

**Pathways Programs Memorandum of Understanding
Between the
U. S. Office of Personnel Management
And the
Department of Defense**

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 Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to the implementation of the Pathways Programs (PP). This agreement must be re-executed every 2 years.

II. BACKGROUND.

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

III. POSTIONS COVERED.

Coverage is for any position at General Schedule grades 1 through 12 (or equivalent levels under another pay and classification system, including the Federal Wage System), for which a PP initial appointment allows and for which the individual is qualified.

IV. RESPONSIBILITIES OF THE PARTIES.

A. OPM Responsibilities:

1. Provide implementation guidelines and technical assistance;
2. Review agency agreements in a timely manner;
3. Provide guidance on how the agency shall submit data on the number of PP projected hires and participants hired;
4. Publicize information to potential applicants on eligibility requirements and how to apply to the PP;
5. Provide the agency with a vehicle to publicize hiring under the PP; and
6. Centrally manage the Presidential Management Fellows (PMF) Program in accordance with part 362, subpart D of title 5, CFR.

In addition, OPM retains exclusive authority to:

1. Establish and maintain an oversight program;
2. Establish caps on the number of individuals who may be hired under the PP or noncompetitively converted from the PP to positions in the competitive service; and
3. Revoke an agency's authority to use the PP.

B. Department of Defense (DoD) Responsibilities:

1. DoD PROGRAMS. The PP for the DoD consists of the:
 - a. Internship (Intern) Program;
 - b. Recent Graduates (RG) Program; and
 - c. Presidential Management Fellows (PMF) Program.
2. DoD specific naming conventions are listed in the attached DoD Implementing Guidance.

C. DELEGATIONS OF AUTHORITY. DoD authorizes the Military Departments, the Defense Agencies, and the DoD Field Activities (hereafter referred to as “DoD Components”) to use the PP as identified in the DoD Implementing Guidance.

D. PROGRAM EXTENSIONS. Extension of a PP RG or PMF 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 DoD Component's PP or the DoD PMF Coordinator, as appropriate, for coordination of the final decision.

E. FORMAL TRAINING AND DEVELOPMENT. DoD Components will adhere to part 362 of title 5, CFR, in the design and implementation of a formal training and development plan within 45 days of the participant's appointment as a Pathways Intern, RG, or PMF. The design and implementation of the training will vary based on the occupational series, position requirements, and the specific PP. Training for RG will consist of at least 40 hours of interactive formal training per year. Training for PMFs will consist of at least 80 hours of interactive formal training per year, as well as at least one 4 to 6 month developmental rotation that may be within the organization or Component, or in another DoD Component or Federal agency. Additionally, training plans may include projects and developmental assignments, as appropriate. The RG Programs identified in the attached listing of exceptions to the 1-year limit will not exceed 2 years. A 120-day extension may be administered in accordance with paragraph D above. A formal training and development plan will not be required for Interns appointed for short-term temporary work not exceeding 90 days, such as summer jobs. Completed training will be documented in the employee's record.

F. MENTORS. Mentors will be assigned to RGs and PMFs within 90 days of their appointment. Mentors may be assigned to Interns.

G. IMPLEMENTING GUIDANCE. For the DoD:

1. PP opportunities will be identified on a fiscal year basis;
2. Vacancy announcements will be posted to OPM’s USAJOBS website (<https://www.usajobs.gov/>) for all intern and RG positions; all PMF vacancy announcements will be posted on the PMF Talent Management System

(TMS): <https://portal.pmf.gov/>.

3. Applications for intern and RG positions will only be accepted through USAJOBS; applications for PMFs will only be accepted through the PMF TMS.
4. Candidates will be assessed based on basic eligibility for specific PP using OPM qualification standards and in accordance with the requirements in part 302 of title 5, CFR. However, for PP Interns, DoD Components may establish agency-specific qualification requirements, use the OPM Qualification Standard for Schedule D Pathways Internship Positions, or use the OPM qualification requirements for the competitive service;
5. Qualified candidates for RG/Intern positions will be rated and ranked using a category-like rating;
6. Veterans' preference will be applied in accordance with part 302 of title 5, CFR;
7. PP Intern positions announced with not-to-exceed (NTE) dates are for temporary, short-term use only, such as summer employment programs. These NTE positions will not be used for subsequent noncompetitive conversions to other PP program appointments; i.e., conversions to non-NTE Pathways Intern, RG, or PMF appointments or conversions to the competitive service; and,
8. DoD may use the Pathways Internship Program to hire legal interns on an NTE basis after posting a public notice announcement on USAJOBS informing interested applicants of the position, location, and how to apply. Such appointments will be for temporary, short-term periods and will not provide eligibility for conversion to the competitive service. However, NTE legal interns may be considered for excepted service appointments pursuant to sections 213.3102(d) or (e) of title 5, CFR, as appropriate.

H. DoD is committed to:

1. Providing OPM requested information regarding the use of the DoD PP;
2. Adhering to any caps on the PP imposed by the Director of OPM;
3. Providing OPM information about job opportunities for individuals interested in participating in the PP;
4. Providing a meaningful on-boarding process for each PP participant; and
5. Providing equal employment opportunity in all actions taken within the PP.

I. COORDINATORS. The DoD Pathways Programs Officer and the DoD PMF Coordinator are identified on the attachment and information will be updated as changes occur.

V. TERMINATION, SUSPENSION, OR REVOCATION.

The Director of OPM may revoke this Agreement when DoD's use of the PP is inconsistent with Executive Order 13562, part 362 of title 5, CFR, 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 2 years.

KIMBERLY HOLDEN Digitally signed by
KIMBERLY HOLDEN
Date: 2022.07.15
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Kimberly A. Holden
Deputy Associate Director
Talent Acquisition and Workforce Shaping

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Nancy A. Speight
Deputy Assistant Secretary of Defense
Civilian Personnel Policy

Attachments:

DoD PP Officer and Presidential Management Fellows Coordinator Information
Department of Defense Recent Graduates Exceptions to One Year Training

DoD PP Officer and Presidential Management Fellows Coordinator Information

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Department of Defense Recent Graduate Exceptions to One Year Training

Organization	Length	Series	Justification
Department of the Army	24 months	Instructional Systems Spec (1750) *All DA WIA occupations 05XX 1515 **Army Fellows Program (AFP) positions	<p>Participants are required to complete all priority one training as well as basic instructional and instructional design courses offered through ATSC's Staff and Faculty Development Program. These currently include the Army Foundation Instructor Facilitator Course Phase 1 and 2 and the Foundation Training Developer Course Phase 1 and 2. Participants must attend an MOS and/or other training/education- producing courses to gain a practical understanding of the ADDIE process (analyze, design, develop, implement, and evaluate), and to gain a greater appreciation of the competencies required to develop training courses. Each participant is required to rotate through various training and education organizations/directorates to practice applying their knowledge of the ADDIE or current instructional design model.</p> <p>Acquisition workforce certification level and graduation requirement dictates a minimum 2 years to satisfy training, experience, and developmental skills. Length of assignments provide transition point from Recent Graduate to competitive service.</p> <p>DoDI 1300.26 established the Financial Management (FM) Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification "designation" must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.</p> <p>The AFP is a developmental program requiring 2 years to satisfy the on-the-job and formal training program requirements. Length of AFP assignments provide a transition point from Recent Graduate to competitive service.</p>
Department of the Navy	24 months	1550 08XX All other *DA WIA (i.e.,	<p>Acquisition workforce certification level and graduation requirements dictate a minimum of 2 years to satisfy training, experience, and developmental skills. Length of assignments provide a transition point from Recent Graduate to competitive</p>

		1103, 0346)	service. DoDI 1300.26 established the FM Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification designation must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.
Department of the Air Force	24 months	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.
		Cost Estimating (1515)	
		Engineers (08XX)	
		Finance (05XX)	
		Logistics (046, 2010)	
		Comm and Info (2210)	
		Contracting (1102)	
Program Management (1101)			
DoD Inspector General	24 months	0511	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.
Defense Threat Reduction Agency	24 months	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.
Defense Contract Management Agency	24 months	*Management and Program Analysis (0343)	*Acquisition workforce/DAWIA certification requirements dictate a minimum of 2 years to satisfy training, experience, and developmental skills. The assignment length provides a transition point from Recent Graduate to competitive service.
		*Contracting (1102)	Duration and length of an employee's developmental program is based on specific acquisition career field requirements. Most have extensive training requirements above and beyond 20+ 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
		*Industrial Specialist (PQM) (1150)	

		<p>*Quality Assurance (PQM) (1910)</p> <p>**Engineering (08XX)</p> <p>*Finance (05XX)</p> <p>*Information Technology (IT) (2210)</p>	<p>to obtain certification. This is a rigorous training program with formal training, OJT tasks, and developmental assignments. Employees are required to demonstrate competencies in key areas, which cannot be observed in a 1-year period.</p> <p>DoDI 1300.26 established the FM Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification designation must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.</p> <p>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.</p> <p>DoDI 1300.26 established the FM Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification designation must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.</p> <p>Acquisition workforce certification level and graduation requirements dictate a minimum 2 years to satisfy training, experience, and developmental skills. Length of assignments provides transition point from Recent Graduate to competitive service.</p> <p>DoDI 1300.26 established the FM Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification designation must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.</p> <p>Acquisition workforce certification level and graduation requirements dictate a minimum 2 years to satisfy training, experience, and developmental skills. Length of assignments provides transition point from Recent Graduate to competitive service.</p> <p>DoDI 1300.26 established the FM Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification designation must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.</p> <p>DoDI 1300.26 established the FM Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification designation must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.</p> <p>DoDI 1300.26 established the FM Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification designation must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.</p> <p>DoDI 1300.26 established the FM Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification designation must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.</p>
Missile Defense Agency	24 months	<p>*All DAWIA occupations</p> <p>Finance (05XX) and (03XX) with FM certification requirements</p> <p>*All DAWIA occupations</p> <p>*Finance (05XX)</p>	
Defense Health Agency	24 months		
Defense Media Agency	24 months	05XX	
Defense Contract Audit Agency	24 months	Auditors (0511)	

<p>Defense Information Systems Agency</p>	<p>24 months</p>	<p>All current and future series covered by a DISA formalized training plan. Current occupational series coverage include: 0080, 0201, 0343, 0391, 0500 – 0510, 0801, 0854, 0855, 1550, 1035, 1102, 1515, 1640, 1701, 2210, Cyber. In addition, all *DAWIA occupations (including 1102) and occupations requiring Financial Management (FM) certification prescribed by DoDI 13300.26, effective 10/20/13, updated 5/17/18.</p>	<p>their positions within 2 years of notification of applicable certification requirement the period of any extension. The duration and length of an employee's developmental program is based on recommendation from DISA's Functional Community Managers. The intent of the 2-year formalized training plan is to develop the agency's future leaders. Our formalized training plan consists of core training, developmental activities, feedback requirements, and job-series specific training (i.e., DAWIA, FM Certification). The training consists of over 60 hours, which would be difficult to complete in a 1-year time span.</p>
<p><i>*As indicated above, Components' Recent Graduates' exceptions to one year training may include some or all DAWIA covered positions. DAWIA positions are entry- (GS-5 to GS-7 levels or equivalent) to mid-level (GS-9 to GS-13 levels or equivalent) positions designated as included under section 1721 of Title 10, U.S.C. of the Defense Acquisition Workforce Improvement Act (DAWIA) in the following career fields: Auditing (AUD); Business-Cost Estimating (BCE); Business-Financial Management (BFM); Contracting (CON); Facilities Engineering (FE); Engineers (08XX) in any career field; Information Technology (IT); Life Cycle Logistics (LCL); Production, Quality, and Manufacturing (PQM); Program Management (PM); Science and Technology Management (S&T); Test and Evaluation (T&E); and Small Business (SB).</i></p>			
<p><i>*The AFP is a 2-year, full-time, entry-level, permanent civilian training and development program available to all career fields.</i></p>			

DEPARTMENT OF DEFENSE IMPLEMENTING GUIDANCE FOR PATHWAYS PROGRAMS

1. **PURPOSE.** This provides the Department of Defense (DoD) guidance on the implementation of the Pathways Programs (PP).
2. **AUTHORITY.** The Memorandum of Understanding (MOU) between the U.S. Office of Personnel Management (OPM) and DoD authorizes implementation of the PP (Internship (Intern), Recent Graduates (RG), and Presidential Management Fellows (PMFs)), in accordance with part 362 of title 5, CFR, and OPM guidance, within the DoD.
3. **APPLICABILITY.** This guidance applies to the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizations in the DoD. Excepted service organizations in DoD are excluded from using the PP because they are not able to convert Pathways participants into the competitive service pursuant to the provisions of the PP.
4. **RESPONSIBILITIES.**
 - a. The Military Departments, Defense Agencies, and DoD Field Activities (hereafter referred to in this guidance as "DoD Components") with independent appointing authority for themselves and their serviced organizations as defined in their respective DoD chartering directives:
 1. may recruit and appoint qualified persons under the PP in accordance with part 362 of title 5, CFR, the DoD MOU, and this guidance;
 2. will ensure adequate resources to execute and maintain PP, Individual Development Plans (IDPs), mentors, training, etc.; and
 3. will identify a Component Pathways Programs Coordinator (PPC) and a Component PMF Coordinator (PMFC), if different from the PPC.
 - b. DoD Pathways Program Officer (PPO) serves as the point of contact/liaison with OPM and other Federal agencies on the PP (Internship and Recent Graduate only); provides information/reports and updates on DoD implementation of the PP and consults with the DoD PMFC, as necessary; and provides oversight and guidance to the DoD Components on implementation of the PP. The PPO is responsible for administering and updating the DoD Pathways Coordinator training, in conjunction with the DoD PMF Coordinator. The PPO is identified in the MOU.
 - c. DoD PMF Coordinator (PMFC) serves as the liaison to OPM and other Federal agencies on the PMF Program; coordinates the placement, development, and other PMF-related activities of Fellows appointed in DoD; consults with the DoD PPO, as necessary, regarding PP reporting requirements; approves requests for 120-day extension of PMF appointments; and provides oversight and guidance to the DoD Components on implementation of the PMF program. The DoD PMFC is responsible for administering and updating the DoD Pathways Coordinator training, in conjunction with the DoD PPO.

The DoD PMFC is identified in the MOU.

d. DoD Components are responsible for complying with title 5, CFR, DoD, and Component policy/implementation guidance for workforce planning, to include budgets for the training and payroll costs of the PP participants, as well as for projected conversion at the end of their PP appointments.

e. Component Pathways Programs Coordinator (PPC) is responsible for the implementation and oversight of the Component's Intern and RG programs, including oversight of the recruitment, on-boarding, and mentor assignment process, and ensuring mechanisms are in place to timely convert participants; approving requests for extensions of RG appointments, breaks in program for Interns, or coordinating requests to the PPO to convert Interns into other Components; and providing assistance to major commands/activities. PPC's are required to successfully complete the DoD Pathways Coordinator training prior to performing PPC responsibilities. The PPC will serve as the point of contact for the DoD PPO.

f. Component PMF Coordinator (PMFC) is responsible for the implementation and oversight of the Component's PMF program, to include oversight of the recruitment, on-boarding process, and ensuring mechanisms are in place for timely conversion of PMF participants; forwarding requests for extensions of PMF appointments to the DoD PMFC; and providing assistance to the major commands/activities. Component PMFC's are required to successfully complete the DoD Pathways Coordinator training upon appointment to the position. The Component PMFC will serve as the point of contact for the DoD PMFC.

g. Supervisors of PP Participants will provide PP participants with a meaningful on-boarding process and current job descriptions, establish performance goals and work schedules, provide for training/development of PP participants; evaluate performance, and assess and determine dispositions (conversion/separation) of participants at the end of their appointments. Additionally, supervisors must assign mentors to program participants as required in paragraph 5(1).

h. Human Resources Staff will provide information on PP opportunities, announce vacancies, and verify eligibility for appointment under a specific PP. Ensure the appropriate Participant Agreement is completed and maintained per Component policy. Additionally, verify the participant is assigned a mentor as required in paragraph 5(1). Complete appropriate documentation of appointment/conversion/separation. Provide advice and assistance to supervisors, interns, RGs, and PMFs. Monitor program expiration dates of appointees and verify the participants' appointment is either converted or terminated within the appropriate time limits.

i. Mentors will provide guidance and advice to assigned participant(s), including career planning, information on organization culture, and other developmental assistance. Mentors should be current agency employees, at the journeyman level or above, outside of the PP participants' chain of command. Mentors should serve as role models and trusted colleagues, not as supervisors.

5. PROCEDURES

- a. Program Labels. DoD Components often have other intern programs in addition to those in the PP. Within the Department, DoD Components will identify their programs by adding the Component's name to the appropriate PP name listed below:

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

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

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

- b. Recruitment, Selection and Placement

(1) DoD Components will post job opportunity announcements to OPM's USAJOBS website (<https://www.usajobs.gov/>) for all PP intern and RG positions, and will post job opportunities for PMFs on the Talent Management System (TMS): <https://portal.pmf.gov/>.

(2) An announcement may cover multiple positions.

(3) Refer to section 362 of title 5, CFR, regarding differences in initial appointment and full performance grade levels for each PP.

(4) As appropriate, an announcement will indicate the potential for conversion to a permanent or term appointment in the competitive service, to include the anticipated series and grade levels up to the full performance level (FPL), as applicable. PP Intern positions announced with not-to-exceed (NTE) dates are for temporary, short-term use only, such as summer employment programs. These NTE positions will not allow for subsequent noncompetitive conversions to other PP program appointments; i.e., conversions to non-NTE Pathways Intern, RG, or PMF appointments or conversions to the competitive service.

- c. Interns and RGs must submit applications through USAJOBS. PMFs must submit applications through the TMS.

d. The Office of the General Counsel of the DoD and other organizations which employ civilian attorneys (0905 occupational series) in DoD are provided flexibility to recruit legal Interns on a short-term (NTE) basis by posting ads (versus posting and receipt of applications through job opportunity announcements) on USAJOBS. This flexibility is due to the unique nature of such Interns' assignments and their inability for noncompetitive conversion to positions in the competitive service since attorneys are in the excepted service pursuant to section 213.3102 of title 5, CFR. The following provisions apply when using this flexibility:

(1) Ads must inform applicants on how to apply (e.g., provide a publicly accessible link to the agency's website that provides further information on how to apply). The information must include at minimum: position title, series, and grade geographic location of the position; how to apply; and other information required by OPM, DoD, and the Component. Use of this flexibility must also meet the requirements in sections 362.105 and 362.203 of title 5, CFR, and other regulatory requirements applicable to the Pathways Internship Program.

(2) Organizations must work with their PPC on using this flexibility to ensure appropriate procedures are used for posting opportunities on USAJOBS; receipt of applications; rating, ranking, and referring qualified candidates, while affording veterans' preference pursuant to part 302 of title 5, CFR; notifying applicants of receipt of their applications and their status; and any other requirements.

e. Assessment of candidates' basic eligibility for PP Intern, RG, or PMF is according to OPM qualification standards; however, for PP Interns, DoD Components may establish agency-specific qualification requirements, use the OPM Qualification Standard for Schedule D Pathways Internship Programs, or use the OPM qualification requirements for the competitive service. At the time of their conversion to the competitive service, PP participants must meet the requirements stipulated by the appropriate OPM qualification standard for the competitive service position.

f. Merit is the basis for selection for positions within the PP. Equal employment opportunities are without regard to race, ethnicity, color, religion, sex, national origin, age, disability, sexual orientation, genetic information, or any other non-merit based factor.

g. Category-like rating is used to rate and rank qualified candidates for RG/Intern positions. Application of Veterans' Preference for all Pathways recruitment actions is applied according to part 302 of title 5, CFR, procedures.

h. When filling RGs two-grade interval professional and administrative positions at the General Schedule (GS) 05 or GS-07 level (or equivalent) with promotion potential of GS-09 or higher, DoD Components must use the Administrative Careers With America (ACWA) assessment or other valid assessment for such positions identified in Appendix D of the OPM Delegated Examining Operations Handbook (DEOH). When using assessments other than ACWA, such assessments must comply with the requirements in part 300 of title 5, CFR, DEOH Chapter 2, Section C, and be consistent with the technical standards in the Uniform Guidelines on Employee Selection Procedures (see part 1607 of title 29, CFR). USAHire standard assessments are approved alternatives to the ACWA written exam and rating schedule.

i. DoD Components will establish procedures to process/on-board PP participants in a timely and meaningful manner, ensuring IDPs are developed, and assigning of mentors, where applicable, is within the prescribed timeframes.

j. Each PP participant will complete the appropriate PP 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).

k. DoD Components will adhere to part 362 of title 5, CFR, in the design and implementation of a formal training and development plan within 45 days of the participant's appointment as a Pathways Intern, RG, or PMF. Training design and implementation will consider the occupational series, position requirements, and the specific PP. Document completed training in the participant's record.

(1) A formal training and development plan will not be required for Interns appointed for short-term temporary work not exceeding 90 days, such as summer jobs.

(2) Training for RGs will consist of at least 40 hours of interactive formal training per year. RG appointments will not exceed 1 year, except that positions identified in the attached listing of exceptions will not exceed 2 years.

(3) Training for PMFs will consist of at least 80 hours of interactive formal training per year, as well as at least one 4 to 6 month developmental rotation that may be within the organization/Component, another DoD Component, or in another Federal agency. Additionally, training plans may include projects and developmental assignments, as appropriate.

l. Assigning mentors to RGs and PMF participants is required within 90 days of their appointment. Recommend assigning mentors to Interns but it is not a requirement.

m. Per section 362.203 (h) of title 5, CFR, Interns may be granted a break in the program. The Component PPC may use their discretion in either approving or denying a request for a break in the program.

n. As explained in paragraph D of the MOU, decisions to extend a PP RG or PMF appointment, up to 120 days, is on a case-by-case basis. Approval of extensions are only for a reason that is beyond the control of the organization and/or the participant (Examples: death in participant's immediate family, extended illness of the participant, Component directed furloughs). Submit requests for extensions to the proper approving official as designated in the Responsibilities section. Update in DCPDS the appropriate change to the program end date for tracking purposes.

o. Conversion/Termination. PP participants are converted/terminated as per part 362 of title 5, CFR. If a Component anticipates internal circumstances may prevent them from converting an Intern participant who satisfactorily completes the program, then notify the PPO to ask about the possibility of the participant converting into another DoD Component. The PPO will send out a notice to the other PPCs and inquire if there is any interest in noncompetitively appointing the Intern. Conversions of RGs and PMFs are limited to their respective Component.

p. At the request of the DoD PPO or the DoD PMFC, provide reports on topics such as, but not limited to, responding to OPM data calls, projecting PP fiscal year hiring, or

providing effective strategies or best practices for recruiting students, RGs, and PMFs.

q. Submission of questions or clarification of PP regulations or policy from hiring managers or employees is through the Component PPC/PMFC to the DoD PPO/PMFC, as appropriate. Additionally, any inquiries OPM sends to the DoD PPO/PMFC are re-directed to the Component PPC/PMFC for response and resolution.