

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

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.
- 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.
- 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 Internship Program, Recent Graduates Program, and/or Presidential Management Fellows (PMF) Program and will be referred to as the agency-specific naming convention (e.g., DOI Intern Program, DOI Recent Graduates Program, and/or DOI PMF Program).
 1. **The DOI Internship.** Provides students currently enrolled in high schools, colleges, trades schools, and other qualifying institutions, as defined in 5 CFR, Section 362.102, an opportunity to explore DOI Careers as paid employees while completing their education.
 2. **The DOI Recent Graduates Program.** A one-year program for all positions which targets individuals who have recently graduated (within the previous two years) from a qualifying educational institution or program.
 3. **The DOI Presidential Management Fellows (PMF) Program.** A premier leadership development program for advanced degree candidates at the entry-level. It is designed to develop a cadre of potential Federal government leaders.

- ii. **DELEGATIONS OF AUTHORITY:** DOI established an agency-wide policy on Pathways Programs and delegated authority to Bureaus/Offices to establish supplemental policies, as necessary to comply with OPM regulations and Departmental policy.

- iii. **PROGRAM EXTENSIONS:** DOI may grant extensions to permit Recent Graduates and PMFs to remain in the Pathways Programs beyond their due date for conversion to a permanent or term position. Extensions may not exceed 120 days. Extension criteria is limited to rare and unusual circumstances that would render agency compliance with the regulations impracticable or impossible. The criteria and procedures for requesting an extension are outlined below.
 1. Bureaus/Offices may request an extension from DOI's Office of Human Capital (OHC) of a Recent Graduate or PMF appointment for up to 120 days in the following circumstances:
 - a. Approved leave for medical reasons.
 - b. Bereavement.
 - c. Absences during the program for 30 days or more due to military service, and other unforeseen circumstance which render an exception necessary (reviewed on a case-by-case basis).
 2. Requests must be made in writing at least 30 days in advance of the participant's due date for conversion to a permanent or term appointment.
 3. Written request should be forwarded through the DOI Pathways Program Officer to the Director, Office of Human Capital for approval.
 4. There are no provisions for extensions beyond 120 days.
 5. Extensions will not be approved for completing additional training.
 6. Extensions do not apply to Interns.

- iv. **FORMAL TRAINING AND DEVELOPMENT:** Pathways participants (without a Not-To-Exceed (NTE) date) in appointments greater than 90 calendar days are required to complete formal training and development to acquire the appropriate competencies needed for conversion. Pathways participants and managers should consult with DOI University and their servicing human resource office to identify appropriate training and development opportunities:
1. **Internship Program:** An Individual Development Plan (IDP) must be established to document the training and development program for internships (without an NTE date) lasting longer than twelve (12) weeks. The IDP may include, but is not limited to, on-the-job experience, formal training classes, mentoring by more senior employees in the same or related field, rotational assignments, attendance at conferences/seminars, or interagency details.
 2. **Recent Graduates Program:** DOI managers will ensure, within 90 calendar days of appointment, that each Recent Graduate is assigned a mentor who is an employee outside the Recent Graduate's chain of command. DOI managers will ensure, within 45 calendar days of appointment, that each Recent Graduate has an IDP that is approved by his/her supervisor. DOI managers will ensure that each Recent Graduate receives at least 40 hours of formal training (per year) that advances the goals and competencies outlined in the TDP, such training shall be included in the Recent Graduate's IDP, Mandatory annual training, such as information security and ethics training, does not count toward the 40-hour requirement.
 3. **PMF Program:** DOI will approve, within 45 calendar days of appointment, an IDP for each Fellow. The IDP will set forth the specific developmental activities that are mutually agreed upon by each Fellow and his/her supervisor, in consultation with the Fellow's assigned mentor and Bureau PMF Coordinator. The following are required developmental activities, which are included in the IDP:
 - a. Completion of a DOI Orientation Program.
 - b. Eighty (80) hours of formal interactive training per year (Orientation may count towards this requirement; however, mandatory training such as information security and ethics training does not count towards the 80-hour requirement).
 - c. Assignment of a formal mentor within 90 calendar days of appointment (mentor is a managerial employee outside Fellow's supervisory chain).
 - d. Completion of at least one (1) rotational/development assignment, which includes: Full-time management and/or technical responsibilities that prepare the Fellow for his/her targeted position.
 - e. Is four (4)-six (6) months in duration.
 - f. Assignment is outside the Fellow's organization, in another component of the agency, or in another Federal agency.

v. AGENCY COMMITMENT TO:

1. Provide OPM requested information regarding the use of DOI 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; and
 - d. granting veterans' preference.
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:

Kimberly A. Holden
Deputy Associate Director, Talent
Acquisition and Workforce Shaping
Employee Services
U.S. Office of Personnel Management

Kimberly A. Holden

Typed Name OPM Official:

Date:

Agency Head/Designee Signature:

Mark D. Green
Deputy Assistant Secretary – Human Capital
and Diversity
Chief Human Capital Officer
U.S. Department of the Interior

Mark D. Green

Typed Name Agency Head/Designee:

Date:

Attachments:

- Agency Pathways Programs Officer Information
- Agency PMF Coordinator Information

DOI Pathways Programs Officer (PPO):

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|---|---|
| Name (first and last name): | Kelly H. Kim |
| Grade (e.g., GS-12)/Title: | GS-13/Human Capital Communications Specialist |
| Work Mailing Address: | 1849 C Street NW, Mailstop 4321 Washington, DC 20240 |
| Direct Telephone Number (###-###-####): | 202-208-4781 |
| Work Fax Number (###-###-####): | N/A |
| Direct Work Email Address: | Kelly_Kim@ios.doi.gov |

DOI Agency PMF Coordinator:

| | |
|---|---|
| Name (first and last name): | Kelly H. Kim |
| Grade (e.g., GS-12)/Title: | GS-13/Human Capital Communications Specialist |
| Work Mailing Address: | 1849 C Street NW, Mailstop 4321 Washington, DC 20240 |
| Direct Telephone Number (###-###-####): | 202-208-4781 |
| Public-Facing Telephone Number (###-###-####)*: | 202-208-4781 |
| Work Fax Number (###-###-####): | N/A |
| Direct Work Email Address: | Kelly_Kim@ios.doi.gov |
| Pubic-Facing Work Email Address*: | Kelly_Kim@ios.doi.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).