



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
6010 6TH STREET, BLDG 1465  
MAIL STOP 5595  
FORT BELVOIR, VA 22060

16 JUL 2015

DAPE-CPP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Pathways Programs Guidance, 2014-2016 (Revised)

1. This memorandum revises Army Pathways Guidance 2014-2016, issued 9 Sep 14.
2. The revision provides information on the administrative requirements Army will follow in implementation of the Pathways Program. This guidance is effective immediately.
3. The enclosed guidance provides clarification on the following:
  - Defined trial period for interns
  - Intern NTE time limitations
  - Grades while in the program and upon conversion out
  - Clarification on rating and ranking
4. For questions and/or concerns, my point of contact is Mr. Daniel Hester, 703-806-3884, e-mail: [daniel.j.hester4.civ@mail.mil](mailto:daniel.j.hester4.civ@mail.mil).

  
JAY D. ARONOWITZ  
Assistant G1, Civilian Personnel

Encl

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SUBJECT: Pathways Programs Guidance, 2014-2016

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ARMY PATHWAYS PROGRAMS GUIDANCE  
(Revised)

1. REFERENCES.

- a. Title 5, Code of Federal Regulations (CFR), Parts 330 and 362
- b. Department of Defense, Priority Placement Program (PPP) Handbook, 26 July 2011.
- c. Office of Personnel Management (OPM), Pathways-Transition and Implementation Guidance.
- d. Pathways Programs Memorandum of Understanding (MOU) Between Office of Personnel Management and the Department of Defense (DoD), 15 August 2014.
- e. DoD Pathways Programs Implementing Guidance 2014.
- f. Army Pathways Programs Guidance, 2014-2016, 9 Sep 14.

2. PURPOSE. This provides Department of the Army guidance on the use of the Pathways Programs.

3. AUTHORITY. The MOU between OPM and DoD authorizes the Pathways Programs (Internship, Recent Graduates and Presidential Management Fellows (PMFs)), in accordance with 5 CFR 362 and OPM guidance.

4. RESPONSIBILITIES.

a. Headquarters, Department of the Army G-1 for Civilian Personnel (hereafter referred to in this guidance as "AG1-CP") is responsible for providing guidance, including administrative requirements and procedures, for the Army's use of the Pathways Programs.

b. Civilian Human Resources Agency (CHRA) will operate in accordance with (IAW) 5 CFR, OPM, DoD and Army's Pathways Programs Guidance. CHRA will provide information, advice and assistance to individual Commands, supervisors and managers on Pathways Programs opportunities. Additionally, CHRA will announce vacancies, and verify eligibility for appointment under the specific Pathways Programs.

c. Army Commands, Army Service Component Commands, the Administrative Assistant to the Secretary of the Army, and Direct Reporting Units (hereafter referred to in this guidance as "Commands") are responsible for ensuring compliance with 5 CFR, DoD, and Army Pathways Programs Guidance. Commands are also responsible for:

i. Providing a point of contact to AG1-CP for reporting on Pathways Programs and for assistance to subordinate commands.

ii. Workforce planning, to include: budgeting for the training and payroll costs of Pathways Programs participants; ensuring that positions are available for projected conversion upon completion of Pathways Program requirements; and resourcing sufficient to execute and maintain Individual Development Plans (IDPs), mentoring, training, etc.

iii. Monitoring program completion and expiration dates of appointments to ensure appropriate action is taken to initiate conversion or termination of the participant or to obtain extension of appointments, as applicable.

d. Army Pathways Programs Coordinator (PPC) is the Chief, Employment Policy Division (EPD), AG1-CP, who is responsible for Pathways Programs oversight and approval of requests for extension of appointments. The PPC will serve as the point of contact for the DoD Pathways Program Officer (PPO) and establish reporting requirements on Pathways Programs.

e. Supervisors of Pathways Programs Participants will be responsible for:

i. Actively participating in the Strategic Recruitment discussion with CHRA.

ii. Ensuring each participant is appropriately on-boarded, focusing on the acculturation spanning the time from acceptance of the job through the first year of employment.

iii. Providing participants with their current job descriptions, establishing performance goals and work schedules, and establishing training/development requirements; also evaluating performance and assessing and determining conversion/termination.

iv. Ensuring each participant agreement is completed and signed by all parties.

v. Ensuring mentors are assigned to Recent Graduates and Presidential Management Fellows (PMF) within 90 days of each program participant's appointment.

f. Mentors will provide guidance and advice in accordance with Army and DoD Guidance.

## 5. PATHWAYS PROGRAMS INTENT

The Pathways Programs are intended to offer clear paths to Federal internships for students from high school through post-graduate school; offer clear paths to civil service

careers for recent graduates; and provide meaningful training, mentoring, and career-development opportunities. The exposure students and recent graduates receive from the Pathways Programs is designed to encourage and facilitate careers in the Federal Government. The Programs enable managers and supervisors to evaluate participants on the job to determine whether they are likely to have successful careers in Government.

a. As a general rule, Pathways Program Intern appointments will be indefinite. Intern positions announced with not to exceed (NTE) dates are for temporary, short-term use only, such as for summer employment programs. No NTE appointment may exceed 120 days (180 days for park rangers).

b. Conversion of Pathways Program Interns with NTE appointments made prior to 9 September 2014 will be governed by the terms of the issued announcement.

c. Pathways Program Intern NTE positions will not be used for subsequent non-competitive conversion to other Pathways Programs appointments.

## 6. PATHWAYS PROGRAMS PROCEDURES

a. Job Opportunity Announcements (JOA). Army will post JOAs to USAJOBS for all Pathways Programs positions.

i. JOA's will include information about any promotion potential, if applicable, under the program.

ii. JOA's will include information about the possibility of conversion, to include the conversion out grade and corresponding full performance grade, if applicable.

b. Recruitment: Selection and Placement.

i. Pathways Program appointments are Excepted Service appointments Pursuant to 5 CFR 330, Subpart B provides that the following personnel actions are exceptions to Reemployment Priority List (RPL) placement priority:

(A) Appointments into Pathways Programs; and

(B) Non-competitive conversions into the Competitive Service under the Pathways Programs.

ii. Priority Placement Program (PPP). Please refer to reference b., for actions specific to appointments, conversion, and extensions.

iii. Assessments. Army will use a valid, job-related assessment for all positions.

iv. Rating/Ranking. Candidates will be rated and ranked under category-like procedures. The determination on the number of predefined quality categories will be made during the SRD.

c. Extension of a Pathways Program Recent Graduate or PMF appointment. Extensions up to 120 days may be granted on a case-by-case basis. Extensions will only be approved in accordance with Reference e, Para. 5n. Extension requests will be submitted, through the chain of command, to the PPC for decision. The request and supporting documentation will be forwarded to the PPC at least 60 days prior to the participant's program completion.

d. Conversion/Termination. Pathways Programs participants will be converted/terminated as provided in 5 CFR 362. The PPC will be notified in advance if an organization anticipates that a participant (to include, when applicable, Interns NTE appointed prior to 9 September 14), who will satisfactorily complete his or her program, will not be converted due to circumstances internal to that organization. Notification and supporting documentation will be submitted to the PPC at least 90 days prior to program completion.

e. Participant Agreement. Each Pathways Programs participant will complete the appropriate Program Participant Agreement upon appointment (updated agreements attached). A copy of the Participant Agreement will be maintained in the "temporary side" of the Official Personnel Folder (OPF). Agreements must include expectations and define the following:

- i. A general description of the duties to be performed;
- ii. Work schedules;
- iii. Length of appointment and termination date, if applicable ;
- iv. Anticipated program completion date;
- v. Mentorship opportunities;
- vi. Training requirements;
- vii. Evaluation procedures that will be used for the participant;
- viii. Requirements for continuation in and successful completion of the Program;
- ix. Minimum eligibility requirements for noncompetitive conversion to term or permanent appointment in the competitive service under the specific Pathways Program in which employed; and

- x. Any other requirements or expectations established by the Command.
  
- f. Individual Development Plan (IDP). An IDP will be established and approved by the program participant's supervisor within 45 days of the participant's appointment. The IDP will be signed and dated by the participant and the supervisor.
  
- g. Break in Program. A break in program is defined as a period of time when a program participant is working at the organization, but is unable to go to school, or is neither attending classes nor working at the organization. Requests for a break in program will be approved at the organization level, but in all cases must be consistent with determinations made for similarly situated participants in the Pathways Internship Program at that organization.
  
- h. Trial Period. Each participant will serve a trial period as follows:
  - i. Interns will serve a 1-year trial period in accordance with AR 690-300, Chapter 302,
  
  - ii. Recent Graduates and Fellows will serve a trial period for the duration of the Pathways appointment.
  
- i. Point of Contact. The Point of Contact for questions regarding Pathways Programs policy and implementing guidance is the Chief, Staffing and Classification, AG1- CP, EPD.