

US Department of Housing & Urban Development

A decorative graphic consisting of three grey stars of varying sizes in the upper left, a small blue triangle in the upper right, and two large, overlapping swooshes in red and blue that curve across the middle of the page.

PATHWAYS

FOR STUDENTS & RECENT GRADUATES
TO FEDERAL CAREERS

A decorative graphic consisting of a blue swoosh that curves downwards from the left side of the text.

HANDBOOK 725.1

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CHAPTER 1. GENERAL PROVISIONS

1-1 INTRODUCTION

On December 27, 2010, President Obama signed [Executive Order \(E.O.\) 13562](#) establishing the Internship Program, the Recent Graduates Program and reinvigorating the Presidential Management Fellows (PMF) Program. These two new programs, along with the PMF Program, form the Pathways Programs. The U.S. Office of Personnel Management (OPM) issued the final rule for the Pathways Programs on May 11, 2012 (*77 FR 28194*). The Pathways Program requirements are found in part 362 of title 5, Code of Federal Regulations (CFR). The appointing authorities for the Pathways Programs are found in 5 CFR 213.3402(a), (b), and (c).

1-2 PURPOSE

The purpose of this policy is to establish and implement HUD's Pathways Programs for students and recent graduates, as authorized by E.O.13562, 5 CFR part 362 subpart A, and the Memorandum of Understanding (MOU) between HUD and OPM.

1-3 DEFINITIONS

Internship Program: For current students and individuals accepted for enrollment in a qualifying educational program. It replaces the Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP). The Internship Program provides students enrolled in a variety of educational institutions with paid opportunities to work in agencies and explore Federal careers while still in school.

Recent Graduates (RG) Program: Targets individuals who have graduated recently from qualifying educational institutions or programs. To be eligible, applicants must apply within two years of degree or certificate completion, except for veterans (as defined in 5 U.S.C. 2108) precluded from doing so due to their military service obligation, who will have up to six years after degree or certificate completion. Successful applicants will be placed in a dynamic, career development program.

Presidential Management Fellows (PMF) Program: For more than three decades, the PMF Program has been the Federal Government's premier leadership development program for advanced degree candidates. E.O. 13562 expands the eligibility window for applicants, making it more "student friendly" by aligning it with academic calendars and allowing those who have received a qualifying advanced degree within the previous two years to participate.

Memorandum of Understanding (MOU): An agreement between the U. S. Office of Personnel Management (OPM) and The Department of Housing and Urban Development. The purpose of Pathways Program MOU is to identify the roles and responsibilities of each party. This agreement must be re-executed every two years.

Participant Agreement: Each Program Office must enter into a written agreement with *each* Pathways Program participant it employs. Agreements must include expectations and define the following:

- A general description of the duties to be performed;
- Work schedules;
- Length of appointment and termination date;
- Mentorship opportunities;

- Training requirements;
- Evaluation procedures that will be used for the participant;
- Requirements for continuation and successful completion of the Program;
- Minimum eligibility requirements for noncompetitive conversion to term or permanent appointment in the competitive service under the specific Pathways Program in which employed; and
- Any other requirements or expectations established by the Department.

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CHAPTER 2. ROLES AND RESPONSIBILITIES

2-1 Office of Chief Human Capital Officer

Human Capital Services is assigned authority and responsibility for the following:

- Designating the HUD Pathways Programs Officer and the HUD Presidential Management Fellows Coordinator, or delegating the authority to make such designations.
- Ensuring accountability of the Pathway Program regulations.
- Recruiting for Pathways positions.
- Working with managers to develop announcements and position descriptions.
- Classification of positions.
- Pay setting activities, including all recruitment incentives, pay setting flexibilities, special rate determinations, superior qualifications appointments, etc. The use of flexibilities should be extremely rare as the purpose of this program is to hire students and recent graduates who may have limited options for hire under competitive procedures. A well-documented need for flexibilities must be developed and maintained. It is expected that all Pathways case files where flexibilities are used will be audited.
- Creation of all documentation needed to appoint, promote, or terminate the appointment of an employee.
- Maintenance of program documentation.

2-2 Pathways Program Officer (PPO) is assigned authority and responsibility for the following:

- Serving as the Department's liaison with OPM, receiving guidance from OPM and reporting to OPM required data and best practices.
- Performing the duties outlined in 5 CFR 362.104(c)(9)(ii), including administrating the Program, coordinating recruitment and onboarding with the OAs and coordinating with other recruiting programs such as for individuals with disabilities and veterans.

2-3 PMF Coordinator is responsible for administering the agency's PMF program, including coordinating recruitment, on-boarding and ensuring mentors are assigned and development plans are in place. The Coordinator serves as the PMF liaison with OPM. The PMF Coordinator also works closely with the training division (HUD LEARN) to ensure training requirements of the program are met.

2-4 Program Offices

Each program office must enter into a written agreement with *each* Pathways Program participant it employs. Program offices are also responsible under the intern program to verify enrollment and eligibility of students for continued participation in the program, and to provide student status updates to the PPO. Agreements must include expectations and define the following:

- A general description of the duties to be performed;
- Work schedules;
- Length of appointment and termination date;
- Mentorship opportunities;
- Training requirements;
- Evaluation procedures that will be used for the participant;
- Requirements for continuation and successful completion of the Program;

- Minimum eligibility requirements for noncompetitive conversion to term or permanent appointment in the competitive service under the specific Pathways Program in which employed; and
- Any other requirements or expectations established by the agency.

Sample Pathways Program participant agreement can be found at **Appendices A and B**.

Although there is no requirement that educational institutions be party to the agreements between the program office and the Pathways Program participants, Hiring Officials/Supervisors must verify enrollment and eligibility for continued participation in the Program.

2-5 Program Offices Training Coordinators

- Assist supervisors with providing guidance and direction to their new Pathways Intern, RG, or PMF.
- Participates in the recruitment and selection process with OCHCO for all Pathways Intern, RG, or PMF.
- Coordinates with OCHCO to identify the best career-development opportunity for the Pathways Intern, RG, or PMF based on the long-term, succession-planning needs of the organization and the compatibility of those objectives with the background of the employee.
- Assist supervisors with providing in-house training opportunities for Pathways Intern, RG, or PMF utilizing employees with subject-matter expertise when conducting technical or administrative classes.
- Collaborates with the target supervisor, Pathways Intern, RG, or PMF *and mentor(s) to develop the IDPs and/or ITAPs*.
- Creates developmental assignments and training that will provide Pathways Intern, RG, or PMF with knowledge and experience for the target occupation.
- Ensures Pathways program guidelines are properly adhered to for quality and consistency of assignments and provides support in all phases of the two-year program.

2-6 Supervisor

- Provides guidance and direction to their new Pathways Intern, RG, or PMF.
- Provides technical and administrative supervision to assigned Pathways Intern, RG, or PMF.
- Coordinates with “Host” Supervisor to ensure assignments are creditable toward specialized, functional experience requirements.
- Provides in-house training opportunities for Pathways Intern, RG, or PMF, utilizing employees with subject-matter knowledge when conducting technical or administrative classes.
- Collaborates with the Pathways Intern, RG, or PMF Program Manager and mentor(s) to develop the IDPs and/or ITAPs.
- Receives evaluations on the Pathways Intern, RG, or PMF performance on assignments during developmental and rotational assignments, from “host”, which will be used for input on performance (EPPES) evaluations.

2-7 Pathways Program Participants

Interns

- Provide proof of enrollment every semester while in program.
- Notify the agency 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 by maintaining at least an overall 2.0 GPA or higher on a scale of 4.0. If a student falls below the 2.0 threshold during the academic year, an academic improvement period to raise a GPA may be extended by the HUD OCHCO office.
- Adhere to an established work schedule.
- Adhere to the Pathways Program requirements.
- Participate in Department mandatory training classes or programs as required.
- Perform, successfully, the assigned duties listed in your position description observe all workplace rules.
- Create an Individual Performance Plan (IDP) with the assistance of the supervisor.
- Interns on appointments exceeding 90 days are required to complete an agency approved IDP within 45 days of the appointment.

Recent Graduates

- Adhere to the Recent Graduate Program requirements.
- Adhere to an established work schedule.
- Perform, successfully, the assigned duties listed in your position description.
- Participate in Department training classes or programs.
- Create an Individual Development Plan (IDP) with assistance from your manager.
- Select a mentor within 90 days of your date of hire.
- Attend regularly scheduled meetings with mentor.

PMF

- Adhere to the Presidential Management Fellows Program requirements.
- Adhere to an established work schedule.
- Perform, successfully, the assigned duties listed in your position description.
- Observe all workplace rules.
- Create an Individual Development Plan (IDP) with assistance from your manager.
- Select a mentor within 90 days of your date of hire. Your manager will assist you.
- Participate in Department training classes or programs.
- Attend regularly scheduled meetings with mentor.

CHAPTER 3. REQUIREMENTS AND PROCEDURES

3-1 Program Public Notification Requirements

Program offices must work with Human Capital Services to meet OPM public notification requirements by providing Pathways Program opportunities and procedures for application to the general public, as provided by 5 CFR 362.105(b), 362.203(a), and 362.303(a). This information includes the position title, series and grade, geographic location and how to apply. OPM will advertise the positions to the public via USAJOBS.

3-2 Qualifying Educational Institutions

Many types of academic entities qualify for the Pathways Programs. These include:

- High School – A public high school whose curriculum has been approved by a State or local governing body, a private school that provides secondary education as determined under State law, or a home school that is allowed to operate in a State.
- Post-secondary – Educational institutions or curricula listed below must be accredited by an accrediting body recognized by the Secretary of the U. S. Department of Education to be qualifying education:
 - Technical or vocational school
 - Two-year or four-year college or university
 - Graduate or professional school (e.g., law school, medical school)
 - A post-secondary home-school curriculum

Under the Pathways Programs, the definition of “qualifying educational institution” includes certain home-school curricula. To be included, secondary home-school programs must be recognized by the State or local government oversight agency. Students participating in these home-school curricula may apply for consideration under the Pathways Programs.

3-3 Selection and Appointment

HUD must apply the provisions of 5 CFR Part 302 when considering, selecting and appointing individuals to positions under any Pathways Program. These provisions govern the order of consideration, selection and appointment of individuals to positions in the excepted service.

Appointments are subject to the same requirements governing term, career or career-conditional employment. HUD is responsible under their specific adjudication guidance for determining applicant suitability and verifying qualifications prior to appointment.

3-4 Veterans' Preference

Veterans' preference applies to selection for positions in the Pathways Programs. Selections must be made in accordance with the requirements of 5 CFR part 302, veterans' preference laws, and OPM guidance issued as a Memorandum for Chief Human Capital Officers, dated February 9, 2009, on *Procedures for Passover of Compensable-Disabled Preference Eligibles in the Excepted Service*. This includes, but is not limited to, ranked and unranked referral lists.

3-5 Citizenship

HUD may appoint a non-citizen, provided that the individual is lawfully admitted to the United States as a permanent resident or is authorized to be employed and the agency is authorized to pay aliens under its annual appropriations or other applicable laws. Program participants must be United States citizens to be eligible for noncompetitive conversion to the competitive service.

3-6 Terminations

Program Office may terminate the appointment of a Pathways Program participant for reasons including misconduct, poor performance, suitability, budget constraints, failure to retain eligibility, failing to maintain a 2.0 GPA and/or staffing need changes. Terminations may need to be taken using adverse action procedures in the event an Intern meets the definition of an “employee” in 5 CFR 752.

The appointment of a Pathways Program participant who is not converted to the competitive service automatically expires at the end of the program period as defined in the Participant Agreement, or upon the expiration of an agency approved extension, if applicable.

An Intern or Recent Graduate appointment must be terminated if the appointee is not converted at the end of the program period (120 days after graduation) or upon expiration of an agency approved extension, if applicable.
ii. Terminations of Presidential Management Fellows must be made in accordance with the provisions of 5 CFR Part 362.408.

3-7 Conversion to the Competitive Service

Subject to any OPM-imposed conversion limitations, HUD may noncompetitively convert any Pathways Program participant who has met all Program requirements to a position in the competitive service under a term or permanent appointment. However, service in a Pathways Program confers no right to further employment in the competitive or excepted service.

Pathways participants converted to term appointments may be subsequently converted noncompetitively into permanent competitive service positions before the term appointment expires.

3-8 Transition Assistance

The provisions of the Reemployment Priority List (RPL), Career Transition Assistance (CTAP) Program and Interagency Career Transition Assistance Plan (ICTAP) **do not** apply to the initial appointment or conversions of Pathways Programs participants to the competitive service.

3-9 Records Maintenance

DEU maintains for five years the vacancy announcements, applications, and certificates documenting selections of Intern and Recent Graduates Program candidates. Program Office maintain for five years following the conversion or end of the intern program the IDPs, agreements, notices to veterans regarding non-selection, termination documentation, conversion documentation, mentor agreements and documentation, requests for pass over and the results of that request, official and unofficial transcripts, decisions/reasons for promotions, offer letters, etc. HCS must scan into the eOPF each quarter or semester the (official or unofficial) transcripts of the Interns.

HCS maintains the annual reports to OPM and all progress reports for a period of five years.

CHAPTER 4. INTERNSHIP PROGRAM

4-1 Program Description

The Internship Program replaces the Student Education Employment Program (SEEP), i.e., the Student Career Experience Program (SCEP) and the Student Temporary Employment Program (STEP). The Program is designed to attract students enrolled in a wide variety of educational institutions (high school, home-school programs, vocational and technical, undergraduate and graduate) with paid opportunities to work in agencies and explore Federal careers while still in school. This Program introduces students to jobs in the Federal civil service by providing meaningful developmental work at the beginning of their careers.

The Program provides agencies with the opportunity to convert Interns who successfully complete the Program and academic requirements to any competitive service position for which the intern is qualified. Agencies are encouraged to utilize the Pathways Internship Program authority for several reasons:

- To recruit and develop talented employees to support changing agency missions, even in periods of downsizing;
- To ensure that the Government can meet its professional, technical and administrative needs; and
- To sustain a quality and diverse workforce.

The Internship Program appointment authority is found in 5 CFR 213.3402(a). The regulations implementing the Internship Program are found in 5 CFR part 362, subparts A and B.

4-2 Eligibility Requirements

To be eligible for the Pathways Intern Program, the individual must have been accepted for enrollment or be enrolled and seeking a degree (diploma, certificate, etc.) in a qualifying educational institution on a full or half-time basis. Must be at least 16 years of age.

4-3 Qualifications

HUD can use agency-developed or OPM qualification standards when filling Internship positions as specified in their MOUs. However, individuals being considered for positions that have positive education requirements (e.g., biologist, geologist) should be enrolled in directly related degree programs in order to be eligible for conversion to that position in the competitive service.

4-4 Appointments

HUD will make appointments to the Internship Program, pursuant to their Pathways Program MOUs using the Schedule D excepted service appointing authority, codified by OPM at 5 CFR 213.3402(a). Agencies may make:

- A temporary appointment for a period not to exceed one year, the ending date of which must be specified in the Participant Agreement with the Intern. These appointments may be extended under 5 CFR 213.104; or
- An appointment for an initial period expected to last for more than one year. An end date must be specified in the Participant Agreement with the Intern and is generally the Intern's projected graduation date.

4-5 Classification

Interns whose positions are under the General Schedule (GS) or comparable pay plan must be classified as student trainees, in the xx99 series of the appropriate occupational group. Interns whose positions are under the Federal Wage System (FWS) will be classified as student trainees, in the xx01 series of the appropriate occupational group.

4-6 Trial Period

The entire period served under the Internship Program counts as the 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.

4-7 Student Schedules

Interns may work full-time or part-time schedules. The agency is responsible for establishing work schedules for Interns in accordance with 5 CFR 610.121. Agencies and students should agree on a formally-arranged schedule of school and work that does not interfere with the student's academic schedule or performance and so that completion of the educational program and the Internship Program is accomplished in a reasonable timeframe. Interns without NTE dates must complete 640 hours of work to be eligible for conversion to the competitive service or meet one or more of the exceptions granted for a credit of up to 320 hours. This information must be reflected in the Participant Agreement.

4-8 Breaks in Program

A break in the Program is defined as a period of time when an Intern is working, but is unable to go to school, or is neither attending classes nor working at the agency. The Manager or supervisor of the intern makes a determination on continued eligibility, depending on the particular circumstances of each case. Generally, a break in program should not be approved for more than one semester or one quarter of the entire length of the program based on the school's academic calendar. During approved breaks in the program, an intern is placed in a leave without pay status.

4-9 Conversion to the Competitive Service

HUD may convert an Intern noncompetitively from the Internship Program to a term or permanent position in the competitive service, provided that all the terms of 5 CFR 362.204 are met and there is an available position. However, conversion is not mandatory or guaranteed. Interns must be U.S. citizens to be eligible for conversion.

- To be eligible for conversion, an Intern must:
 - Have completed the required number of hours of work experience (generally, at least 640 hours) while enrolled as a full-time or half-time degree-seeking student
 - Have completed educational requirements from a qualifying institution
 - Have received a favorable recommendation by an official of the agency, and
 - Meet the qualification requirements for the position to which the Intern will be converted.
- HUD may credit time spent under one or more previous Federal internship program appointments towards the 640 hours that is not in a field or functional area related to the Intern's target position or career field as provided in 5 CFR 362.204. Interns' participation in the Pathways Program counts toward their career tenure.

- HUD may credit up to 320 hours of certain non-Federal career-related internship program experience, volunteer service, or active duty military service and apply it towards the 640 hours as provided in 5 CFR 362.204(c).
- HUD may waive up to 320 hours of the 640-hour requirement based on exceptional job performance and outstanding academic achievement (5 CFR 362.204(d)).
- HUD may noncompetitively convert Interns into term or permanent appointments in the competitive service. If OPM has established a cap on the number of the noncompetitive conversions to competitive service, the conversion must be within that cap.
- Interns can be placed in term positions and may subsequently be noncompetitively converted into permanent competitive service positions.

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CHAPTER 5. RECENT GRADUATES PROGRAM

5-1 Program Description

Executive Order 13562 recognized the benefits of a diverse Federal workforce that includes recent graduates from academic institutions and technical programs. The E.O. also acknowledges that the normal rules for competitive hiring impose significant burdens and places the Federal Government at a disadvantage compared to the private sector when competing for the best candidates emerging from educational institutions. In addition, agencies' current competitive hiring practices, at the entry levels, tend to favor job applicants who have significant previous work experience. This places recent graduates at a competitive disadvantage regardless of the degree or technical training they possess when applying and competing for Federal jobs. In recognition of this disadvantage and the need for the Federal Government to be competitive with other employers in recruiting and hiring recent graduates, the E.O. established a Recent Graduates Program under the Pathways Programs framework. The Recent Graduates Program authority is found in 5 CFR 213.3402(b). The regulations implementing the Recent Graduates Program are found in 5 CFR part 362, subparts A and C.

The Recent Graduates Program is a program that provides employment opportunities for recent graduates and individuals who obtained certificates from qualified educational institutions or programs. Applicants who are not preference eligible veterans must apply within two years of completing their educational programs. Preference eligible veterans who were precluded from applying due to their military service obligation begin their two-year eligibility period upon release or discharge from active duty. Eligibility for a veteran cannot exceed six years from the date the veteran completed their degree or certification. The Recent Graduates Program provides HUD with the opportunity to place recent graduates in a one-year career development program. HUD may noncompetitively convert participants who successfully complete the Program to term or permanent competitive service jobs. The intent is for appointments under the Recent Graduates Program to last one year; however, HUD may make an appointment for a longer period if the position warrants a longer and more structured training program.

5-2 Eligibility Requirements

To be eligible for the Pathways Recent Graduates Program, must have within the previous two years, completed a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution. Preference eligible veterans who were precluded from applying due to their military service obligation begin their two-year eligibility period upon release or discharge from active duty. Eligibility for these veterans cannot exceed six years from the date they completed their degrees or certification.

5-3 Recruitment

The Department has the discretion to determine the process for accepting applications for specific Recent Graduates opportunities in accordance with 5 CFR 362.302, consistent with applicable legal and policy requirements.

5-4 Qualifications

Appointments are subject to the basic qualification standards for competitive service positions established by OPM for the occupation and grade level.

5-5 Appointments

HUD must make excepted appointments to the Recent Graduates Program, pursuant to their Pathways MOUs, using the Schedule D excepted service appointing authority. Appointments may be made up to the GS-09 (or equivalent) level. Agencies may appoint Recent Graduates with degrees in the STEM fields (science, technology, engineering or math) at the GS-11 (or equivalent) level if they possess a Ph.D. or equivalent degree from a qualifying institution directly related to the position being filled.

HUD may make initial appointments to scientific and professional research positions at the GS-11 (or equivalent) level for which the classification and qualification criteria for research positions apply, if the candidate possesses a master's degree or equivalent graduate degree directly related to the position the agency is seeking to fill. If the candidate has a Ph.D. or equivalent degree directly related to the position the agency is filling, the appointment may be made at the GS-12 level (or equivalent).

5-6 Trial Period

All time served under the Recent Graduates Program counts towards 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.

5-7 Movement Between and Within Agencies/Components

Participants in the Recent Graduates Pathways Program may apply for and accept a new Recent Graduate appointment, as long as the agency meets all the requirements for participating in the Recent Graduates Program in 5 CFR part 362. To move to a new appointment, the Recent Graduate must separate from the current appointment and be appointed to the new one without a break in service. Time spent under the initial appointment will be credited towards meeting the Recent Graduates Program requirements under the new appointment.

The Recent Graduate does not begin a new Program period. The new employing entity must enter into a new Participant Agreement that reflects the requirements for Program completion and eligibility for noncompetitive conversion to the competitive service in the new appointment.

5-8 Conversion to the Competitive Service

Recent Graduates must be U.S. citizens to be eligible for conversion to the competitive service. HUD may convert a Recent Graduate noncompetitively to a term or permanent position in the competitive service if the Recent Graduate has:

- Completed all the requirements of the Program successfully
- Demonstrated successful job performance consistent with the applicable performance appraisal program, and
- Met the OPM qualification standard for the position to which the Recent Graduate will be converted.

Recent Graduates converted to term positions may later be noncompetitively converted to permanent positions. Once the Recent Graduate is noncompetitively appointed to a career or career-conditional position, time spent on the Recent Graduates appointment may be credited toward completion of the probationary period in accordance with 5 CFR part 315, subpart H.

The noncompetitive conversion must occur upon successful completion of the one-year Program period or at the end of the 120-day approved extension, unless the agency has an approved longer program based on a rigorous training and development requirement. Under no circumstances can a Recent Graduates appointment exceed two years, plus a 120-day extension. If participants are not converted on the date of their service requirement, or at the end of the 120-day extension, their appointments must be terminated.

CHAPTER 6. PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM

6-1 Program Description

Presidential Management Fellows Program has been the Federal Government's premier leadership development program for advanced degree candidates. It was designed to attract to the Federal public service talented people who demonstrated academic excellence, possessed management and leadership potential. This Program provides employment opportunities for individuals who have received a qualifying advanced degree within the preceding two years.

6-2 Eligibility Requirements

An individual is eligible to apply for the PMF Program in two ways. First, to be eligible for the Program, an individual must have completed a qualifying advanced degree within the two-year period preceding the PMF Program announcement. Second, a student currently is attending a qualifying educational institution who expects to complete the advanced degree by August 31st of the academic year in which the competition is held.

6-3 Recruitment

OPM will announce the opportunity to apply for the PMF Program and conduct a competition for the selection of finalists.

6-4 Qualifications

Appointments are subject to OPM qualification standards established for these leadership positions.

6-5 Promotions

PMFs must meet qualification requirements to be promoted to the next higher grade. To be eligible for promotion to the next higher grade, the PMF must have met all requirements for promotions as identified in his/her IDP. The IDP must indicate the competencies required for each level as well as provide a benchmark identify the successful acquisition of the needed competencies. The fellow must also be performing at a satisfactory or better level.

Note: HUD **does not** offer accelerated promotions.

6-6 Selection and Appointment

OPM will determine the appointment eligibility period for PMF finalists. HUD may appoint a Fellow for a period of two years using the Schedule D excepted service appointing authority, codified by OPM at 5 CFR 213.3402(c). The Department may extend a Fellow's appointment up to 120 days in rare or unusual circumstances or situations (e.g., medical issues).

Fellows may be appointed at the GS-9, GS-11, or GS-12 level or equivalent, depending on their qualifications.

6-7 Training and Development

There are a number of developmental activities that are required under the PMF Program. The PMFs must:

- Participate in the OPM-sponsored orientation program;
- Create an Individual Development Plan (IDP) within 45 days of appointment;
- Obtain a mentor within the first 90 days of appointment;
- Undertake at least 80 hours of formal interactive training each year, as part of the PMF requirement;
- Participate in at least one, four to six month rotational or developmental assignment consistent with the employee's IDP; and

6-8 Movement Between and Within Agencies/Components

A Fellow may move to another agency's PMF Program at any time during their PMF appointment. The PMF must separate from the losing agency and must be appointed by the gaining agency without a break in service. For Example, if a Fellow is employed with Agency A for 16 months and then moves to Agency B, Agency B must make sure the Fellow will have the opportunity to complete Agency B's PMF requirements within the remaining eight months of the Fellow's appointment. In addition, if the move takes place within six months of the initial PMF appointment, the losing agency can request reimbursement from the gaining agency.

Note: Rotational assignment can only be to other Federal agencies.

6-9 Conversion to the Competitive Service

A Fellow who has Executive Resources Board certification may be converted noncompetitively to a term or permanent appointment in the competitive service. A Fellow appointed to a term appointment may be subsequently converted noncompetitively to a permanent appointment before the expiration of the term appointment. Noncompetitive conversions are no longer mandatory under Pathways (beginning with the class of 2013 Fellows). If not noncompetitively appointed to a term or career –conditional appointment, PMF will be terminated. Once a PMF is noncompetitively appointed to a career-conditional position, they do not serve a probationary period and acquires competitive status immediately.



**U.S. Department of Housing and Urban Development
INTERNSHIP PROGRAM
Participant Agreement
Appendix A**

Appointee's Full Name:	
Program Office:	Series and Grade:
Duty Station:	

This is an Internship Agreement between this appointing Agency and the Intern identified above. This Program is consistent with guidance contained in the Federal Regulations (5 CFR 362) and the Department's policies. Successful completion of the program may result in noncompetitive conversion to a term or permanent career conditional appointment.

Intern's Roles:	Hiring Official's/Supervisor's Roles:	Office of Chief Human Capital Officer's Roles:
<ul style="list-style-type: none"> ★ Provide proof of enrollment ★ Maintain at least a half time course load as defined by the educational institution ★ Remain in good academic standing ★ Maintain a GPA of 2.0 and above ★ Adhere to a formally arranged schedule of school and work hours ★ Successfully perform the assigned duties listed in his/her position description ★ Observe all workplace rules ★ Notify the Agency of any change in his/her enrollment status and/or work schedule. ★ Provide updated transcripts to the Agency at the completion of each semester. 	<ul style="list-style-type: none"> ★ Create job responsibilities consistent with a temporary work project or assignments. ★ Prepare for the Intern's period of employment ★ Establish a work schedule for the Intern that does not interfere with his or her academic schedule ★ Supervise daily work activities ★ Provide performance standards and administer performance appraisals ★ Maintain the Intern's time and attendance record. 	<ul style="list-style-type: none"> ★ Fulfill reporting requirements to OPM ★ Administer the application and qualification process ★ Verify enrollment and eligibility according to the Agency's guidance ★ Complete a Participant Agreement with each Intern ★ Manage the processing of personnel actions; Keep necessary Intern records ★ Serve as a resource to both Interns and Supervisors
Work Assignment	Appointment Date(s)	
<ul style="list-style-type: none"> ★ See attached scope of work or position description 	<ul style="list-style-type: none"> ★ Entrance on Duty (EOD) or Conversion Date : _____ ★ Academic Program (Projected) Completion Date: _____ 	

Program Requirements

Accredited Academic Program

- High School
- Vocational/Technical
- Two-year College/University
- Four-year College/University
- Graduate/Professional School – e.g. law school, medical school
- Home-School Curriculum
- Other – please specify _____
- Other Certificate Program - please specify _____

Pay, Benefits and Incentives Information

- ★ Interns are paid in accordance with established pay schedules for their grades
- ★ Overtime or comp time is based on the Agency's policy and guidelines
- ★ Appointments less than 12 months (based on projected academic program completion date) are eligible for the following benefits:
 - ★ Federal Employees Retirement System (FERS)
 - ★ Holiday, Annual and Sick Leave at specified rates
 - ★ Transit Subsidy
- ★ Appointments more than 12 months are also eligible for the following benefits:
 - ★ Federal Health Benefits (FEHB)
 - ★ Federal Group Life Insurance (FEGLI)

Promotions and Pay Increases are Based Upon the Position, Classification Requirements

- ★ Interns are eligible for within-grade increases in accordance with established guidelines
- ★ Interns may be considered for promotion if
 - ★ Agency requirements for promotion are met;
 - ★ Performance is rated at least fully successful;
 - ★ Qualification standards are met; and
 - ★ Supervisor Recommends promotion.

Other Conditions of Employment

- ★ Interns may convert into positions that are not directly related to their field or functional area of study
- ★ Time served is counted toward the probationary period and career tenure
- ★ After the completion of the academic course of study, the Agency if necessary will have up to but not exceeding **120** days to complete the conversion; if the conversion has not occurred within this time frame, the Intern will be terminated.
- ★ Eligibility for conversion does not guarantee that the Agency will opt for conversion at the completion of the program.

Intern Eligibility

- ★ Age 16 years or older
- ★ A US citizen or permanent resident
- ★ Accepted for enrollment or enrolled in a certificate, degree or diploma program on at least a half-time basis
- ★ In good academic standing – Maintain GPA of 2.0 and above
- ★ Must meet the qualification standards of the position
- ★ Must successfully complete security clearance
- ★ Satisfy the work performance standards and work schedule requirements of the Agency

Work Schedules

- ★ Full-Time or Part-Time
- ★ Appointments may be made at any time during the year, including the summer
- ★ An Intern will at all times either be working at the Agency, enrolled in classes or both; Agencies may use their discretion in approving or denying a break in the program

Evaluation Procedures

- ★ Performance plans and appraisals are required for Interns
- ★ If performance falls below "Fully Successful" the Agency may give the intern an opportunity to improve OR separate the intern from the program and employment

Non-Competitive Conversion Eligibility, the Intern must

- ★ Be a US citizen
- ★ Meet the OPM qualification standards for the position to which he or she will be converted
- ★ Have completed academic study from a qualifying institution
- ★ Have completed a minimum of 640 hours of work experience while in the Internship program; Up to 320 hours may be credited from other qualifying federal Internships or non-federal work experience toward the 640 hours
- ★ Receive a favorable recommendation by an official of the Agency

Terminations (reasons for)

- ★ Misconduct
- ★ Performance Issues
- ★ Suitability
- ★ Resignation
- ★ Suspension, expulsion or withdrawal from the educational institution
- ★ Non-conversion at the end of the academic program
- ★ Inability of the Agency for administrative reasons to retain the Intern in the job e.g. budget constraints, reorganization, etc.

CONDITIONS OF THIS AGREEMENT:

This agreement conforms to Federal regulations and is subject to change by Legislation, Executive Order, and Office of Personnel Management or Agency policy. Changes which are not required by laws or regulations will occur only by mutual consent of the Agency and the Intern and will be made by written amendment to this agreement.

This agreement becomes effective when signed by both parties. It will be in effect indefinitely unless terminated by one of the following conditions:

- 1. Mutual consent of all parties*
- 2. Written notice by either party*
- 3. Intern no longer meets the requirements of the program*
- 4. Intern is terminated or resigns from appointment*
- 5. The not to exceed date is reached and the appointment ends*

SIGNATURES:

INTERN:

Print Name

Signature

Date

**HIRING OFFICIAL/
SUPERVISOR:**

Print Name

Signature

Date

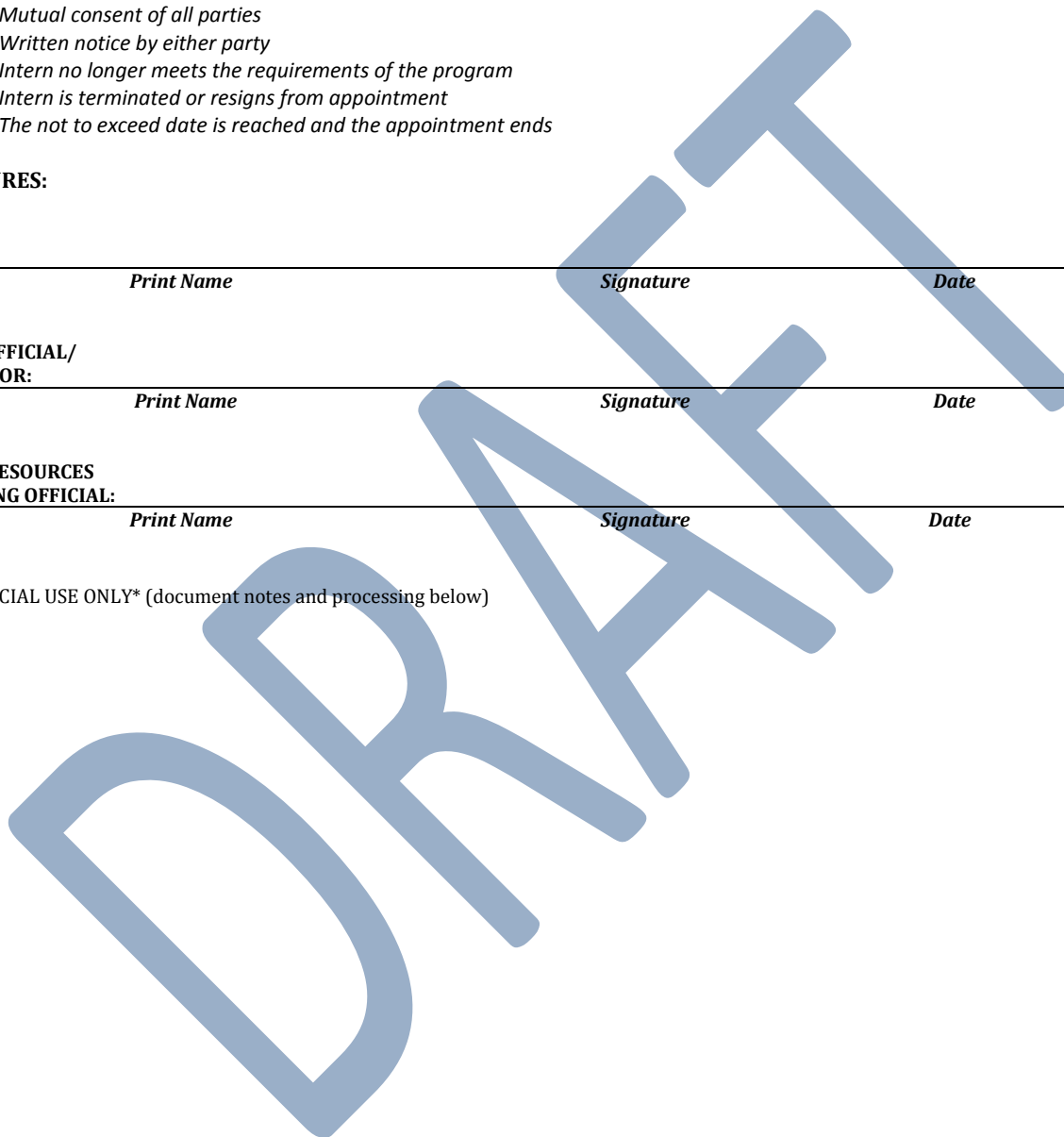
**HUMAN RESOURCES
APPROVING OFFICIAL:**

Print Name

Signature

Date

FOR OFFICIAL USE ONLY (document notes and processing below)





**U.S. Department of Housing and Urban Development
INTERNSHIP PROGRAM (Appointment NTE)
Participant Agreement
Appendix B**

Appointee's Full Name:	
Program Office:	Series and Grade:
Duty Station:	

This is an Internship Agreement between this appointing Agency and the Intern identified above. This Program is consistent with guidance contained in the Federal Regulations (5 CFR 362) and the Department's policies.

Intern's Roles:	Hiring Official's/Supervisor's Roles:	Office of Chief Human Capital Officer's Roles:
<ul style="list-style-type: none"> ★ Provide proof of enrollment ★ Maintain at least a half time course load as defined by the educational institution ★ Remain in good academic standing ★ Maintain a GPA of 2.0 and above ★ Adhere to a formally arranged schedule of school and work hours ★ Successfully perform the assigned duties listed in his/her position description ★ Observe all workplace rules ★ Notify the Agency of any change in his/her enrollment status and/or work schedule. ★ Provide updated transcripts to the Agency at the completion of each semester. 	<ul style="list-style-type: none"> ★ Create job responsibilities consistent with a temporary work project or assignments. ★ Prepare for the Intern's period of employment ★ Establish a work schedule for the Intern that does not interfere with his or her academic schedule ★ Supervise daily work activities ★ Maintain the Intern's time and attendance record 	<ul style="list-style-type: none"> ★ Fulfill reporting requirements to OPM ★ Administer the application and qualification process ★ Verify enrollment and eligibility according to the Agency's guidance ★ Complete a Participant Agreement with each Intern ★ Manage the processing of personnel actions; Keep necessary Intern records ★ Serve as a resource to both Interns and Supervisors

Work Assignment	Appointment Date(s)
<ul style="list-style-type: none"> ★ See attached scope of work or position description 	<ul style="list-style-type: none"> ★ Entrance on Duty (EOD) or Conversion Date : _____ ★ Not to Exceed (NTE) Date: _____ ★ Academic Program (Projected) Completion Date: _____

Program Requirements

Accredited Academic Program

- High School
- Vocational/Technical
- Two-year College/University
- Four-year College/University
- Graduate/Professional School – e.g. law school, medical school
- Home-School Curriculum
- Other – please specify _____
- Other Certificate Program - please specify _____

Pay, Benefits and Incentives Information

- ★ Interns are paid in accordance with established pay schedules for their grades
- ★ Overtime or comp time is based on the Agency's policy and guidelines
- ★ Appointments less than 12 months are eligible for the following benefits:
 - ★ Holiday, Annual and Sick Leave at specified rates
 - ★ Transit Subsidy

Terminations (reasons for)

- ★ Misconduct
- ★ Performance Issues
- ★ Suitability
- ★ Resignation
- ★ Suspension, expulsion or withdrawal from the educational institution
- ★ Inability of the Agency for administrative reasons to retain the Intern in the job e.g. budget constraints, reorganization, etc.

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- ★ Age 16 years or older
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- ★ In good academic standing – Maintain GPA of 2.0 and above
- ★ Must meet the qualification standards of the position
- ★ Must successfully complete security clearance
- ★ Satisfy the work performance standards and work schedule requirements of the Agency

Work Schedules

- ★ Full-Time or Part-Time
- ★ Appointments may be made at any time during the year, including the summer
- ★ An Intern will at all times either be working at the Agency, enrolled in classes or both; Agencies may use their discretion in approving or denying a break in the program

Other Conditions of Employment

- ★ Performance plans and appraisals may be required
- ★ The Intern's appointment will end once the not to exceed date (NTE) has been reached
- ★ Appointments under this authority may be extended in one-year increments as long as the Intern continues to meet program requirements
- ★ If the Intern begins a new Internship appointment, without a NTE date, up to 320 hours of work experience may be credited to the required hours (640) of work experience to potentially convert non-competitively once the program requirements' have been met.

CONDITIONS OF THIS AGREEMENT:

This agreement conforms to Federal regulations and is subject to change by Legislation, Executive Order, and Office of Personnel Management or Agency policy. Changes which are not required by laws or regulations will occur only by mutual consent of the Agency and the Intern and will be made by written amendment to this agreement.

This agreement becomes effective when signed by both parties. It will be in effect indefinitely unless terminated by one of the following conditions:

- 6. *Mutual consent of all parties*
- 7. *Written notice by either party*
- 8. *Intern no longer meets the requirements of the program*
- 9. *Intern is terminated or resigns from appointment*
- 10. *The not to exceed date is reached and the appointment ends*

SIGNATURES:

INTERN:

Print Name *Signature* *Date*

**HIRING OFFICIAL/
SUPERVISOR:**

Print Name *Signature* *Date*

**HUMAN RESOURCES
APPROVING OFFICIAL:**

Print Name *Signature* *Date*

FOR OFFICIAL USE ONLY (document notes and processing below)