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**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 362.104 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**

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 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**

Any approved 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 (Appendix 1 includes a detailed list of DOI-wide positions).

**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 new Pathways authority.
- Centrally manage the PMF Program in accordance with 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**

- Use the following agency-specific program labels: DOI Internship Program, DOI Recent Graduates Program, and DOI Presidential Management Fellows Program.
- Establish Pathways Programs for the purpose of recruiting students and recent graduates and will delegate specific authorities to the Bureaus/Offices to implement and administer the Pathways Programs.
- Administer the Pathways Programs in accordance with 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.
- Provide information on Pathways Programs usage.
- Ensure its participants meet the criteria to be appointed in the Pathways Programs. These criteria include but are not limited to requirements related to all Federal appointments such as qualification standards and suitability.
- Ensure adherence to veterans' preference requirements in accordance with the provisions of Part 302 of 5 CFR.
- Post its student positions through USAJOBS.

**V. AGENCY PROGRAMS.** The Pathways Programs for DOI consist of the following:

- **The DOI Internship Program:** The DOI Internship Program replaces the existing programs under the Student Educational Employment Program, 5 CFR Section 213.3202 Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP);
- **The DOI Recent Graduates Program:** The DOI Recent Graduate Program is one year in duration for all positions (**except Contract Specialist, GS-1102 – see attachment 4**) and targets individuals who have recently graduated from qualifying educational institutions or programs. To be eligible, applicants must apply within two years of degree or certificate completion (except for veterans precluded from doing so due to their military service obligation, who remain eligible up to six years after degree or certificate completion).  
*and*
- **The DOI Presidential Management Fellows (PMF) Program:** The DOI PMF Program is a premier leadership development program at the entry-level for advanced degree candidates who are high potential Federal Government leaders.

- **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.

- **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.

1. 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:

- a. Approved leave for medical reasons;
- b. Delayed completion of required training due to events beyond the participant's control;
- c. Bereavement; or
- d. Other unforeseen circumstances, which render an exception necessary (unforeseen circumstances will be 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 requests should be addressed to the Director, Office of Human Resources and sent to Interior's Pathways Program Officer for approval.

4. There are no provisions for extensions beyond 120 days.

5. Extensions will not be approved for completing additional training or administrative errors.

6. Extensions do not apply to Interns.

- **FORMAL TRAINING AND DEVELOPMENT.** Pathways participants in appointments greater than 90 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 resources office to identify appropriate training and development opportunities.

- **Internship Program:** An individual Development Plan (IDP) must be established to document the training and development program for internships lasting longer than

twelve 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.

- **Recent Graduates Program:** DOI managers will ensure, within 90 days of appointment, that each Recent Graduate is assigned a mentor who is an employee outside the Recent Graduates' chain of command. DOI managers will ensure, within 45 days of appointment, that each Recent Graduate has an IDP that is approved by his or her supervisor. DOI will ensure that at least 40 hours of formal training per year that advances the goals and competencies outlined is included in each Recent Graduate's IDP. Mandatory annual training, such as information security and ethics training, does not count towards the 40-hour requirement.
- **PMF Program:** DOI will approve, within 45 days, an IDP for each of its Fellows that sets forth the specific development activities that are mutually agreed upon by each Fellow and his or her supervisor. The IDP must be developed in consultation with the Fellow's supervisory, Agency PMF Coordinator and the mentor assigned to the Fellow.

*Required developmental activities.* DOI provides an orientation program for each cohort of Fellows and provides information on available training opportunities. DOI provides each Fellow a minimum of 80 hours of formal interactive training per year that addresses the competencies outlined in the IDP. Mandatory annual training, such as information security and ethics training, does not count towards the 80-hour requirement. Within the first 90 days of a Fellow's appointment, DOI assigns the Fellow a mentor, who is a managerial employee outside the Fellow's chain of command. DOI provides each Fellow with at least one rotational or developmental assignment with full-time management and/or technical responsibilities consistent with the Fellow's developmental needs as identified in their IDP. With respect to this requirement:

- (i) Each Fellow receives at least one developmental assignment of four to six months in duration, with management and/or technical responsibilities consistent with the Fellow's developmental needs as identified in their IDP. As an alternative, a Fellow may choose, with supervisory, mentor, and Agency PMF Coordinator concurrence, to participate in an agency-wide initiative or other Presidential or Administrative initiative that provides the Fellow with a comparable experience that they would have gained through the four- to six-month developmental assignment, and
- (ii) The developmental assignment may be within the Fellow's organization, in another component of the agency, or in another Federal agency.

*How are training and development opportunities identified?*

Outside of the Government-wide sponsored training sessions, the Pathways Participant and his or her supervisor, with input from the mentor, should: 1) identify sufficient training and rotation opportunities, and 2) ensure technical knowledge and managerial competencies are achieved for appointment conversion at the end of the fellowship.

The Pathways Programs Officer provides assistance to the Pathways Participant and supervisor on other training and development activities, as needed, such as shadowing experiences, workshops, brown bag meetings) for individual and group participation.

• **AGENCY COMMITMENT :**

- 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 on electronic method (e.g., USAStaffing, email)
      - via alternate methods (e.g., at a 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
- **COORDINATORS.** See Attachments 1-3.

**VI. TERMINATION, SUSPENSION OR REVOCATION**

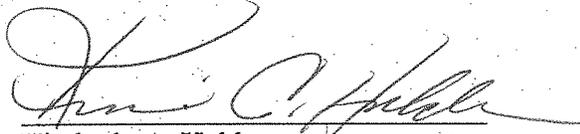
The Director of OPM may revoke this Agreement when agency use of the Pathways Programs is inconsistent with Executive Order 13562, part 362 of title 5, Code of Federal Regulations, or this MOU.

**VII. FUNDING**

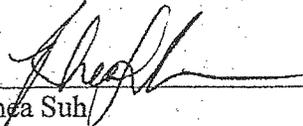
This MOU does not include the reimbursement of funds between the two parties.

**VIII. EFFECTIVE DATE AND SIGNATURE**

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



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



Rhea Suh  
Assistant Secretary – Policy, Management  
and Budget  
U.S. Department of the Interior

Kimberly Holden

Typed Name

Date

12/4/12

Rhea Suh

Typed Name

Date

11/7/12

Attachments (4)

1. DOI PPO
2. DOI Government-wide Acquisition Management Development Program Manager
3. DOI Agency PMF Program Coordinator
4. DOI Acquisition Management Development Program Curriculum

Appendices (1)

1. Positions Authorized to be Covered under the Pathways Program

**ATTACHMENT 1**

**U.S. DEPARTMENT OF THE INTERIOR**

**Pathways Programs Officer (PPO)**

NAME: Linda Erwin
TITLE: Program Manager, Staffing & Pay Policy
GRADE: 14
ADDRESS: Office of the Secretary, Human Resources Policy 1849 C St., NW, Rm. 4352 MIB, Washington, DC 20240
TELEPHONE: 202-208-7949
FAX: 202-219-1513
EMAIL: Linda_Erwin@ios.doi.gov
DATE SUBMITTED: August 15, 2012

**ATTACHMENT 2**

**U.S. DEPARTMENT OF THE INTERIOR**

**Acquisitions Development Program Manager**

NAME: Robert Foye
TITLE: Government-wide Acquisition Management Development Program Manager GRADE: 14
ADDRESS: Office of the Secretary, 1849 C St., NW, MS-7129 MIB, Washington, DC 20240
TELEPHONE: 202-208-3140
FAX: 202-208-5184
EMAIL: Robert_Foye@ios.doi.gov
DATE SUBMITTED: August 15, 2012

**ATTACHMENT 3**

**U.S. DEPARTMENT OF THE INTERIOR**

**Agency Presidential Management Fellows (PMF) Coordinator**

NAME: Archie Barnes
TITLE: Agency Presidential Management Fellows Coordinator
GRADE: 13
ADDRESS: Office of the Secretary, 1849 C St., NW, MS-7129 MIB, Washington, DC 20240
TELEPHONE: 202-208-4376
FAX: 202-208-5184
EMAIL: Archie_Barnes@ios.doi.gov
DATE SUBMITTED: August 15, 2012

## ATTACHMENT 4

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 recruited as Recent Graduates and 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.

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. 1 elective

### 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. 2 electives

**APPENDIX 1 – POSITIONS AUTHORIZED TO BE COVERED UNDER THE  
PATHWAYS PROGRAM**

Conservation, Wildlife, Fish, Natural  
Resources  
and Environmental Biologist Trainee  
**GS-0499-4/5/7/9**  
Biological Science Technician  
**GS-0404-2/3/4/5/6/7**  
Education and Training Trainee  
**GS-1799-4/5/7/9**  
Forestry and Range Management Trainee  
**GS-0499-4/5/7/9**  
Environmental Education, Education, Training  
**GS-1799-4/5/7/9**  
Park Ranger (Interpretation)  
**GS-0025-3/7**  
Park Ranger (Protection)  
**GS-0025-3/7**  
Quality Assurance Trainee  
**GS-1999- 4/5/7**  
General Investigator Trainee  
**GS-1899- 4/5/7/9**  
Analyst, Business Administration  
**GS-0399- 3/4/5/7**  
Budget and Accountant Trainee  
**GS-0599-3/4/5/7**  
Communications Trainee  
**GS-1099- 4/5/7/9**  
Environmental Education, Outdoor Rec  
Planner  
**GS-0099- 3/4/5/7/9**  
Realty Trainee  
**GS-1199-4/5/7 9**  
Human Resources Trainee  
**GS-0299-2/3/4/5/6/7**  
Clerical and Office Support (Trainee)  
**GS-0399- 2/3/4/5/6/7**  
Maintenance and Laborer (Trainee)  
**WG-5999-2/3/4/5/6/7**  
Engineering Technician  
**GS-0802-4/5/6/7**

Engineering Trainee  
GS-0801-3/4/5/7  
Hydrologist  
GS-1315-5/11  
Physical Scientist  
GS-1301-5/11  
Geologist  
GS-1350-5/11  
Geochemist  
GS-1301-5/11  
Geophysicist  
GS-1313-5/11  
Geographer  
GS-0150-5/11  
Biologist  
GS-0401-5/11  
Ecologist  
GS-0408-5/11  
Information Technology Specialist  
GS-2210-5/11  
Budget/Finance Analyst  
GS-0560-5/11  
Contract Specialist  
GS-1102-5/11  
Librarian  
GS-1410-5/11  
Computer Clerk/Statistics  
GS-0335-3/7