



MANPOWER AND
RESERVE AFFAIRS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
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AUG 4 2016

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 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. Danny Henderson, whom you may reach at (571) 372-1536.

A handwritten signature in cursive script that reads "Julie Blanks".

Julie Blanks
Acting Deputy Assistant Secretary of Defense
Civilian Personnel Policy

Attachments:
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 noncompetitively converted from the PP to positions in the competitive service; and

3. Revoke an agency's authority to use the PP.

B. Department of Defense (DoD) Responsibilities:

1. DoD PROGRAMS. The PP for the DoD consists of the:
 - a. Internship 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 "DoD 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 DoD Component's PP Coordinator for coordination of the final decision.

E. FORMAL TRAINING AND DEVELOPMENT. DoD 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 as a Pathways Intern, Recent Graduate, or PMF. 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, as well as at least one 4 to 6 month developmental rotation that may be within the organization or DoD Component or in another Federal agency. 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 Interns appointed for short-term temporary work not exceeding 90 days, such as summer jobs. Completed training will be documented in the employee's record.

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

G. IMPLEMENTING GUIDANCE. For the Department of Defense:

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, DoD Components may establish agency-specific qualification requirements, use the OPM Qualification Standard for Schedule D Pathways Internship Positions, or use the OPM qualification requirements for the competitive service;
5. Qualified candidates 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; i.e., conversions to non-NTE Pathways Intern, Recent Graduate, or PMF appointments or conversions to the competitive service; and,
8. DoD may use the Pathways Internship Program to hire legal interns on an NTE basis after posting a public notice announcement on USAJOBS informing interested applicants of the position, location, and how to apply. Such appointments will be for temporary, short-term periods and will not provide eligibility for conversion to the competitive service. However, NTE legal interns may be considered for excepted service appointments pursuant to sections 213.3102(d) or (e) of 5 CFR, as appropriate.

H. DoD is committed to:

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

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

V. TERMINATION, SUSPENSION, OR REVOCATION

The Director of OPM may revoke this Agreement when DoD's use of the PP is inconsistent with Executive Order 13562, 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
8/4/2016

Date



Julie Blanks
Acting Deputy Assistant Secretary of Defense
Civilian Personnel Policy
3 Aug 2016

Date

Attachments:
DoD PPO and PMF Coordinator Information
Recent Graduates Program Exceptions

Department of Defense Pathways Programs Officer

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DATE SUBMITTED: August 2016

Department of Defense Presidential Management Fellows Coordinator

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DATE SUBMITTED: August 2016

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 Foundation Instructor Facilitator Course Phase 1 and 2 and the Foundation Training Developer Course Phase 1 and 2. Participants must attend an MOS and/or other training/education-producing courses to gain a practical understanding of the ADDIE process (analyze, design, develop, implement, and evaluate), and to gain a greater appreciation of the competencies required to develop training courses. Each participant is required to rotate through various training and education organizations/directorates to practice applying their knowledge of the ADDIE or current instructional design model.
		*All 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.
		Q5XX	DoDI 1300.26 established the Financial Management (FM) Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification "designation" must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.
		1515	
Department of the Navy		1550	Acquisition workforce certification level and graduation requirements dictate a minimum of 2 years to satisfy training, experience, and developmental skills. Length of assignments provide a transition point from Recent Graduate to competitive service.
		08XX	
		All other *DAWIA (i.e., 1103, 0346, ...)	

	24 mos	05XX	DoD 1300.26 established the FM Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification designation must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.
Department of the Air Force	24 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.
		Cost Estimating (1515)	
		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.
Defense Contract Management Agency		*Management and Program Analysis (0343)	*Acquisition workforce/DAWIA certification requirements dictate a minimum of 2 years to satisfy training, experience, and developmental skills. The assignment length provides a transition point from Recent Graduate to competitive service.

	24 mos	<p>*Contracting (1102)</p> <p>*Industrial Specialist (PQM) (1150)</p> <p>*Quality Assurance (PQM) (1910)</p> <p>*Engineering (08XX)</p> <p>*Finance (05XX)</p> <p>*Information Technology (IT) (2210)</p>	<p>Duration and length of an employee's developmental program is based on specific acquisition career field requirements. Most have extensive training requirements above and beyond 20+ classes. It is impossible to complete prescribed *DAWIA training in less than 2 years as that is the minimum amount of job experience time required to obtain certification. This is a rigorous training program with formal training, OJT tasks and developmental assignments. Employees are required to demonstrate competencies in key areas which cannot be observed in a 1 year period. DoDI 1300.26 established the FM Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification designation must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.</p>
Missile Defense Agency	24 mos	<p>* All DAWIA occupations</p> <p>Finance (05XX) and (03XX) with FM certification requirements</p>	<p>Acquisition workforce certification level and graduation requirement dictates a minimum of 2 years to satisfy training, experience, and developmental skills. Length of assignments provide transition point from Recent Graduate to competitive service.</p> <p>DoDI 1300.26 established the FM Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification designation must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.</p>
Defense Health Agency		<p>* All DAWIA occupations</p>	<p>Acquisition workforce certification level and graduation requirements dictate a minimum 2 years to satisfy training, experience, and developmental skills. Length of assignments provide transition point from Recent Graduate to competitive service.</p>

	24 mos	* Finance (05XX)	DoDI 1300.26 established the FM Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification designation must comply with FM certification requirements within 2 years from notification. This requirement applies to all designated FM positions.
Defense Media Activity	24 mos	05XX	DoDI 1300.26 established the FM Certification Program effective 11/20/13. Individuals assigned to positions with an FM certification designation must comply with FM certification requirements within 2 years of notification.
<p><i>*As indicated above, Components' Recent Graduates' exceptions to one year training may include some or all DAWIA covered positions. DAWIA positions are entry- (GS-5 to GS-7 levels or equivalent) to mid-level (GS-9 to GS-13 levels or equivalent) positions designated as included under section 1721 of Title 10, U.S.C. of the Defense Acquisition Workforce Improvement Act (DAWIA) in the following career fields: Auditing (AUD); Business-Cost Estimating (BCE); Business-Financial Management (BFM); Contracting (CON); Facilities Engineering (FE); Engineers (08XX) in any career field; Information Technology (IT); Life Cycle Logistics (LCL); Production, Quality, and Manufacturing (PQM); Program Management (PM); Science and Technology Management (S&T); Test and Evaluation (T&E); and Small Business (SB).</i></p>			

DEPARTMENT OF DEFENSE IMPLEMENTING GUIDANCE
FOR THE PATHWAYS PROGRAMS

1. PURPOSE. This provides the Department of Defense (DoD) guidance on the implementation of the Pathways Programs (PP).
2. AUTHORITY. The Memorandum of Understanding (MOU) between the Office of Personnel Management (OPM) and DoD authorizes implementation of the PP (Internship, Recent Graduates, and Presidential Management Fellows (PMFs)), in accordance with 5 CFR part 362 and OPM guidance, within the DoD.
3. APPLICABILITY. This guidance applies to the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizations within the DoD. Excepted service organizations in DoD are excluded from using the PP because they are not able to convert Pathways participants into the competitive service pursuant to the provisions of PP.
4. RESPONSIBILITIES
 - a. The Military Departments, Defense Agencies, and DoD Field Activities (hereafter referred to in this guidance as "DoD Components") with independent appointing authority for themselves and their serviced organizations as defined in their respective DoD chartering directives:
 - (1) may recruit and appoint qualified persons under the PP in accordance with 5 CFR part 362, the DoD MOU, and this guidance;
 - (2) will ensure adequate resources to execute and maintain PP, Individual Development Plans (IDPs), mentors, training, etc.; and
 - (3) will identify a Component Pathways Programs Coordinator (PPC).
 - b. DoD Pathways Program Officer (PPO) serves as the point of contact/liaison for DoD with OPM and other Federal agencies on the PP, providing information/reports and updates on DoD implementation of the PP; provides DoD oversight and guidance to DoD Components on implementation of the PP, including oversight of the recruitment and the onboarding process. The PPO is identified in the MOU.
 - c. DoD PMF Coordinator coordinates the placement, development, and other PMF-related activities of Fellows appointed in DoD. Serves as the DoD liaison to OPM for the PMF Program. The PMF Coordinator is identified in the MOU.
 - d. DoD Components are responsible for complying with 5 CFR, DoD, and Component policy/implementation guidance for workforce planning, to include budgets for the training

and payroll costs of the PP participants, as well as for projected conversion at the end of their PP appointments.

e. Component Pathways Programs Coordinator (PPC) is responsible for the Component's PP implementation and oversight, coordinating requests for extensions of appointments, and providing assistance to major commands/activities. The PPC will serve as the point of contact for the DoD PPO.

f. Supervisors of PP Participants will provide PP participants with meaningful on boarding and current job descriptions, establish performance goals and work schedules, provide for training/development of PP participants, evaluate performance, and assess and determine dispositions (conversion/separation) of participants at the end of their appointments.

g. Human Resources Staff will provide information on PP opportunities, announce vacancies, and verify eligibility for appointment under specific PP. Ensure the appropriate Participant Agreement is completed and maintained per Component policy. Complete appropriate documentation of appointment/conversion/separation. Provide advice and assistance to supervisors. Monitor program expiration dates of appointees to ensure appropriate action is taken to convert or terminate the participant.

h. Mentors will provide guidance and advice to assigned participant(s), including career planning, information on organization culture, and other developmental assistance. Assignment of mentors is required for Recent Graduates and PMF participants within 90 days of their appointment. Mentors may be assigned to Interns.

5. PROCEDURES

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

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

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

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

b. Identification of PP Opportunities. Each DoD Component will provide the DoD PPO a projection of the PP Opportunities for each Program for the upcoming fiscal year, as requested. The projection will include information required by OPM and DoD.

c. Vacancy Announcements

- (1) DoD Components will post job opportunity announcements to USAJOBS for all PP positions.
- (2) An announcement may cover multiple positions.
- (3) An announcement will indicate the potential for conversion to a permanent or term appointment in the competitive service, as appropriate. PP Intern positions announced with not-to-exceed (NTE) dates are for temporary, short-term use only, such as summer employment programs. These NTE positions will not be used for subsequent noncompetitive conversions to other PP program appointments; i.e., conversions to non-NTE Pathways Intern, Recent Graduate, or PMF appointments or conversions to the competitive service.

d. PP applications will only be accepted through USAJOBS.

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

- (1) Ads must inform applicants on how to apply (e.g., provide a publicly accessible link to the agency's web site that provides further information on how to apply). The information must include: position title, series, and grade; geographic location of the position; how to apply; and other information required by OPM, DoD, and the Component. Use of this flexibility must also meet the requirements in sections 362.105 and 362.203 of 5 CFR and other regulatory requirements applicable to the Pathways Internship Program.
- (2) Organizations must work with their PPC on using this flexibility to ensure appropriate procedures are used for posting opportunities on USAJOBS; receipt of applications; rating, ranking, and referring qualified candidates, while affording veterans' preference pursuant to 5 CFR part 302; notifying applicants of receipt of their applications and their status; and any other requirements.

f. Candidates will be assessed on basic eligibility for PP using OPM qualification standards and in accordance with 5 CFR part 302 procedures, including application of Veterans' Preference. However, for PP Interns, DoD Components may establish agency-specific qualification requirements, use the OPM Qualification Standard for Schedule D Pathways Internship Programs, or use the OPM qualification requirements for the competitive service. At the time of

their conversion to the competitive service, PP participants must meet the requirements stipulated by the appropriate OPM qualification standard for the competitive service position.

g. Qualified candidates will be rated and ranked using a category-like rating.

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

i. DoD Components will establish procedures to ensure PP participants are processed/on boarded in a timely and meaningful manner, ensuring IDPs are developed and mentors, where applicable, are assigned within the prescribed timeframes.

j. Each PP participant will complete the appropriate PP Participant Agreement upon appointment. The ending date of the agreement will be input in the appropriate data field in Defense Civilian Personnel Data System (DCPDS).

k. DoD Components will adhere to 5 CFR part 362 in the design and implementation of a formal training and development plan within 45 days of the participant's appointment as a Pathways Intern, Recent Graduate, or PMF. 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, as well as at least one 4 to 6 month developmental rotation that may be within the organization or Component or in another Federal agency. 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 Interns appointed for short-term temporary work not exceeding 90 days, such as summer jobs. Completed training will be documented in the employee's record.

l. Mentors will be assigned to Recent Graduates and PMFs within 90 days of their appointments. Mentors may be assigned to Interns.

m. Any break in the Program for Interns will be when the Intern is working but is unable to go to school, or is neither attending classes nor working at the agency. The Component may use its discretion in either approving or denying a request for a break in the Program.

n. 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, Component directed furloughs). Extension requests will be submitted to the Component PPC for coordination of the final decision. The appropriate change to the program end date will be updated in DCPDS for tracking purposes.

o. Conversion/Termination. PP participants will be converted/terminated as provided in 5 CFR part 362. The PPO will be notified in advance if a Component anticipates a participant who satisfactorily completes the program will not be converted due to circumstances internal to that Component. This may allow for the participant to be converted in another DoD Component.

p. Reports will be provided as requested by the DoD PPO or the DoD PMF Coordinator.

q. Questions or clarification of PP regulations or policy will be submitted through the Component PPC to the PPO.