



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

MEMORANDUM FOR DLA EXECUTIVE BOARD

April 17, 2014

SUBJECT: Directive-Type Memorandum (DTM) 14-003– DLA Pathways Program

- References:
- (a) Title 5, Code of Federal Regulations (CFR), Part 330, Recruitment, Selection and Placement (General)
 - (b) Title 5, CFR, Part 362, Pathways Programs
 - (c) Title 5, CFR, Part 302, Employment in the Excepted Service
 - (d) Title 5, CFR, Part 213, Excepted Service
 - (e) Department of Defense (DOD), Priority Placement Program (PPP) Handbook
 - (f) Pathways Program Memorandum of Understanding (MOU) Between Office of Personnel Management (OPM) and DOD, August 17, 2012

Purpose. This DTM outlines the DLA Pathways Program policy and guidance and how DLA will appoint and employ individuals under two Pathways Programs; the DLA Internship Program and the DLA Recent Graduates Program. This policy authorizes appointments under Schedule D in the excepted service to both of the Pathways Programs utilized by DLA. It also defines requirements for non-competitive conversion to the competitive service upon successful completion of Pathways Program requirements.

Applicability. This DTM Applies to DLA Headquarters and DLA Primary Level Field Activities (PLFAs). This DTM also applies to actions implementing the provisions of 5 CFR, Part 362, subpart A.

Definitions. See Glossary Part I.

Policy.

a. Executive Order 13562 established appointing authorities under Schedule D in the excepted service, codified by OPM at 5 CFR 213.3402(a), (b), and (c), for the appointment of Pathways Programs participants. All Agency actions, including those to evaluate, appoint, develop and promote individuals, under the Pathways Programs will be based on merit and made without regard to political, religious or labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, genetic information, national origin, non-disqualifying physical handicap or age, and must be based solely on job-related criteria.

b. A job opportunity announcement (JOA) will be used to advertise all positions which are required to be filled under the provisions of this DTM. JOAs may pertain to more than one position, may be advertised as open continuous announcements, and may be used to fill subsequent vacancies of the same title, series, and grade.

c. The procedures outlined in 5 CFR 302 must be followed when filling positions under any Pathways Program. Selections will be made in accordance with the requirements of 5 CFR 302.401 and veterans preference laws.

d. Hiring managers may choose to select or not select any candidate referred for the position under the terms of this DTM.

e. Any employee who has the authority to take, direct others to take, recommend, or approve any personnel action will not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement any relative as defined in Title 5, United States Code (U.S.C.) 3110. No employee shall take, or direct others to take, any prohibited personnel practice as set forth in Title 5, U.S.C. 3301, 3302.

Responsibilities.

a. The Director, DLA Human Resources will provide broad policy guidance to DLA Headquarters, PLFAs, and DLA Human Resources Services on Pathways Program matters.

b. The Staff Director, DLA Human Resources Policy (J14) will provide policy and guidance to DLA Human Resources Services.

c. The Staff Director, DLA Human Resources, Human Capital Program Development (J12) will oversee and coordinate the Pathways Program strategic recruitment with the DLA Human Resources Services.

d. The DLA Human Resources Services Student Center will administer the DLA Pathways Program for all organizations and employees covered by this DTM and provide advice and assistance to hiring managers, supervisors, and employees in carrying out their responsibilities.

e. Hiring managers will actively support the DLA Pathways Program and select the best qualified candidates based on merit factors.

f. Applicants will submit all required resumes and applicable supporting documents within the specified time limits.

Procedures. Procedures for the DLA Pathways Program are outlined in Attachment 1.

Internal Controls. J14 in conjunction with J12 and the DLA Human Resources Services Student Center will assess program requirements in accordance with the J14 program assessment schedule.

Releasability. UNLIMITED. This DTM is approved for public release and is available on the DLA Issuances Internet Web site at <http://www.dla.mil/DLAPS>.

Point of contact for this DTM is Ms. Char Swingle, J14, (614) 692-6088, DSN 850-6088, or email: char.swingle@dl.mil.

BRAD BUNN
Director
DLA Human Resources

Attachments:
As Stated

ATTACHMENT 1

PATHWAYS PROCEDURES

1. PATHWAYS OVERALL GUIDANCE.

a. General Provisions. Certain aspects of the Pathways Programs are common to both the Internship and Recent Graduates Programs. This section addresses the overarching requirements of the two programs, as provided for in 5 Code of Federal Regulations (CFR) part 362, subpart A, and establishes the basic framework and purpose of the Pathways Programs. Issues and requirements that are specific to the individual programs are addressed later in this guidance.

b. Participant Agreements. DLA must enter into a written agreement with each Pathways Program participant it employs. There is no requirement that educational institutions be party to the agreements between DLA and Pathways Program participants. However, agreements may include the educational institution when required by the educational institution for the student to receive credit for their experience. Modifications to participant agreements must be coordinated between all parties and approved by J1. Agreements must include expectations and define the following:

- (1) A general description of the duties to be performed;
- (2) Work schedules;
- (3) Length of appointment and termination date;
- (4) Mentorship opportunities;
- (5) Training requirements;
- (6) Evaluation procedures that will be used for the participant;
- (7) Requirements for continuation and successful completion of the program;
- (8) Minimum eligibility requirements for noncompetitive conversion to term or permanent appointment in the competitive service under the specific Pathways Program in which employed; and
- (9) Any other requirements or expectations established by the agency.

c. Vacancy Announcement. All vacancies must meet Office of Personnel Management (OPM) public notification requirements and be posted on USAJOBS, as provided by 5 CFR 362 and DOD implementing guidance. To meet announcement requirements:

(1) Announcement must include the position title, series, grade, geographic location, and how to apply.

(2) An announcement may cover multiple positions.

(3) An announcement may limit the area of consideration to a specific geographic area.

(4) An announcement will indicate the potential for “conversion to a permanent position,” as appropriate.

d. Transition Assistance. The provisions of the Reemployment Priority List, DOD Priority Placement Program, and Interagency Career Transition Assistance Plan **do not** apply to the initial appointment or conversions of Pathways Programs participants to the competitive service.

e. Qualifying Educational Institutions. Many types of academic entities qualify for the purposes of the Pathways Programs (5 CFR 362.102). These include:

(1) 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 (i.e., home-school program must be recognized by the State or local Government oversight agency).

(2) Post-secondary: Educational institutions or curricula listed below must be accredited by an accrediting body recognized by the Secretary of the United States (U.S.) Department of Education to be qualifying education:

(a) Technical or vocational school.

(b) 2-year or 4-year college or university.

(c) Graduate or professional school (i.e., law school, medical school).

(d) A post-secondary home-school curriculum (must be recognized by the state or local government oversight agency).

f. Selection and Appointment. The provisions of 5 CFR part 302, veterans’ preference laws, and the DLA Director’s Decision Memorandum, dated March 28, 2012, (Subject: Decision Memorandum Adopting Recommendation for Centralized Recruiting and Hiring for all

Intern Type Positions) must be applied when considering, selecting, and appointing individuals to positions under the Pathways Program. The Director's Decision Memorandum centralized recruitment and selection for all entry-level student, recent graduates and similar intern type positions under J1 to help achieve the Agency's strategic objective of a diverse, high performing workforce. Implementation of this decision includes, but is not limited to:

(1) Cyclical solicitation of organizations for applicable hiring needs.

(2) Consolidation and advertisement of requirements under a corporate announcement(s).

(3) Representatives from J1 and the organization's Equal Employment Office (EEO) will serve on interview panels. J1 representatives must be at least a GS-13. The EEO representative will serve as a non-voting member.

g. Documenting the Appointment. Appointments made under the Pathways Programs are under Schedule D, and will be documented with the appropriate codes and remarks from OPM's *Guide to Processing Personnel Actions*. See Chapter 11 of the *Guide to Processing Personnel Actions* for Nature of Action and Legal Authority Codes and remarks to be used when documenting the appointment on the Standard Form 50.

h. Compensation. Pay for Pathways positions will be set in accordance with the pay administration rules of the pay system or pay plan of the position and pay setting guidance.

i. Separations. DLA may terminate a Pathways participant for misconduct, poor performance, or suitability issues under the applicable provisions of Title 5. Service in a Pathways Program confers no right to further employment and may be terminated at any time as outlined in the Participant Agreement.

j. Conversion to the Competitive Service. Subject to any OPM-imposed conversion limitations, an organization may noncompetitively convert any eligible 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 and may be terminated at any time. Pathways participants converted to term appointments may be subsequently converted noncompetitively into permanent competitive service positions before the term appointment expires. Organizations' workforce plans must ensure there are sufficient numbers of permanent positions to allow for the conversion of program participants who successfully complete their program requirements.

k. Reporting Requirements. DLA will provide the following information to OPM in accordance with 5 CFR 362.109:

(1) The occupations for which the Pathways Programs will be used to fill entry-level positions during the coming year;

(2) The percentage of positions expected to be filled under the Internship and Recent Graduates Programs, respectively, during the coming year; and for the previous year:

(a) The number of participants initially appointed under *each* Pathways Program;

(b) The percentage of the Agency's overall hires made from each Pathways Program;

(c) The number of Pathways Program participants converted to the competitive service for *each* Pathways Program; and

(d) The number of Pathways Program participants who were separated for each Pathways Program.

2. DLA PATHWAYS INTERNSHIP PROGRAM.

a. Overview. The DLA Pathways Internship Program is a streamlined program which replaces the programs covered under the Student Education Employment Program; the Student Career Experience Program, and the Student Temporary Employment Program. 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 exposes students to jobs in the Federal civil service by providing meaningful developmental work at the beginning of their careers, before their careers paths are fully established. The flexible nature of the Program also accommodates the need to hire students to complete temporary work or projects, perform labor-intensive tasks not requiring subject matter expertise, or to work traditional "summer jobs". The Program provides DLA 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. DLA will utilize the Pathways Internship Program authority for several reasons:

(1) To recruit and develop talented employees to support changing Agency missions, even in periods of downsizing;

(2) To ensure the Government can meet its professional, technical, and administrative needs; and

(3) To sustain a quality and diverse workforce.

Appointments made under the DLA Pathways Internship Program authority can assist DLA in succession planning and assist with short term needs. The DLA 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.

b. Recruitment and Selection under Centralized Unit. J1 servicing of Interns will be directed under a centralized unit at the DLA Human Resources Services at Columbus office, Columbus Student Center. The center will be responsible for:

(1) Providing guidance and advice on the Pathways Internship program, positions and related J1 matters;

(2) Quarterly solicitation of hiring needs from organizations;

(3) Posting of and staffing responsibilities for Intern announcements in accordance with Section 1.6;

(4) Serving as the OPM Pathways posting Point of Contact (POC) for job announcements;

(5) Managing the Intern on-boarding process;

(6) Participating in virtual and on-site recruiting events in combination with J12; and

(7) Managing the Intern throughout their lifecycle (i.e., continued enrollment eligibility monitoring; managing student agreements; monitoring grades; assignments and training and development with the organization; ensuring completion of program requirements; processing all personnel actions, etc.).

c. Eligibility Requirements. To be eligible for the DLA 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. A student who needs to complete less than a half-time course-load immediately prior to graduating is still considered a student. A certificate program must be equivalent to at least 1 academic year of full-time study that is part of the accredited educational institution's curriculum.

(1) Individuals must meet the qualifications and eligibility requirements throughout the duration of the Internship appointment. Prior to initial appointment, Interns must provide documentation of student status. Such documentation may be in the form of an official copy of the school transcript, documentation of registration, tuition bill, or a copy of the acceptance letter from the college or university for new students.

(2) Interns must provide a copy of up-to-date- transcripts (unofficial) at the end of each academic semester or term unless requested more frequently by the supervisor or J1 Office, for

verification of enrollment and academic standing as proof of continuing eligibility for participation in the Intern Program.

d. **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 will be classified as student trainees, in the XX01 series of the appropriate occupational group.

e. **Qualifications.** Initial appointments of Interns may be made at any grade level as reflected in the vacancy announcement, commensurate to the candidate's qualifications. DLA will utilize education to qualify Interns for an initial appointment to GS positions based on their educational achievements. For Wage Grade (WG) positions, qualifications will be in accordance with the OPM Federal Wage Standards. The student's academic or career goals should be related to the duties of the position to which the Intern will be assigned. Individuals being considered for positions that typically have positive education requirements (e.g., engineers, psychologists, contracting specialists, etc.) must be enrolled in directly related degree programs in order to be eligible for conversion to that position in the competitive service.

APPOINTMENT QUALIFICATIONS FOR GS POSITIONS	
GRADE LEVEL	LEVEL OF EDUCATION
GS-1	Enrollment in a high school diploma or General Education Diploma (GED) program.
GS-2	Completion of high school diploma or GED program.
GS-3	Completion of 1 full academic year of post-high school study.
GS-4	Completion of 2 full academic years of post-high school study or an associate's degree.
GS-5	Completion of 4 academic years of post-high school leading to a bachelor's degree or equivalent degree.
GS-7	Completion of 1 full academic year of graduate level education; or Eligibility under the Superior Academic Achievement Provision and completion of a bachelor's degree.
GS-9	Completion of 2 academic years of graduate level education, a master's degree, or equivalent graduate degree.
GS-11	For research positions, completion of all requirements for a master's or equivalent graduate degree.

One full academic year of undergraduate; graduate; vocational; trades; technical or high school education is the number of credit hours determined by the college, university or school to represent 1 year of full-time study. The high school curriculum must be approved by a State or local governing body. All education beyond high school must be accredited by an accrediting body or organization recognized by the U.S. Department of Education.

f. Assessment. Interns will be reviewed for eligibility requirements and basic qualification requirements. An assessment to evaluate related competencies may be applied at time of application. A written test is not required for Schedule D Intern positions at the time of initial appointment.

g. Appointments. DLA will make appointments to the Internship Program, pursuant to the DOD Pathways Program MOU using the Schedule D excepted service appointing authority, codified by OPM at 5 CFR 213.3402(a). Organizations may make:

(1) A temporary appointment for a period not to exceed (NTE) 1 year, the ending date of which must be specified in the Participant Agreement with the Intern. These appointments may be extended for an additional year and the provisions under 5 CFR 213.104 apply; or

(2) An appointment for an initial period expected to last for more than 1 year will be to an indefinite appointment. An end date must be specified in the Participant Agreement with the Intern and is generally the Intern's projected graduation date.

h. Tenure Group Designations. An Intern serving under an appointment for an initial period expected to last more than 1 year (no NTE date) is in excepted service Tenure Group II for purposes of 5 CFR 351.502 and is accorded the same retention rights as other excepted service employees. An Intern serving under a temporary appointment (NTE date) is in excepted service Tenure Group III, provided that he or she has completed at least 1 year of current continuous service. If not, the Intern is in Tenure Group 0.

Tenure Group Definitions	
Tenure Group	Excepted Service
0	Employees who are not in tenure groups I, II or III.
I	Employees whose appointments carry no restrictions or conditions such as conditional, indefinite, specific time limitation, or trial period.
II	Employees who are serving under appointments for an initial period expected to last more than 1 year or are serving trial periods.
III	Employees who are serving under appointments with specific time limitations of more than 1 year; or are currently under appointments limited to 1 year or less, and complete 1 year of current, continuous service.

i. Trial Period. The entire period served under the Internship Program counts as the participant's trial period. Prior Federal civilian service is credited toward the completion of the required trial period in the same manner as prescribed in 5 CFR 315.802.

j. Student Schedules. Interns may work full-time or part-time schedules. The organization is responsible for establishing work schedules for Interns in accordance with 5 CFR 610.121. Organizations 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 in order 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 in Section 2.m, "Conversion to the Competitive Service". The Intern's work schedule must be reflected in the Participant Agreement.

k. 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. Interns must submit requests for a break-in-program in writing to their supervisor for approval/disapproval. The written request must include the period of time and the basis for the break. Approvals must be submitted to the Student Center in the DLA Human Resources Services at Columbus Office.

l. Promotion. An Intern may be promoted as long as all eligibility and qualifications requirements for the position to which promoted are met. Supervisors/Managers may submit actions for promotion for a GS position based on achieving a level of education and meeting a period of Intern work experience, in accordance with the criteria below.

For WG positions the Intern must have completed at least two periods of Intern work experience.

The Working experience is defined as 320 hours.

PROMOTION REQUIRMENTS FOR GS POSITIONS*	
Promotion pattern for one-grade interval occupations	
TO:	Promotion Requirement
GS-2	Continued study in a high school education program and completion of one period of work experience.
GS-3	Completion of one full semester (or the equivalent) of post-high school study and one period of work experience.
GS-4	Completion of one full academic year of study and two periods of work experience.
GS-5	Completion of 3 full academic years of study leading to a bachelor's degree and one period of work experience equivalent to at least the GS-4 level.
GS-6	Completion of all requirements for a bachelor's degree and completion of two periods of work experience equivalent to at least the GS-5 level.
Promotion pattern for two-grade interval occupations	
TO:	Promotion Requirement
GS-5	Completion of 3 full academic years of study leading to a bachelor's degree and one period of work experience equivalent to at least the GS-4 level.
GS-7	Completion of all requirements for a bachelor's degree and completion of two periods of work experience equivalent to at least GS-5 level.

GS-9	Completion of 1 full year of graduate level study and completion of two periods of work experience equivalent to at least the GS-7 level.
GS-11	Completion of 2 full years of graduate level study and completion of two periods of work experience equivalent to the GS-9 level.
	*The above promotion criterion is not required for a promotion at time of conversion. Interns may be promoted at time of conversion based on appointment qualifications (Refer to Table on Page 9).

m. Conversion to the Competitive Service. Interns in non-time-limited appointments may be noncompetitively converted 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. Notwithstanding performance, misconduct or budgetary issues, Interns are expected to be converted. Interns must meet the qualification requirements for the position to which the Intern will be converted. In addition, it is expected those in the DLA Pathways to Career Excellence (PaCE) program career fields will be converted to PaCE positions. Interns are required to fulfill the requirements as outlined in the Participant Agreement. However, conversion is not mandatory or guaranteed. Interns must be U.S. citizens to be eligible for conversion. The conversion to the competitive service must be accomplished within 120 days of completion of education.

(1) To be eligible for conversion, an Intern must:

(a) Have completed 640 hours of work experience **while enrolled** as a full-time or half-time degree-seeking student.

(b) Have completed educational requirements from a qualifying institution.

(c) Have received a favorable recommendation by an official of the organization.

(2) Time credited to meet the required 640 hours:

(a) Organizations 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.

(b) Organizations 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).

(c) Organizations 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)).

(d) Interns who are placed in term positions may subsequently be noncompetitively converted into permanent competitive service positions.

(3) Conversion into the PaCE Program: Interns who are in occupations aligned to the PaCE program (e.g., contracting, engineering, finance/accounting, information technology, supply) will be converted at the GS-7 or GS-9 level with targets to the GS-11 or GS-12 level in accordance with PaCE Program guidance. A list of the [career fields covered by the PaCE](#) program may be found on the J1 web site.

n. Terminations. An Intern appointment expires:

(1) 120 days after completion of education unless the Intern is selected for noncompetitive conversion under 5 CFR 362.204.

(2) Upon expiration of the temporary appointment.

o. Reduction-in-Force. Interns are covered under 5 CFR 351 for Reduction-in-Force purposes.

3. DLA RECENT GRADUATES PROGRAM.

a. Overview. Executive Order (E.O.) 13562 recognized the benefits of a diverse Federal workforce that includes recent graduates from academic institutions and technical programs. 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.

DLA will provide employment opportunities for recent graduates through the DLA Recent Graduates Program which is under the umbrella of the PaCE Program. Only positions/series covered under the PaCE Program will be utilized to appoint Recent Graduates. The DLA Recent Graduates program is only one source DLA utilizes to recruit for the PaCE Program and will be a supplement to the open competitive (Delegated Examining) process. The PaCE program serves as one of DLA's primary workforce and succession planning strategies. The Recent Graduates Program provides DLA with the opportunity to further this effort by placing recent graduates into the workforce.

b. Eligibility Requirements. To be eligible for a DLA Pathways Recent Graduates appointment, an individual must, within the previous 2 years, have completed a qualifying bachelors, masters, professional or doctorate degree from a qualifying educational institution. Preference eligible veterans who were precluded from applying due to their military service obligation begin their 2-year eligibility period upon release or discharge from active duty. Eligibility for these veterans cannot exceed 6 years from the date on which they completed their degrees. See examples in the [Frequently Asked Questions](#) posted on the J1 web site.

c. Recruitment and Selection under Centralized Unit. J1 servicing of recent graduates will be directed under a centralized unit at the DLA Human Resources Services at Columbus office, the Columbus Student Center. The center will be responsible for:

(1) Providing guidance and advice on the Pathways Recent Graduates program, positions, and related J1 matters;

(2) Semi-annual solicitation of hiring needs from organizations in conjunction with the request for the DLA PaCE program;

(3) Posting of and staffing responsibilities for announcements in accordance with Section 1. f;

(4) Serving as the OPM Pathways posting POC for job announcements;

(5) Managing the recent graduate on-boarding process;

(6) Participating in virtual and on-site recruiting events in combination with J12: and

(7) Managing the Recent Graduates throughout their lifecycle (i.e., managing agreements, processing all personnel actions, etc.).

d. Qualifications. Recent Graduates appointments are subject to the basic qualification standards for competitive service positions established by OPM for the occupation and grade level being filled.

e. Assessment. Positions/Series covered by the Administrative Careers With America (ACWA) will be assessed utilizing the ACWA rating schedules or an alternative assessment may be used as long as the alternative complies with the requirements identified in Appendix D, Delegated Examining Operations Handbook. For positions NOT covered by ACWA, assessment questionnaires or alternative assessments may be used.

f. Appointments. DLA will make Recent Graduate appointments pursuant to the DOD Pathways Program MOU using the Schedule D excepted service appointing authority, codified by OPM at 5 CFR 213.3402(b). Appointments under the Recent Graduates Program will be for 1 year and then will be converted to a career or career-conditional appointment in the competitive service under which the employee will complete the remainder of his/her PaCE program, notwithstanding any performance, misconduct, or budgetary issue. Appointments will be made at the GS-7 or GS-9 grade levels commensurate with the specific DLA PaCE Program Career field.

g. Tenure Group. Recent Graduates are in the excepted service under Tenure Group II.

Tenure Group Definitions	
Tenure Group	Excepted Service
0	Employees who are not in tenure groups I, II or III
I	Employees whose appointments carry no restrictions or conditions such as conditional, indefinite, specific time limitation, or trial period.
II	Employees who are serving under appointments for an initial period expected to last more than 1 year; or are serving trial periods.
III	Employees who are serving under appointments with specific time limitations of more than 1 year; or are currently under appointments limited to 1 year or less, and complete 1 year of current, continuous service.

h. Trial Period. Recent Graduates will serve a 1 year trial period consistent with the duration of the appointment. 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.

i. Promotions. Promotions are not guaranteed and will be in alignment with the DLA PaCE Program.

j. Training and Development. A Recent Graduate's training and development will be covered under the PaCE Program of Development (PoD) for the assigned position. The program will include:

(1) PaCE orientation.

(2) Assignment of a mentor throughout the program.

(3) An Individual Development Plan (IDP) as determined by the PoD which will track career planning, professional development, and training activities.

(4) The IDP will include at least 40 hours of formal, interactive training in alignment with the DLA PaCE program.

k. Movement Between and Within Agencies/Components. Participants in the DLA 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. For movement within DLA, a conversion to a new Recent Graduate appointment will be processed.

l. Conversion to the Competitive Service. Notwithstanding performance, misconduct, or budgetary issues, DLA Recent Graduates will be noncompetitively converted after 1 year to a career or career-conditional appointment in the competitive service under which the individual will complete the remainder of their PaCE program.

The noncompetitive conversion must occur upon successful completion of the 1-year Program period or at the end of a 120-day approved extension in accordance with the [DOD MOU](#). Individuals must have met the following requirements in order to be noncompetitively converted:

(1) Completed all the requirements of the program successfully as outlined by the PaCE program and participant agreement.

(2) Demonstrated successful job performance consistent with the applicable performance appraisal program.

(3) Have received a favorable recommendation by an official of the organization.

m. Terminations. If a Recent Graduate is not converted on the date of completion of their service requirement (1 year) or at the end of an approved 120-day extension, their appointment must be terminated.

n. Reduction-in-Force. Recent Graduates are covered under 5 CFR 351 for Reduction-in-Force purposes.

PART IGLOSSARYABBREVIATIONS AND ACRONYMS

ACWA	Administrative Careers with America
CFR	Code of Federal Regulations
FWS	Federal Wage System
GS	General Schedule
IDP	Individual Development Plan
MOU	Memorandum of Understanding
NTE	Not to Exceed
OPM	Office of Personnel Management
PaCE	Pathways to Career Excellence
POC	Point of Contact
POD	Program of Development

PART II
DEFINITIONS

Memorandum of Understanding. Written agreement between DOD and OPM that describes the roles and responsibilities of each party.

Pathways Program Participant. An individual appointed under one of the two Pathways Programs: Internship Program or Recent Graduates Program.

Participant Agreement. Written agreement between the employing agency and the Pathways Participant.

Period of Intern Work Experience. A period of Intern work experience is defined as 320 hours.

Student. An individual who has been accepted for enrollment or who is enrolled and seeking a degree (diploma or certificate) in a qualifying educational institution on a full or half-time basis.