



READINESS AND FORCE
MANAGEMENT

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

Ms. H.

Kimberly A. Holden
Deputy Associate Director, Recruiting and Hiring
Office of Personnel Management
1900 E Street, NW, Room 6500
Washington, DC 20415

Dear Ms. Holden,

Approval of the Department of Defense (DoD) Pathways Programs Memorandum of Understanding (MOU) to use the Pathways Programs within the DoD as required by section 362.104 of Title 5, Code of Federal Regulations (CFR), is requested.

The attached MOU provides the information required by 5 CFR 362.104 and the Office of Personnel Management Pathways Programs Transition and Implementation Guidance. It includes the list of exceptions to the Recent Graduates one year program limit as allowed in 5 CFR 362.301, DoD Implementing Guidance, and identification of the DoD Pathways Programs Officer and the DoD Presidential Management Fellows Coordinator.

Your approval of the MOU is appreciated. Should you have any questions, please contact Mr. Jeff Nelson, at (571) 372-1540.

Paige Hinkle-Bowles
Paige Hinkle-Bowles
Deputy Assistant Secretary
Civilian Personnel Policy

Attachment:
As stated

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

I. PURPOSE AND SCOPE

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

II. BACKGROUND

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

III. POSITIONS COVERED

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

IV. RESPONSIBILITIES OF THE PARTIES

A. OPM Responsibilities:

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

In addition, OPM retains exclusive authority to:

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

B. Department of Defense (DoD) Responsibilities

1. DoD PROGRAMS. The PP for the DoD consist of the:
 - a. Internship Program;
 - b. Recent Graduates Program; and
 - c. PMF Program.
2. DoD specific naming conventions are listed in the attached DoD Implementing Guidance.

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

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

E. FORMAL TRAINING AND DEVELOPMENT. Components will adhere to 5 CFR part 362 in the design and implementation of a formal training and development plan within 45 days of the participant's appointment. The design and implementation of the training will vary based on the occupational series, position requirements, and the specific PP. Training for Recent Graduates will consist of at least 40 hours of interactive formal training per year. Training for PMFs will consist of at least 80 hours of interactive formal training per year. Additionally, training plans may include projects and developmental assignments, as appropriate. The Recent Graduates Programs identified in the attached listing of exceptions to the 1 year limit will not exceed 2 years, plus up to 120 days extension, if appropriate. A formal training and development plan will not be required for short-term temporary work not exceeding 90 days, such as summer jobs. Completed training will be documented in the employee's record.

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

G. The DoD Implementing Guidance directs that:

1. PP opportunities will be identified on a fiscal year basis;
2. Vacancy announcements will be posted to OPM's USAJOBS for all PP positions;
3. Applications for PP positions will only be accepted through USAJOBS;
4. Candidates will be assessed based on basic eligibility for specific PP using OPM qualification standards and in accordance with the requirements in 5 CFR part 302. However, for PP Interns, Components may establish agency-specific qualification requirements, use the OPM Qualification Standard for Schedule D Pathways Internship Positions, or use the OPM qualification requirements for the competitive service;
5. Qualified candidates will be rated and ranked using a category-like rating;
6. Veterans' preference will be applied in accordance with 5 CFR part 302;
7. PP Intern positions announced with not-to-exceed (NTE) dates are for temporary, short-term use only, such as summer employment programs. These NTE positions will not be used for subsequent noncompetitive conversions to other PP program appointments; and,
8. Agencies may use the Pathways Internship Program to hire legal interns on an NTE basis after posting a public notice announcement on USAJOBS informing interested applicants of the position, location, and how to apply, pursuant to section 362.203 of 5 CFR and the DoD Implementing Guidance. Such appointments will be for temporary, short-term periods and will not provide eligibility for conversion.

H. DoD is committed to:

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

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

V. TERMINATION, SUSPENSION, OR REVOCATION

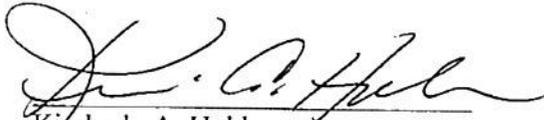
The Director of OPM may revoke this Agreement when DoD's use of the PP is inconsistent with Executive Order 13562, 5 CFR part 362, or this MOU.

VI. FUNDING

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

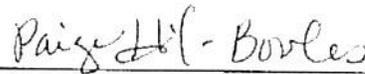
VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of OPM and the DoD authorized officials for a period of 2 years.



Kimberly A. Holden
Deputy Associate Director for
Recruiting and Hiring

8/15/2014
Date



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

8/14/2014
Date

Attachments:
DoD PPO Information
DoD PMF Coordinator Information
DoD Implementing Guidance
Recent Graduates Program Exceptions

Department of Defense Pathways Programs Officer

NAME: Jeffrey Nelson
GRADE/TITLE: GS-15; Chief, Staffing Policy Advisory Branch
ADDRESS: Defense Civilian Personnel Advisory Service, Mark Center, 4800 Mark Center Drive, Suite 05F16, Alexandria, VA 22350-1100
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EMAIL: jeffrey.nelson@cpms.osd.mil
DATE SUBMITTED:

Department of Defense Presidential Management Fellows Coordinator

NAME: Larry Westberg
GRADE/TITLE: GS-14, Instructional Systems Specialist
ADDRESS: Defense Civilian Personnel Advisory Service, Mark Center, 4800 Mark Center Drive, Suite 06E22, Alexandria, VA 22350-1100
TELEPHONE: 571-372-2063
FAX: 571-372-2290
EMAIL: larry.westberg@cpms.osd.mil
DATE SUBMITTED:

Department of Defense Recent Graduates Exceptions to One Year Training			
Organization	Length	Series	Justification
Department of the Army	24 mos	Instructional Systems Spec (1750)	Participants are required to complete all priority one training as well as basic instructional and instructional design courses offered through ATSC's Staff and Faculty Development Program. These currently include the Army Basic Instructor Course, the Systems Approach to Training, Basic Course (SATBC) and courses in Synchronous and Asynchronous DL presentations. Attendance and graduation from an MOS-producing course, so they understand the basics of the job, as they will be developing and/or presenting classes in or for these courses. Each participant is required to rotate through various offices to include training development, training presentations, doctrine development, new systems fielding and training, processing of resource documents for submission, school operations, contract management and capabilities development.
		*All DAWIA occupations	Acquisition Workforce certification level and graduation requirement dictates a minimum 2 years to satisfy training, experience, and developmental skills. Length of assignments provide transition point from Recent Graduate to competitive service.
Department of the Navy	24 mos	1550	Acquisition Workforce certification level and graduation requirement dictates a minimum of 2 years to satisfy training, experience, and developmental skills. Length of assignments provide transition point from Recent Graduate to competitive service.
		08XX	
		All other *DAWIA (i.e., 1103, 0346, ...)	
Department of the Air Force	24 mos	Computer Scientist (1550)	Duration and length of developmental program is based on specific acquisition career field requirements. Some have as many as 16 classes. It is impossible to complete prescribed *DAWIA training in less than 2 years as that is the minimum amount of job experience time required to obtain certification.
		Engineers (08XX)	
		Finance (05XX)	
		Logistics (0346, 2010)	
		Comm and Info (2210)	
		Contracting (1102)	
Program Management (1101)			

DoD Inspector General	24 mos	511	Rigorous training program with formal training, OJT tasks and developmental assignments. Required to demonstrate competencies in key areas which cannot be observed in a 1 year period.
Defense Threat Reduction Agency	24 mos	Contracting (1102)	Requires mandatory classes to achieve *DAWIA Level II certification, long-term rotational assignments, and mandatory experience and exposure to various types of contract actions.

**As indicated above, Components' Recent Graduates' exceptions to one year training may include some or all DAWIA covered positions. DAWIA positions are entry- (GS-5 to GS-7 levels or equivalent) to mid-level (GS-9 to GS-13 levels or equivalent) positions designated as included under section 1721 of Title 10, U.S.C. of the Defense Acquisition Workforce Improvement Act (DAWIA) in the following career fields: Auditing (AUD); Business-Cost Estimating (BCE); Business-Financial Management (BFM); Contracting (CON); Facilities Engineering (FE) (mid-levels only); Engineers (08XX) in any career field (entry levels only); Information Technology (IT); Life Cycle Logistics (LCL); Production, Quality, and Manufacturing (PQM); Program Management (PM); Science and Technology Management (S&T) (mid-levels only); Systems Planning, Research, Development, Engineering, and Testing (SPRDE) (mid-levels only); and Test and Evaluation (T&E) (mid-levels only).*