

Pathways Programs Memorandum of Understanding (MOU)
Between the
U.S. Office of Personnel Management (OPM)
and the
Department of Commerce

I. PURPOSE AND SCOPE:

- a. 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:

- a. 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:

- a. 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:

- i. Provide implementation guidelines and technical assistance;
- ii. Review agency agreements in a timely manner;
- iii. Provide guidance on how the agency shall submit data on the number of Pathways Programs projected hires and participants hired;
- iv. Publicize information to potential applicants on eligibility requirements and how to apply to the Pathways Programs;
- v. Provide the agency with a vehicle to publicize hiring under the Pathways authority; and
- vi. Centrally manage the Presidential Management Fellows Program in accordance with 5 CFR part 362, subpart D.

b. In addition, OPM retains exclusive authority to:

- i. Establish and maintain an oversight program;
- ii. 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
- iii. Revoke an agency's authority to use the Pathways Programs.

c. Agency Responsibilities:

- i. AGENCY PROGRAMS: The Pathways Programs for the agency consists of the following: Internship Program, Recent Graduates Program, and Presidential Management Fellows (PMF) Program and will be referred to as the Pathways Program. The Recent Graduates Program will be a one-year program
- ii. DELEGATIONS OF AUTHORITY:

The Department of Commerce (Department) is entering into a Department-wide MOU with OPM. The Department's Pathways Programs will be overseen by the Department's Office of Human Resources Management (OHRM). Human resources offices that service Department bureaus, that is, Servicing Human Resources Offices (SHROs), will adhere to Pathways regulations, OHRM's Pathways Programs policy, the Department's MOU with OPM, and other applicable Department policies.

OHRM will be responsible for the following:

- Providing timely and accurate reports and other information to OPM;
- Ensuring the SHROs follow Pathways Programs regulations, supplemental guidance provided by OPM, as well as all Department policies and procedures including the MOU with OPM;
- Approving all 120-day extensions of a Recent Graduates Program or PMF appointment; and
- Recertifying or amending the Department's MOU with OPM as necessary, but no later than every two years.

The SHROs will be responsible for the following:

- Following all Federal and Department regulations governing the Pathways Programs;
- Developing internal policies, if necessary, subject to the terms of the Pathways regulations, this MOU, as well as any other Department policy;
- Meeting public notice requirements for the Internship Program and the Recent Graduates Program;
- Applying and adhering to veterans' preference for all Pathways Programs;
- Assessing, rating and ranking (if applicable), and appointing Pathways participants; and
- Ensuring that training and developmental activity requirements of the Recent Graduates Program and the PMF are met prior to non-competitive conversion.

The Department's Pathways Programs human resources bulletin provides more detailed information on OHRM and SHRO roles and responsibilities,

evaluating applicants, accepting applications, meeting veterans' preference requirements, and meeting public notice requirements.

- iii. PROGRAM EXTENSIONS: Below is the prescribed criteria and procedures for the Department-approved extensions for Recent Graduates and PMFs:

Procedures

Extensions, for up to 120 days for both the Recent Graduates Program and the PMF, must be approved by the Director, OHRM. SHROs and the ES must submit a written justification for extensions to the Director, OHRM, based on the criteria below, or because of an administrative error during the conversion process. The Director, OHRM, may deny any 120-day extension if it is not supportable or consistent with the criteria prescribed below.

Criteria for Extensions of up to 120 days for the Recent Graduates Program and the PMF Program

Extensions will be based on:

Medical Issues—SHROs and ES may request a 120-day extension if it can demonstrate that an employee was unable to complete the requirements for conversion due to personal medical needs, bereavement, or care of a family member with a serious health condition.

National/Departmental Emergency—SHRO and ES may request a 120-day extension if an employee was detailed or assigned to another position or set of duties in support of a national or Departmental emergency.

- iv. FORMAL TRAINING AND DEVELOPMENT: Below is a description of how the Department will design, implement, and document formal training and/or development:

Internship Program

Training and developmental activities are not required for Pathways Internship Program appointments. For Internships appointments of 90 days or longer, an individual development plan or formal performance plan must be developed. Bureaus will identify mentorship opportunities for Pathways Interns in the Participant Agreement as applicable based on the duties of the position and the duration of the appointment.

Recent Graduates Program

Department bureaus and their SHROs must follow all of the applicable rules related to training and development as described in Title 5, CFR § 362.301, including: designation of a mentor within 90 days of appointment; an individual development plan within 45 days of appointment; and 40 hours of formal interactive training. SHROs, ES, and bureaus may develop their own internal training and development policies but will be subject to the terms and conditions of this MOU, Department policy, as well as the Pathways regulations.

The Department's Recent Graduates Program will be a one-year program.

Department bureaus, in conjunction with their SHROs, or in conjunction with ES, will develop training and developmental activities for Recent Graduates. Training and development for Recent Graduates will be occupation-specific and will vary based on the needs of the bureau, as well as the participant's education and skills. As an illustrative example, a Recent Graduate hired to perform the duties of a statistician may be offered the following classes: "Methods for Longitudinal Surveys" and "Survey Data Analysis." The bureau, in conjunction with the SHRO or ES, will document formal training requirements on the Participant Agreement, as well as in any other formal written document it deems appropriate.

PMF Program

The Department's PMF appointments will be for an initial two-year period, per Pathways regulations. As described in the "Program Extensions" part of this agreement, the Director, OHRM, may approve up to a 120-day extension of a PMF appointment. No PMF appointment will exceed two years plus any 120-day extension. The Department is committed to the development and training requirements for a PMF required under Title 5, CFR § 352.405, including: an individual development plan within 45 days of appointment; a minimum of 80 hours of formal interactive training for both years of the fellowship; designation of a formal mentor within 90 days of appointment; and at least one developmental rotation of four to six months in length

Training and Individual Development Plans

Department bureaus, in conjunction with their Bureau PMF Coordinator, will develop training and developmental programs for PMFs. Training for PMFs will be occupation-specific and will vary based on the needs of the bureau, as well as the PMF's education, experience, and career goals. As an illustrative example, a PMF who is assigned the duties and responsibilities of an accountant may be offered the following classes: "Accounting

Fundamentals” and “U.S. Standard Ledger.” The bureau, in conjunction with its Bureau PMF Coordinator, will document formal training requirements and accomplishments on the Participant Agreement, as well as in any other formal written document.

Assignments

Each PMF will receive at least one developmental assignment of 4-6 continuous months in duration as required by the Pathways regulations. Bureaus, in conjunction with their Bureau PMF Coordinator, will document the developmental assignment in the Participant Agreement and in other formal documents deemed appropriate by the bureau. The type and duration of the developmental assignment will vary based on the PMF’s education, skills, and career goals.

If a developmental assignment, or other rotational assignment, is to an organization outside of the Department, the SHRO or ES must have approval from the Director, OHRM.

v. AGENCY COMMITMENT TO:

1. Provide OPM requested information regarding the use of Department of Commerce Pathways Programs;
2. Adhere to any caps on the Pathways Programs imposed by the Director of OPM;
3. Provide OPM information about job opportunities for individuals interested in participating in the Pathways Programs, including the posting of PMF appointment opportunities to the PMF Program’s Talent Management System (PMF TMS);
4. Ensure adherence to the requirements in 5 CFR part 302 for:
 - a. accepting applications;
 - b. assessing applicants;
 - c. rating and ranking qualified candidates;
 - d. granting veterans’ preference; and
5. Provide a meaningful on-boarding process for each Pathways Program.

vi. COORDINATORS: Identify agency coordinators as follows:

1. Pathways Programs Officer; and
2. Agency PMF Coordinator.

V. **TERMINATION, SUSPENSION, OR REVOCATION:**

- a. 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 SIGNATURES:

- a. This MOU shall be effective upon the signature of OPM and the Agency authorized officials for a period of two years.

OPM Official Signature:

Karen Jacobs
Acting Deputy Associate Director
Talent Acquisition, Classification &
Veterans Programs
Employee Services
U.S. Office of Personnel Management

Typed Name OPM Official:

Date:

**JESSICA
PALATKA**

Digitally signed by
JESSICA PALATKA
Date: 2022.09.20
10:15:28 -04'00'

Agency Head/Designee Signature:

Jessica Palatka
Director, Office of Human Resources
Management and Chief Human Capital
Officer
Department of Commerce

Typed Name Agency Head/Designee:

Date:

Attachments

- Agency Pathways Programs Officer Information
- Agency PMF Coordinator Information

Department of Commerce Pathways Programs Officer (PPO):

Name (first and last name):	Farhan Qureshy
Grade (e.g., GS-12)/Title:	Human Resources Specialist, ZA-201-IV (GS-14 Equivalent)
Work Mailing Address:	U.S Department of Commerce 1401 Constitution Avenue, NW Washington DC, 20230
Direct Telephone Number (###-###-####):	202-482-0149
Work Fax Number (###-###-####):	
Direct Work Email Address:	fqureshy@doc.gov

Department of Commerce Agency PMF Coordinator:

Name (first and last name):	Victoria Tucker
Grade (e.g., GS-12)/Title:	Management Analyst, ZA-0343-IV (GS-14 Equivalent)
Work Mailing Address:	U.S Department of Commerce 1401 Constitution Avenue, NW Washington DC, 20230
Direct Telephone Number (###-###-####):	(202) 482-0654
Public-Facing Telephone Number (###-###-####)*:	(202) 482-0654
Work Fax Number (###-###-####):	
Direct Work Email Address:	vtucker@doc.gov
Pubic-Facing Work Email Address*:	vtucker@doc.gov

* Public-facing contact information will appear on the PMF website for program participants. The agency may want to utilize a general program email address (e.g., pmf@agency.gov).