

US Department of Housing & Urban Development

A graphic consisting of three grey stars of varying sizes in the upper left, and two wavy lines, one red and one blue, arching over the word "PATHWAYS".

# PATHWAYS

FOR STUDENTS & RECENT GRADUATES  
TO FEDERAL CAREERS

**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 an advanced degree (i.e. Masters, Ph.D., or J.D.) 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 Information;
- Training requirements;

- Evaluation procedures that will be used for the participant;
- Requirements for continuation and successful completion of the Program; and
- Minimum eligibility requirements for noncompetitive conversion to term or permanent appointment in the competitive service under the specific Pathways Program in which employed.
- Requirements for changing course of study

## CHAPTER 2. ROLES AND RESPONSIBILITIES

### 2-1 **Office of Chief Human Capital Officer**

**Pathways Program Officer of the Special Employment Programs Division, within OCHCO** 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.
- Ensuring that program offices enter into a written agreement with each Pathway Participant. Agreement 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. Verifying enrollment and eligibility of students for continued participation in the program.

### 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 administering the Program, coordinating recruitment and onboarding with the Administrative Officers (AO) 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.
- 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.
- 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, except for approved breaks in the program as defined by section 4.8. A less than half time schedule is permitted during the final term.
- 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 the position description
- 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.

Executive Order 13562 established appointing authorities under Schedule D in the excepted service, codified by OPM at 5 CFR 213.3042(a),(b), and (c), for the appointment of Pathways Programs participants under Schedule D in the excepted service. 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.

### **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, as defined in HUD MOU with OPM, 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. Terminations of Presidential Management Fellows must be made in accordance with the provisions of 5 CFR § 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.

Any Recent Graduate who held a career-conditional or career appointment in HUD immediately before entering the Program, and who fails to complete the Program for reasons that are not related to misconduct, poor performance, or suitability, may be placed in a permanent competitive service position as permitted under 5 C.F.R. § 362.306(b)(2).

### **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**

Delegated Examining Unit (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. Human Capital Services (HCS) must scan into the Electronic Official Personnel Folder (e-OPF) 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. Interns must be at least 16 years of age.

Program participants are required to have a 2.0 or equivalent GPA and maintain a 2.0 GPA in order to maintain employment.

### 4-3 Qualifications

HUD will use OPM qualification standards when filling Internship positions as specified in HUD's MOU with OPM. However, individuals being considered for positions that have positive education requirements (e.g., social science analyst, accountant) 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 [Executive Order \(E.O.\) 13562](#) using the Schedule D excepted service appointing authority, codified by OPM at 5 CFR 213.3402(a). HUD 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.

#### **4-6 Probationary Period**

The entire period served under the Internship Program counts towards the probationary period. Prior Federal civilian service is credited toward the completion of the required probationary period in the same manner as prescribed in 5 CFR 315.802.

Probationary Period is an extension of the application process in which your work performance and conduct is evaluated to determine the fitness of an employee. The Probation Period is one year in length and must be served for initial career- conditional appointment in accordance with 5 CFR 315.801-806.

#### **4-7 Student Schedules**

Interns may work full-time or part-time schedules. HUD will establish 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 within the following time frames:

- Associates Degree 4 years
- Bachelor's Degree 10yrs
- Master's Degree 5yrs

Interns Indefinite (interns that are on appointments without Not To Exceed ( NTE) date), 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, as referenced in section 4-9. 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 and may be approved for up to one year of the entire length of the program based on the school's academic calendar. When an Intern is not working and has an approved break in the program, the Intern is placed in a LWOP 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.

## **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 will advertise all positions 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 HUD's MOU with OPM, 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 Probationary Period**

All time served under the Recent Graduates Program counts towards the probationary period. Prior Federal civilian service is credited toward the completion of the required probationary 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 fully 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. Extensions longer than 120 days must be approved by the Department. Under no circumstances can a Recent Graduates appointment exceed two years, plus a 120-day extension. OCHCO will send a request to managers to confirm their intent to convert or not convert to the Program Offices 90 days prior to the employee completing the education requirement. Supervisors are responsible for informing Pathway Participants of the intent to convert or not convert verbally and in writing within the 90 day time frame. 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**

### **This section supersedes the 2010 HUD PMF Program Guide**

#### **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, if a student is currently attending a qualifying educational institution who expects to complete the advanced degree by August 31<sup>st</sup> of the academic year in which the competition for the PMF program 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 all qualification requirements to be promoted to the next higher grade, in accordance with the HUD/AFGE collective bargaining agreement.

**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;
- Participate in at least one four- to six-month rotational or developmental assignment consistent with the employee's IDP.

## **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, the 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.

A PMF is responsible for completing all activities and preparing the Executive Resources Board (ERB) binder (documentation), 90 days prior to their projected conversion date. Extensions will only be granted in extreme circumstances such as:

- Maternity leave
- Paternity leave
- Serious illness
- Military/uniformed service

The request for and justification of extensions must come through the Program Training Coordinator/Fellows Liaison to the PMF Team.

## Appendix A

Pathways Programs Memorandum of Understanding (MOU)  
Between the  
U. S. Office of Personnel Management (OPM)  
and the  
U.S. Department of Housing and Urban Development

### 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 this Memorandum of Understanding (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

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 MOU with OPM prior to making appointments under any Pathways Program authority.

### III. POSITIONS COVERED

Any position, at any General Schedule grade for which the individual is qualified.

### IV. RESPONSIBILITIES OF THE PARTIES

#### a. OPM Responsibilities:

- Provide implementation guidelines and technical assistance;
- Review agency agreements in a timely manner;
- Provide guidance on how the agency shall submit data on the 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 the agency with a vehicle to publicize hiring under the Pathways authority; and
- Centrally manage the Presidential Management Fellows Program in accordance with 5 CFR part 362, subpart D.

In addition, OPM retains exclusive authority to:

- Establish and maintain an oversight program
- Establish caps on the number of individuals who may be hired under the Pathways Programs or noncompetitively converted from the Pathways Programs to positions in the competitive service; and
- Revoke an agency's authority to use the Pathways Programs.

PMFs have successfully completed the PMF Program. HUD must complete its evaluation, make a decision regarding certification of successful completion, and notify the PMF, no later than 30 calendar days prior to the expiration of the PMF's appointment in the Program.

2. Recent Graduates Program:

- Recent Graduates Program is a one year developmental program.
- Recent graduates are required to complete an agency approved IDP within 45 days of the appointment. The IDP must contain a minimum of 40 hours of training.
- A mentor will be assigned by an agency representative within 90 days of the appointment.

3. Intern Program:

- Interns on appointments exceeding 90 days are required to complete an agency approved IDP within 45 days of the appointment.

• AGENCY COMMITMENT TO:

- Provide OPM requested information regarding the use of HUD 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;
  - ✓ Assessing applicants;
  - ✓ Rating and Ranking qualified candidates; and
  - ✓ Granting veterans' preference.
- Provide a meaningful on-boarding process for each Pathways Program.

• COORDINATORS. Identify agency coordinators as follows:

- Pathways Program Office; and
- PMF Coordinator

V. 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.

VI. FUNDING

b. Agency Responsibilities:

- **AGENCY PROGRAMS.** The Pathways Programs for the U.S. Department of Housing and Urban Development consists of the following:
  - The Internship Program
  - The Recent Graduates Program -- positions are one-year in length
  - The Presidential Management Fellows (PMF) Program
- **DELEGATION OF AUTHORITY.** Authority for use of the Pathways Programs at the U.S. Department of Housing and Urban Development will be maintained solely in the Office of Human Capital Support and will not be redelegated.
- **PROGRAM EXTENSIONS.** Agency-approved extensions for Recent Graduates and PMFs:
  - May not exceed 120 days. Extensions will be considered rare and unusual circumstances to be determined on a case by case basis. Extensions will only be approved for a reason that was beyond the control of the organization and/or the participant. (Examples: death in participant's immediate family, extended illness of the participant, organization directed furloughs). Extension requests will be submitted to the Pathways Program Coordinator for coordination of the final decision.
- **FORMAL TRAINING AND DEVELOPMENT.**
  1. **Presidential Management Fellows (PFM):**
    - PMFs will complete an agency-approved Individual Development Plan (IDP) within 45 days of appointment.
    - A mentor will be assigned by an agency representative within 90 days of the appointment.
    - Rotational assignments provide PMFs with the opportunity to gain a broader perspective of the Executive Branch of the Federal Government, and are subject to the target supervisor's discretion. If a rotational assignment is approved, it must be completed during the time period approved by the target supervisor before the PMF searches for the rotational opportunity. This will provide target supervisors with autonomy with their PMFs and allow for appropriate management controls to be in place to monitor the amount of time a PMF spends in his/her organization to effectively learn the responsibilities and functions of their targeted position.
    - Certification of Completion. Members of the HUD Executive Resources Board (ERB) certification must certify whether HUD

certification of successful completion, and notify the PMF, no later than 30 calendar days prior to the expiration of the PMF's appointment in the Program.

2. Recent Graduates Program:

- Recent Graduates Program is a one year developmental program.
- Recent graduates are required to complete an agency approved IDP within 45 days of the appointment. The IDP must contain a minimum of 40 hours of training.
- A mentor will be assigned by an agency representative within 90 days of the appointment.

3. Intern Program:

- Interns on appointments exceeding 90 days are required to complete an agency approved IDP within 45 days of the appointment.

• AGENCY COMMITMENT TO:

- Provide OPM requested information regarding the use of HUD 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;
  - ✓ Assessing applicants;
  - ✓ Rating and Ranking qualified candidates; and
  - ✓ Granting veterans' preference.
- Provide a meaningful on-boarding process for each Pathways Program.

• COORDINATORS. Identify agency coordinators as follows:

- Pathways Program Office; and
- PMF Coordinator

## V. 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.

## VI. FUNDING

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

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

VII. 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.



OPM Official Signature  
Kimberly Holden  
Deputy Associate Director,  
Recruitment and Hiring  
U.S. Office of Personnel Management



Agency Head/Designee Signature  
James E. Fruge, Div Dir, RSD, HUD

3/1/2013  
Date

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**U.S. Department of Housing and Urban Development  
INTERNSHIP PROGRAM  
(Indefinite Appointment)  
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. 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:**

- ★ 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.

- ★ 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.

- ★ 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)**

- ★ See attached scope of work or position description

- ★ 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 \_\_\_\_\_

**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

☐ Other Certificate Program - please specify \_\_\_\_\_

requirements of the Agency

### **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 (FGLI)

### **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

### **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.

### **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

### **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.

### **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 C**

**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:**

- ★ 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.

- ★ 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

- ★ 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)**

- ★ See attached scope of work or position description

- ★ 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 \_\_\_\_\_

**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

**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

**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

**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.

**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)

**Department of Housing and Urban Development (HUD)  
Participant Agreement  
Recent Graduates Program  
Appendix D**

**Appointee's Full Name:** \_\_\_\_\_

**Position Title, Series and Grade:** \_\_\_\_\_

**Program Office:** \_\_\_\_\_

**Duty Station:** \_\_\_\_\_

**Entrance on Duty (EOD) Date:** \_\_\_\_\_

**Program Not to Exceed (NTE)/Conversion Date:** \_\_\_\_\_

**Recent Graduate's Responsibilities:**

- ★ 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 agency training classes or programs
- ★ Create an Individual Development Plan (IDP) with assistance from your manager.
  - IDP must include at least 40 hours of formal interactive training
  - IDP must be completed within 45 days of your date of hire
  - IDPs must be created each year
- ★ Select a mentor within 90 days of your date of hire. Your manager will assist you
- ★ Attend regularly scheduled meetings with mentor

**Hiring Official's/Supervisor's Responsibilities:**

- ★ Complete Participant Agreement with each Recent Graduate
- ★ Provide information on the Recent Graduate Program requirements
- ★ Establish a mutually agreeable work schedule
- ★ Identify performance goals and evaluation criteria
- ★ Help Recent Graduate create an IDP which must be completed 45 days from date of hire
- ★ Assist Recent Graduate with the selection of a mentor within 90 days of date of hire
  - Mentor must be at an appropriate level outside of the Recent Graduate's chain of command
- ★ Provide information on any special training requirements
  - Ensure Recent Graduate participates in at least 40 hours of formal interactive training per year
- ★ Supervise daily work activities
- ★ Identify performance goals and evaluation criteria

- ★ If the position offers noncompetitive conversion to the competitive service, identify the eligibility requirements for conversion and ensure the Recent Graduate is converted at the end of the Program.

**Work Assignments**

See attached Position Description (PD) and assigned Training Plan.

**Recent Graduates Program Requirements (Requirements for continuation and successful completion of the Program)**

- ★ Successful completion of the 1-2 year training plan
- ★ Supervisor endorsement

**Recent Graduates Training Requirements**

- ★ 40 hours of formal interactive training each year.

**Mentoring (Enter selected Mentor information)**

Office of the Chief Human Capital Officer  
Office of Policy, Programs and Advisory Services  
January 2015

### Evaluation Procedures

- ★ Maintain acceptable performance under agency's approved performance management system.
- ★ See attached Periodic Performance Assessment.

### Minimum Eligibility Requirements for Noncompetitive Conversion.

To be eligible for conversion to the competitive service, the Recent Graduate must:

- ★ Be a U.S. citizen.
- ★ Successfully complete all Recent Graduate Program requirements.
- ★ Meet the OPM Qualification Standard for the position to which the Recent Graduate may be converted to.
- ★ Maintain acceptable performance under the agency's approved performance management system.

**It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.**

### SIGNATURES:

**Recent Graduate:**

*Print Name*

*Signature*

*Date*

**Hiring Official/Supervisor:**

*Print Name*

*Signature*

*Date*

**Human Resources Approving Official:**

*Print Name*

*Signature*

*Date*



**Department of Housing and Urban Development (HUD)  
Participant Agreement  
Presidential Management Fellows  
Appendix E**

<b>Appointee's Full Name:</b>	
<b>Appointing Agency/Sub-Agency:</b>	
<b>Appointment Date (s):</b>	<b>Work Schedule:</b>
Entrance on Duty (EOD) Date :	Monday
(MM/DD/YYYY)	Tuesday
Program Not to Exceed (NTE) Date:	Wednesday
	Thursday
	Friday
(MM/DD/YYYY)	
<b>Position Title, Series and Grade</b>	<b>Pay</b>
<b>Fellow's Responsibilities:</b>	<b>Hiring Official's/Supervisor's Responsibilities:</b>
<input type="checkbox"/> Adhere to the Presidential Management Fellows Program requirements <input type="checkbox"/> Adhere to an established work schedule  <input type="checkbox"/> Perform, successfully, the assigned duties listed in your position description  <input type="checkbox"/> Observe all workplace rules  <input type="checkbox"/> Create an Individual Development Plan (IDP) with assistance from your manager. <ul style="list-style-type: none"> <li><input type="checkbox"/> IDP must include at least 80 hours of formal interactive training</li> <li><input type="checkbox"/> IDP must be completed within 45 days of your date of hire</li> <li><input type="checkbox"/> IDP must be completed each year</li> </ul> <input type="checkbox"/> Select a Mentor within 90 days of your date of hire. Your manager will assist you.  <input type="checkbox"/> Participate in at least one, four to six month rotational or developmental assignment consistent with the employee's IDP  <input type="checkbox"/> Attend regularly scheduled meetings with mentor  <input type="checkbox"/> Participate in agency training classes or programs	<input type="checkbox"/> Complete Participant Agreement with each Fellow  <input type="checkbox"/> Provide information on the Presidential Management Fellows Program requirements  <input type="checkbox"/> Establish a mutually agreeable work schedule  <input type="checkbox"/> Identify performance goals and evaluation criteria  <input type="checkbox"/> Help Fellow create an IDP which must be completed 45 days from date of hire  <input type="checkbox"/> Assist Fellow with the selection of a mentor within 90 days of date of hire <ul style="list-style-type: none"> <li><input type="checkbox"/> Mentor must be at the managerial level outside</li> </ul> <input type="checkbox"/> If the position offers noncompetitive conversion to the competitive service, identify the eligibility requirements for conversion and ensure the Fellow is converted at the end of Program.
<b>Work Assignments (Enter brief description of duties or attach a position description)</b>	
<b>PMF Program Requirements (Enter requirements for continuation and successful completion of Program)</b>	



--