

**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

In accordance with section 362.105 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.

II. BACKGROUND

Executive Order 13562, established the Student Pathways Program framework focused on three paths tailored to recruit, hire, develop and retain high quality students and recent graduates. 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 their designee to enter into and maintain a Pathways Memorandum of Understanding (MOU) with OPM, in order to make any appointments under a Pathways Authority.

III. POSITIONS COVERED

Any series, General Schedule Grade 1-13 (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

- Provide implementation guidelines and technical assistance
- Review agency agreements in a timely manner
- Provide guidance on how agencies shall submit data on number of Pathways Programs projected hires and participants hired
- Publicize information to potential applicants on eligibility requirements and how to apply to the Pathways Programs
- Provide agencies with a vehicle to publicize hiring under the Pathways authority
- Centrally manage the PMF Program in accordance with (IAW) 5 CFR 362 Subpart D
- Retain exclusive authority to:
 - Establish and maintain an oversight program, and
 - Establish a cap on the number of individuals who may be converted from the Pathways Programs to a position in the competitive service
 - Revoke an agency's authority to use the Pathways Programs

B. DOI Responsibilities

- Ensure agency/bureau specific program labels are IAW with 5 CFR Section 362.101, e.g. DOI Recent Graduates Program, NPS Internship Program. DOI Presidential Management Program (PMF) is the agency specific label for the PMF Program.
- Establish Pathways Programs for the purpose of recruiting students and recent graduates and will delegate specific authorities to Bureaus/Offices to implement and administer the Pathways Programs
- Administer the Pathways Programs IAW Merit Systems Principles and Veterans Preference Authority
- Provide guidance on the on-boarding process
- Authorize extensions of Recent Graduate and PMF appointments for an additional 120 days after the completion of their assignment, as appropriate
- Provide information on Pathways Programs usage
- Ensure its participants meet the criteria to be appointed in the Pathways Programs, including but not limited to requirements related to all Federal appointments such as qualification standards and suitability
- Ensure adherence to veterans' preference requirements IAW the provisions of 5 CFR, Part 302
- Post its intern and recent graduate positions through USAJOBS, as appropriate

V. AGENCY PROGRAMS

The following Pathways Programs are established for DOI. Bureaus/Offices may replace **DOI** with their bureau/office designation, e.g. *FWS*, *OIG*, for the Internship and Recent Graduate programs. The PMF Program will maintain the DOI naming convention Department-wide.

- A. The DOI Internship Program.** Provides students 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.
- B. The DOI Recent Graduate Program.** A one year program for all positions (**except those identified with a duration of longer than 1 year, see attachment 4**), which targets individuals who have recently graduated from a qualifying educational institution or program and meet eligibility IAW 5 CFR, Section 362.302.
- C. The DOI Presidential Management Fellows (PMF) Program.** A premier leadership development program at the entry-level for advanced degree candidates to develop a cadre of high potential Federal government leaders.

VI. 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 ensure compliance with OPM regulations and Departmental policy.

VII. PROGRAM EXTENSIONS

DOI may grant extensions to permit Recent Graduates and PMFs to remain in the Pathways Programs for up to 120 days beyond their due date for conversion to a permanent or term position. The criteria and procedures for requesting an extension are outlined below.

- A. Bureaus/Offices may request an extension from DOI's Office of Human Resources (OHR) of a Recent Graduate or PMF appointment for up to 120 days in the following circumstances:
 - Approved leave for medical reasons;
 - Bereavement;
 - Absences during the program for 30 days or more due to military service
 - Other unforeseen circumstances, which render an exception necessary (reviewed on a case by case basis)
- B. 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.
- C. Written requests shall be forwarded through the DOI Pathways Program Officer to the Director, Office of Human Resources for approval.
- D. There are no provisions for extensions beyond 120 days.
- E. Extensions will not be approved for completing additional training.
- F. Extensions do not apply to Interns.

VIII. FORMAL TRAINING AND DEVELOPMENT

Pathways participants 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.

- A. **Internship Program:** An Individual Development Plan (IDP) must be established to document the training and development program for internships 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.
- B. **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 IDP, 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.

C. 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:

- Completion of a DOI Orientation Program
- 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)
- Assignment of a formal mentor within 90 calendar days of appointment (mentor is a managerial employee outside Fellow's supervisory chain).
- Completion of at least one (1) rotational/developmental assignment, which includes:
 - Full-time management and/or technical responsibilities that prepare the Fellow for his/her targeted position
 - Is four (4) – six (6) months in duration
 - Assignment is outside the Fellow's normal duties and immediate office, but may be within the Fellow's organization, in another component of the agency, or in another Federal agency

D. Identifying Developmental and Training Opportunities: The Pathways Program Officer and PMF Coordinators provide consultation to the Pathways participants and supervisors on training and development activities, as needed, such as shadowing experiences, workshops, brown bag meetings, etc. for individual and group participation. Outside of Government-wide sponsored training sessions, the Pathways participant and his/her supervisor, with input from the mentor, shall:

- Identify sufficient training and rotation opportunities
- Ensure technical knowledge and other competencies are achieved for successful appointment conversion upon completion of the program

IX. AGENCY COMMITMENT

DOI is committed to the following:

- Provide OPM requested information regarding the use of DOI Pathways Programs;
- Adhere to any caps on the Pathways Programs imposed by the Director of OPM;
- Provide OPM information about job opportunities for individuals interested in participating in the Pathways Programs;

- Ensure adherence to the requirements in 5 CFR part 302 for:
 - ✓ Accepting applications:
 - By indicating in the Pathways Job Opportunity Announcement (JOA) when and how applications will be accepted
 - By always accepting applications through at least one electronic method (e.g. USAStaffing, email)
 - Via alternative methods (e.g. job fair) as indicated in the JOA
 - ✓ Rating and ranking qualified candidates, and
 - ✓ Granting veterans' preference; and
- Provide a meaningful on-boarding process for each Pathways Program participant

X. TERMINATION, SUSPENSION, AND REVOCATION

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.

XI. FUNDING

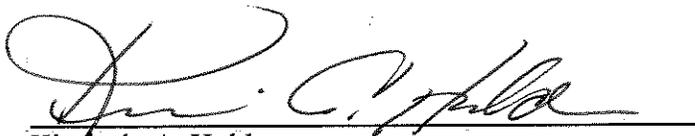
This MOU does not include the reimbursement of funds between the two parties.

XII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of OPM and Department of the Interior authorized officials and remain in effect for two (2) years from the date of the last signature, unless terminated, suspended or revoked by the Director, OPM.

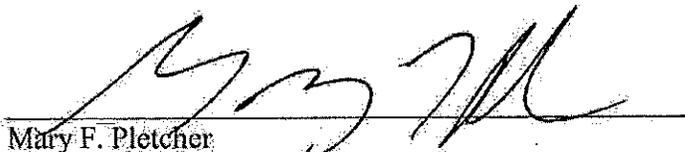
IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

FOR THE OFFICE OF PERSONNEL MANAGEMENT



Kimberly A. Holden
 Deputy Associate Director
 Recruitment and Hiring
 U.S. Office of Personnel Management

12/5/2014
 Date



Mary F. Pletcher
 Deputy Assistant Secretary
 Human Capital and Diversity

12/3/14
 Date

Attachments (6)

1. DOI PPO
2. DOI Government-wide Acquisition Management Development Program Manager
3. DOI Agency PMF Coordinator
4. DOI Acquisition Management Development Program Curriculum
5. DOI Appraiser Development Program
6. Approved Qualifying Education Courses and Work Experience

ATTACHMENT 1

U.S. DEPARTMENT OF THE INTERIOR

Pathways Programs Officer (PPO)

NAME:	Martin Pursley
TITLE:	Director, Talent Management
GRADE:	15
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TELEPHONE:	202-219-0727
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ATTACHMENT 2

U.S. DEPARTMENT OF THE INTERIOR

Acquisitions Development Program Manager

NAME:	Theresa Spriggs
TITLE:	Program Manager
GRADE:	GS
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ATTACHMENT 3

U.S. DEPARTMENT OF THE INTERIOR

Agency Presidential Management Fellowship

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ATTACHMENT 4
ACQUISITION MANAGEMENT DEVELOPMENT PROGRAM (GS-1102)

The Department of the Interior established a two-year Government-wide Acquisition Management Development Program for Contracting Series, GS-1102, to provide more structured training to acquire job-related competencies. Participants (aka Associates) are officially assigned to the DOI Government-wide Acquisition Management Development Program. Associates complete rotational assignments in sponsoring agencies during the program. Upon successful completion of the two-year training component, Participants are permanently placed within one of the program's sponsoring agencies. The Recent Graduates Program may be utilized as part of a tiered strategy to attract and recruit for the Acquisition Management Development Program.

Each Associate is required to complete a prescribed curriculum of Federal procurement and acquisition courses and may use these courses towards a Contract Specialist Certificate. The curriculum is based on the Defense Acquisition University Core Competencies for Contract Specialist, GS-1102 and develops knowledge and skills. All of the technical training is certified as equivalent by the Federal Acquisition Certification in Contracting (FAC-C), Defense Acquisition Workforce Improvement Act (DAWIA) or the Federal Acquisition Institute (FAI).

The FAC-C program has three levels. Each level has specific education, training and experience requirements. While in the Government-wide Acquisition Management Development Program, Recent Graduates complete Level I and Level II requirements. Level I requirements are completed in the first year to allow the Recent Graduate to meet the contracting work experience, and Level II is completed in the second year allowing the Recent Graduate to meet the two years of contracting work experience. This two-year training component is outlined below:

Level I (Year – 1)

6 – Core Classes –

1. CON 100 (Shaping Smart Arrangements)
2. CON 110 (Mission Support Execution)
3. CON 111 (Mission Strategic Execution)
4. CON 112 (Mission Performance Assessment)
5. CON 120 (Mission Focused Contracting)
6. One (1) elective course

Level II (Year – 2)

5 Core Classes –

1. CON 214 (Business Decisions for Contracting)
2. CON 215 (Intermediate Contracting for Mission Support)

3. CON 216 (Legal Considerations in Contracting)
4. CON 217 (Cost Analysis and Negotiation Techniques)
5. CON 218 (Advanced Contracting for Mission Support)
6. Two (2) elective courses

ATTACHMENT 5
APPRAISER DEVELOPMENT PROGRAM (GS-1171)

The GS-1171-05/07 Trainee Appraiser position has a full performance level of GS-1171-09 Appraiser and a licensure credential of Certified General Real Property Appraiser, as defined by the Appraiser Qualifications Board (AQB) of The Appraisal Foundation. Applicants admitted to the Trainee Appraiser development program by the OVS Chief Appraiser must meet the equivalent education, experience, and examination requirements of the

- AQB,
- State identified by the Supervisory Review Appraiser , and
- OVS's annual Employee Performance Appraisal Plan (EPAP).

The Trainee Appraiser will be supervised by a GS-1171-14 Supervisory Team Lead Appraiser. Management may promote the Trainee Appraiser to the next higher level, at management's sole discretion, when the incumbent meets or exceeds the work performance level specified by the Supervisory Team Lead Appraiser in the EPAP. Time-in-grade is not the determinant of when the trainee is qualified for promotion. The GS-1171-05/07 Trainee Appraiser is a probationary intern until the incumbent fulfills all requirements and the Chief Appraiser promotes the Trainee Appraiser to the GS-1171-09 Appraiser position. The incumbent shall agree in writing to remain a fulltime appraiser employee of the Office of Valuation Services for four years following promotion to GS-1171-09 in the Trainee Appraiser Development Program, unless removed from the program by management.

Appraiser Trainees hired under the Recent Graduate Program must either be converted to competitive service or terminated at the end of two (2) years in the trainee program. If converted, the trainee remains responsible for continued fulfillment of all program requirements.

APPENDIX A – Approved Qualifying Education Courses and Work Experience lists required courses in a year-by-year training program. The Chief Appraiser may periodically update the course list to reflect changes in AQB, State, or OVS qualifying education requirements. The Trainee Appraiser may request individual consideration of courses not on the approved list. The Supervisory Team Lead Appraiser must approve all training paid for by the Department of the Interior prior to course attendance, including the choice of delivery method (classroom or online).

The Supervisory Team Lead Appraiser, with concurrence of the Chief Appraiser, develops an annual Individual Development Plan (IDP) specific to each Trainee Appraiser that considers the incumbent's existing education and experience. The training plan identifies on-the-job training with other staff appraisers or review appraisers that will result in client bureau case accomplishments. Actual valuation casework is expected to increase in volume and complexity each year subsequent to the first year.

The Trainee Appraiser EPAP shall include one or more details to client bureaus beginning at the GS-07 level, or during the second year in the Trainee Appraiser Development Program,

for a duration and location approved by the Chief Appraiser. Details to the OVS Quality Assurance Division may occur at the GS-09 level, or during the third year in the Trainee Appraiser Development Program. The Supervisory Team Lead Appraiser shall consult with the Chief Appraiser as to whether a private-sector detail, exchange of skills, or detail to another Federal appraisal organization may be appropriate. Such opportunities shall be coordinated with the OVS Director.

The Trainee Appraiser Development Program encourages diversity in the OVS appraiser cadre while also having the Trainee Appraiser progressively assume responsibilities according to identified benchmarks and demonstrated abilities in dealing with cases of varying complexity. The Supervisory Team Lead Appraiser shall identify six-month, one-year, two-year, and three-year development and accomplishment benchmarks in the Trainee Appraiser's IDP. While EPAPs for all OVS Trainee Appraisers shall be consistent, IDPs may vary based on existing qualifications of the individual Trainee Appraiser and availability of coursework, particularly those classes offered only annually.

APPENDIX A
Approved Qualifying Education Courses and Work Experience
 (Required Training to be specified in Individual EPAP)

Year One Required Training and Experience

	<u>Sponsor Organizations*</u>
Basic Appraisal Principles (30)	AI, ASA, ASFMRA
Basic Appraisal Procedures (30)	AI, ASA, ASFMRA
Business Practices and Ethics Ethics and Appraising Code of Ethics; or Best in Business Ethics (approved hours vary by provider)	AI ASA ASFMRA
15-hour National USPAP Course (15)	AI, ASA, ASFMRA
General Appraiser Market Analysis and Highest and Best Use (30)	AI, ASA, ASFMRA
Minimum of 800 hours of on-the-job training (actual appraisal experience)	

Year Two Required Training and Experience

General Appraiser Sales Comparison Approach (30)	AI, ASA, ASFMRA
General Appraiser Site Valuation and Cost Approach (30)	AI, ASA, ASFMRA
Statistics, Modeling, and Finance (15)	AI, ASA, ASFMRA
General Appraiser Report Writing and Case Studies (30)	AI, ASA, ASFMRA
Uniform Appraisal Standards for Federal Land Acquisitions (approved hours vary by provider)	AI, ASFMRA
Minimum of 800 hours of on-the-job training	

Year Three Required Training and Experience

General Appraiser Income Approach (60) AI, ASA, ASFMRA

Appraisal Subject Matter Electives (30) AI, ASA, ASFMRA

(may include hours over minimum shown above in other modules)

Minimum of 1,000 hours of on-the-job training

*Sponsor organizations:

- AI Appraisal Institute
- ASA American Society of Appraisers
- ASFMRA American Society of Farm Managers and Rural Appraisers

General

Appraisal subject matter electives and supplemental courses may also be considered by the Supervisory Appraiser when those courses have been approved for appraiser qualifying education credit in the state where the Trainee Appraiser seeks general certification. Among courses that may be beneficial are the land tenure classes jointly sponsored by the Bureau of Land Management and Forest Service, as well as several courses offered by the International Right of Way Association, including (but not limited to):

- Bargaining Negotiations
- Negotiating Effectively with a Diverse Clientele
- Conflict Management
- Principles of Real Estate Law
- United States Land Titles
- Legal Aspects of Easements
- Skills of Expert Testimony

NOTES:

- AQB adopted changes on December 9, 2011, to implement a modified requirement on January 1, 2015, removing the in lieu option for college level education for the certified general appraiser classification. As of the effective date, then-new applicants for Certified General Real Property Appraiser Classification must hold a Bachelor's degree, or higher, from an accredited college or university as described by the AQB.

- AQB also adopted changes to implement specific Supervisory Appraiser and Trainee Appraiser requirements in 2015. Once published, OVS intends to assure compliance with those requirements prior to the AQB implementation date, to the extent practical.
- The Trainee Appraiser shall be required to obtain a Trainee Appraiser license following adoption of AQB-adopted changes effective January 1, 2015. OVS reserves the right to require a Trainee Appraiser license prior to January 2015 if available in the state where the Trainee Appraiser pursues State General Certification.