



# PATHWAYS

FOR STUDENTS & RECENT GRADUATES  
TO FEDERAL CAREERS

**TRANSITION AND  
IMPLEMENTATION  
GUIDANCE**

# **Table of Contents**

Introduction and Background

Purpose

## **TRANSITION GUIDANCE**

Preparing for the Transition

Pending Job Offers and Recruitment Actions

Transition Instructions – Current STEP Employees

Frequently Asked Questions for STEP Transition

Transition Instructions – Current SCEP Employees

Frequently Asked Questions for SCEP Transition

Transition Instructions - Current PMF Employees

Frequently Asked Questions for PMF Transition

## **IMPLEMENTATION GUIDANCE**

### **General Provisions**

- Program Administration
- Roles and Responsibilities
- Memorandum of Understanding
- Participant Agreements
- Agency Workforce Planning
- Announcing Pathways Programs Opportunities
- Filling Positions
- Transition Assistance
- Qualifying Education Institutions
- Selection and Appointment
- Veterans' Preference
- Citizenship
- Documenting the Appointment

- Separations
- Conversion to the Competitive Service
- Program Accountability and Oversight
- Reporting Requirements

### **Internship Program**

- Eligibility Requirements
- Selection and Appointment
- Breaks in Program
- Separations
- Conversion to the Competitive Service

### **Recent Graduates Program**

- Eligibility Requirements
- Selection and Appointment
- Movement between and within Agencies
- Separations
- Conversion to the Competitive Service

### **Presidential Management Fellows Program**

- Recruitment
- Eligibility Requirements
- Qualifications
- Selection and Appointment
- Training and Development
- Tenure Group for RIF
- Movement between Agencies
- Conversion to the Competitive Service

### **Frequently Asked Questions for Implementation**

## **APPENDICES**

Appendix A: Sample MOU

Appendix B: Sample – Internship Participant Agreement

Appendix C: Sample – Recent Graduates Participant Agreement

Appendix D: Sample – PMF Participant Agreement

Appendix E: Job Opportunity Announcement Guidance

Appendix F: Nature of Action Codes

Appendix G: Sample Reports

## **INTRODUCTION AND BACKGROUND**

On December 27, 2010, President Obama signed Executive Order (E.O.) 13562 establishing the Internship Program and the Recent Graduates Program and revising and reinvigorating the Presidential Management Fellows (PMF) Program. These two new programs, along with the PMF Program, collectively form what the President called the Pathways Programs. The U.S. Office of Personnel Management (OPM) issued the final rule for the Pathways Programs on May 11, 2012 (*77 FR 28194*). The Pathways Program requirements are found in part 362 of title 5, Code of Federal Regulations (CFR). The appointing authorities for the Pathways Programs are found in 5 CFR 213.3402(a), (b), and (c).

### **Internship Program**

The Internship Program is for current students and individuals accepted for enrollment in a qualifying educational program. It replaces the existing Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP). The Internship Program provides students enrolled in a variety of educational institutions with paid opportunities to work in agencies and explore Federal careers while still in school.

### **Recent Graduates Program**

This new program targets individuals who have graduated recently from qualifying educational institutions or programs. To be eligible, applicants must apply within 2 years of degree or certificate completion, except for veterans (as defined in 5 U.S.C. 2108) precluded from doing so due to their military service obligation, who will have up to 6 years after degree or certificate completion. Successful applicants will be placed in a dynamic, career development program.

### **Presidential Management Fellows (PMF) Program**

For more than three decades, the PMF Program has been the Federal Government's premier leadership development program for advanced degree candidates. E.O. 13562 expands the eligibility window for applicants, making it more "student friendly" by aligning it with academic calendars and allowing those who have received a qualifying advanced degree within the preceding 2 years to participate.

## **PURPOSE**

The purpose of this guide is to assist agencies with the transition to— and implementation of— the new Pathways Programs. The guidance provides instructions on how to:

- address pending STEP, SCEP or PMF recruitment actions and/or job offers;
- transition current STEP, SCEP and PMF employees into Pathways Programs; and
- implement the Internship and PMF Programs, as well as the new Recent Graduates Program, within the parameters of the Pathways Programs regulations.

# **TRANSITION GUIDANCE**

# **TRANSITION GUIDANCE**

## **PREPARING FOR THE TRANSITION**

The Pathways regulation becomes effective July 10, 2012, 60 days after publication in the Federal Register. The regulation provides a 180-day transition period following the effective date of the final rule. The 180-day transition period will end on January 6, 2013. The transition period provides agencies ample time to convert current STEP, SCEP and PMF employees into the corresponding Pathways Programs under the provisions of their existing appointment. For example, current STEP employees will transition to an Internship not-to-exceed (NTE) appointment with the same title, series, grade, and not-to-exceed date of their current STEP appointment. There are several actions agencies should take to prepare for the transition:

1. Submit hiring projections to OPM prior to using the Pathways Programs.
  - Include information such as position title, series and grade, geographic location, etc.
2. Prepare agency guidance for use of Pathways.
3. Prepare job opportunity announcement (JOA) templates for the Internship Program.
  - Refer to JOA Guidance on how to post Pathways positions on USAJOBS (Appendix E).
4. Decide what to do with current STEP/SCEP employees:
  - Convert to term or career/conditional (if all program requirements are met, and the agency chooses to convert);
  - Transition to Internship Program once final regulations are effective (July 10, 2012).
5. Decide what to do with current PMF employees:
  - Convert to career/career-conditional if all Program requirements are met;
  - Transition to Pathways PMF Program once final regulations are effective.
6. Agencies must execute a Pathways Participant Agreement for each STEP and SCEP converted to a Pathways Program.
7. Agencies must execute a conversion to a new appointment under Schedule D, as provided in 5 CFR 213.3402(a), (b), or (c), within 180 days from the effective date of the final regulations as provided in this guidance.

## **PENDING JOB OFFERS AND RECRUITMENT ACTIONS**

Agencies should complete any pending STEP or SCEP appointments before the effective date of the final Pathways regulations, July 10, 2012. After this date, agencies must follow the rules governing the Pathways Programs in order to make appointments for Interns.

# TRANSITION INSTRUCTIONS

## Current STEP Employees

1. Review current STEP appointments to determine each student's eligibility for conversion to the Internship Program. Actions converting affected STEPs must be accomplished within 180 days from the effective date of the final Pathways regulation (i.e., on or before January 6, 2013).
2. Procedures required for conversion of STEPs into the Internship Program include:
  - a. Complete a Pathways Participant Agreement for each student;
  - b. Process an SF-50, Notification of Personnel Action, for each employee within 180 days from the effective date of the final regulation using the following:

Employee is	Action is	Nature of Action is	Nature of Action Code is	Authority Code is	Authority is
Current STEP	Conversion to Internship NTE	Conv to Excepted Appt NTE	571	YEG	Sch. D, 213.3402(a)

**NOTE:** Current STEP employees may not be converted to an Internship appointment without a NTE date.



# **FREQUENTLY ASKED QUESTIONS FOR STEP TRANSITION**

## **Eligibility Requirements and Conversion**

**Question: What authority should agencies use to transition current STEPs to the Internship Program?**

**Answer:** Executive Order 13562, Schedule D, 5 CFR 213.3402(a), and 5 C.F.R. 362.110 are the authorities under which current STEP employees are converted to an Internship NTE appointment under the Pathways Programs.

**Question: May an employee transition from a STEP to an Intern appointment without a NTE date?**

**Answer:** No. Current STEP employees may only transition to an Internship NTE appointment. Current STEPs must transition to the Internship Program with the same title, series, grade, and NTE date as their STEP appointment.

**Question: May current STEPs transition to the Internship Program with a different NTE date?**

**Answer:** No. Current STEP employees must be converted to a Pathways Internship appointment with the same not to exceed date as the STEP appointment.

**Question: May current STEPs transition to a position with an established career ladder in the Internship Program?**

**Answer:** No. Current STEPs must transition to the Internship Program with the same title, series, grade, and NTE date as their STEP appointment.

## **Classification and Tenure**

**Question: What tenure group will STEPs transitioned to the Internship Program be placed in?**

**Answer:** Internship NTE appointments are in the excepted service Tenure 0, unless the individual in STEP has completed at least 1 year of current continuous service, in which case the appointment will be in the excepted service Tenure Group 3.

**Question: What is the appropriate classification for Interns in the Pathways Program?**

**Answer:** Intern positions are to be classified to an appropriate student trainee GS-xx99 series for occupational groups in the General Schedule (GS) or a pay-banded system and xx01 series for occupational groups appropriate for the Federal Wage (WG) System.

## **Benefits**

**Question: Does transition to the Pathways Internship Program affect a STEP's eligibility for benefits such as annual and sick leave, health and life insurance, or retirement?**

**Answer:** No. The transition to the Pathways Programs has no effect on employees' entitlement to leave, retirement and insurance coverage, or any other benefits under title 5, United States Code.

# TRANSITION INSTRUCTIONS

## Current SCEP Employees

1. One of the following actions must be taken for current SCEP employees within 180 days from the effective date of the final regulation (i.e., on or before January 6, 2013):
  - a. Convert to the Pathways Internship Program if they are continuing as students for more than 180 days;
  - b. Convert to career-conditional or career appointments if they have completed the 640 hours of work experience necessary for conversion and are already within the 120-day window of course completion (assuming that agency has determined it wishes to retain the SCEP employee);
  - c. Convert to a term appointment (see criteria in 2).
  
2. Procedures required for conversion of SCEP employees into the Internship Program include:
  - a. Complete a Pathways Participant Agreement for each student;
  - b. Process an SF-50, Notification of Personnel Action, for each employee within 180 days from the effective date of the final regulation using the following:

Employee is	Action is	Nature of Action is	Nature of Action Code is	Authority Code is	Authority is
Current SCEP	Conversion to Internship Program	Conv to Excepted Appt	570	YEF	Sch. D, 213.3402(a)
	Conversion to career-conditional Appointment	Conv to career-cond Appt	501	LAS	Reg. 362.110
	Conversion to Career Appointment	Conv to Career Appt	500	LAS	Reg. 362.110
	Conversion to a Term Appointment	Conv to Term Appt NTE	508	MAG	Reg. 362.110

3. Please refer to the Guide to Processing Personnel Actions, specifically, Chapter 9, for complete information and instructions for processing these personnel actions.

# **FREQUENTLY ASKED QUESTIONS FOR SCEP TRANSITION**

## **Eligibility Requirements and Conversion**

**Question: What authority should agencies use to transition current SCEPs to the Internship Program?**

**Answer:** Executive Order 13562, Schedule D, 5 CFR 213.3402(a), and 5 CFR 362.110 are the authorities under which current SCEP employees are converted to a Pathways Internship appointment.

**Question: May current SCEPs be transitioned to Interns with a NTE date?**

**Answer:** No. SCEP employees must transition to the Internship Program with the same title, series and grade as the SCEP appointment. They cannot be transitioned to an Internship NTE appointment.

**Question: May SCEPs transitioning to the Internship Program be converted to a position that has an established career ladder?**

**Answer:** If the SCEP is currently appointed to a position with an established career ladder, the Intern may be transitioned to the Internship Program with the same career ladder position. For instance, a GS-0299-04 target GS-11, Human Resources Trainee, may be converted to the same career ladder position under the Pathways Internship Program during the transition period.

**Question: May SCEPs who will complete their course requirements during the 180-day Pathways transition period be converted to an Internship appointment?**

**Answer:** No. SCEPs who will complete their course requirements and who have 640 hours of required work experience should not be converted to the Internship Program during the transition period. Agencies who wish to retain such interns should convert these SCEPs to a term, career or career-conditional appointment. Otherwise, agencies must terminate their employment.

**Question: Does the conversion to the Internship Program affect the employee's initial agreement under the SCEP?**

**Answer:** Yes. Agencies must enter into a Participant Agreement with each Pathways Program Participant at the time of conversion. While the employment conditions should not change, the information included in the agreement may.

**Question: Is it possible, during the transition period, to convert to the Recent Graduates Program a current SCEP who does not meet the 640-hour work requirement for conversion?**

**Answer:** No. There is no special provision for placing these current SCEP employees. Once they complete their educational programs, however, these individuals will be eligible to compete for Recent Graduate positions, just as any other recent graduate can.

### **Classification**

**Question: What is the appropriate classification series for Interns in the Pathways Program?**

**Answer:** Intern positions are to be classified to an appropriate xx99 series for occupational groups in the General Schedule (GS) or a pay-banded system and xx01 series for occupational groups appropriate for the Federal Wage (WG) System. (5 CFR 362.203(f))

### **Benefits**

**Question: Does transition to the Pathways Internship Program affect a SCEP's eligibility for benefits such as annual and sick leave, health and life insurance, or retirement?**

**Answer:** No. The transition to the Pathways Programs has no effect on employees' entitlement to leave, retirement and insurance coverage, or any other benefits under title 5, United States Code.

# **TRANSITION INSTRUCTIONS**

## **Current Presidential Management Fellows (PMF) Employees**

With respect to the Presidential Management Fellows (PMF) Program, agencies may continue to appoint from the current list of finalists until January 24, 2013. Those finalists who are appointed between now and January 24, 2013, will continue to be subject to the rules that were in effect when the candidates became PMF finalists. Current PMFs appointed in previous classes (i.e., those appointed to the 2010 “class” and the 2011 “class”) also will be permitted to continue their programs subject to the rules that were in effect when they were appointed. In the autumn of 2012, OPM will make a new vacancy announcement, for the 2013 program year, which will reflect changes to the underlying regulations.

1. Agencies must transition current PMF employees within 180 days from the effective date of the final regulation (i.e., on or before January 6, 2013).
2. Convert to the Pathways PMF Program if the PMF requires more than the 180-day transition period to complete the Program.
3. For PMFs eligible for conversion to the competitive service within the 180-days transition period:
  - a. Identify conversion eligibility date;
  - b. Ensure PMF is scheduled for ERB certification; and
  - c. Convert to a career-conditional or career appointment in accordance with the rules in effect before July 10, 2012.
4. Procedures required for conversion of PMF employees into the Pathways PMF Program include:
  - a. Process an SF-50, Notification of Personnel Action, for each employee within 180 days from the effective date of the final regulation using the instructions below.

<b>Employee is</b>	<b>Action is</b>	<b>Nature of Action is</b>	<b>Nature of Action Code is</b>	<b>Authority Code is</b>	<b>Authority is</b>
Current PMF	Conversion to Pathways PMF	Conv to Excepted Appt	570	YEH	Sch. D, 213.3402(c)
	Conversion to career conditional appointment	Conv to career-cond Appt	501	LAR	Reg. 362.110
	Conversion to Career Appointment	Conv to Career Appt	500	LAR	Reg. 362.110

5. Please refer to the Guide to Processing Personnel Actions, specifically, Chapter 9, for complete information and instructions for processing these personnel actions.

# FREQUENTLY ASKED QUESTIONS FOR PMF TRANSITION

## Conversion to new PMF Program

**Question: When do agencies have to convert current Fellows to the Pathways PMF Program?**

**Answer:** The new regulations are effective on July 10, 2012. Agencies will have 180 days from the effective date of the regulation to transition current PMFs to the new Pathways PMF (i.e., on or before January 6, 2013).

**Question: May PMFs who will complete their Program requirements during the 180-day Pathways transition period be converted to the Pathways PMF Program?**

**Answer:** No. PMFs scheduled to complete their Program requirements during the 180-day transition period should not be converted to the Pathways PMF Program. Agencies should convert PMFs who become eligible for conversion during the 180-day transition period to career or career-conditional appointments.

**Question: May agencies convert current PMFs who will complete their Program requirements during the transition period to term appointments?**

**Answer:** No. Conversion to a term appointment is not a provision of the PMF Program that was in effect prior to the effective date of Pathways.

**Question: Will the time spent under the current PMF Program count toward the Pathways PMF Program requirements?**

**Answer:** Yes. Agencies should apply the provisions and conditions of employment at the time the PMF was appointed when he or she becomes eligible for conversion.

**Question: Will the Pathways PMF Program affect the eligibility of the current Class of 2012 PMF Finalists?**

**Answer:** No. Class of 2012 Fellows will continue to be eligible for appointment under the Pathways PMF Program. However, in order for an agency to appoint a 2012 Finalist, he/she must have met all advanced degree requirements (including the successful defense/completion of any required thesis/dissertation) by August 31, 2012.



**Question: Will the Class of 2012 PMF finalists be subject to the new Pathways regulations?**

**Answer:** No. The Class of 2012 PMF finalists and others currently serving as Fellows under this program will be subject to the PMF regulations in effect prior to the effective date of the Pathways regulations (July 10, 2012).

## **Training and Development**

**Question: The Pathways PMF Program requires that all PMFs be assigned a mentor and that the mentor influence the PMF's IDP (Individual Development Plan). Are current PMFs subject to this requirement?**

**Answer:** No. Agencies are not required to impose the new Pathways PMF Program requirements to their current PMF employees. Agencies should continue the provisions of the agreement under which the PMF was hired, which is particularly important for PMFs nearing the end of their Program.

## **Benefits**

**Question: Does transition to the Pathways Internship Program affect a PMF's eligibility for benefits such as annual and sick leave, health and life insurance, or retirement?**

**Answer:** No. The transition to the Pathways Programs has no effect on employees' entitlement to leave, retirement and insurance coverage, or any other benefits under title 5, United States Code.

# **IMPLEMENTATION GUIDANCE**

# IMPLEMENTATION GUIDANCE

## GENERAL PROVISIONS

Certain aspects of the Pathways Programs are common to the Internship, Recent Graduates and Presidential Management Fellows Programs. This section addresses the overarching requirements of the three programs, as provided for in 5 CFR part 362, subpart A, and establishes the basic framework and purpose of the Pathways Programs. Issues and requirements that are specific to the individual programs are addressed later in this guidance.

### Program Administration

Executive Order 13562 established appointing authorities under Schedule D in the excepted service, codified by OPM at 5 CFR 213.3402(a), (b), and (c), for the appointment of Pathways Programs participants under Schedule D in the excepted service. All agency actions, including those to evaluate, appoint, develop and promote individuals, under the Pathways Programs will be based on merit and made without regard to political, religious or labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, genetic information, national origin, non-disqualifying physical handicap or age, and must be based solely on job-related criteria.

### Roles and Responsibilities

**OPM** – Prescribes Pathways Program regulations and maintains oversight of the Program. The Director will make Pathways opportunities available to the public and may determine the number of participants who may be appointed and/or converted to competitive service positions.

**Agency** – Will execute a Memorandum of Understanding (MOU) with OPM for the administration and use of Pathways Programs. Each agency will administer the Program in accordance with applicable provisions of title 5 of the Code of Federal Regulations and the merit system principles and avoid any prohibited personnel practices. This includes how the agency will accept applications for positions, assess candidates for positions, rate and arrange qualified applicants and ensure adherence to veterans' preference.

Agencies must enter into a Participant Agreement with each Program participant that clearly identifies expectations, including a general description of duties, evaluation procedures, work schedules, and minimum eligibility requirements for conversion to term or permanent positions in the competitive service.

**Pathways Program Officer (PPO)** - The PPO is responsible for Program administration plans, including coordinating recruitment and on-boarding processes with stakeholders, and ensuring

mentors are assigned and development plans in place. The PPO also serves as a liaison with OPM by providing OPM with implementation updates, clarifying technical and programmatic issues, sharing best practices and lessons learned, and submitting applicable reports.

***PMF Coordinator*** – The PMF Coordinator is responsible for administering an agency’s PMF Program, including coordinating recruitment and on-boarding, and ensuring mentors are assigned and development plans are in place. The PMF Coordinator serves as a liaison with OPM by providing OPM with implementation updates, clarifying technical and programmatic issues, sharing best practices and lessons learned, and submitting applicable reports.

## **Memorandum of Understanding (MOU)**

During the 180-day transition period following the effective date of the final regulation, the MOU requirement for Interns and PMFs is waived. Agencies must enter into an MOU with OPM prior to implementing the Pathways Programs and making appointments. Agency MOUs must be submitted to the OPM Student Programs Office at [PathwaysPrograms@opm.gov](mailto:PathwaysPrograms@opm.gov). The MOU must be renewed every 2 years and must address the following:

- **AGENCY PROGRAMS.** The Pathways Programs for the [agency name] consist of the following: [Include only those the agency elects to implement]. Identify any agency specific naming convention below:
  - The Internship Program;
  - The Recent Graduates Program; and
  - The Presidential Management Fellows (PMF) Program.
- **DELEGATIONS OF AUTHORITY.** Identify agency delegations of authority for use of the Pathways Programs. For example, indicate whether your agency will have an agency-wide policy or whether bureaus or components will be delegated authority to establish separate policies.
- **PROGRAM EXTENSIONS.** Prescribe criteria and procedures for agency-approved extensions for Recent Graduates and PMFs:
  - Extensions may not exceed 120 days; and
  - Extension criteria should be limited to circumstances that would render agency compliance with the regulations impracticable or impossible.
- **FORMAL TRAINING AND DEVELOPMENT.** Describe how the agency will design, implement, and document formal training and/or development:
  - Include the type and duration of assignments; and
  - Include necessary exceptions for short-term temporary work, such as summer jobs.

- **AGENCY COMMITMENT TO:**
  - Provide OPM requested information regarding the use of [name of agency] Pathways Programs;
  - Adhere to any caps on the Pathways Programs imposed by the Director of OPM;
  - Provide OPM information about job opportunities for individuals interested in participating in the Pathways Programs; and
  - Ensure adherence to the requirements in 5 CFR part 302 for:
    - ✓ accepting applications;
    - ✓ assessing applicants;
    - ✓ rating and ranking qualified candidates;
    - ✓ granting veterans' preference; and
  - Providing a meaningful on-boarding process for each Pathways Program.
  
- **COORDINATORS.** Identify agency coordinators as follows:
  - Pathways Program Officer; and
  - PMF Coordinator.

Sample Pathways Program MOU between OPM and an agency can be found at Appendix A.

## Participant Agreements

Each agency must enter into a written agreement with *each* Pathways Program participant it employs. Agreements must include expectations and define the following:

- A general description of the duties to be performed;
- Work schedules;
- Length of appointment and termination date;
- Mentorship opportunities;
- Training requirements;
- Evaluation procedures that will be used for the participant;
- Requirements for continuation and successful completion of the Program;
- Minimum eligibility requirements for noncompetitive conversion to term or permanent appointment in the competitive service under the specific Pathways Program in which employed; and
- Any other requirements or expectations established by the agency.

Sample Pathways Program participant/agency agreement can be found at Appendices B, C, and D.

There is no requirement that educational institutions be party to the agreements between agencies and Pathways Program participants. However, agencies may choose to establish a Participant Agreement that includes the educational institution.

## Agency Workforce Planning

If agencies plan to convert Pathways participants, their workforce plans must ensure there are sufficient numbers of permanent positions to allow for the conversion of Program participants who successfully complete their Program requirements. Service in a Pathways Program confers no right to further employment in the competitive or excepted service.

## Announcing Pathways Programs Opportunities

Agencies must meet OPM public notification requirements by providing Pathways Program opportunities and procedures for application to the general public, as provided by 5 CFR 362.105(b), 362.203(a), and 362.303(a). This information includes the position title, series and grade, geographic location and how to apply or express interest. OPM will then make available to the public via USAJOBS.

## Transition Assistance

The provisions of the Reemployment Priority List (RPL), Career Transition Assistance (CTAP) Program and Interagency Career Transition Assistance Plan (ICTAP) **do not** apply to the initial appointment or conversions of Pathways Programs participants to the competitive service.

## Qualifying Educational Institutions

Many types of academic entities qualify for the purposes of the Pathways Programs. These include:

- High School – A public high school whose curriculum has been approved by a State or local governing body, a private school that provides secondary education as determined under State law, or a home-school that is allowed to operate in a State.
- Post-secondary – Educational institutions or curricula listed below must be accredited by an accrediting body recognized by the Secretary of the U. S. Department of Education to be qualifying education:
  - Technical or vocational school
  - 2-year or 4-year college or university
  - Graduate or professional school (e.g., law school, medical school)
  - A post-secondary home-school curriculum

Under the Pathways Programs, the definition of “qualifying educational institution” includes certain home-school curricula. To be included, secondary home-school programs must be recognized by the State or local government oversight agency. Students participating in these home-school curricula may apply for consideration under the Pathways Programs.

## **Selection and Appointment**

Agencies must apply the provisions of 5 CFR part 302 when considering, selecting and appointing individuals to positions under any Pathways Program. These provisions govern the order of consideration, selection and appointment of individuals to positions in the excepted service.

Appointments are subject to the same requirements governing term, career or career-conditional employment. Agencies are responsible under their specific adjudication guidance for determining applicant suitability and verifying qualifications prior to appointment. Any specific eligibility requirements for appointment to the Internship Program, Recent Graduates Program or Presidential Management Fellows Program are detailed in the particular Pathways Program's sections of this guide.

## **Veterans' Preference**

Veterans' preference applies to selection for positions in the Pathways Programs. Selections must be made in accordance with the requirements of 5 CFR part 302, veterans' preference laws, and OPM guidance issued as a Memorandum for Chief Human Capital Officers, dated February 9, 2009, on *Procedures for Passover of Compensably-Disabled Preference Eligibles in the Excepted Service*. This includes, but is not limited to, ranked and unranked referral lists.

## **Citizenship**

An agency may appoint a non-citizen, provided that the individual is lawfully admitted to the United States as a permanent resident or is otherwise authorized to be employed and the agency is authorized to pay aliens under its annual appropriations or other applicable laws. Program participants must be United States citizens to be eligible for noncompetitive conversion to the competitive service.

## **Documenting the Appointment**

Appointments made under the Pathways Programs are under Schedule D, and will be documented with the appropriate codes and remarks from OPM's *Guide to Processing Personnel Actions*. See Chapter 11 of the *Guide to Processing Personnel Actions* for Nature of Action and Legal Authority Codes and remarks to be used when documenting the appointment on the Standard Form 50.

## Separations

An agency may terminate a Pathways participant for misconduct, poor performance, or suitability issues under the applicable provisions of title 5.

## Conversion to the Competitive Service

Subject to any OPM-imposed conversion limitations, an agency may noncompetitively convert any Pathways Program participant who has met all Program requirements to a position in the competitive service under a term or permanent appointment. However, service in a Pathways Program confers no right to further employment in the competitive or excepted service.

Pathways participants converted to term appointments may be subsequently converted noncompetitively into permanent competitive service positions before the term appointment expires.

## Program Accountability and Oversight

The Director of 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 a position in the competitive service; or revoke an agency's Pathways Programs MOU.

## Reporting Requirements

All agencies participating in the Pathways Programs must provide the following information to OPM:

- The occupations for which the Pathways Programs will be used to fill entry-level positions during the coming year;
- The percentage of positions to be filled under the Internship, Recent Graduates and PMF Programs, respectively, expected during the coming year; and
- *For the previous year:*
  - The number of participants initially appointed under *each* Pathways Program;
  - The percentage of the agency's overall hires made from *each* Pathways Program;
  - The number of Pathways Program participants converted to the competitive service for *each* Pathways Program; and
  - The number of Pathways Program participants who were separated for *each* Pathways Program.

Sample Reporting Requirements document can be found in Appendix G.



# **INTERNSHIP PROGRAM**

The Internship Program is a streamlined program which replaces the Student Education Employment Program (SEEP), i.e., the Student Career Experience Program (SCEP) and the Student Temporary Employment Program (STEP). The Program is designed to attract students enrolled in a wide variety of educational institutions (high school, home-school programs, vocational and technical, undergraduate and graduate) with paid opportunities to work in agencies and explore Federal careers while still in school. This Program exposes students to jobs in the Federal civil service by providing meaningful developmental work at the beginning of their careers, before their careers paths are fully established. The flexible nature of the Program also accommodates the need to hire students to complete temporary work or projects, perform labor-intensive tasks not requiring subject matter expertise, or to work traditional “summer jobs.”

The Program provides agencies with the opportunity to convert Interns who successfully complete the Program and academic requirements to any competitive service position for which the Intern is qualified. Agencies are encouraged to utilize the Pathways Internship Program authority for several reasons:

- To recruit and develop talented employees to support changing agency missions, even in periods of downsizing;
- To ensure that the Government can meet its professional, technical and administrative needs; and
- To sustain a quality and diverse workforce.

Appointments made under the Pathways Internship Program authority can help agencies meet these needs.

The Internship Program appointment authority is found in 5 CFR 213.3402(a). The regulations implementing the Internship Program are found in 5 CFR part 362, subparts A and B.

## **Eligibility Requirements**

To be eligible for the Pathways Intern Program, the individual must have been accepted for enrollment or be enrolled and seeking a degree (diploma, certificate, etc.) in a qualifying educational institution on a full or half-time basis.

## **Qualifications**

Agencies can use agency-developed or OPM qualification standards when filling Internship positions as specified in their MOUs. However, individuals being considered for positions that have positive education requirements (e.g., biologist, geologist) should be enrolled in directly related degree programs in order to be eligible for conversion to that position in the competitive service.

## Appointments

Agencies will make appointments to the Internship Program, pursuant to their Pathways Program MOUs using the Schedule D excepted service appointing authority, codified by OPM at 5 CFR 213.3402(a). Agencies may make:

- A temporary appointment for a period not to exceed 1 year, the ending date of which must be specified in the Participant Agreement with the Intern. These appointments may be extended under 5 CFR 213.104; or
- An appointment for an initial period expected to last for more than 1 year. An end date must be specified in the Participant Agreement with the Intern and is generally the Intern's projected graduation date.

## Classification

Interns whose positions are under the General Schedule (GS) or comparable pay plan must be classified as student trainees, in the xx99 series of the appropriate occupational group. Interns whose positions are under the Federal Wage System (FWS) will be classified as student trainees, in the xx01 series of the appropriate occupational group.

## Tenure Groups for Reduction in Force (RIF)

An Intern serving under an appointment for an initial period expected to last more than 1 year (no NTE date) is in excepted service Tenure Group II for purposes of 5 CFR 351.502 and is accorded the same retention rights as other excepted service employees. An Intern serving under a temporary appointment (NTE date) is in excepted service Tenure Group III, provided that he or she has completed at least 1 year of current continuous service. If not, the Intern is in Tenure Group 0.

<b>Tenure Group Definitions</b>	
<b>Tenure Group</b>	<b>Excepted Service</b>
0	Employees who are not in tenure groups 1, 2 or 3
I	Employees whose appointments carry no restrictions or conditions such as conditional, indefinite, specific time limitation, or trial period
II	Employees who are serving under appointments for an initial period expected to last more than 1 year; or are serving trial periods
III	Employees who are serving under appointments with specific time limitations of more than 1 year; or are currently under appointments limited to 1 year or less, and complete 1 year of current, continuous service

## **Trial Period**

The entire period served under the Internship Program counts as the participant's trial period. Prior Federal civilian service is credited toward the completion of the required trial period in the same manner as prescribed in 5 CFR 315.802.

## **Student Schedules**

Interns may work full-time or part-time schedules. The agency is responsible for establishing work schedules for Interns in accordance with 5 CFR 610.121. Agencies and students should agree on a formally-arranged schedule of school and work that does not interfere with the student's academic schedule or performance and so that completion of the educational program and the Internship Program is accomplished in a reasonable timeframe. Interns without NTE dates must complete 640 hours of work in order to be eligible for conversion to the competitive service or meet one or more of the exceptions granted for a credit of up to 320 hours mentioned in the Conversion to the Competitive Service section of this guide. This information must be reflected in the Participant Agreement.

## **Breaks in Program**

A break in the Program is defined as a period of time when an Intern is working but is unable to go to school, or is neither attending classes nor working at the agency. The agency should have a written process to receive and consider a participant's request for a break in the Internship Program. The agency may use its discretion in either approving or denying a break in Program.

## **Conversion to the Competitive Service**

An agency may convert an Intern noncompetitively from the Internship Program to a term or permanent position in the competitive service, provided that all the terms of 5 CFR 362.204 are met and there is an available position. However, conversion is not mandatory or guaranteed. Interns must be U.S. citizens to be eligible for conversion.

- To be eligible for conversion, an Intern must:
  - Have completed the required number of hours of work experience (generally, at least 640 hours) while enrolled as a full-time or half-time degree-seeking student
  - Have completed educational requirements from a qualifying institution
  - Have received a favorable recommendation by an official of the agency, and
  - Meet the qualification requirements for the position to which the Intern will be converted.
  
- Agencies may credit time spent under one or more previous Federal internship program appointments towards the 640 hours that is not in a field or functional area related to the Intern's target position or career field as provided in 5 CFR 362.204. Interns' participation in the Pathways Program counts toward their career tenure.

- Agencies may credit up to 320 hours of certain non-Federal career-related internship program experience, volunteer service, or active duty military service and apply it towards the 640 hours as provided in 5 CFR 362.204(c).
- Agencies may waive up to 320 hours of the 640-hour requirement based on exceptional job performance and outstanding academic achievement (5 CFR 362.204(d)).
- Agencies are permitted to noncompetitively convert Interns into term or permanent appointments in the competitive service. If OPM has established a cap on the number of the noncompetitive conversions to the competitive service, the conversion must be within that cap.
- Interns can be placed in term positions and may subsequently be noncompetitively converted into permanent competitive service positions.

## **RECENT GRADUATES PROGRAM**

Executive Order 13562 recognized the benefits of a diverse Federal workforce that includes recent graduates from academic institutions and technical programs. The E.O. also acknowledges that the normal rules for competitive hiring impose significant burdens and put the Federal Government at a disadvantage compared to the private sector when competing for the best candidates emerging from educational institutions. In addition, agencies' current competitive hiring practices, at the entry levels, tend to favor job applicants who have significant previous work experience. This puts recent graduates at a competitive disadvantage regardless of the degree or technical training they possess when applying and competing for Federal jobs. In recognition of this disadvantage and the need for the Federal Government to be competitive with other employers in recruiting and hiring recent graduates, the E.O. established a Recent Graduates Program under the Pathways Programs framework. The Recent Graduates Program authority is found in 5 CFR 213.3402(b). The regulations implementing the Recent Graduates Program are found in 5 CFR part 362, subparts A and C.

The Recent Graduates Program is a new program that provides employment opportunities for recent graduates and individuals who obtained certificates from qualified educational institutions or programs. Applicants who are not preference eligible veterans must apply within 2 years of completing their educational programs. Preference eligible veterans who were precluded from applying due to their military service obligation begin their 2-year eligibility period upon release or discharge from active duty. Eligibility for a veteran in this case cannot exceed 6 years from the date on which the veteran completed his or her degree (or certification). The Recent Graduates Program provides agencies with the opportunity to place recent graduates in a 1-year career development program. Agencies may noncompetitively convert participants who successfully complete the Program to term or permanent competitive service jobs. The intent is for appointments under the Recent Graduates Program to last 1 year; however, agencies may make an appointment for a longer period if the position warrants a longer and more structured training program.

The Recent Graduates Program enables individuals who lack experience to explore Federal civil service employment at the beginning of their careers. The Program engages them at the onset of their work lives, before their career paths are fully established.

### **Eligibility Requirements**

To be eligible for the Pathways Recent Graduates Program, an individual must, within the previous 2 years, have completed a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution. Preference eligible veterans who were precluded from applying due to their military service obligation begin their 2-year eligibility period upon release or discharge from active duty (see examples in Frequently Asked Questions). Eligibility for these veterans cannot exceed 6 years from the date on which they completed their degrees (or certification).

## **Recruitment**

Agencies have the discretion to determine the process for accepting applications for specific Recent Graduates opportunities in accordance with 5 CFR 362.302, consistent with applicable legal and policy requirements.

## **Qualifications**

Appointments are subject to the basic qualification standards for competitive service positions established by OPM for the occupation and grade level.

## **Appointments**

Agencies must make excepted appointments to the Recent Graduates Program, pursuant to their Pathways MOUs, using the Schedule D excepted service appointing authority. Appointments may be made up to the GS-09 (or equivalent) level. Agencies may appoint Recent Graduates with degrees in the STEM fields (science, technology, engineering or math) at the GS-11 (or equivalent) level if they possess a Ph.D. or equivalent degree from a qualifying institution directly related to the position being filled.

Agencies may make initial appointments to scientific and professional *research* positions at the GS-11 (or equivalent) level for which the classification and qualification criteria for research positions apply, if the candidate possesses a masters degree or equivalent graduate degree directly related to the position the agency is seeking to fill. If the candidate has a Ph.D. or equivalent degree directly related to the position the agency is filling, the appointment may be made at the GS-12 level (or equivalent).

## **Tenure Groups for RIF**

Recent Graduates are in excepted service Tenure group II.

## **Trial Period**

All time served under the Recent Graduates Program counts towards the participant's trial period. Prior Federal civilian service is credited toward the completion of the required trial period in the same manner as prescribed in 5 CFR 315.802.

## **Movement Between and Within Agencies/Components**

Participants in the Recent Graduates Pathways Program may apply for and accept a new Recent Graduate appointment, as long as the agency meets all the requirements for participating in the Recent Graduates Program in 5 CFR part 362. To move to a new appointment, the Recent Graduate must separate from the current appointment and be appointed to the new one without a break in service. Time spent under the initial appointment will be credited towards meeting the Recent Graduates Program requirements under the new appointment.

The Recent Graduate does not begin a new Program period. The new employing entity must enter into a new Participant Agreement that reflects the requirements for Program completion and eligibility for noncompetitive conversion to the competitive service in the new appointment.

## **Conversion to the Competitive Service**

Recent Graduates must be U.S. citizens to be eligible for conversion to the competitive service. An agency may convert a Recent Graduate noncompetitively to a term or permanent position in the competitive service if the Recent Graduate has:

- Completed all the requirements of the Program successfully
- Demonstrated successful job performance consistent with the applicable performance appraisal program, and
- Met the OPM qualification standard for the position to which the Recent Graduate will be converted.

Recent Graduates converted to term positions may later be noncompetitively converted to permanent positions. Once the Recent Graduate is noncompetitively appointed to a career or career-conditional position, time spent on the Recent Graduates appointment may be credited toward completion of the probationary period in accordance with 5 CFR part 315, subpart H.

The noncompetitive conversion must occur upon successful completion of the 1-year Program period or at the end of the 120-day approved extension, unless the agency has an approved longer program based on a rigorous training and development requirement. Under no circumstances can a Recent Graduates appointment exceed 2 years, plus a 120-day extension. If participants are not converted on the date of their service requirement, or at the end of the 120-day extension, their appointments must be terminated.

# **PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM**

For more than three decades, the Presidential Management Fellows (PMF) Program has been the Federal Government's premier leadership development program for advanced degree candidates. It was designed to attract to the Federal public service talented men and women who demonstrated academic excellence, possessed management and leadership potential, and had a clear interest and commitment to public service. This Program provides employment opportunities for individuals who have received a qualifying advanced degree within the preceding 2 years.

## **Recruitment**

OPM will announce the opportunity to apply for the PMF Program and conduct a competition for the selection of finalists.

## **Eligibility Requirements**

An individual is eligible to apply for the PMF Program in two ways. First, to be eligible for the Program, an individual must have completed a qualifying advanced degree within the 2-year period preceding the PMF Program announcement. The second way to become eligible is to be a student currently attending a qualifying educational institution who expects to complete the advanced degree by August 31<sup>st</sup> of the academic year in which the competition is held.

## **Qualifications**

Appointments are subject to OPM qualification standards established for these leadership positions.

## **Selection and Appointment**

OPM will determine the appointment eligibility period for PMF finalists. Agencies may appoint a Fellow for a period of 2 years using the Schedule D excepted service appointing authority, codified by OPM at 5 CFR 213.3402(c). An agency may extend a Fellow's appointment for up to 120 days in rare or unusual circumstances or situations (e.g., medical issues).

Fellows may be appointed at the GS-9, GS-11, or GS-12 level or equivalent, depending on his or her qualifications.



## **Training and Development**

There are a number of developmental activities that are required under the PMF Program. The PMFs must:

- Participate in the OPM-sponsored orientation program;
- Create an Individual Development Plan (IDP) within 45 days of appointment;
- Obtain a mentor within the first 90 days of appointment;
- Undertake at least 80 hours of formal interactive training each year,
- Participate in at least one, 4- to 6- month rotational or developmental assignment consistent with the employee's IDP; and
- Pursue a short-term (1- to 6-month) rotational assignment.

## **Tenure Group for RIF**

PMFs are in the excepted service tenure group II.

## **Movement between Agencies**

A Fellow may move to another agency's PMF Program at any time during his or her PMF appointment. The PMF must separate from the losing agency and must be appointed by the gaining agency without a break in service. Because the time spent under the previous PMF appointment counts toward the completion of the gaining agency's Program, the gaining agency should be mindful of its requirements for successful completion of the PMF Program. For example, if a Fellow is employed with Agency A for 16 months and then moves to Agency B, Agency B must make sure the Fellow will have the opportunity to complete Agency B's PMF requirements within the remaining 8 months of the Fellow's appointment. In addition, if the move takes place within 6 months of the initial PMF appointment, the losing agency can request reimbursement from the gaining agency.

## **Conversion to the Competitive Service**

A Fellow who is ERB-certified may be converted noncompetitively to a term or permanent appointment in the competitive service. A Fellow appointed to a term appointment may be subsequently converted noncompetitively to a permanent appointment before the expiration of the term appointment. Noncompetitive conversions are no longer mandatory under Pathways (beginning with the class of 2013 Fellows). Once a PMF is noncompetitively appointed to a career-conditional position, he or she does not serve a probationary period and acquires competitive status immediately.

# FREQUENTLY ASKED QUESTIONS ON ALL PATHWAYS PROGRAMS

## **Background**

**Question: What's the difference between the Internship Program and the Recent Graduates Program?**

**Answer:** The Internship Program is for students currently enrolled in a degree/certificate seeking program. The Recent Graduates Program is for individuals who completed the program requirements for an associates, bachelors, masters, professional, doctoral or technical/vocational degree or certificate.

**Question: What's the difference between the Recent Graduates Program and the PMF?**

**Answer:** The PMF Program is the Federal Government's flagship leadership and development program and is exclusively for high-performing graduate students. The Recent Graduates Program is not limited to graduate students; it is for individuals who recently completed the requirements for any of a wide range of degrees or certificates, including an associates, bachelors, masters, professional, doctoral, or technical/vocational degree or certificate.

**Question: Once the Pathways regulations are final, how much time will agencies have to transition current STEPs and SCEPs?**

**Answer:** Agencies will have until January 6, 2013, to transition eligible STEPs and SCEPs to Pathways appointments.

**Question: How many times can a student be appointed to the Internship Program?**

**Answer:** There is no limit on the number of times a student may be appointed as long as he/she meets the eligibility requirements for the appointment.

## **Eligibility**

**Question: What are the eligibility requirements for the Internship Program?**

**Answer:** An individual must be currently enrolled or accepted for enrollment on at least a half-time schedule as a student at an accredited educational institution in a certificate, degree or diploma program, and must meet the qualification standards for the Internship position.

**Question: What are the eligibility requirements for the Recent Graduates Program?**

**Answer:** An individual must be within 2 years of completion of program requirements for an associates, bachelors, masters, professional, doctoral or technical/vocational degree or certificate from an accredited educational institution and meet the qualification standards for the position. Preference eligible veterans may be eligible for extensions on time to apply. (See Frequently Asked Questions)

**Question: What are the eligibility requirements for the PMF Program?**

**Answer:** Individuals must have completed or be scheduled to complete an advanced degree within 2 years and meet the qualification standards for the position.

**Question: May students appointed under the Internship Program remain in the Program once they have completed their educational requirements?**

**Answer:** No. Students appointed under the Internship Program who have met all requirements of the Program and have satisfactorily completed the requirements for their diploma/certificate/degree may no longer remain in the Program, as they are no longer students and no longer meet the eligibility requirements for the Program.

**Question: Must students be U.S. citizens at the time they are appointed?**

**Answer:** There is no overarching requirement that applicants for positions in the excepted service be U.S. citizens. However, agencies may appoint non-citizens only if the student meets immigration employability laws; the agency is authorized to pay aliens under the annual appropriations act ban and any agency specific enabling and appropriation statutes; and the student has been lawfully admitted to the United States as a permanent resident or is otherwise authorized to be employed. Students may not be converted to career-conditional employment in the competitive service unless they are citizens at the time of conversion.

**Question: May the son or daughter of an agency employee participate in that agency's Internship Program?**

**Answer:** Yes. The parent and student must not have a direct reporting relationship and the relative cannot advocate the employment, promotion or advancement of the student. See 5 CFR 362.105(f).

**Question: What are the age requirements for students to participate in the Internship Program?**

**Answer:** Age 16 is the minimum age allowed for Federal employment. See OPM's regulations on child labor at 5 CFR 551.601.

**Question: Is a student pursuing a GED eligible for the Internship Program?**

**Answer:** Yes, a student enrolled in GED courses and pursuing a GED diploma meets the definition of “student” provided the student is attending a qualifying educational institution. See 5 CFR 362.202.

**Question: Are male students required to be registered with the Selective Service before they may be appointed under the Pathways Programs?**

**Answer:** In order to be eligible for appointment to a position in an Executive agency, , male applicants born after December 31, 1959, who are required to register with the Selective Service under section 3 of the Military Selective Service Act, and who are still capable of registering (*i.e.*, have not yet reached age 26), must actually be registered. If it is no longer possible for an applicant required to register to do so, *i.e.*, if the applicant has reached age 26, the applicant must be able to demonstrate that his failure to register was not knowing and willful. See 5 U.S.C. 3328(a) and 5 CFR part 300, subpart G.

**Question: May agencies appoint students who are home-schooled to the Internship Program?**

**Answer:** Yes, provided they are otherwise eligible under 5 CFR 362.203, home-schooled students may participate in the Internship Program as long as they are participating in either 1) an accredited home-school, or 2) a home-school curriculum approved by their State or local governing jurisdiction.

## **Applying to the Recent Graduates Program**

**Question: An individual completes qualifying educational requirements for a degree in May 2012. Subsequently, this individual enters the military and is released from active duty in July 2014. How much time will this individual have to apply for a Recent Graduates position?**

**Answer:** The 2-year window to apply to the Recent Graduates Program will begin in July 2014 and end in July 2016 (provided that the individual meets the definition of “veteran” in 5 U.S.C. 2108).

**Question: What if an individual completes a degree, and then 6 months later is called back to active duty for 4 years? How long would this individual be eligible for the Recent Graduates Program?**

**Answer:** This individual would be eligible for an additional 18 months after being discharged or released from active duty (provided that the individual meets the definition of “veteran” in 5 U.S.C. 2108).

**Question: What if an individual is in the Reserve Officers Training Corps (ROTC) and has a 4-year service obligation after graduation; will this individual still be eligible to apply after being discharged?**

**Answer:** The 2-year window of eligibility will begin upon completion of the 4-year service obligation (provided the individual meets the definition of “veteran” in 5 U.S.C. 2108). However, under no circumstances can the eligibility period extend beyond 6 years from the date of completing the educational requirements for a degree.

**Question: An individual received a degree in May 2012 while serving on active duty. This individual still has 3 more years of service. Will this individual still be eligible for the Recent Graduates Program?**

**Answer:** Yes. This individual will be eligible to apply for positions for 2 years from the date he or she is released from active duty (provided the individual meets the definition of “veteran” in 5 U.S.C. 2108). However, under no circumstances can the eligibility period extend beyond 6 years from the date of completing the educational requirements for a degree.

**Question: An individual completed degree requirements in 2011. How long will this individual have to apply for positions under the Recent Graduates Program?**

**Answer:** Any individual who completed his or her educational requirements between December 27, 2010, and the effective date of the final Pathways regulation (July 10, 2012) will have 2 years from the effective date of the regulation to apply to the Recent Graduates Program.

## **Benefits**

**Question: Are Pathways Interns, Recent Graduates and PMFs eligible for health and life insurance benefits?**

**Answer:** Health and life insurance coverage for Federal employees depends on the type of appointment an employee has and the expectation of substantial employment during the year. Students hired under the Internship Program on a temporary appointment are generally not entitled to these benefits. However, once they have been continuously employed for over a year without a break in service exceeding 5 days, they may enroll in the Federal Employees Health Benefits Program, but they would have to pay 100 percent of the premium (i.e., both the employee and Government share). Temporary employees are not eligible for coverage under the Federal Employees’ Group Life Insurance Program.

Students hired under an Internship/Recent Graduate or PMF appointment for a period expected to last longer than 1 year are eligible for health and life insurance coverage as long as they are expected to be employed under this appointment for over 1 year and are expected to be in a pay status for at least one-third of the total period of time from the date of their initial appointment to the date of the completion of the Program. The cost of premiums is split between the employee and the agency, as it is for all permanent

employees. (See 5 CFR 870.202 for life insurance and 5 CFR 890.102 for health benefits.)

**Question: Are Pathways employees eligible for retirement benefits?**

**Answer:** Students hired under the Internship Program are generally ineligible for retirement coverage. See 5 CFR 831.201 and 842.105. Recent Graduates and PMFs are eligible for retirement benefits if their appointments are for more than 1 year.

**Question: Are Interns/Recent Graduates and PMFs eligible for annual and sick leave?**

**Answer:** Yes, employees hired under the Pathways Programs on appointments for 90 days or more are eligible to earn annual and sick leave. As provided in 5 U.S.C. 6303(b), employees whose appointments are limited to less than 90 days may be eligible for annual leave if they have previously served for a continuous period of 90 days under successive appointments.

## **Tenure, Classification and Pay**

**Question: What tenure groups are Pathways employees placed in?**

**Answer:** Interns serving under appointments expected to last more than 1 year are in the excepted service Tenure Group II. Interns serving under temporary appointments expected to last 1 year or less are in Tenure Group 0, unless they have completed at least 1 year of current continuous service, in which case they are in Tenure Group III. Recent Graduates and PMFs are in the excepted service Tenure Group II.

**Question: Are employees appointed under the Pathways Programs eligible for promotion? If so, what is the nature of action code (NOAC) and pay setting process?**

**Answer:** Yes. Employees hired under the Pathways Programs are eligible for promotion, except for Interns on appointments expected to last less than 1 year. The Nature of Action Code (NOAC) can be found in the promotion chapter of the *Guide to Processing Personnel Actions*. A General Schedule (GS) employee is entitled to an increase in pay of at least two steps (about 6 percent) upon placement in a higher-graded position without a break in service. A Wage Grade (WG) employee is entitled to an increase in pay of at least one step (about 4 percent). See 5 CFR 362.203(e).

**Question: What is the appropriate classification series for Interns in the Pathways Program?**

**Answer:** Interns are classified to an appropriate xx99 series for occupational groups in the GS (or equivalent) system and xx01 series for occupational groups appropriate for the Federal Wage System. See 5 CFR 362.203(f). There are no special requirements for classifying positions under the Recent Graduates or PMF Programs.

## **Conversion to the Competitive Service**

**Question: May individuals participating in the Internship and Recent Graduates Programs be noncompetitively converted to a position that has an established career ladder?**

**Answer:** Yes. An individual participating in the Internship or Recent Graduates Program who otherwise meets the Program requirements for conversion (i.e., work hours, satisfactory performance, educational requirements, training completed, etc.) may be converted to a position that has an established career ladder. For instance, an Intern GS-0299-04 Human Resources Trainee may be noncompetitively converted to a GS-0201-05/7/9/11 Human Resources Specialist career ladder position. See 5 CFR 362.106.

**Question: May an Intern work any of the required 640 hours necessary for conversion after he/she completes his/her educational requirements?**

**Answer:** No. The required work experience must be gained prior to, or concurrent with, the completion of the student's education.

**Question: Does the time spent on an Intern temporary NTE appointment count towards career tenure? Time-in-grade?**

**Answer:** Yes. The time counts towards career tenure (see 5 CFR 315.201). The time spent on the temporary Intern NTE appointment would be creditable towards any time-in-grade calculation.

**Question: Does an Intern's work experience while on an Intern temporary NTE appointment, count towards the required 640 hours necessary for noncompetitive conversion to career-conditional employment?**

**Answer:** Yes. Time spent on an Internship appointment is potentially creditable towards conversion in accordance with the provisions of 5 CFR 362.204.

**Question: Does a student's work experience, while on the Student Temporary Employment Program and prior to conversion to the new Internship Program, count toward the required 640 hours under the Internship Program?**

**Answer:** Time spent under a STEP appointment is creditable toward the 640-hour requirement when the current STEP employee is transitioned to a temporary NTE appointment and subsequently converted to an Internship appointment without a NTE date.

**Question: May an agency waive up to 320 hours for conversion to competitive service for an Intern, based on exceptional job performance and outstanding academic achievement?**

**Answer:** Yes. Agencies may waive up to 320 hours under both the SCEP and Pathways Internship Program. See 5 CFR 362.204(c).

**Question: May an agency waive up to 320 hours of the 640-hour work requirement for an Intern with outstanding academic achievement and exceptional job performance if that Intern has not worked in the agency long enough to receive a performance appraisal?**

**Answer:** If the Intern meets the criteria for exceptional job performance and outstanding academic achievement, the Program allows an agency to evaluate an Intern after 320 hours. Agencies may wish to modify their performance plans to allow Intern evaluations after a minimum of 320 hours in order to take advantage of this new flexibility.

**Question: May an agency combine the credit provisions of 5 CFR 362.204(c) and the waiver provisions of 5 CFR 362.204(d) to credit a student with the entire 640-hour work requirement for conversion?**

**Answer:** No. An agency may not grant a credit or waiver (or combination thereof) of more than 320 hours of the 640 hour service requirement. See 5 CFR 362.204(e).

**Question: Under the STEP, an employee could be noncompetitively converted to a SCEP appointment and the work experience gained while under the STEP could be credited towards the 640 hour work experience necessary for noncompetitive conversion to a term, career, or career-conditional appointment. Has this changed?**

**Answer:** No. Interns on temporary NTE appointments can be converted to Intern positions. The time spent on the Intern temporary appointment NTE can be credited toward the 640-hour work requirement.

**Question: Is the 640 hours of work experience a new requirement?**

**Answer:** No. The current Student Career Experience Program has the same 640-hour work requirement that is in the new Internship Program.

**Question: Do individuals awaiting college acceptance notification meet the definition of “student”?**

**Answer:** No. A “student” is defined as an individual who has been accepted for enrollment or who is enrolled and seeking a degree (diploma, certificate, etc.) in a qualifying educational institution as defined in 5 CFR 362.102. Individuals who have not been accepted do not meet the definition of “student.”

**Question: If the student has signed an agreement under SCEP, is he or she still required to sign a Participant Agreement?**

**Answer:** Yes. Pathways participants must sign a Participant Agreement.



## APPENDIX A

### PATHWAYS PROGRAMS MEMORANDUM OF UNDERSTANDING TEMPLATE

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Pathways Programs Memorandum of Understanding (MOU)  
Between the  
U. S. Office of Personnel Management (OPM)  
and the  
*(Insert AGENCY name)*

#### 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 OPM prior to making appointments under any Pathways Programs authority.

#### III. POSITIONS COVERED

Any position, at any General Schedule grade (or equivalent level under another pay and classification system, including the Federal Wage System), 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. Agency Responsibilities**

- **AGENCY PROGRAMS.** The Pathways Programs for the [agency name] consists of the following: [Include only those the agency elects to implement]. Identify any agency specific naming convention below:
  - The Internship Program;
  - The Recent Graduates Program; and
  - The Presidential Management Fellows (PMF) Program.
- **DELEGATIONS OF AUTHORITY.** Identify agency delegations of authority for use of the Pathways Programs. For example, indicate whether your agency will have an agency-wide policy or whether bureaus or components will be delegated authority to establish separate policies.
- **PROGRAM EXTENSIONS.** Prescribe criteria and procedures for agency-approved extensions for Recent Graduates and PMFs:
  - Extensions may not exceed 120 days;
  - Extension criteria should be limited to circumstances that would render agency compliance with the regulations impracticable or impossible.
- **FORMAL TRAINING AND DEVELOPMENT.** Describe how the agency will design, implement, and document formal training and/or development:
  - Include the type and duration of assignments; and
  - Include necessary exceptions for short-term temporary work, such as summer jobs.
- **AGENCY COMMITMENT TO:**
  - Provide OPM requested information regarding the use of [name of agency] Pathways Programs;
  - Adhere to any caps on the Pathways Programs imposed by the Director of OPM;
  - Provide OPM information about job opportunities for individuals interested in participating in the Pathways Programs;
  - Ensure adherence to the requirements in 5 CFR part 302 for:
    - ✓ accepting applications;
    - ✓ assessing applicants;
    - ✓ rating and ranking qualified candidates; and
    - ✓ granting veterans' preference; and
  - Provide a meaningful on-boarding process for each Pathways Program.

- **COORDINATORS.** Identify agency coordinators as follows:
  - Pathways Program Officer; and
  - PMF Coordinator.

**V. TERMINATION, SUSPENSION OR REVOCATION**

The Director of OPM may revoke this Agreement when agency 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 Agency authorized officials for a period of two years.

OPM Official Signature	Agency Head or Designee Signature
Typed Name OPM Official	Typed Name Agency Head or Designee
Date	Date

Attachments (as applicable):  
 Identify any agency policy documents  
 Agency PPO Information  
 Agency PMF Coordinator Information

**(Agency name) Pathways Programs Officer (PPO)**

NAME
GRADE/TITLE
ADDRESS
TELEPHONE
FAX
EMAIL
DATE SUBMITTED

**(Agency name) Presidential Management Fellows (PMF) Coordinator**

NAME
GRADE/TITLE
ADDRESS
TELEPHONE
FAX
EMAIL
DATE SUBMITTED



INSERT YOUR AGENCY'S LOGO

YOUR AGENCY'S NAME - insert

## Appendix B Internship Program Participant Agreement

<b>Appointee's Full Name:</b>	
<b>Appointing Agency/Sub-Agency:</b>	
<b>Appointment Date (s):</b>	<b>Work Schedule:</b>
Entrance on Duty (EOD) Date : _____ Appointment Not to Exceed (NTE) Date: _____ Program NTE Date: _____	Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
<b>Position Title, Series and Grade</b>	<b>Pay</b>
<b>Intern's Responsibilities:</b>	<b>Hiring Official's/Supervisor's Responsibilities:</b>
<ul style="list-style-type: none"> <li>Provide proof of enrollment as necessary</li> <li>Notify the agency of any change in your enrollment status and/or work schedule</li> <li>Maintain at least a half-time course load as defined by the educational institution</li> <li>Remain in good academic standing               <ul style="list-style-type: none"> <li>Maintain a GPA of _____ and above (<i>Optional - Agency specific</i>)</li> </ul> </li> <li>Adhere to an established work schedule</li> <li>Adhere to the Intern Program requirements</li> <li>Participate in agency training classes or programs</li> <li>Perform, successfully, the assigned duties listed in your position description</li> <li>Observe all workplace rules</li> </ul>	<ul style="list-style-type: none"> <li>Complete a Participant Agreement with each Intern</li> <li>Verify enrollment and eligibility for continued participation in the Program</li> <li>Provide information on the Intern Program requirements</li> <li>Identify job duties and responsibilities</li> <li>Provide information on any special training requirements</li> <li>Identify performance goals and evaluation criteria</li> <li>Establish a mutually agreeable work schedule that does not interfere with the Intern's academic schedule</li> <li>Supervise daily work activities of the Intern</li> </ul> <ul style="list-style-type: none"> <li>If position offers conversion to the competitive service, identify the eligibility requirements for conversion and ensure your Intern is converted within the applicable timeframe (120 days from completion of all academic requirements).</li> </ul>
<b>Work Assignments</b> (Enter brief description of duties or attach a position description)	
<b>Program Requirements</b> (Enter requirements for continuation and successful completion of Program)	

**Training Requirements** (If applicable)

**Mentoring** (If your agency has a mentor requirement for Interns, enter those requirements)

**Evaluation Procedures.** (Summarize elements on which the Intern's performance appraisal will be based)

**Minimum Eligibility Requirements for Noncompetitive Conversion (if any).** (Include any agency specific requirements)

To be eligible for conversion to the competitive service, an Intern must:

- Be a U.S. citizen.
- Successfully complete academic course of study.
- Complete a minimum of 640 hours of work experience under the Internship Program.
- Meet the OPM Qualification Standard for the position the Intern may be converted to.
- Maintain acceptable performance under the agency's approved performance management system.
- Receive favorable recommendation for conversion from supervisor.

**It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.**

**SIGNATURES:**

**Intern:**

*Print Name*

*Signature*

*Date*

**Hiring Official/Supervisor:**

*Print Name*

*Signature*

*Date*

**Human Resources Approving Official:**

*Print Name*

*Signature*

*Date*



INSERT YOUR AGENCY'S LOGO

YOUR AGENCY'S NAME - insert

## Appendix C Recent Graduates Program Participant Agreement

<b>Appointee's Full Name:</b>	
<b>Appointing Agency/Sub-Agency:</b>	
<b>Appointment Date (s):</b>	<b>Work Schedule:</b>
Entrance on Duty (EOD) Date : _____ (MM/DD/YYYY)	Monday _____
Program Not to Exceed (NTE) Date: _____ (MM/DD/YYYY)	Tuesday _____
	Wednesday _____
	Thursday _____
	Friday _____
<b>Position Title, Series and Grade</b>	<b>Pay</b>
<b>Recent Graduate's Responsibilities:</b>	<b>Hiring Official's/Supervisor's Responsibilities:</b>
<ul style="list-style-type: none"> <li>Adhere to the Recent Graduate Program requirements</li> <li>Adhere to an established work schedule</li> <li>Perform, successfully, the assigned duties listed in your position description</li> <li>Participate in agency training classes or programs</li> <li>Create an Individual Development Plan (IDP) with assistance from your manager.               <ul style="list-style-type: none"> <li>IDP must include at least 40 hours of formal interactive training</li> <li>IDP must be completed within 45 days of your date of hire</li> <li>IDPs must be created each year</li> </ul> </li> <li>Select a mentor within 90 days of your date of hire. Your manager will assist you</li> <li>Attend regularly scheduled meetings with mentor</li> </ul>	<ul style="list-style-type: none"> <li>Complete Participant Agreement with each Recent Graduate</li> <li>Provide information on the Recent Graduate Program requirements</li> <li>Establish a mutually agreeable work schedule</li> <li>Identify performance goals and evaluation criteria</li> <li>Help Recent Graduate create an IDP which must be completed 45 days from date of hire</li> <li>Assist Recent Graduate with the selection of a mentor within 90 days of date of hire               <ul style="list-style-type: none"> <li>Mentor must be at an appropriate level outside of the Recent Graduate's chain of command</li> </ul> </li> <li>Provide information on any special training requirements               <ul style="list-style-type: none"> <li>Ensure Recent Graduate participates in at least 40 hours of formal interactive training per year</li> </ul> </li> <li>Supervise daily work activities</li> <li>Identify performance goals and evaluation criteria</li> </ul>
	<ul style="list-style-type: none"> <li>If the position offers noncompetitive conversion to the competitive service, identify the eligibility requirements for conversion and ensure the Recent Graduate is converted at the end of the Program.</li> </ul>
<b>Work Assignments</b> (Enter brief description of duties or attach a position description)	
<b>Recent Graduates Program Requirements</b> (Enter requirements for continuation and successful completion of Program)	



**Recent Graduates Training Requirements** (Identify any special training requirements)

**40 hours of formal interactive training each year.**

**Mentoring** (Enter instructions on process to select Mentor)

**Evaluation Procedures** (Summarize elements on which the Recent Graduate's performance appraisal will be based)

**Minimum Eligibility Requirements for Noncompetitive Conversion.** (If this position offers noncompetitive conversion, enter any agency specific requirements)

To be eligible for conversion to the competitive service, the Recent Graduate must:

- Be a U.S. citizen.
- Successfully complete all Recent Graduate Program requirements.
- Meet the OPM Qualification Standard for the position to which the Recent Graduate may be converted to.
- Maintain acceptable performance under the agency's approved performance management system.

**It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.**

**SIGNATURES:**

**Recent Graduate:**

*Print Name*

*Signature*

*Date*

**Hiring Official/Supervisor:**

*Print Name*

*Signature*

*Date*

**Human Resources Approving Official:**

*Print Name*

*Signature*

*Date*



INSERT YOUR AGENCY'S LOGO

YOUR AGENCY'S NAME - insert

## Appendix D Presidential Management Fellows Program Participant Agreement

<b>Appointee's Full Name:</b>	
<b>Appointing Agency/Sub-Agency:</b>	
<b>Appointment Date (s):</b>	<b>Work Schedule:</b>
Entrance on Duty (EOD) Date : _____ (MM/DD/YYYY)	Monday _____
Program Not to Exceed (NTE) Date: _____ (MM/DD/YYYY)	Tuesday _____
	Wednesday _____
	Thursday _____
	Friday _____
<b>Position Title, Series and Grade</b>	<b>Pay</b>
<b>Fellow's Responsibilities:</b>	<b>Hiring Official's/Supervisor's Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Adhere to the Presidential Management Fellows Program requirements</li> <li>• Adhere to an established work schedule</li> <li>• Perform, successfully, the assigned duties listed in your position description</li> <li>• Observe all workplace rules</li> <li>• Create an Individual Development Plan (IDP) with assistance from your manager.               <ul style="list-style-type: none"> <li>○ IDP must include at least 80 hours of formal interactive training</li> <li>○ IDP must be completed within 45 days of your date of hire</li> <li>○ IDP must be completed each year</li> </ul> </li> <li>• Select a Mentor within 90 days of your date of hire. Your manager will assist you.</li> <li>• Participate in agency training classes or programs</li> <li>• Attend regularly scheduled meetings with mentor</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Participant Agreement with each Fellow</li> <li>• Provide information on the Presidential Management Fellows Program requirements</li> <li>• Establish a mutually agreeable work schedule</li> <li>• Identify performance goals and evaluation criteria</li> <li>• Help Fellow create an IDP which must be completed 45 days from date of hire</li> <li>• Assist Fellow with the selection of a mentor within 90 days of date of hire               <ul style="list-style-type: none"> <li>○ Mentor must be at the managerial level outside of the Fellow's chain of command</li> </ul> </li> <li>• Provide information on any special training requirements               <ul style="list-style-type: none"> <li>○ Ensure Fellow participates in at least 80 hours of formal interactive training per year</li> </ul> </li> <li>• Supervise daily work activities</li> <li>• Identify performance goals and evaluation criteria</li> </ul>
<b>Work Assignments</b> (Enter brief description of duties or attach a position description)	
<b>PMF Program Requirements</b> (Enter requirements for continuation and successful completion of Program)	

**PMF Training Requirements** (Identify any special training requirements)

80 hours of formal interactive training each year.

**Mentoring** (Enter instructions on process to select Mentor)

**Evaluation Procedures** (Summarize elements on which the Fellow's performance appraisal will be based)

**Minimum eligibility requirements for noncompetitive conversion. Does this position offer non-competitive conversion?**  
(Include any agency specific requirements)

To be eligible for conversion to the competitive service, the Fellow must:

- Be a U.S. citizen.
- Successfully complete all PMF Program requirements.
- Meet the OPM Qualification Standard for the position to which the Fellow may be converted.
- Maintain acceptable performance under the agency's approved performance management system.
- Obtain ERB certification prior to conversion.

**It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.**

**SIGNATURES:**

**Fellow:**

*Print Name*

*Signature*

*Date*

**Hiring Official/Supervisor:**

*Print Name*

*Signature*

*Date*

**Human Resources Approving Official:**

*Print Name*

*Signature*

*Date*

# **Appendix E**

## **Posting Jobs for Students and Recent Graduates on USAJOBS**

### **Table of Contents**

Table of Contents.....	1
Pathways for Students and Recent Graduates.....	2
Purpose of This Guidance .....	2
Posting an Ad for Pathways Positions.....	3
Summary of Existing USAJOBS Functionality.....	5
Appendix A: Required Fields in USAJOBS .....	6

## Pathways for Students and Recent Graduates

President Obama signed [Executive Order 13562](#), entitled "Recruiting and Hiring Students and Recent Graduates," on December 27, 2010. This executive order establishes the Pathways Programs, consisting of three excepted-service programs (Internship Program; Recent Graduates Program; Presidential Management Fellows Program). The Pathways Programs replace the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP) with the Internship Program and creates a program for recent graduates, the Recent Graduates Program. Specific information regarding the Pathways Programs can be found on the U.S. Office of Personnel Management's (OPM) website: <http://www.opm.gov/hiringreform/pathways/>

## Purpose of This Guidance

This guidance is designed to help human resources specialists and assistants post Internship and Recent Graduate positions on USAJOBS. What you need to know:

- Each agency's Talent Acquisition System (TAS) must include "Internship" and "Recent Graduate" as selection options so users can assign the correct Position Offering Type.
- Posting Pathways jobs as an Internship or a Recent Graduate type of position ensures the job postings are indexed properly in the search results.

---

*All student employment will fall under "Internship." Non-student program related summer employment will be indexed as "Summer."*

---

## Posting Jobs for Students and Recent Graduates on USAJOBS

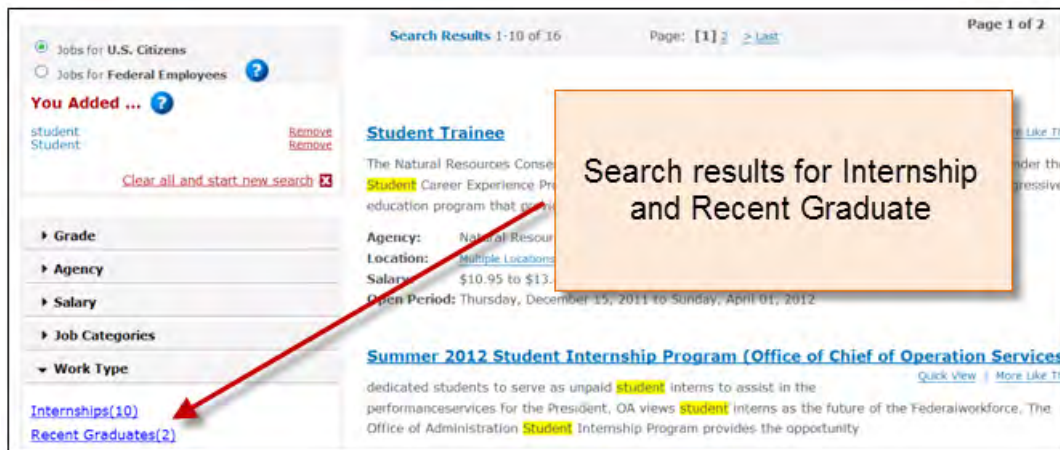
You can advertise an Internship or Recent Graduate position using a Job Opportunity Announcement (JOA) or by posting a USAJOBS ad. If your TAS does not allow an ad to be used or your agency's policy requires a JOA, you can post a JOA and have applicants apply online.

Posting an ad for an Internship or Recent Graduate position is different from using a JOA to post a position because the "Apply Online" button is not a part of the ad functionality. This means applicants cannot submit their applications to your agency's TAS directly through USAJOBS. Therefore, you must include "how to apply" instructions within the body of the ad.

All TAS processes are different so you need to determine where applicants will be directed to submit their applications (e.g., your agency's careers website). To post an ad from your TAS, you must select the option that does *not* allow applicants to submit résumés and supporting documents.

Your agency will have met the requirement for public notice by posting on USAJOBS.

Below are some screen shots to show you what the selections may look like in your JOA Builder and on USAJOBS.



*Placing keywords like "Internship" and "Recent Graduate" in the job title will ensure job seekers can find your jobs.*



## Example of a Pathways Ad (Without an Apply Online Button)

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS  
"WORKING FOR AMERICA"

Search Jobs Where: Advanced Search >

< Back to Results

Overview Duties Qualifications & Evaluations Benefits & Other Info **How to Apply**

Go to section of this Job: ▾

**Print Preview** ▶  
**Save Job** ▶  
**Share Job** ▶

**Agency Information:**  
National Science Foundation  
4201 Wilson Blvd  
Room 315  
Arlington, VA  
22230  
US  
Fax: 703-292-9279

**Questions about this job:**  
Phone: Contact Information Deleted  
Fax:  
TDD:  
Email:

**Job Title:** Program Analyst, GS-0343-07  
**Agency:** National Science Foundation  
**Sub Agency:** National Science Foundation  
**Job Announcement Number:** HRM-2012-0008

**SALARY RANGE:** \$42,209.00 to \$54,875.00 / Per Year  
**OPEN PERIOD:** Thursday, January 05, 2012 to Monday, March 26, 2012  
**SERIES & GRADE:** GS-0343-07  
**POSITION INFORMATION:** Full-time - Permanent  
**PROMOTION POTENTIAL:** 07  
**DUTY LOCATIONS:** FEW vacancy(s) - Arlington, VA [View Map](#)  
**WHO MAY BE CONSIDERED:** Recent College Graduates. This means applicants who can be appointed to a job within 2 years of receiving their college degree or certificate. Veterans, precluded from applying due to military service, must be appointed within 6 years of receiving their degree or certificate.

**JOB SUMMARY:**

No "Apply Online" button

## You can explain your process in the ad as you have in the past

**HOW YOU WILL BE EVALUATED:**  
Category rating procedures will be used to rank and select eligibles.  
To preview questions please [click here](#).

**BENEFITS:**  
As a NSF employee, you will be eligible for the Federal benefits package.

**OTHER INFORMATION:**

**HOW TO APPLY:**  
To apply, please visit the NSF Career Opportunities page at:  
[http://www.nsf.gov/about/career\\_opps/](http://www.nsf.gov/about/career_opps/)

**REQUIRED DOCUMENTS:**  
You must submit Transcripts to be Considered.

Go to section of this Job: ▾

**Print Preview** ▶  
**Save Job** ▶  
**Share Job** ▶

**Agency Information:**  
National Science Foundation  
4201 Wilson Blvd  
Room 315  
Arlington, VA  
22230  
US  
Fax: 703-292-9279

No "Apply Online" button

Directs applicants to apply

## **Summary of Existing USAJOBS Functionality**

Following are the USAJOBS system functions that currently support Pathways.

### **Position Offering Type**

When building JOA or USAJOBS ad in the TAS to post on USAJOBS, the human resources specialist is prompted to identify the position type. If one of the following selections is made, the JOA is indexed in the search engine as a student opportunity.

- Internships
- Recent Graduates
- Presidential Management Fellows

### **Who May Apply**

In order to designate who is eligible to apply for a position, the human resources specialist must select “Student Program Eligibles” for “Who May Apply.” Your Pathways posting will show up in student job search results.

### **Supporting Document Types**

There are no changes to the supporting document types when accepting Pathways applications through USAJOBS. Supporting documentation examples include:

- Cover Letter
- Other (e.g., DD 214)
- Transcripts

### **Required Fields**

Agencies can use the existing JOA functionality for their Pathways postings with no changes to their TAS.

Required fields must contain at least one (1) character in order for the JOA to successfully post to USAJOBS. Some of the fields listed also have a character limit, as noted below. The required fields for posting a JOA are listed below.

## Appendix A: Required Fields in USAJOBS

Name	Description	Type	Repeating?	Requirement
Job Announcement Type	Designates type of JOA.	TEXT_V(25)	N	Case File, Continuous/Ongoing, or Standing Register
Job Announcement Number	Identification number assigned to the job announcement by the TAS	TEXT_V(27)	N	
Job Title	Name of the position being posted to USAJOBS.	TEXT_V(100)	N	
Location	Using the code for the location most closely associated with the position(s)	TEXT_V(9)	Y	Location
Hiring Organization	Agency and sub-agency derived from a code	TEXT_F(4)	N	Agency/Sub-element
Occupation Code	The occupational series	NUMBER_F(4)	Y	Occupational Series
Pay Plan	Federal pay plan	TEXT_F(2)	N	Pay Plan
Appointment Duration	Each option provides its own canned statement that appears in the announcement.	TEXT_F(5)	N	Summer, PMF, Recent Grads, Internships
Opening Date	The date the announcement will appear on USAJOBS.	DATE	N	
Closing Date	The date the announcement will be removed from USAJOBS.	DATE	N	
Job Status	Each option provides its own canned statement that appears in the announcement.	NUMBER_F(1)	N	Full-time, Part-time, Shift work, Intermittent, Job Sharing, Multiple Schedule
Salary Min	Minimum salary	NUMBER_V(10)	N	
Salary Max	Maximum salary	NUMBER_V(10)	N	
Salary Basis	Only Annual, Hourly, Intermittent	TEXT_F(2)	N	Annual, Hourly
Total Number of Openings	Actual number of openings associated with the position being	TEXT_V(5)	N	Numeric value, few or many

Name	Description	Type	Repeating?	Requirement
	posted to USAJOBS.			
Pay Grade Low	Lowest pay grade of the position(s)	TEXT_V(5)	N	
Who May Apply	Each option provides its own canned statement that appears in the announcement.	TEXT_V(5)	N	Student Program Eligibles, All Groups of Qualified Individuals
Job Summary	Overall description of the job being posted to USAJOBS.	TEXT_V(10000)	N	
Major Duties	Expected activities associated with the position being posted to USAJOBS.	TEXT_V(Unlimited)	N	
Requirements	Describes Job Requirements that are expected.	TEXT_V(Unlimited)	N	
How You Will Be Evaluated (Evaluations)	Describes the Candidate Evaluation Criteria for the JOA	TEXT_V(Unlimited)	N	
Qualifications	Description of the items used to qualify and evaluate applicants applying to the position being published to USAJOBS.	TEXT_V(Unlimited)	N	
How to Apply	Text explaining steps prospective applicants can take to apply for the position .	TEXT_V(Unlimited)	N	
Required Documents	Explanation of the documents the agency requires of applicants when applying to this position.	TEXT_V(Unlimited)	N	

Name	Description	Type	Repeating?	Requirement
What To Expect Next	Explanation of the activities that take place after the closing date of the announcement. Should include when applicants can expect to hear the outcome.	TEXT_V(Unlimited)	N	
Benefits	Description of employee benefits provided with the position.	TEXT_V(Unlimited)	N	

## Appendix F

### Pathways Programs Nature of Action (NOA) Codes

<i>If the person is being employed as</i>	<i>Nature of Action</i>	<i>NOAC</i>	<i>Authority Code</i>	<i>Legal Authority</i>
<i>Intern Temporary NTE</i> 1 year and the person is not on your agency roles	Exc Appt NTE	171	YEA	Sch D, 213.3402(a)
<i>Intern Temporary NTE</i> 1 year and the person is on your agency roles	Conv to Exc Appt. NTE	571	YEA	Sch D, 213.3402(a)
<i>Intern</i> and the person is not on your agency roles	Exc Appt	170	YEA	Sch D, 213.3402(a)
<i>Intern</i> and the person is on your agency roles	Conv to Exc Appt	570	YEA	Sch D, 213.3402(a)
<i>Recent Graduate</i> and the person is not your agency roles	Exc Appt	170	YEB	Sch D, 213.3402(b)
<i>Recent Graduate</i> and the person is on your agency roles	Conv to Exc Appt	570	YEB	Sch D, 213.3402(b)
<i>PMF</i> and the person is not on your agency roles	Exc Appt	170	YEC	Sch D, 213.3402(c)
<i>PMF</i> and the person is on your agency roles	Conv to Exc Appt	570	YEC	Sch D, 213.3402(c)

## Appendix G: Sample Reports Document

### Pathways Beginning of Year Report

Agency Name	
Total Size of Agency Workforce	
Start date of measurement year	
End date of measurement year	
Agency POC for Report	
OPM Human Capital Officer	
Date of this report	

Indicate the percentage of overall hiring under the Internship, Recent Graduates and PMF Programs respectively expected during the coming year.

*Determined through workforce planning methods	# of hires	% of hires
Total Agency hiring needs for the upcoming measurement year		
Internship opportunities		
Recent Graduate opportunities		
PMF opportunities		
Total Pathways opportunities		

## Pathways End of Year Report

Agency Name	
Total Size of Agency Workforce	
Start date of measurement year	
End date of measurement year	
Agency POC for Report	
OPM Human Capital Officer	
Date of this report	

### Previous Year Usage.

	Total Hires	Percentage	Converted	Separated
Total Agency hires (all authorities)		N/A	N/A	N/A
Internship Program				
Recent Graduates Program				
Presidential Management Fellows Program				
Total Agency Pathways hires				