
Approved for Release

Date

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**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN #270, FY25

SUBJECT: Pathways Programs

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until superseded or revoked

SUPERSEDES: Supersedes HR Bulletin #160, FY12, “Pathways Programs” and HR Bulletin #264, FY23, “The Presidential Management Fellows (PMF) Program.”

REVISIONS: Expands eligibility for the Internship Program and Recent Graduates Program and lowers the minimum work hours required to convert interns to a permanent position. Provides additional guidance on job analysis, educational requirements, record keeping, grade point averages, personnel actions, and Job Opportunity Announcements (JOAs). This revision includes merging the Department of Commerce’s (Department) related Presidential Management Fellows policy into one bulletin that describes the Department’s policy on all three Pathways Programs. In addition, this revision rescinds the requirement for the Department to enter into a memorandum of understanding (MOU) with the Office of Personnel Management (OPM) on the Pathways Programs.

PURPOSE: This bulletin establishes the Department’s policies and procedures related to the Pathways Programs. It is not a substitute for the Pathways regulations codified in Title 5, Code of Federal Regulations (CFR), Part 362. Where this HR Bulletin does not explicitly address a particular aspect of the Pathways Programs, Servicing Human Resources Offices (SHROs) must follow the Pathways Programs’ regulations.

BACKGROUND: On December 27, 2010, President Obama signed Executive Order 13562, “Recruiting and Hiring Students and Recent Graduates.” This Executive Order established two programs and modified the existing Presidential Management Fellows (PMF) Program. The Recent Graduates Program and the Internship Program were created to streamline current student programs and to give agencies more flexibility in meeting their workforce needs. The PMF Program, Recent Graduates Program, and the Internship Program are collectively known as the Pathways Programs. On June 11, 2024, final regulations issued by the Office of Personnel Management to modify the Pathways Programs to give agencies more flexibility in recruiting candidates became effective.

COVERAGE: This HR Bulletin applies to all positions in the Pathways Programs (Internship Program, Recent Graduates Program, PMF Program). It does not cover positions filled through other hiring mechanisms, including student volunteers or other internship programs.

POLICY:

Overview:

SHROs will be responsible for:

- 1) Following all Federal regulations and Department policies governing the Pathways Programs;
- 2) Developing internal policies as necessary, subject to the terms of the Pathways' regulations, and Department policies;
- 3) Meeting public notice requirements for the Recent Graduates Program and the Internship Program, by advertising all positions on USAJOBS; or through a bureau's publicly-accessible job information website which links to the USAJOBS announcement.
- 4) Applying and adhering to veterans' preference regulations for all Pathways Programs positions;
- 5) Assessing, rating, and ranking applicants (if applicable), and appointing Pathways participants;
- 6) Ensuring that every participant in the Pathways Program has an appropriate Participant Agreement;
- 7) Ensuring that all Pathways Programs training and development activity requirements are met prior to non-competitive conversion of the participant; and
- 8) Providing reports to the Office of Human Resources Management (OHRM) as requested.

OHRM will be responsible for:

- 1) Providing timely and accurate reports and other information to OPM;
- 2) Ensuring the SHROs follow Pathways Programs' regulations, supplemental guidance provided by OPM, as well as all Department policies and procedures.
- 3) Approving all 120-day extensions of Recent Graduates Program or PMF appointments;
- 4) Designating a Pathways Programs Officer (PPO) and PMF Coordinator.

Supervisors/Hiring Managers will be responsible for:

- 1) Ensuring work schedule does not interfere with an Intern Program participant's academic studies;
- 2) Identifying job duties and responsibilities;
- 3) Identifying performance goals and evaluation criteria;
- 4) Ensuring the Pathways participant receives the required training and developmental activities, as applicable;
- 5) Supervising the daily work activities of the participant;
- 6) Monitoring and approving the participant's time and attendance;

- 7) Deciding whether to convert a Pathways participant to a competitive service or term appointment, if applicable, and notifying the servicing SHROs of that decision within the required timeframe per the SHROs operating procedures and processing guidelines;
- 8) Collaborating with and assisting the agency's Pathways Program Officer as necessary on matters related to Pathways Programs.
- 9) Monitoring program eligibility,
- 10) Verifying enrollment status,
- 11) Documenting and tracking any change in work schedule.

Basic Requirements of the Pathways Programs

The following guidance applies to all Pathways Programs, unless specifically stated.

Appointments

Appointments for the Recent Graduates Program, Internship Program, and the PMF Program must be made using the excepted service appointing authority provided by [Title 5, CFR § 213.3402.](#)

Appointments are subject to all requirements and conditions that govern Federal employment, including investigations to establish an appointee's qualifications and suitability.

Citizenship

The SHROs must follow current Department guidance on hiring non-citizens. In addition, a participant in the Pathways Programs must be a U.S. citizen in order to be eligible for noncompetitive conversion to the competitive service.

Terminations

Participants of Pathways Programs may be terminated from their position for reasons including misconduct, poor performance, or suitability in accordance with Department policy and appropriate regulations.

SHRO Pathways Policy

SHROs may develop internal policies and procedures that are consistent with this bulletin, regulations, and OPM guidance.

Qualifications Determinations

The SHROs must evaluate applicants for the Pathways Programs against the OPM Qualification Standard for the position being filled. SHROs have the option to use the OPM Group Coverage Qualification Standards for Internship Program positions.

Participant Agreements

The SHROs must execute a written participant agreement with each appointee in the Internship Program (Attachment 1), Recent Graduates Program (Attachment 2) and PMF Program (Attachment 3). SHROs may use the OPM-developed participant agreements in the above attachments or develop their own. At a minimum, the following elements must be contained in the participant agreement:

- 1) A general description of duties;
- 2) Work schedules;
- 3) The length of the appointment and termination date;
- 4) Mentorship opportunities, as applicable;
- 5) Training requirements, as applicable;
- 6) Evaluation procedures that will be used for the participant;
- 7) Requirements for continuation and/or successful completion of the Program;
- 8) Minimum eligibility requirements for noncompetitive conversion to a term or permanent competitive service appointment, according to the requirements of the applicable Pathways Programs.

SHROs may include other elements as needed without approval from OHRM.

eOPF Maintenance

SHROs are responsible for maintaining complete and accurate electronic Official Personnel Folder (eOPF) files related to all Pathways Programs' appointments. The SHROs must follow OPM's "Guide to Personnel Recordkeeping," OPM's "Guide to Processing Personnel Actions," as well as OPM's "Guide to Data Standards." Complete and accurate filing of documents in the eOPF are subject to audit and review by OHRM as part of OHRM's auditing program. Pathways participant agreements must be uploaded to eOPF.

Reporting Requirements

The SHRO must report to OHRM, on request, any information and data related to the use of the Pathways Programs subject to the reporting requirement of [Title 5, CFR § 362.109](#).

Rating, Ranking, and Selection

Recent Graduates and Internship Program – In accordance with [Title 5, CFR § 302](#), the SHROs have the flexibility, in conjunction with the hiring manager, to evaluate candidates and determine basic eligibility or ineligibility without assigning numerical scores, or rate and rank candidates using numerical scores; however, veterans' preference as described in [Title 5, CFR § 302](#), must be applied under each methodology, as appropriate.

PMF Program – The SHROs must follow policies and procedures for selecting PMFs as outlined in this policy.

Veteran's Preference

Internship Program and Recent Graduates Program

SHROs must apply veterans' preference in accordance with the procedures in 5 U.S.C. 3320 and [Title 5 CFR § 302](#), as well as the Department's current policy on veterans' preference.

PMF Program

Hiring managers must select from the **highest available preference group** based upon the applicant's preference designation within the pool. The highest preference group is the CPS and CP (combined), the next group is the XP, and the last preference group is the TP. When there are fewer than three preference eligible candidates in the highest preference group, consideration may be expanded to include the next group.

For example: First consideration must be given to the highest preference group, consisting of preference eligibles having a service-connected disability of 10 percent or more (CPS and CP); second consideration is to other 10-point preference eligibles (XP); third consideration is to 5-point preference eligibles (TP); and last consideration is to non-preference eligibles. Once a job offer is extended, accepted, and an enter-on-duty date is established for available position(s), that specific applicant pool is closed. Preference eligibles who request consideration after job offers are extended and accepted for all of the available positions will become part of a new applicant pool that will be established if/when a new position becomes available.

A preference eligible who is contacted by hiring manager or other Department personnel, who has expressed an interest in, or has applied to a specific position, may only be removed from consideration upon approval of a formal pass-over request, in accordance with current Department policy. The hiring manager must demonstrate that the individual does not qualify or meet the criteria for the position. Prior to removing the preference eligible, the hiring manager must submit a written request to pass over the preference eligible to his or her PMF Coordinator, documenting the reason(s) why the individual is not qualified or did not meet the criteria for the position, and should therefore be removed from consideration. Upon concurrence, the PMF Coordinator must submit a written request and justification to the upon Servicing Human Resources Office (SHRO). The SHRO must follow current Department policy for the approval of pass overs. Requests to pass over 30 percent or more compensable disabled preference eligibles must be submitted to the Director, OHRM and must be approved by the Director of OPM.

Training and Development

Participants in the Recent Graduates Program and the PMF Program are required to have a formal training and development plan subject to the regulations found in [Title 5, CFR § 362](#). Internship Program participants must be provided training and development plan opportunities in accordance with [Title 5, CFR § 362.203\(i\)](#).

Public Notice Requirement

Internship Program and Recent Graduate Program

SHROs must meet the Pathways Programs public notice requirement in one of two ways:

- (1) Posting a searchable announcement on USAJOBS; or
- (2) Posting job information on the SHROs or bureau's public facing career or job information web page with a link to a USAJOBS custom posting.

Requirements for Posting a Job Opportunity Announcement (JOA) on USAJOBS or a USAJOBS custom posting

- 1) The SHROs may develop their own JOA templates; and
- 2) The JOAs must be open for at least 5 business days and must be open to the public; and
- 3) A USAJOBS custom posting must contain all required elements of a USAJOBS posting.

Collecting Applications at a Job Fair or Other Event

SHROs may collect job applications at job fairs or other similar events. The following requirements must be met:

- 1). A job posting on USAJOBS or a custom posting on USAJOBS must be posted in conjunction with the job fair. Applicants may apply through USAJOBS if unable to attend the job fair.
- 2). Send at least one HR Specialist to the job fair/event to ensure that all applicable policies and procedures are followed in the collection of the applications.
- 3). Applications collected at the job fair, along with applications submitted on USAJOBS, become a part of one applicant pool.
- 4). Applications collected at the job fair or similar event may not be given any preference over applications collected on USAJOBS, and the job fair may not serve as the sole source of application collection for any vacancy under the Internship Program or the Recent Graduates Program.
- 5). SHROs must develop written procedures to before collecting applications at job fairs or other events.

Note: SHROs may limit the number of applications that will be reviewed for consideration in accordance with OPM guidance and any Department policy.

PMF Program

SHROs must follow the guidance in the PMF section of this bulletin.

Personnel Actions

The SHROs are responsible for processing complete and accurate Standard Form (SF)-50s for all personnel actions related to the Pathways Programs. As required by [Title 5, CFR § 250.101](#), the Department must comply with all OPM guidance, including OPM's "Guide to Processing Personnel Actions." SHROs must ensure all SF-50s contain appropriate remark codes, legal authorities, and Nature of Action Codes (NOACs), in accordance with OPM's "Guide to Processing Personnel Actions." Complete and accurate processing of personnel actions is subject to audit and review by OHRM.

Specific Requirements of Each Program

Internship Program:

Eligibility

To be eligible for the Internship Program, the Intern must meet the definition of *student* in [Title 5, CFR § 362.202](#) throughout the duration of their appointment.

SHROs are authorized to make its own determination as to whether an individual meets the definition of student, including determinations on qualifying career or technical education programs.

Applicant Notification

The SHROs must notify applicants of their status during the application process. At a minimum, applicants must be notified at the following points: application received; application assessed for qualification; application referred or not referred to hiring manager for selection; and applicant selected or not selected for the job. For applications collected at job fairs, SHROs must develop procedures to ensure such notification is made.

Job Analysis

The SHROs must develop a job analysis for each vacancy that uses relevant criteria and that show a direct link to the knowledge, skills, and abilities that are required for successful performance of the duties recorded in the position description. The use of eligibility "screen outs" are discouraged but may be used in limited circumstances provided they are supported by the job analysis and clearly identified in the vacancy announcement.

Appointments

Interns may be appointed to any position for which the individual is qualified, up to the GS-13 level or equivalent. All Interns must be appointed to a position designated as a trainee position (with the last two digits of the occupational series being 99). The duties of the position to which an Intern is appointed should be related to her or his academic field of study or career interests.

SHROs may:

- 1) Appoint an Intern for any initial period expected to last more than 1 year. Intern appointments are not required to have a not-to-exceed date. However, participant agreements must specify an end date to meet the program requirements.
- 2) Appoint an Intern on a temporary basis, not to exceed 1 year, to complete temporary projects, to perform labor-intensive intensive tasks not requiring subject matter expertise, or to fill traditional summer jobs. These appointments may be extended without approval from the OHRM Director as permitted by Title 5, CFR Part 213, "Excepted Service."

Required Elements of a Job Opportunity Announcement (JOA)

SHROs must include the following elements in a JOA on USAJOBS consistent with [Title 5 CFR § 362.203\(a\)\(1\)](#). JOAs for Internships opportunities should include:

- 1) Position title, series and grade/band;
- 2) Salary information;
- 3) Geographic location(s);
- 4) Promotion potential;
- 5) Conversion eligibility;
- 6) Information on how to apply or a link to where applicants can find instructions on how to apply;
- 7) Reasonable accommodation statement;
- 8) Information about how to claim veterans' preference;
- 9) Opening and closing dates;
- 10) Total number of vacancies;
- 11) Duration or type of appointment;
- 12) Who may apply;
- 13) Job summary;
- 14) Job duties;
- 15) Qualification or eligibility requirements;
- 16) Required documents;
- 17) Selective Service requirement;
- 18) Agency contact information;
- 19) Alternate application procedures;
- 20) Information about the possibility of conversion to a permanent position, if applicable; and
- 21) Availability of relocation expenses and/or recruitment incentives, if applicable

Schedules

There is no limit to the number of hours an Intern may work per week; however, applicable laws and regulations governing pay must be followed.

An agreed upon formally arranged schedule of school and work must be documented in the participant agreement. The following items should be taken into consideration when agreeing on an Intern's work schedule:

- 1) Work responsibilities do not interfere with academic schedules;
- 2) Completion of the educational program and the hours worked requirement for conversion is accomplished within a reasonable and appropriate timeframe; and
- 3) The requirements for non-competitive conversion to a term or permanent position in the competitive service are understood by all parties.

Note: If an Intern's not-to-exceed date is extended, the participant agreement must be modified to reflect the new not-to-exceed date.

Breaks in Programs

Breaks in the program are permissible, as long as agreed upon in advance by the hiring manager and the Intern. However, the hiring manager may deny an Intern's request for a break in the program.

Movement from a Not-to-Exceed (NTE) Appointment to a Non-NTE Appointment

Interns may move from an appointment with a NTE date to an appointment without a NTE date through a competitive process. The JOA can be limited to only current Interns in the Department. An Intern must sign a new participant agreement that reflects the change in appointment and any other requirements as necessary.

Conversion to the Competitive Service

The SHROs must follow the provisions for converting an Intern to the competitive service found in [Title 5, CFR § 362.204](#). Interns under appointments with and without an NTE date may be converted to a career, conditional, or term appointment if they meet the requirements for conversion.

SHROs are delegated the authority to:

- 1) Convert Interns to the competitive service subject to [Title 5, CFR § 362.204](#); and waive up to one-half of the 480-hour minimum service requirements subject to [Title 5, CFR § 362.204](#). The intern must complete at least 320 hours of career-related work experience under an Internship Program appointment with exceptional job performance and demonstration of high potential in an academic or career and technical education program. Exceptional job performance means a formal evaluation conducted by the student's internship supervisor(s), consistent with the agency performance appraisal program that results in a rating of record (or summary rating) of higher than Level 3 or equivalent.
- 2) Set a minimum service requirement above 480 hours. The service requirement hours must be consistent across occupations.
- 3) Allow Internship applicants who have completed Registered Apprenticeship Programs and Job Corps to credit time served in those programs toward the total hours required for Interns to be eligible for conversion.

An Intern may be noncompetitively converted to a term or permanent position within the Department or any other agency within the Federal Government. If a Departmental Intern is

converted to a permanent or term position by another agency, SHROs must, for reporting purposes, keep a record of the name and address of the converting agency and subcomponent.

Interns can be placed in term positions and may subsequently be non-competitively converted into permanent competitive service positions prior to the expiration date of the term appointment.

Interns may not be converted to the Recent Graduates Program. There are no provisions or authorities that allow for conversion. Interns who want to join the Recent Graduates Program must apply and compete for positions in the program.

SHROs must notify the Intern at least 60 days prior to the end of the Intern's appointment whether the Intern can be converted to a permanent position. SHROs will work with the relevant budget officials and supervisors to determine whether an Intern can be converted. SHROs may develop internal policies on converting Interns.

Promotions

SHROs may promote Interns subject to the provisions of [Title 5, CFR § 362.202\(e\)](#).

SHROs may develop internal policies on promotions. Interns are not entitled to promotions.

Minimum GPA Requirement

The SHROs may set a minimum grade point average (GPA) requirement as an eligibility criterion for an Internship Program position. SHROs must develop written procedures for the use of this requirement. The use of this requirement is at the discretion of the SHROs.

Educational Requirement

The SHROs may not use education requirements for positions that do not have a positive education requirement. The JOA may, however, state that candidates with certain educational credentials or degree paths will be preferred.

For occupations that have an education degree requirement, SHROs may use educational requirements if they are stated as qualifications requirements.

Details

Interns may be placed on a temporary detail or assignment within the Department, or to another Federal agency. SHROs must follow the Department's current policy on details and assignments and must obtain all necessary approvals.

Trial Periods

SHROs must follow current Department policy on trial periods in the excepted service.

Recent Graduates Program:

Eligibility:

SHROs will determine eligibility in accordance with [Title 5, CFR § 362.302](#). To qualify, an applicant must have:

Obtained a qualifying associate's, bachelor's, master's, professional, doctorate, vocational, or technical degree or a certificate from a qualifying educational institution or completed a qualifying career or technical education program, including Peace Corps, AmeriCorps, Job Corps, and Registered Apprenticeships within the previous 2 years.

An individual may apply for a position in the Recent Graduates Program only if the individual's application is received no later than 2 years after the date the individual completed all requirements of an academic course of study leading to a qualifying associate's, bachelor's, master's, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution, not from the date of a commencement ceremony.

Veterans' applications must be considered in accordance with [Title 5, CFR § 362.302 \(b\)\(2\)](#).

Required Elements of a JOA:

SHROs must include the following elements in a JOA on USAJOBS consistent with [Title 5 CFR § 362.303\(a\)\(2\)](#).

- (1). Position information.
- (2). Position location.
- (3) Appointment length.
- (4.) Salary information.
- (5) Qualifications.
- (6) Promotion potential.
- (7.) Conversion information.
- (8) How to apply.
- (9) Equal employment information.
- (10) Reasonable accommodation information

Job Analysis

SHROs must develop a job analysis for each vacancy that uses relevant criteria and shows a direct link to the knowledge, skills, and abilities required for successful performance of the duties recorded in the position description. The use of eligibility "screen outs" are discouraged but may be used in limited circumstances provided they are supported by the job analysis and clearly identified in the vacancy announcement.

Applicant Notification

The SHROs must notify applicants of their status during the application process. At a minimum, applicants must be notified at the following points: application received; application assessed for qualification; application referred or not referred to hiring manager for selection; and applicant selected or not selected for the job.

Time Limitation Exceptions for Certain Veterans (possible 6 years eligibility)

A veteran, as defined in [Title 5, U.S.C. § 2108](#), who, due to a military service obligation, was precluded from applying to the Recent Graduates Program during any portion of the 2-year eligibility period, shall have a full 2-year period of eligibility upon his or her release or discharge from active duty. However, in no event may the individual's eligibility period extend beyond 6 years from the date the individual completed the requirements of an academic course of study.

Initial Appointment

SHROs must follow grade-level guidance for initial appointments under the Recent Graduates Program found in [Title 5, CFR § 362.303\(b\)](#). Recent Graduates may be appointed to an initial appointment at the GS-11 or equivalent. A Recent Graduate may receive an initial appointment to a scientific and professional research position at the GS-12 level or equivalent for which the classification and qualifications criteria for research positions apply and the candidate possesses a Ph.D. or equivalent degree directly related to the position being filled.

Department operating units under an alternative pay system shall make appointments that are equivalent to the GS grade levels described in [Title 5, CFR § 362.303](#).

Once the Recent Graduate is appointed, the following must take place:

- Within 45 calendar days of appointment, an Individual Development Plan (IDP) must be approved by the supervisor that covers the duration of the appointment;
- Within 90 calendar days of appointment, a mentor must be assigned. Mentors should be current agency employees, at the journeyman level or above, outside of the participant's chain of command; and
- A minimum of 40 hours of formal and interactive training aligned with the IDP must be provided.

Length of Appointment

The Department's Recent Graduates Program is a 1-year program in accordance with [Title 5, CFR § 362.301](#). However, SHROs may allow, **with OHRM concurrence**, a two-year program for occupations that require a longer and more structured training program. A Recent Graduate may not be converted to a permanent position unless the Recent Graduate fully completes the designated 1 or 2-year program.

Recent Graduates Program appointments may not exceed more than 2 years unless the Director, OHRM, has granted approval to extend the appointment for an additional 120 days. SHROs must submit a request in writing to the OHRM Director, with the justification for extending the appointment beyond 1 year.

Note: No Recent Graduates Program appointment may exceed 2 years plus any 120-day extension.

Movement between Agencies

The SHROs must follow the provisions for a Recent Graduate's movement between agencies found in [Title 5, CFR § 362.304](#).

A Recent Graduate may apply for and accept a new Recent Graduates Program appointment with another agency. Time served as a Recent Graduate under the previous agency is credited toward the program requirements for non-competitive conversion eligibility, as long as there is no break in service.

For purposes of recordkeeping, SHROs must track the following information related to the departure of a Recent Graduate to another agency:

- 1). Agency Name
- 2). Title, series and grade of new position

Conversion to the Competitive Service

SHROs are delegated the authority to convert Recent Graduates Program individuals to the competitive service subject to [Title 5, CFR § 362.305](#).

SHROs may develop their own conversion procedures that are consistent with regulations and OPM guidance.

Trial period

All time served under the Recent Graduates Program counts towards the participant's trial period. Prior federal civilian service is credited toward the completion of the required trial period in the same manner as prescribed in [5 CFR 315.802](#).

Movement between Bureaus within the Department

A Recent Graduate may apply for and accept a new Recent Graduates Program appointment with another Department bureau. Time served as a Recent Graduate under the previous bureau is credited toward the program requirements for non-competitive conversion eligibility, as long as there is no break in service.

Presidential Management Fellows Program:

Eligibility

The OPM Presidential Management Fellow (PMF) Office manages the PMF Program, including nationwide recruiting and orientation training. Those selected as Presidential Management Fellows (Fellows) receive an initial two-year Schedule D excepted service appointment at the General Schedule (GS)-9, GS-11, or GS-12 level (or equivalent). Following successful completion of the Program, and upon obtaining certification by the bureau/operating unit's Executive Resources Board (ERB) or equivalent, the Fellow may be converted to a full-time, career, career-conditional, or term appointment in the competitive service.

To be eligible for a PMF Program appointment, a candidate must:

1. Have completed an advanced degree from a qualifying institution within the previous two years; or
2. Be currently enrolled in a qualifying educational institution and expected to complete a qualifying advanced degree by August 31 of the academic year in which the competition is held.

In addition, the individual must:

1. Successfully complete an OPM assessment, be selected by OPM as a PMF Finalist; and
2. Meet the requirements of the position being appointed, in accordance with OPM's Qualification Standards.

An applicant may apply for the PMF Program more than once as long as he or she meets the eligibility criteria. However, if an applicant becomes a Finalist and subsequently applies for the PMF Program during the next open announcement, the applicant will forfeit his or her status as a current Finalist.

Finalist

OPM is responsible for recruiting candidates for the PMF Program. Individuals who meet the requirements of [Title 5, CFR § 362.403\(c\)](#) apply directly to OPM. OPM conducts the assessment process, adjudicates veterans' preference, and selects the PMF Finalists for that year's PMF class. Applicants who have been deemed Finalists are considered eligible for the PMF Program during the 12-month period immediately following OPM's official announcement of their selection as a Finalist.

Personnel Ceiling

Fellows count against personnel ceilings. To hire a Fellow, supervisors must have an approved permanent or term full-time position available when a selection is made.

Reimbursement Fee

OPM requires payment of a reimbursement fee, which covers costs associated with the recruitment, selection, placement, orientation, and graduation of Fellows. Reimbursement fees must be paid by the operating unit within 30 days of a PMF Finalist accepting a PMF Program appointment.

Program Responsibilities

OHRM serves as the PMF Program policy office and is responsible for developing and implementing PMF Program policy and guidance, for providing accountability and oversight, and for being the liaison office with the OPM PMF Office. The Department shall appoint a Pathways Program Officer, and a Department PMF Program Manager; each bureau/operating unit must appoint a PMF Coordinator. The designated PMF Coordinator manages and administers all aspects of the bureau/operating unit's PMF Program in accordance with this policy.

The Department's Pathways Program Officer will work with the PMF Program Manager and PMF Coordinators to provide PMF-related data and information to OPM as requested. The PMF Coordinators monitor and facilitate recruitment, hiring, and employment policies and procedures across the bureau/operating unit. PMF Coordinators are responsible for attending OPM's annual PMF Job Fair if their bureau/operating units are interested in hiring a PMF.

Agency Presidential Management Fellows (PMF) Program Coordinator Roles and Responsibilities

An individual, at the appropriate agency component level, who coordinates the placement, development, and other PMF Program-related activities of PMFs appointed in his or her agency and fulfills the criteria described in [Title 5 § 362.104\(a\)\(8\)](#), may serve as the PMF Coordinator. The agency Pathways Programs Officer may also serve as the PMF Coordinator.

Each PMF Coordinator is responsible for advising on and communicating PMF Program requirements to supervisors, as well as for their organization's PMF Program recruitment and appointments. In addition, the PMF Coordinator monitors and oversees the training and development of Fellows within the bureau/operating unit to ensure they receive the training and developmental/rotational assignment(s) set forth by OPM regulations. Upon request, each Hiring Manager will advise the PMF Coordinator, SHROs, and Department Pathways Program Manager of their bureau/operating unit's projected PMF hiring needs for the specified fiscal year(s). Bureau/operating units will identify positions in their organizations to be filled through the PMF Program.

To balance the development of Fellows and enhance their performance, supervisors will:

- Develop an IDP for each Fellow selected, within 45 days of his/her appointment;
- Authorize and monitor completion of at least one developmental assignment of four to six continuous months in the occupation or functional discipline in which the Fellow will most likely be placed. This assignment must have full-time management and/or technical responsibilities consistent with the Fellow's IDP;
- Ensure completion of 80 hours of formal, interactive required training per year, for a total of 160 hours;

- Assign a mentor to the Fellow within 90 days of appointment. Mentors should be current managerial employees inside of a participant's agency, but outside of their chain of command;
- Provide a performance plan and annual performance evaluation in accordance with the Department's performance management program;
- Support the Fellow's participation in developmental activities; and
- Ensure the Department's approved PMF Developmental/Rotation MOU is established prior to all developmental/rotational assignments.

PMF appointees participate in developing their IDPs with their supervisors and mentors, with oversight from their PMF Coordinator. Fellows will participate in various OPM, Department, and bureau/operating unit-sponsored program activities, such as formal and informal orientations; trainings; developmental/rotational and shadowing assignments; other developmental activities; and graduation. Fellows should assist in planning and organizing other meetings and workshops that will contribute to their development.

The PMF Coordinator in each bureau/operating unit shall perform the initial PMF Program completion review, using the PMF Program Requirements [certification sheet](#) for successful completion of the Fellows' requirements.

The PMF Coordinator must consider whether the Fellow has:

- (1) met all of the requirements of the Program, as outlined in the Program regulations found in [Title 5, CFR § 362](#);
- (2) demonstrated successful performance according to the individual's performance plan; and
- (3) achieved the developmental expectations set forth in the Individual Development Plan (IDP).

This may be conducted through a document review or other methods agreed upon by the ERB. The PMF Coordinator certifies PMF Program completion by signing the certification sheet. The PMF Coordinator forwards the signed certification sheet, along with the corresponding documentation, to the bureau/operating unit's ERB or equivalent for final certification. The result of the certification is forwarded to the PMF Coordinator. The results of the ERB certification are to be recorded in the PMF TMS by the PMF Coordinator. OPM will contact the Fellows and provide them with information about the PMF Program's graduation ceremony.

Type of Appointment

Fellows are appointed under [Title 5, CFR § 213.3402\(c\)](#), an excepted service Schedule D appointment not to exceed two years.

Schedule

Bureaus/operating units have the discretion to authorize a part-time work schedule for a limited period of up to 6 months during the program if the bureau/operating unit and Fellow have determined that it would not negatively impact the Fellow's ability to meet all program requirements by the expiration of the Fellow's appointment. Bureau/operating units are not required to approve a part-time schedule. A part-time schedule should be approved for the shortest amount of time

necessary for the Fellow to complete all program requirements within the two-year program period and any approved extension. In situations where the Fellow may have entitlements under the Family Medical Leave Act, the use of a part-time work schedule may supplement those entitlements.

Grade/Band Level

Fellows must be appointed no later than 12 months after selection as a Finalist and must be appointed at the GS-9 level or equivalent, at a minimum. However, if the bureau/operating unit determines that a Fellow meets the requisite qualification requirements, it may appoint the Fellow at the GS-11 or GS-12 level or equivalent.

OPM assesses PMF applicants for general eligibility and initial appointment at the designated minimum grade level or equivalent. To make an initial appointment above the minimum level, the SHRO must determine that the PMF Finalist meets the qualification standard for the position at a higher grade level, for example, GS-11, GS-12, or equivalent. A higher step within the minimum GS pay range may be permissible, in accordance with the highest previous rate rules, under [Title 5, CFR § 531.221](#), if the Fellow has had prior higher level Federal civilian service. The SHRO will determine the permissible rate of pay. For bureau/operating units participating in an alternative personnel management system, the supervisor may set the pay anywhere within the pay band to which the Fellow is appointed.

The superior qualifications authority under [Title 5, CFR § 531.212](#) may be used to grant appointments above the minimum rate for any GS grade level covered by this HR Bulletin.

Appointment Extensions

A Fellow's appointment may be extended by up to 120 days based only on rare or unusual circumstances or situations. Requests to extend a Fellow's appointment beyond two years must be submitted by the appropriate PMF Coordinator and/or SHROs to the Director, OHRM and be received at least 30 days before the Fellow's appointment expiration date and must include a justification for the extension. **Extensions beyond 120 days are not permissible.**

Extensions will be based on:

Medical Issues—SHROs 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—SHROs 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.

Probationary Period upon Conversion

Fellows serve under a trial period for the duration of the PMF appointment. Time worked under a PMF appointment is credited toward the probationary period. Once a Fellow is non-competitively converted to a career or career-conditional appointment in the competitive service, he or she does

not serve a probationary period and acquires competitive status immediately upon appointment ([Title 5, CFR § 315.713](#)).

Note: Fellows who are converted to a term appointment in the competitive service do not serve a new trial period. Time worked under a PMF appointment is credited toward completion of the trial period in accordance with [Title 5, CFR §316.304\(a\)](#).

Career Tenure

Service under PMF counts toward career tenure in the competitive service if the Fellow is converted to a career-conditional appointment upon completion of the program. To obtain career status, employees in the competitive service must have three years of substantially continuous service without a break in service of more than 30 calendar days (Title 5, CFR §§ 315.201(a), 315.201(b)(1)(xiii), and 315.201(3)).

Recruiting Fellows

Hiring officials can hire Fellows as highly skilled new staff members and as investments in succession planning. The OPM PMF Office recruits thousands of candidates, assesses their skills, and selects only the top Finalists, saving hiring managers time and expenses as well as ensuring a premium candidate pool. PMF Coordinators and hiring managers may view Finalists' resumes on the Talent Management System (TMS) throughout the 12-month period following the official announcement of their selection as Finalists. All finalists must apply through the TMS.

Presidential Management Fellow (PMF) Job Posting

All PMF JOAs must be posted on OPM's portal site, Talent Management System (TMS). When feasible, positions should be posted before the annual PMF Job Fair, though positions must be posted throughout the year. PMF Coordinators are responsible for maintaining up-to-date information in the TMS. All postings must be reviewed and vetted by SHROs and should include details on the specific skills and abilities the operating unit is seeking. There is no minimum or maximum open period, and postings can be canceled at any time without notice. SHROs and hiring managers must consider all Finalists who apply for, express an interest in, or who are contacted by Department personnel for a position that has been posted on TMS. The Program Manager can provide TMS access to PMF Coordinators, who will in turn provide access to hiring managers within their bureau/operating unit who are interested in viewing Finalists' resumes.

Extending Job Offers

PMF Finalist must apply to an open opportunity through the TMS.

HR Specialists can extend job offers to Finalists in the PMF Program, for which they must meet OPM's "Operating Manual: Qualification Standards for General Schedule Positions," at any time during the 12-month period immediately following OPM's official announcement of their selection as Finalists. **PMF Finalists must enter on duty (EOD) within this 12-month period.**

PMF Program Requirements

The general overview of the PMF Program Requirements in accordance with [Title 5, CFR § 362](#), can be found in the [OPM PMF Participant Handbook](#).

Participant Agreement

Prior to appointment, a Fellow must enter into a Participant Agreement with the bureau/operating unit. The bureau/operating unit may use [OPM's Participant Agreement](#) template or develop its own. However, at a minimum, the Participant Agreement must contain the following elements:

1. A general description of duties,
2. Work schedule,
3. The length of the appointment,
4. Mentorship opportunities,
5. Training requirements,
6. Evaluation procedures that will be used for the Fellow,
7. Requirements for continuation and successful completion of the PMF Program, and
8. Minimum eligibility requirements for noncompetitive conversion to a permanent or term competitive service appointment.

Promotion Criteria

Time-in-grade requirements apply to the promotion of a Fellow, and individuals may be promoted to the GS-13 level or equivalent provided they meet the following eligibility requirements:

1. Fellows are eligible for promotion to the next higher grade/band after they have served in their current position of record for a minimum of 120 days, as required by the Department's performance management system; have a performance rating of at least Level 3 or equivalent; meet OPM's "Qualification Standards for General Schedule Positions" for the appropriate series and grade /band; possess the specialized experience equivalent in difficulty to the next lower grade/band; demonstrate the ability to perform at the higher grade /band; and meet all of the requirements for promotion as identified in their IDP.
2. Promotions above the GS-13 level or equivalent for a Fellow can only occur on or after the date of conversion to the competitive service and are dependent upon the Department or SHRO's Merit Assignment Plan, the position's career ladder and full performance level, and the Fellow's performance. However, once a Fellow is converted to the competitive service, time-in-grade regulations apply.

Note: Fellows covered under the Commerce Alternative Personnel System (CAPS), or the Alternative Personnel Management System (APMS) are not eligible to receive an increase in salary, except for performance increases, without a promotion to a higher band.

Certification of Completion

The PMF Coordinator must begin the certification process with enough time to complete the entire process so they can notify the Fellow of the bureau/operating unit's ERB (or equivalent) decision no later than 60 days before the Fellow's appointment expires.

Upon a Fellow's completion of the PMF Program, the PMF Coordinator must confirm the conversion position is available prior to the evaluation process. The PMF Coordinator must evaluate and certify in writing using the OPM [certification sheet](#) (the Fellow, Fellow's Supervisor, Agency PMF Coordinator, and ERB Chairperson (or equivalent) should fill this form out) that all requirements of the PMF Program have been met, including developmental expectations set forth in the individual's performance plan and IDP, and that the Fellow has a demonstrated performance rating of at least Level 3 or equivalent.

The Supervisor must notify the Fellow of being certified or not certified no later than 60 calendar days before the expiration of his or her appointment in the PMF Program.

If a Fellow is not certified by the bureau/operating unit, he or she may request that OPM reconsider the bureau/operating unit's determination. The Fellow must submit a written request that includes a justification to the OPM Director (or the OPM Director's designee) through the OPM PMF Office within 15 calendar days from the date of the bureau/operating unit's determination.

1. The Fellow may continue in the Program pending the outcome of his/her request for reconsideration.
2. The OPM Director or the designee's determination shall be final and not subject to further review or appeal.

The results of the ERB certification are to be recorded in the PMF TMS.

Conversions

1. Fellows who are certified by the bureau/operating unit's ERB (or equivalent) may be non-competitively converted to a full-time, career, career-conditional, or term appointment in the competitive service.
2. Conversions are not allowed prior to satisfactory completion of the PMF Program, as well as the bureau/operating unit's ERB (or equivalent) certification of satisfactory completion.
3. Conversions must be effective on the date that the two-year service requirement is met unless the appointment has been extended. Conversions can be effective at any point during the extension period once the Fellow has been certified by the operating unit's ERB, or equivalent, as having met all requirements of the PMF Program.
4. The SHROs are delegated the authority to convert PMF Program Fellows to the competitive service subject to [Title 5, CFR § 362.409](#).

Performance Management

All Fellows are covered by either the Department's 5-Level Performance Management System, CAPS, or the APMS. Under all systems, Fellows must be issued a performance plan that outlines

specific elements and standards that the Fellow is expected to accomplish during the appraisal cycle. At the midpoint of the appraisal cycle, Fellows must receive a formal progress review, and at the end of the appraisal cycle, the supervisor of record must evaluate the Fellow's performance against the elements and standards in the performance plan and assign a rating of record. If a Fellow's performance falls below Level 3 or equivalent, the supervisor should contact the SHRO for guidance and notify the PMF Coordinator.

For additional information on the 5-Level Performance Management System, refer to Department Administrative Order [\(DAO\) 202-430](#), "Performance Management System," and the [Performance Management System Handbook](#); for CAPS, refer to the [CAPS Operating Procedures Manual](#); and for APMS, refer to the [APMS Performance Management Program](#).

Conduct Issues

It is the supervisor's responsibility, with oversight from the PMF Coordinator and the SHRO, to review and follow established regulations when addressing conduct issues. Procedures on disciplinary actions can be found in Department Administrative Order [\(DAO\) 202-751](#), Discipline.

The supervisor and PMF Coordinator should attempt to resolve conduct issues before the end of the two-year PMF Program. Fellows who have demonstrated ongoing conduct issues cannot be converted.

Expiration of Appointment

A Fellow's appointment expires at the end of the two-year PMF Program period if the Fellow is not converted, and the individual has not been granted an extension.

Termination of Appointment

Either the supervisor or the Fellow may terminate the PMF Program appointment. If a proposed termination is initiated by the supervisor, the basis of the termination must be related to misconduct, poor performance, or suitability. The Agency PMF Coordinator will record such status change in the PMF TMS.

Notification of non-conversion

The Supervisor and PMF Coordinator must provide the Fellow a notice of intent to not certify Program completion, and the reason, no later than 60 calendar days before the expiration of his or her PMF appointment. The PMF Coordinator must also provide notification to OPM, via the TMS, of the decision and the reason to not convert in accordance with [Title 5, CFR § 362.408\(a\)\(3\)](#).

Movement to other Federal Agencies

Fellows may move to another agency at any time during their appointment in the PMF Program. In order to remain in the PMF Program, the Fellow must separate from the current agency and the new employing agency must appoint the participant without a break in service. If the Fellow moves to another agency within the first six months of the Fellow's original appointment, the

bureau/operating unit may request reimbursement of one-quarter of the placement fee from the new appointing agency. Bureaus/operating units may also appoint Fellows from other agencies subject to the provisions of [Title 5, CFR, Part 362](#).

The Fellow does not begin a new two-year time period in the PMF Program upon appointment by the new employing agency. Because there is no break in service, time served under the previous appointment will apply toward the completion of the two-year PMF Program with the new agency.

The PMF Coordinator must immediately update the TMS when the Fellow is reappointed.

Movement to another bureau/operating unit

Fellows may move to another bureau/operating unit within the Department at any time during his or her appointment in the PMF Program with no break in service. The Fellow does not begin a new two-year time period in the PMF Program upon appointment by the new bureau/operating unit. The gaining PMF Coordinator must immediately update the TMS.

Withdrawal from the Program

Fellows may withdraw from the PMF Program at any time by resigning from their appointment. Such a withdrawal will be treated as a resignation from Federal service. Individuals under service agreements for receiving incentives such as recruitment, relocation, or student loan repayment may be indebted to the Department, in accordance with Department policy, when the terms of the service agreement are not met.

A Fellow who held a career or career-conditional appointment in the competitive service in another agency or within the Department, immediately before entering the PMF Program, and who withdrew for reasons unrelated to misconduct, poor performance, or suitability may, at the Department's discretion, may be placed in a career or career-conditional position, in accordance with Department policies. The Department's determination in this regard is not subject to appeal.

The PMF Coordinator must immediately update the TMS.

Resignation

Fellows who resign before completion of the PMF Program do not have reinstatement eligibility for competitive service positions based upon the PMF appointment.

Readmission

A Fellow who withdraws from the PMF Program for reasons **related** to misconduct, poor performance, or suitability, as determined by the PMF Coordinator, may not be readmitted to the PMF Program.

If a Fellow withdraws from the PMF Program for reasons **not related** to misconduct, poor performance, or suitability, he or she may petition the Director, through the Program Manager and the appropriate PMF Coordinator, for readmission and reappointment to the Program. The

readmission request does not need to be for a position within the original bureau/operating unit. Upon approval from the Director, the Director shall submit written notification of the approved readmission to OPM, via the PMF Program Office. OPM retains the authority to overrule the Director's decision to readmit and reappoint. OPM's decision is not subject to appeal.

Student Loan Repayment Program

Bureaus/operating units are authorized to repay federally insured student loans, in accordance with the [Department Administrative Order on student loan repayment](#). The PMF Program is not a graduate fellowship program for the purpose of Federal student loan deferment. Borrowers may not defer repayment of their loans based on participation in the PMF Program. Additional information may be obtained on the [Federal Student Aid website](#).

Travel Expenses

Bureaus/operating units are authorized, but not required, to pay travel expenses for pre-employment interviews and first post-duty stations. However, travel expenses incurred to attend OPM and Department-sponsored training are the responsibility of the bureau/operating unit.

Reduction in Force

Fellows are in the excepted service, Tenure Group II, for purposes of reduction-in-force, under Title 5, CFR § 351.502.

REFERENCES: Title 5, CFR, Part 362; OPM's "PMF Participant Handbook" and OPM's "Pathways Programs Handbook."

OFFICE OF POLICY BENEFITS: Andrew Green, Director, ajgreen@doc.gov

PROGRAM MANAGER CONTACT INFORMATION: Victoria Tucker, vtucker@doc.gov, (202) 482-0654



**U.S. DEPARTMENT OF COMMERCE
Internship Program Participant
Agreement**

Appointee's Full Name:	
Appointing Agency/Sub-Agency: Department of Commerce -	
Appointment Date (s):	Work Schedule:
Entrance on Duty (EOD) Date: Appointment Not to Exceed Date: Program NTE Date: Anticipated Graduation Date:	Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
Position Title, Series and Grade:	Pay:
Intern's Responsibilities:	Hiring Official's/Supervisor's Responsibilities:
<ul style="list-style-type: none">• Provide proof of enrollment at the beginning of each new semester (Fall/Spring) to the Pathways Intern Coordinator• Notify the Pathways Intern Coordinator of any change in your enrollment status and/or work schedule• Maintain at least a half-time course load as defined by the educational institution.• Remain in good academic standing<ul style="list-style-type: none">○ Maintain a GPA of 3.0 and above• Adhere to an established work schedule.• Adhere to the Intern Program requirements.• Participate in agency training classes.• Perform, successfully, the assigned duties listed in your position description.• Sign annual performance plan (mandatory for appointments that exceed 120 days).• Observe all workplace rules	<ul style="list-style-type: none">• Complete a Participant Agreement with each Intern.• Provide information on the Intern Program requirements.• Identify job duties and responsibilities.• Provide information on any special training requirements.• Discuss/Create employee performance plan: Identify performance goals and evaluation criteria (mandatory for appointments that exceed 120 days).• Establish a mutually agreeable work schedule that does not interfere with the Intern's academic schedule.• Supervise daily work activities of the Intern.• Individual Development Plan (not required/optional for appointments that exceed 90 days)• Mentors (not required/optional for appointments that exceed 120 days)• If position offers conversion to the competitive service, identify the eligibility requirements for conversion and ensure your Intern is converted within the applicable timeframe (180 days from completion of all academic requirements).
Work Assignments	
A full position description (PD) is attached. Typical duties include the following:	
Program Requirements	

To maintain eligibility for employment in the Internship Program, an intern must meet the following requirements:

1. Be enrolled or accepted for enrollment, as a student at a qualifying educational institution, career or technical education programs, (which may include Registered Apprenticeship Programs, Job Corps, Climate Corps, AmeriCorps, and Peace Corps).
2. Comply with the criteria (as defined by the academic institution) for enrollment as either a full-time or half-time student in good standing.
3. Maintain good academic standing as evidenced through achievement of a minimum cumulative grade-point-average of 3.0 on a 4.0 scale.
4. Keep the supervisor or hiring official informed of academic progress, which includes providing copies of class schedules, most recent grade reports or transcripts, and other information requested with respect to eligibility and status as a student-trainee.
5. Perform work at an acceptable level.
6. Satisfy all other applicable eligibility requirements referenced in 5 CFR 213.3402(a) and 5 CFR part 362, subparts (a) and (b) that apply to the Internship Program.

****Interns NTE are similar to temporary employees and are not eligible for promotions.****

Training Requirements

As an employee of DOC, an Intern is required to complete DOC mandatory training requirements as outlined by their first-line supervisor including cyber security awareness and ethics training. Other trainings for this student trainee position including the following:

Mentoring

Mentoring is not required but recommended for appointments that exceed 120 days. The mentor-mentee relationship should:

- ◆ Value the mentee as an individual
- ◆ Develop mutual trust and respect
- ◆ Maintain sensitivity and confidentiality
- ◆ Listen to what is being said and how it is being said
- ◆ Meet with the mentee (Frequency of meetings are at the discretion of the mentor and mentee)
- ◆ Be a positive role model
- ◆ Communicate through active listening
- ◆ Enhance the mentee's self-esteem through supportive, nonjudgmental and thought-provoking conversations.

The mentorship assignment is as follows:

Evaluation Procedures

The standards on which the performance is based upon are as follows: See individual Performance Plan. Other

details regarding performance and evaluation procedures include the following:

Minimum Eligibility Requirements for Noncompetitive Conversion (if any).

1. Service in the Internship Program confers no rights to further employment in DOC or in any other Federal agency/department. Under any circumstance, noncompetitive conversion into a term or permanent competitive service position is at the discretion of DOC.

To be eligible for conversion to the competitive service, an Intern must:
 - Be a U.S. citizen.
 - Successfully complete the academic course of study.
 - Be converted to the competitive service within 180 calendar days after completing the course of academic study.
 - Complete a minimum of 480 hours of work experience under the Internship Program.
 - Meet the OPM Qualification Standard for the position the Intern may be converted to.
 - Maintain acceptable performance under the agency's approved performance management system.
 - Receive favorable recommendation for conversion from supervisor.
2. If initially noncompetitively converted to a term position in the competitive service, DOC may subsequently noncompetitively convert an Intern to a permanent position in the competitive service. (5 CFR 362.107 (b))
3. The number of noncompetitive conversions must comply with government-wide or DOC-specific caps imposed by the Director, Office of Personnel Management (OPM), if applicable. (5 CFR 362.107 and 5 CFR 362.204)
4. Upon successful completion of the Internship Program, Interns may seek noncompetitive conversion opportunities in other DOC organizations or other Federal agencies/departments. Consult with your supervisor or servicing human resources specialist for more information.
5. Satisfy all other applicable eligibility requirements referenced in 5 CFR 213.3402(a) and 5 CFR part 362, subparts (a) and (b) that apply to the Internship Program.

SIGNATURES:

Intern:

Print Name

Signature

Date

Hiring Official/Supervisor:

Print Name

Signature

Date

Human Resources Approving Official:

Print Name

Signature

Date



**U.S. DEPARTMENT OF COMMERCE
Recent Grad Program Participant
Agreement**

Appointee's Full Name:	
Appointing Agency/Sub-Agency: Department of Commerce -	
Appointment Date (s):	Work Schedule:
Entrance on Duty (EOD) Date: Anticipated Graduation Date: :	Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
Position Title, Series and Grade:	Pay:
Recent Grad Responsibilities:	Hiring Official's/Supervisor's Responsibilities:
<ul style="list-style-type: none">• Adhere to an established work schedule• Adhere to the Recent Graduate Program requirements• Create an Individual Development Plan (IDP) with assistance from your manager within 45 days of your hire date.• IDP must include at least 40 hours of formal interactive training.• IDP trainings must be documented and summarized in a signed in PDF format.• IDPs must be created each year.• Select a mentor within 90 days of your date of hire. Your manager will assist.• Review and Sign annual performance plan• Participate in agency training classes• Perform, successfully, the assigned duties listed in your position description• Observe all workplace rules	<ul style="list-style-type: none">• Complete a Participant Agreement• Provide information on the Recent Grad Program requirements• Identify job duties and responsibilities• Provide information on any special training requirements• Discuss/Create employee performance plan: Identify performance goals and evaluation criteria (mandatory for appointments that exceed 120 days)• Assist Recent Graduate with creating an IDP within 45 days of hire date .• Supervise daily work activities of the Intern• Assist Recent Graduate with the selection of a mentor within 90 days of date of hire (Mentor must be at an appropriate level outside of the Recent Graduate's chain of command. <ul style="list-style-type: none">• Recent Graduates are eligible for non-competitive conversion to term or permanent positions in the competitive service. Non-competitive conversion is at management's discretion, dependent on budget, organizational needs, and student performance. Eligibility requirements include 40 hours of training, mentor, and IDP mentioned above.
Work Assignments	
A full position description (PD) is attached. Typical duties include the following:	
Program Requirements	

1. Responsibilities assigned to a Recent Graduate shall be consistent with his or her qualifications, series and grade, educational background, and career interests, the purpose of the Recent Graduate Program, and bureau needs.
2. Recent Graduates must perform at the level 3 or above to remain in the program.

Training Requirements

As an employee of DOC, a Recent Grad is required to complete DOC mandatory training requirements as outlined by their first-line supervisor including No Fear Act, Cyber security awareness training.

Recent Graduates must complete 40 hours of formal interactive training that advances the goals competencies outlined in the position description. Mandatory annual training does NOT count towards the 40 hour requirement (see Pathways Handbook, page 37.)

Mentoring

Select a mentor within 90 days of date of hire.. The mentor-mentee relationship should:

- ◆ Value the mentee as an individual
- ◆ Develop mutual trust and respect
- ◆ Maintain sensitivity and confidentiality
- ◆ Listen to what is being said and how it is being said
- ◆ Meet with the mentee (Frequency of meetings are at the discretion of the mentor and mentee)
- ◆ Be a positive role model
- ◆ Communicate through active listening
- ◆ Enhance the mentee's self-esteem through supportive, nonjudgmental and thought-provoking conversations.

Evaluation Procedures

The standards on which the performance is based upon are as follows: See individual Performance Plan.

Other details regarding performance and evaluation procedures include the following:

Minimum Eligibility Requirements for Noncompetitive Conversion (if any). If this position offers noncompetitive conversion, enter any agency specific requirements).

1. Recent Graduates are eligible for non-competitive conversion to term or permanent positions in the competitive service, provided that they have met all Program requirements. A Recent Graduate must be converted within her or his employing agency. But, conversion is not mandatory or guaranteed for participants.
2. If a Recent Graduate is converted to a term position in the competitive service, she or he may subsequently be non-competitively converted to a career or career-conditional appointment without further competition. The conversion must be made effective prior to the expiration of the competitive service term appointment.
3. To be eligible for conversion, a Recent Graduate must:
 - Be a United States citizen;
 - Complete at least one year of continuous service, in addition to all Program requirements;
 - Demonstrate successful job performance consistent with the applicable performance appraisal program established under her or his agency's approved performance appraisal system that results in a rating of record (or summary rating) of at least "Fully Successful" or equivalent;
 - Meet the OPM Qualification Standards for the competitive service position to which she or he will be converted;• Meet any other agency-specific requirements outlined in her or his Participant Agreement; and
 - Receive a recommendation for conversion from her or his first-level supervisor.

SIGNATURES:

Recent Graduate Participant:

Print Name

Signature

Date

Hiring Official/Supervisor:

Print Name

Signature

Date

Human Resources Approving Official:

Print Name

Signature

Date



Presidential Management Fellows (PMF) Program Participant Agreement

The PMF Program is under the auspice of the [Pathways Programs](#). Executive Order 13562 of December 27, 2010, created the Pathways Programs, consisting of government-wide student programs. Regulations were issued by the U.S. Office of Personnel Management (OPM) on May 11, 2012. One of the regulatory requirements is for a Pathways participant (including Finalists and Fellows) to enter into a Participant Agreement with the hiring agency; this includes any PMF reappointing from one agency to another.

Section §362.106 of title 5, Code of Federal Regulations, states: Agencies must execute a written Participant Agreement with each Pathways participant that clearly identifies expectations. General PMF Program requirements are identified below; however, the appointing agency should identify any other additional requirements and work assignments below. The Fellow's work assignments should be consistent with their performance plan and position description. All training and development should be captured on the Fellow's Individual Development Plan (IDP). Upon appointment, the Fellow should work with their Supervisor on identifying assignment of a Mentor. This agreement fulfills the regulatory requirements and may be tailored to fit the hiring agency's requirements. The PMF Program Office created this optional form that agencies may use, or they can produce and use their own form. Agencies in the excepted service or outside of the Executive Branch must have an approved Memorandum of Agreement (MOA) with OPM and may need to tailor their Participant Agreement accordingly.

Supplemental information should be discussed with the Fellow to include: copy of Position Description, Performance Plan, and draft IDP. Supervisors should consult with the designated Agency PMF Coordinator or Pathways Programs Officer for any questions. Additional PMF Program information can be found on the PMF website at www.pmf.gov.

Appointee's Full Name:			
Appointing Agency/Sub-Agency:			
Appointment Date(s):		Work Schedule: Include any telework options.	
Entrance on Duty (EOD) Start Date (mm/dd/yyyy):			
Program Not to Exceed (NTE) Date (mm/dd/yyyy):			
Position Title:		Position Series, Grade (e.g., GS-0343-09):	
Fellow's Responsibilities (Duties):		Supervisor/Hiring Official Responsibilities:	
<ol style="list-style-type: none"> 1. Adhere to the Presidential Management Fellows Program requirements 2. Adhere to an established work schedule 3. Perform successfully, the assigned duties listed in your Position Description 4. Observe all workplace rules and agency policies 5. Select a Mentor within 90 days of your date of hire 6. Create an Individual Development Plan (IDP) with assistance from your Supervisor and Coordinator/Mentor <ol style="list-style-type: none"> a. IDP must include at least 80 hours of formal interactive training b. IDP must be completed within 45 days of your date of hire c. IDP must be reviewed each year 7. Participate in agency training classes or programs 8. Complete a 4-6 month developmental assignment 9. Attend regularly scheduled meetings with Mentor 10. Inform PMF Program Office of any changes in contact information (both personal and work) 11. Follow any other agency requirements outlined on next page, if applicable. 		<ol style="list-style-type: none"> 1. Complete Participant Agreement with each Fellow 2. Provide information on the Presidential Management Fellows Program requirements 3. Establish a mutually agreeable work schedule 4. Identify performance goals and evaluation criteria 5. Assist Fellow with the selection of a Mentor within 90 days of date of hire <ol style="list-style-type: none"> a. Mentor must be at the managerial level outside of the Fellow's chain of command 6. Help Fellow create an IDP which must be completed 45 days from date of hire 7. Provide information on any special training requirements 8. Ensure Fellow participates in at least 80 hours of formal interactive training per year, for a total of 160 hours 9. Provide Fellow a 4-6 month developmental assignment <ol style="list-style-type: none"> a. Optional for short-term rotational opportunities 10. Supervise daily work activities 11. Identify performance goals and evaluation criteria 12. Identify any other agency requirements outlined on next page, if applicable. 	

Additional PMF Program Requirements/Duties: Provide additional agency requirements, if any.		
Work Assignments: Provide a brief description of duties or attach a copy of the Fellow's Position Description (PD).		
Mentorship Opportunities: Identify procedures for assignment of a Mentor below.		
Minimum Eligibility Requirements for Conversion to a Term or Permanent Position: In addition to the minimum requirements below, the appointing agency should enter any additional requirements. Conversion is not guaranteed.		
Minimum Requirements: 1. U.S. Citizenship 2. Successfully completed all PMF Program requirements 3. Meet the OPM Qualification Standards for the position to which the Fellow may be converted 4. Maintain acceptable performance under the agency's approved performance management system 5. Obtain ERB, or equivalent, certification prior to conversion	Agency Requirements (if any): 	
Recruitment Incentives (Optional): Identify any incentives and procedures below.		
Other Program\Appointment Requirements (if any):		
Signatures: The Fellow acknowledges that as a condition of employment, a Fellow's appointment expires at the end of the 2-year fellowship, plus any agency-approved extension, unless the Fellow is certified for completing PMF Program requirements and selected for noncompetitive conversion to a term or permanent position, per 5 CFR 362..		
Fellow:		
Print Name	Signature	Date
Supervisor/Hiring Official:		
Print Name	Signature	Date
HR Approving Official:		
Print Name	Signature	Date

A signed copy should be provided to the Fellow, Supervisor, Agency PMF Coordinator, HR Office, and Mentor. A copy of this form can be found under the "Agencies\Resources" section on the PMF website at www.pmf.gov. This optional form is subject to change and appointing agencies may customize to fit their program requirements.