

OCHR FACTSHEET

Pathways Programs and Public Notice

Audience: HR Community

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PATHWAYS

This Fact Sheet:

- Clarifies guidance on posting Pathways Internship positions
- Emphasizes the intent for hiring temporary Pathways interns
- Answers frequently asked questions

Background

The Department of the Navy (DON) has received guidance from the Department of Defense (DoD) regarding the October 2, 2012 guidance from the Office of Personnel Management (OPM, *Public Notice and the Pathways Internship Program*). The Memorandum of Understanding (MOU) between DoD and OPM outlines agency specific guidance on the movement of interns and public notice requirements.

Public Notice Requirements

5 CFR 362.105 and the MOU between DoD and OPM, permits all DoD agencies to use Pathways. All Pathways Job Opportunity Announcements (JOA) must be posted on USAJOBS and applications will be accepted exclusively through USAJOBS. DoD directs that all movement between Pathways positions are conversions to new appointments (e.g. reassignments, promotions) and must be competed unless the original JOA indicates that there is the potential for promotion or conversion.

STEPS Transitioned to Pathways Temporary Appointments

Former STEPs who transitioned to internship appointments with NTE dates may convert to the competitive service without further competition; however, they may only convert to the position they currently occupy (e.g., if they are a GS-4, they may only convert to a GS-4 with no promotion potential). After they are in the competitive service, they may be provided with promotion opportunities in accordance with merit promotion procedures.

DON Pathways Interns without Not to Exceed (NTE) dates – Internships

Pathways participants on indefinite internship appointments may remain employed as long as they are enrolled as a student in an accepted education program. These individuals may be converted to the competitive service upon completion of the employee's education and after meeting all the program requirements. Any potential for movement within and from this program (e.g. promotion potential, conversion to the competitive service) MUST be stated in the original JOA.

DON Pathways Interns with NTE dates – Temporary Internships

Temporary internships should be hired ONLY for summer/seasonal positions or project specific assignments, with no intention of transitioning to an indefinite appointment or converting to the competitive service.

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DON Guidance is currently under review to reflect new DoD guidance. Any updates and changes will be posted on the Pathways Portal Page.



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<https://www.portal.navy.mil/donhr/HiringReform/Pages/Pathways.aspx>

Temporary Internships (cont.)

While it is not prohibited to promote or convert temporary interns to the competitive service, this should only be done in rare cases and any possibility of promotion/conversion must be stated in the original JOA. The DoD MOU does not provide a blanket authority for converting temporary interns to the competitive service.

As a reminder, any movement in the excepted service is a new appointment; therefore, promotions, reassignments and transitions to indefinite internships from temporary internships require opening a new JOA, open to the general public and veteran's preference applies. The Area of Consideration (AOC) may only be limited to a geographic region, as with all other Pathways JOAs.

Recent Graduates

Recent graduate JOAs must state that the position is a one-year program, that there is promotion potential and that there is potential for conversion to the competitive service upon completion of the program and any agency-approved extension of up to 120 days.

As a reminder: Recent graduates will be converted to the competitive service after one year of service under Pathways unless there is a specific exception to the one-year in the OPM/DoD MOU. Currently only acquisition workforce positions are given a two-year exception.

Presidential Management Fellows (PMF)

PMF announcements are posted annually, usually in the fall, by OPM.

Frequently Asked Questions

Q. What is the process of converting temporary interns to an indefinite intern?

A. In order to convert a temporary intern to an indefinite intern, Commands must post an announcement on USAJOBS open to all eligible applicants and veteran's preference applies. The exception to this requirement is if the original JOA stated the potential to transition to an indefinite appointment, no public notice is required and individuals may be noncompetitively converted to an indefinite appointment, however this should only be done in rare cases.

Q. May we limit the Area of Consideration (AOC) for a promotion, reassignment or conversion to an indefinite appointment, to a specific command or activity?

A. No. The AOC may only be limited geographically.

Q. Am I able to promote a summer hire, temporary intern when they return for additional seasons and have completed more education, therefore qualifying them for the next grade?

A. If the original JOA stated the potential for promotion then interns may subsequently be promoted once they meet the requirements of the next higher grade. If there was no mention of promotion potential in the original JOA then any promotion of Pathways temporary interns must be posted on USAJOBS and competed with all eligible applicants. Veteran's preference applies.

Q. Do I have to post a JOA for all promotions?

A. No. As long as the potential for promotion was stated in the original JOA, you do not need to post a new JOA. Positions that were appointed to targeted positions do not require new JOAs.

Still Need Assistance?

For additional information on Pathways Programs please visit www.opm.gov/hiringreform/pathways/ or https://help.usajobs.gov/index.php/Pathways_FAQs or send questions to DONHRFAQ@navy.mil

