



Pathways Programs Memorandum of Understanding (MOU)  
Between the  
U. S. Office of Personnel Management (OPM)  
And the  
U.S. Agency for International Development (USAID)

## I. PURPOSE AND SCOPE

In accordance with section 362.104 of title 5, Code of the Federal Regulations (CFR) this document is an agreement between the above-named parties. The purpose of 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 Memorandum of Understanding (MOU) with OPM prior to making appointments under any Pathways Programs authority.

## III. POSITIONS COVERED

Internship, Recent Graduate, or Presidential Management Fellow positions at the General Schedule (GS) for which individuals are qualified.

### Internship Program

The customary series utilized to fill Internship vacancies include but are not limited to the following:

- GS-0099 - Student Trainee General
- GS-0299 - Personnel Management Student Trainee
- GS-0399 - Administration and Office Support Student Trainee
- GS-0499 - Biological Science Student Trainee
- GS-0599 - Financial Management Student Trainee
- GS-0699 - Medical and Health Student Trainee
- GS-0999 - Legal Occupations Student Trainee
- GS-1199 - Business and Industry Student Trainee
- GS-1399 - Physical Science Student Trainee
- GS-2299 - Information Technology Management Student Trainee

**Desired areas of study** are from a wide variety of fields including, but not limited to, international development, agriculture, food security, criminal investigations, program analysis, project management, knowledge management, agriculture, environment, engineering, computer science, biology, chemistry, biochemistry, mathematics, economics, foreign languages, area studies, business administration, accounting, auditing, human resources, education, international relations, finance, logistics, geography, agricultural economics, environmental economics, strategic planning and analysis, public health, sociology, social work, social science, child focused studies, national security studies, military and foreign affairs, political science, public policy, private sector development and public administration.

**Recent Graduates Program**

The USAID Recent Graduates program is a one-year developmental program. We anticipate utilizing the following series to fill Recent Graduates' vacancies. This list may be expanded based on Agency priorities and funding.

**Series - Position Title**

GS-0110 - Economist  
GS-0201 - Human Resources Specialist  
GS-0301 - Communications Specialist  
GS-0301 - Correspondence Analyst  
GS-0301 - Program Specialist  
GS-0303 - Administrative Operations Assistant  
GS-0341 - Administrative Officer  
GS-0343 - Management and Program Analyst  
GS-0511 - Auditor  
GS-1101 - Business Specialist  
GS-1550 - Computer Scientist

**Presidential Management Fellows (PMF) Program**

The following are customary series utilized to fill PMF vacancies. This list may be expanded based on Agency priorities and funding.

**Series - Position Title**

GS-0136 - International Cooperative Specialist  
GS-0301 - Country Coordinator  
GS-0301 - Democracy and Conflict Specialist  
GS-0301 - Project Specialist  
GS-0301 - Innovations Analyst  
GS-0301 - Correspondence Analyst  
GS-0301 - Resilience and Natural Resources Management Specialist  
GS-0301 - International Water Cooperation Specialist  
GS-0343 - Program Analyst  
GS-0401 - Agriculture Development Specialist  
GS-1101 - Business Specialist

#### 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 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 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 a position in the competitive service; and
- Revoke an agency's authority to use the Pathways Programs.

##### b. USAID Responsibilities

- **AGENCY PROGRAMS:** The Pathways Programs for USAID consist of the following:
  - The USAID Internship Program
  - The USAID Recent Graduates Program
  - The Presidential Management Fellows (PMF) Program

**DELEGATIONS OF AUTHORITY:** The Office of Human Capital and Talent Management (HCTM) is responsible for the establishment of an Agency-wide policy for the three Pathways Programs: The USAID Internship Program, The USAID Recent Graduates Program; and The Presidential Management Fellows (PMF) Program. As its designee, Human Capital and Talent Management, External Outreach and Strategic Recruitment Office (HCTM/XOSR) is responsible for the implementation and administration of USAID's three Pathways Programs.

- **PROGRAM EXTENSIONS for the USAID Recent Graduates Program and the Presidential Management Fellows (PMF) Program:**  
Appointments for the Recent Graduates Program are for one year and for the PMF Program, two years. USAID acknowledges that special or unusual circumstances, defined by USAID as "life changing events," may seldom occur, which impact Recent Graduates or PMFs from completing their programs within the one-year or the two-year timeframe respectively. Requests to extend the appointment of a Recent Graduate must be submitted to the Pathways Programs Officer, Human Capital and Talent Management, External Outreach and Strategic Marketing (HCTM/XOSR). Requests to extend the appointment of a PMF must be submitted to the PMF Coordinator, Human Capital and Talent Management, External Outreach and Strategic Recruitment (HCTM/XOSR).

USAID may authorize an extension of a Recent Graduate or PMF appointment up to an additional 120 days. Under no circumstances can a Recent Graduate or PMF exceed the end date of their program by more than 120 days. Written justifications for extensions must be submitted to the appropriate contact prior to the expiration of the

appointment. The written justification is normally submitted by the immediate supervisor and contains at a minimum the following:

- Reason for requesting an extension;
- Proposed timeline for program completion.

The consideration for extensions may include life changing events related to an extreme medical situation, death, divorce, birth of a child or a unique educational opportunity. The following supporting documentation must be attached to the written justification:

- The Recent Graduate's or PMF's resume
- The respective job description
- Supporting documentation that validates the life altering event

• **FORMAL TRAINING AND DEVELOPMENT:**

For all three Pathways programs, formal training and development plans and implementation of these plans are mandatory requirements. USAID will abide by the rules of each program in conjunction with the Agency's mandate on the creation, implementation and completion of robust individual formal training plans which are of quality and relevant to the essential competencies required to successfully perform and grow professionally. The specifics entail:

- Interns without not to exceed (NTE) dates; Recent Graduates; and PMFs will cooperatively create development plans with their respective supervisors which outlines the development and training needs of the individual. Managers for the Intern and Recent Graduates Programs will use a tool entitled Individual Learning and Training Plan (ILTP). Please note managers do not have to create an ILTP with Interns who have a NTE date of less than 90 days. For example, summer interns, who typically work 10-12 weeks, do not receive ILTPs. However, managers are strongly encouraged to create development plans for those Interns with a NTE date of over 90 days to ensure that a development opportunity is not missed. Managers for the PMF Program will use a tool entitled Individual Development Plan (IDP) to outline the development and training needs of each PMF Fellow.
- Specific Program Requirements that must be included in the ILTP or IDP:
  - Internship – no additional requirement specified
  - Recent Graduates – 40 hours of interactive training per year
  - PMF – 80 hours of interactive training per year plus one development assignment of 4 to 6 months within the two-year timeframe for program completion
- The creation of the ILTP or IDP plans must be completed within a specific timeframe for each program:
  - Internship – 45 days
  - Recent Graduates – 45 days
  - Presidential Management Fellows – 45 days
- USAID will commit to the program requirements by ensuring that each Recent Graduate and Presidential Management Fellow has identified and selected a mentor within 90 days of date of hire
  - Mentors must be at the managerial level outside of the Recent Graduate's or Presidential Management Fellow's chain of command

• **AGENCY COMMITMENT TO:**

- Provide OPM requested information regarding the use of USAID's 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:
  - ✓ Providing public notice of all Pathways opportunities by listing all Pathways vacancies to be filled on USAJOBS.gov;
  - ✓ Accepting applications from students or recent graduates who meet USAID's eligibility requirements;
  - ✓ Assessing applicants based on the qualifications required such as but not limited to the major course of study and experience as relates to the duties to be performed;
- Grant veterans' preference; and
- Provide a meaningful on-boarding process for each Pathways Program Participant through mandatory participation in the 5 day USAID New Employee Onboarding and Orientation Training program, which highlights the essential operations of USAID.

• **COORDINATORS:** The Agency Coordinators are as follows:

- Pathways Programs Officer – Melanie Wyche
- PMF Coordinator – Linda Wilson

**V. TERMINATION, SUSPENSION OR REVOCATION**

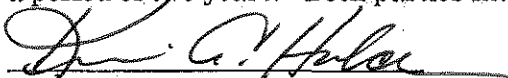
The Director of OPM may revoke this Agreement when agency use of the Pathways Programs is inconsistent with Executive Order 13562, part 362 of title 5, Code of Federal Regulations, or this MOU.

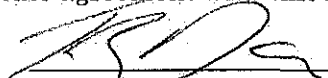
**VI. FUNDING**

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

**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. Both parties indicate agreement with this MOU by their signatures.

  
OPM Official Signature

  
Agency Head or Designee Signature

Tom Davis

\_\_\_\_\_  
Typed Name OPM Official

\_\_\_\_\_  
Typed Name Agency Head or Designee

12-3-2014

11/21/14

Date

Date

Attachment:  
Agency PPO Information  
Agency PMF Coordinator Information

**USAID Pathways Programs Officer (PPO)**

Name: Melanie Wyche

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Date Submitted:

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

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Date Submitted: