, Basic Course and courses in Synchronous and Asynchronous DL presentation), complete an MOS(specialty)-producing course and rotations through up to 8 functional areas.
DOD Inspector General	24 mos	511	Rigorous training program with formal training, OJT tasks and developmental assignments. Required to demonstrate competencies in key areas which cannot be observed in a 1 year period.
Department of the Air Force	24 mos	Computer Scientist (1550)	Duration and length of developmental program is based on specific acquisition career field requirements. Some have as many as 16 classes. It is impossible to complete prescribed DAWIA training in less than 2 years as that is the minimum amount of job experience time required to obtain certification.
	24 mos	Engineers (08XX)	
	24 mos	Finance (05XX)	
	24 mos	Logistics (0346, 2010)	
	24 mos	Comm and Info (2210)	
	24 mos	Contracting (1102)	
	24 mos	Program Management (1101)	

Defense Threat Reduction Agency	24 mos	Contracting (1102)	Requires mandatory classes to achieve DAWIA Level II certification, long-term rotational assignments, and mandatory experience and exposure to various types of contract actions.

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DEPARTMENT OF DEFENSE IMPLEMENTING GUIDANCE FOR THE PATHWAYS PROGRAMS

1. PURPOSE. This guidance provides the Department of Defense (DOD) guidance on the implementation of the Pathways Programs.

2. AUTHORITY. The Memorandum of Understanding (MOU) between the Office of Personnel Management (OPM) and DOD authorizes implementation of the Pathways Programs (Internship, Recent Graduates and Presidential Management Fellows (PMFs)), in accordance with 5 CFR 362 and OPM guidance within the DOD.

3. APPLICABILITY. This guidance applies to the Military Departments, the Defense Agencies, and the DoD Field Activities and all other organizational entities within the DOD. DOD excepted service entities and demonstration projects which have the flexibility to create intern type programs are excluded from using the Pathways Programs.

4. RESPONSIBILITIES

a. The Military Departments, Defense Agencies and DOD Field Activities (hereafter referred to collectively in this guidance as "Organizations") with independent appointing authority, as defined in their respective DOD chartering directive:

(1) may recruit and appoint qualified persons under the Pathways Programs in accordance with 5 CFR 362, the DOD MOU, and this guidance except that Recent Gradates may NOT be appointed until the DOD MOU is approved by OPM;

(2) will ensure adequate resources to execute and maintain Pathways Programs, Individual Development Plans (IDPs), mentors, training, etc.; and

(3) will identify an Organization Pathways Programs Coordinator (PPC).

b. DOD Pathways Program Officer (PPO) serves as the point of contact/liaison for DOD with OPM and other Federal agencies on the Pathways Programs, providing information/reports and updates on DOD implementation of the program; provide DOD oversight and guidance to Organizations on implementation of the Pathways Program, including oversight of the recruitment and the on-boarding process. The PPO is identified in the MOU.

c. DOD PMF Coordinator coordinates the placement, development, and other PMF-related activities of Fellows appointed in DOD. Serves as the DOD liaison to OPM for the PMF Program. The PMF Coordinator is identified in the MOU.

d. Major Commands/Activities are responsible for complying with 5 CFR, DOD and Organizational policy/implementation guidance for workforce planning, to include budgets for the training and payroll costs of the Pathways Programs participants as well as for projected conversion at the end of their Pathways Program appointment.

e. Organization Pathways Programs Coordinator (PPC) is responsible for the Organization's Pathways Programs implementation and oversight, coordinating requests for extension of appointments, and providing assistance to major commands/activities. PPC will serve as the point of contact for the DOD PPO.

f. Supervisor of Pathways Programs Participant will provide Pathways Programs participant with meaningful on boarding and current job description, establish performance goals and work schedule, provide for training/development of the Pathways Programs participant, evaluate performance, assess and determine disposition (conversion/separation) of participant at end of appointment.

g. Human Resources Staff will provide information on Pathways Programs opportunities, announce vacancies and verify eligibility for appointment under specific Pathways Programs. Ensure the appropriate Participant Agreement is completed and maintained, per Organizational policy. Complete appropriate documentation of appointment/conversion/separation. Provide advice and assistance to Supervisors. Monitor program expiration dates of appointees to ensure appropriate action is taken to convert or terminate the participant.

h. Mentors will provide guidance and advice to assigned participant(s), including career planning, information on organization culture and other developmental assistance. Assignment of mentors is required for Recent Graduates and Fellows participants and optional for Interns.

5. PROCEDURES

a. Program Labels. Components often have other intern programs in addition to those found in the Pathways Progams. Within the Department, Organizations will identify their programs by adding the name of the Organization to the appropriate program name listed below:

XXXXXX Pathways Internship Program (Example: Department of the Navy Pathways Internship Program)

XXXXXX Recent Graduates Program (Example: Defense Logistics Agency Recent Graduate Program)

XXXXXX Presidential Management Fellows Program (Example: Department of the Air Force Presidential Management Fellows Program)

b. Identification of Pathways Programs Opportunities. Each Organization will provide the DOD PPO a projection of the Pathways Program Opportunities for each program for the upcoming fiscal year, as requested. The projection will include information required by OPM and DOD.

c. Vacancy Announcements

(1) Organizations will post Job Opportunity Announcements to USAJOBS for all Pathways Programs positions.

(2) An announcement may cover multiple positions.

(3) An announcement may limit the area of consideration to a specific geographic area.

(4) An announcement will indicate the potential for 'conversion to permanent position,' as appropriate.

d. Pathways Programs applications will **only** be accepted through USAJOBS.

e. Candidates will be assessed based on basic eligibility for Pathways Programs, using OPM qualification standards and in accordance with 5 CFR 302 procedures, including application of Veterans' Preference, as appropriate.

f. Organizations may use appropriate category-like rating and ranking of basically eligible candidates.

g. Organizations will establish procedures to ensure Pathways participants are processed/on boarded in a timely and meaningful manner, ensuring IDPs are developed and mentors, where applicable, are assigned within the prescribed timeframes.

h. Each Pathways Programs participant will complete the appropriate program Participant Agreement upon appointment. The ending date of the agreement will be input in the appropriate data field in Defense Civilian Personnel Data System (DCPDS).

i. Organizations will adhere to 5 CFR 362 in the design and implementation of formal training and development. The design and implementation of the training will vary based on the occupational series, position requirements and the specific Pathways Program. Training for Recent Graduates will consist of at least 40 hours of interactive formal training per year and training for PMFs will consist of at least 80 hours of interactive formal training. Additionally training plans may include projects and developmental assignments, as appropriate. The Recent Graduate Programs identified in the attached listing of exceptions to the one year limit will not exceed two years, plus up to 120 days extension, if appropriate. The Presidential Management Fellows training will include an emphasis on leadership development. A formal training and development plan will not be required for short-term temporary work, such as summer jobs. Completed training will be documented in the employee's record.

j. Mentors will be assigned to Recent Graduates and Fellows. Mentors may be assigned to Interns.

k. Any break in the Program for Interns will be when the Intern is working but is unable to go to school, or is neither attending classes nor working at the agency. The Organization may use its discretion in either approving or denying a request for a break in the program.

l. Extension of a Pathways Program Recent Graduate or Fellow appointment, up to 120 days, is decided on a case-by-case basis. Extensions will only be approved for a reason that was beyond the control of the organization and/or the participant. (Examples: death in participant's immediate family, extended illness of the participant, Organization directed furloughs). Extension requests will be submitted to the Organization PPC for coordination of the final decision. The appropriate change to the program end date will be updated in DCPDS for tracking purposes.

m. Conversion/Termination. Pathways Programs participants will be converted/terminated as provided in 5 CFR 362. The PPO will be notified in advance if an Organization anticipates a participant, who will satisfactorily complete their program, will not be converted due to circumstances internal to that Organization. This may allow for the participant to be converted in another Organization within DOD.

n. Reports will be provided as requested by the DOD PPO or the DOD PMF Coordinator.

o. Questions or clarification of Pathways Programs regulations or policy will be submitted through the Organization PPC to the PPO.