

Pathways Programs Memorandum of Understanding
Between the
U.S. Office of Personnel Management
and the
Department of Defense (DoD)

I. PURPOSE AND SCOPE:

- a. 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). The Pathways MOU will no longer be required as of June 11, 2024, and agencies must have Pathways Policies in place by December 9, 2024. This agreement will expire December 31, 2025, while the Department of Defense (DoD) is developing and implementing a policy to comply with part 362 of title 5, CFR.

II. BACKGROUND:

- a. 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 to first establish a policy prior to making appointments under any PP authority.

III. POSITIONS COVERED:

- a. Any position, at any General Schedule grade (or equivalent level 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:

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

- b. In addition, OPM retains exclusive authority to:
 - i. Establish and maintain an oversight program;

- ii. 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
- iii. Revoke an agency's authority to use the PP.

c. Department of Defense (DoD) Responsibilities:

- i. **DoD PROGRAMS:** The PP for the Department consists of the following: Internship (Intern) Program, Recent Graduates (RG) Program, and/or Presidential Management Fellows (PMF) Program and will be referred to the DoD specific naming conventions as listed in the attached DoD Implementing Guidance.
 - 1. The RG Program is for one year, except as identified in the attached listing of exceptions that will not exceed 2 years.
- ii. **DELEGATIONS OF AUTHORITY:** DoD authorizes the Military Departments, the Defense Agencies, and the DoD Field Activities (hereby referred to as "DoD Components") to use the PP as identified in the DoD Implementing Guidance.
- iii. **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.
- iv. **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 or RG, and within 90 days for PMFs. The design and implementation of the training will vary based on the occupational series, position requirements, and the specific PP. Appropriate training and development activities will be provided to Interns regardless of the length of appointment. Interns appointed for short-term temporary work not exceeding 90 days, such as summer jobs, are not required to have a formal training and development plan, but completed training will be documented in the intern's record. 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. A 120-day extension may be administered in accordance with section c.iii above.
- v. **MENTORS:** Mentors will be assigned to RGs and PMFs within 90 days of their appointment. Assigning mentors to Interns is highly

recommended, especially for Interns on appointments lasting 1 year or longer.

vi. **IMPLEMENTING GUIDANCE:** For the DoD -

1. PP opportunities will be identified on a fiscal year basis;
2. Vacancy announcements will be posted on OPM's USAJOBS website (<https://www.usajobs.gov/>) for all intern and RG positions; intern positions will also be posted on the OPM's Federal internship portal (<https://intern.usajobs.gov/>). If using USAJOBS custom announcements, the link must appear on the Component's public facing website and/or the DoD's Civilian Careers (<https://www.dodciviliancareers.com>) website. Additionally, postings on third-party websites, consistent with merit system principles, may be used to supplement postings made on either USAJOBS or Component/DoD website. 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 the 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 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.

vii. **DoD COMMITMENT TO:**

1. Provide OPM requested information regarding the use of DoD PP;
2. Adhere to any caps on the PP imposed by the Director of OPM;
3. Provide OPM information about job opportunities for individuals interested in participating in the PP, including the posting of PMF appointment opportunities to the PMF TMS;
4. Ensure adherence to the requirements in part 302 of title 5, CFR, for:
 - a. accepting applications;
 - b. assessing applicants;
 - c. rating and ranking qualified candidates;
 - d. granting veterans' preference;
5. Provide a meaningful on-boarding process for each PP; and
6. Provide equal employment opportunity in all actions taken within the PP.

viii. **COORDINATORS:** Identify DoD coordinators as follows:

1. PP Officer; and
2. DoD PMF Coordinator.

V. **TERMINATION, SUSPENSION, OR REVOCATION:**

The Director of OPM may revoke this Agreement when agency 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 SIGNATURES:**

This MOU shall be effective upon the signature of OPM and the Agency authorized officials and expires on December 31, 2025.

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Date: 2024.07.16 07:17:33 -04'00'

OPM Official Signature:

Latonia Page
Deputy Associate Director
Talent Acquisition, Classification &
Veterans Programs
Workforce Policy and Innovation
U.S. Office of Personnel Management

Typed Name OPM Official:



Agency Head/Designee Signature:

Zev Goldrich
Acting Deputy Assistant Secretary
Civilian Personnel Policy

Typed Name Agency Head/Designee:

Date:

7/16/24

Date:

Attachments:

- DoD PP Officer and Presidential Management Fellows Coordinator Information
- Department of Defense Recent Graduates Exceptions to One Year Training
- DoD Implementing Pathways Program Guidance

Department of Defense Pathways Programs Officer (PPO):

Name (first and last name):	Dianna Marsh
Grade (e.g., GS-12)/Title:	GS-14, Human Resources Specialist
Work Mailing Address:	Defense Civilian Personnel Advisory Service, Mark Center, 4800 Mark Center Drive, Suite 06E22, Alexandria, VA 22350-1100
Direct Telephone Number (###-###-####):	(571) 372-2193
Work Fax Number (###-###-####):	(571) 372-1704
Direct Work Email Address:	dianna.l.marsh.civ@mail.mil

Department of Defense Presidential Management Fellows Program Coordinator:

Name (first and last name):	Heather Shaner
Grade (e.g., GS-12)/Title:	GS-13, Human Resources Specialist
Work Mailing Address:	Defense Civilian Personnel Advisory Service, Mark Center, 4800 Mark Center Drive, Suite 06E22, Alexandria, VA 22350-1100
Direct Telephone Number (###-###-####):	(571) 372-2190
Public-Facing Telephone Number (###-###-####):	N/A
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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)	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.
		*All acquisition workforce (AWF) occupations	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.
		05XX 1515	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.
		**Army Fellows Program (AFP) positions	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.

Department of the Navy	24 months	1550	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 service.
		08XX	
		All other *AWF (i.e., 1103, 0346)	
		05XX	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 (0346, 2010)	
		Comm and Info (2210)	
		Contracting (1102)	
		Program Management (1101)	
		Finance (05XX), (03XX) and (1515) with FM certification requirements	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.
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 *AWF certification, long-term rotational assignments, and mandatory experience and exposure to various types of contract actions. Duration and length of an employee's developmental program is based on specific needs of agency. DTRA Fellowship Intern Program (FIP) is a 2-year program.
		Management and Program Analysis (0341, 0343)	
		Information Technology (2210)	
Defense Contract Management Agency	24 months	*Management and Program Analysis (0343)	*Acquisition workforce 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 *AWF training in less than 2 years as that is the minimum amount of job experience time required 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.
		*Industrial Specialist (PQM) (1150)	
		*Quality Assurance (PQM) (1910)	
		**Engineering (08XX)	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.
		*Finance (05XX)	
		*Information Technology (IT) (2210)	
Missile Defense Agency	24 months	*All AWF occupations	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.
		Finance (05XX)	DoDI 1300.26 established the FM Certification Program effective

		and (03XX) with FM certification requirements	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.
Defense Health Agency	24 months	*All AWF occupations	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.
		*Finance (05XX)	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.
Defense Media Agency	24 months	05XX	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 of notification.
Defense Contract Audit Agency	24 months	Auditors (0511)	DoDI 1300.26 established the FM Certification Program effective 11/20/13, updated 5/17/18. Members of the FM workforce must achieve the appropriate certification level for their positions within 2 years of notification of applicable certification requirement the period of any extension.
Defense Information Systems Agency	24 months	All current and future series covered by a DISA formalized training plan. Current occupational series coverage include: 0080, 0201, 0343.	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.

		0391, 0500 – 0510, 0801, 0854, 0855, 1550, 1035, 1102, 1515, 1640, 1701, 2210, Cyber. In addition, all *AWF occupations (including 1102) and occupations requiring Financial Management (FM) certification prescribed by DoDI 13300.26, effective 10/20/13, updated 5/17/18.	
Defense Commissary Agency	24 months	05XX	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 of notification.
		1102	Duration and length of an employee's developmental program is based on specific acquisition career field requirements. Most have extensive training requirements. It is impossible to complete prescribed *AWF training in less than 2 years as that is the minimum amount of job experience time required 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.
		1144	Commissary Management Specialist Intern Program for the 1144

			<p>occupation is a 2-year training program. This is in our policy DeCAM 50-18.01. The authoritative reference for implementing the DeCAM 50-18.01 is with the DoD directive 5105.55.</p>
<p><i>*As indicated above, Components' Recent Graduates' exceptions to one year training may include some or all AWF covered positions. AWF 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). DoDI 5000.66 establishes policies, assigns responsibilities, and provides procedures for the conduct of the Defense AWF Education, Training, Experience, and Career Development Program 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). The Defense Acquisition University catalog provides detailed information about DAWIA certification & program guides (https://icatalog.dau.edu/onlinecatalog/CareerLvl.aspx) across the different functional areas.</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. Components must prescribe procedures to determine if there are resources available to convert a Pathways participant to a term or permanent position in the competitive service. Procedures must include an internal timeline for making this determination and when (must be no later than 60 calendar days prior to end of their appointment) they will inform the Pathways participant if the employer intends to convert or not.

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, 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; and providing assistance to major commands/activities. If an employer is unable to convert an Intern or RG per subparagraph 5(o), the Component PPC may coordinate with the PPO for possibility of converting the Intern or RG into another DoD Components or a different Federal agency. Components 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. If an employer is unable to convert a PMF per subparagraph 5(o), the Component PMFC may coordinate with the DoD PMFC to determine possibility of converting the PMF into another DoD Component or a different Federal agency. 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. Confer with human resources staff and/or the Component PPC or Component PMFC if unable to convert participant and supports assisting the participant, if eligible, in pursuing conversion at another DoD organization. Additionally, supervisors must assign mentors to program participants as required in paragraph 5(l).

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 subparagraph 5(l). 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 according to section IV.c.vi.2 of the MOU. Additionally, contents of the announcements for Interns and RGs must comply with the provisions in sections 362.203, 362.303 of title 5, CFR.

(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 and RG, or 90 days for PMFs. 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. For Interns on longer than 90 days appointments or without a not-to-exceed date, documentation of a formal training and development plan is required. Appropriate training and development activities will be provided to all Interns regardless of appointment length. Such activities may include, but is not limited to, on-the-job training, assisting colleagues with projects or tasks, or testing products or tools.

(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, with management and/or technical responsibilities consistent with the PMF's individual development plan, that may be within the organization/Component, another DoD Component, or in another Federal agency. Assignments must provide challenging work experience, such as implementation of a new Executive Order or major piece of legislation, agency reorganization, or major administration initiative. Additionally, training plans may include other 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 section c.iii 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. As prescribed by Component procedures, but not later than 60 days prior to the end of an appointment, PP participants will be notified of the employer's intent to convert or not convert them to either a term or permanent appointment. If a Component anticipates internal circumstances may prevent them from converting a PP participant who satisfactorily completes the program, the Component PPC or Component PMFC will immediately notify the PPO/DoD PMFC to request possibility of converting the PP participant into another DoD Component. The PPO/DoD PMFC will send out a notice to the other Component PPCs/PMFCs and inquire if there is any interest in noncompetitively appointing the participant. RGs and PMFs may only be converted to a different agency under the conditions in section 362.305 or 362.409 of title 5, CFR. If a noncompetitive conversion to another DoD Component is not possible, then the PP participant may elect registration in the Office of Personnel Management's Agency Talent Program for possible noncompetitive conversion to another Federal agency.

p. Crediting and Waiver Provisions. DoD Components may waive or provide credit for up to half of the work hours required for conversion of Interns in accordance with sections 362.204(c), (d), and (e) of title 5, CFR.

q. 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.