

ARMY PATHWAYS PROGRAMS IMPLEMENTING GUIDANCE

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. Department of Defense, Implementing Guidance for the Pathways Programs,
- e. Pathways Programs Memorandum of Understanding Between Office of Personnel Management and the Department of Defense , 17 August, 2012

2. PURPOSE. This policy provides the Department of the Army with guidance on the implementation and use of the Pathways Programs.

3. AUTHORITY. The MOU between OPM and DOD authorizes implementation of 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 implementing advice and procedures concerning Army’s Pathways Programs Implementing Guidance.

b. Civilian Human Resources Agency (CHRA) will operate in accordance with (IAW) 5 CFR, OPM, DOD and Army’s Pathways Programs Implementing Guidance. CHRA will provide information, advice and assistance to individual Commands, supervisors and managers on Pathways Programs opportunities, announce vacancies, and verify eligibility for appointment under 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 Implementing 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 at the end of Pathways Program appointments; and adequate resourcing sufficient to execute and maintain Individual Development Plans (IDPs), mentoring, training, etc.

iii. Monitoring program expiration dates of appointees to ensure appropriate action is taken to initiate conversion or termination of the participant.

d. Army Pathways Programs Coordinator (PPC) is the Chief, Employment Policy Division (EPD), AG1-CP and is responsible for the Pathways Programs implementation, oversight, and approval of requests for extension of appointments. The PPC will serve as the point of contact for the DOD 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 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 IAW DoD Implementing Guidance, paragraph 4.h.

5. PATHWAYS PROGRAMS PROCEDURES

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

b. Recruitment, Selection & Placement.

i. Pathways Program appointments are Excepted Service and are not subject to the Reemployment Priority List (RPL). 5 CFR 330, Subpart B provides that the following are not subject to RPL:

(A) Transitions into Pathways Programs;

(B) New appointments into Pathways Programs; and

(C) Pathways positions non-competitively converted into the Competitive Service.

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 rating procedures.

c. Extension of a Pathways Program Recent Graduate or PMF appointment. Extensions up to 120 days will be decided on a case-by-case basis. Extensions will only be approved IAW Reference d., Para. 5.1. Extension requests will be submitted, through the chain of command, to the PPC for final decision. Request and supporting documentation will be forwarded to the PPC, 60 days prior to the expiration of the Participant's appointment.

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, who will satisfactorily complete his or her program, will not be converted due to circumstances internal to that Organization. Notification and supporting documentation should be submitted to the PPC at least 60 days in advance.

e. Participant Agreement. Each Pathways Programs participant will complete the appropriate Program Participant Agreement upon appointment. 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;
- iv. Mentorship opportunities;
- v. Training requirements;
- vi. Evaluation procedures that will be used for the participant;
- vii. Requirements for continuation and successful completion of the Program;
- viii. Minimum eligibility requirements for noncompetitive conversion to term or permanent appointment in the competitive service under the specific Pathways Program in which employed; and

ix. 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, but is unable to go to school, or is neither attending classes nor working at the organization. Approval of such requests will take place at the organization level but in all cases must be consistent with determinations made on like requests breaks in the Pathways Internship Program.

h. Point of Contact. The Point of contact for questions regarding Pathways Programs policy and implementing guidance is the Chief, Staffing, Classification and Pay Branch, AG1-CP, EPD.