

PATHWAYS PROGRAMS MEMORANDUM OF UNDERSTANDING

Pathways Programs Memorandum of Understanding (MOU)
Between the
U. S. Office of Personnel Management (OPM)
and the
United States Department of Agriculture

I. PURPOSE AND SCOPE

This document is an agreement between the above-named parties. The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation of the Pathways Programs.

II. BACKGROUND

A. Section 362.103 of 5 Code of Federal Regulations (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. The MOU must be re-executed every 2 years. This MOU will remain in effect until it is revalidated.

The Pathways Programs for USDA consist of the following:

1. The Internship Program;
2. The Recent Graduates Program; and
3. The Presidential Management Fellows (PMF) Program.

B. POSITIONS COVERED

Various positions, at various General Schedule (GS) grade level (or equivalent level under another pay and classification system, including the FWS), for which the individual is qualified. Several USDA Agencies work mainly in the STEM fields and will be hiring qualified candidates for these positions. Additionally, USDA will hire students, for positions in, and for example, Human Resources, Finance, IT, and Research. A listing of typical USDA Job Series and Grade Level of intern hires are attached. (Attachment 4)

C. EFFECTIVE DATE OF THE AGREEMENT

This Agreement will become effective upon signature by both parties.

D. APPLICABLE LAWS AND REGULATIONS

All activities initiated under this Agreement must conform to the requirements of Federal laws, rules, regulations, Executive Orders, applicable court orders, and, where applicable, specific operational procedures prescribed for the Pathways Programs.

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|----|-------------------------|---|
| A. | 5 CFR 362 | Presidential Management Fellows Program |
| B. | 5 CFR 213.3402(a)(b)(c) | Entire Executive Civil Service; Pathways Programs |
| C. | 5 CFR 250 | Personnel Management Agencies |

- D. Executive Order 13562 Recruiting and Hiring Students and Recent Graduates
- E. 5 CFR 302.401 Selection and Appointment.
- F. 5 CFR 362.202 Announcement, Nomination, and Selection.
- G. 5 CFR 362.104 Pathways Requirements.
- H. 5 CFR 610.121 Establishment of Work Schedules.
- I. 5 CFR 362.105 Filling Positions.
- J. 5 CFR 362.203 Appointment and Extensions.
- L. 5 CFR 302.104 Applicability of Regulations to Applicants and Employees.

III. RESPONSIBILITIES OF THE PARTIES

A. OPM Responsibilities

1. Provide implementation guidelines and technical assistance.
2. Review agency agreements in a timely manner.
3. Provide guidance on how agency shall submit data on number of Pathways Programs projected hires and participants hired.
4. Publicize information to potential applicants on eligibility requirements and how to apply to the Pathways Programs.
5. Provide agency with a vehicle to publicize hiring under the Pathways authority.
6. Centrally manage the Presidential Management Fellows Program in accordance with 5 CFR 362 Subpart D.
7. Retain exclusive authority to:
 - a) Establish and maintain an oversight program
 - b) Establish a cap on the number of individuals who may be converted from the Pathways Programs to a position in the competitive service.

B. Agency Responsibilities

1. The US Department of Agriculture's Pathways Programs will be entitled The USDA Pathways Programs or referred to as:
 - USDA's Internship Program,
 - USDA's Recent Graduates Program, and
 - USDA's Presidential Management Fellows Program.
2. USDA's Office of Human Resource Management will maintain oversight of USDA's Pathways Programs and delegate Agencies and Staff Offices to Implement USDA's Pathways department-wide policies as outlined in the USDA Departmental Regulation.

USDA Agencies and Staff Offices will implement the Pathways Programs as described in the USDA Pathways Implementation Guide facilitating successful implementation and administration for each Pathways Program. USDA Agencies and Staff Offices may extend the one year program period for up to an additional 120 days only if necessary due to rare or unusual circumstances or situations. In order to extend a program for 120 days,

the Agency will be required to provide justification and need, in writing, to the Pathways Officer at the Department Level. The Department will review the request and requirements and provide approval or denial in writing based on criteria in the USDA Implementation Guide. Agencies may use its discretion to determine the promotions within the program and promote recent graduates who meet the promotions within the program. Agencies will be implementing the One (1) Year Recent Graduates Program and will be required to request, in writing, permission to implement a Two (2) Year Recent Graduate Program. The request must include justification of need for a two year program. The request and approval/denial will be provided by the Department, in writing.

3. USDA will provide information to OPM about opportunities for individuals interested in participating in the Pathways Program;
4. Provide Identification of the agency Pathways Programs Officer as attached. This will be updated as necessary.
5. Provide Presidential Management Fellows (PMF) Coordinator information as attached. This will be updated as necessary.
6. USDA's roles and responsibilities of supervisors in the Pathways Programs are identified in the USDA Pathways Programs Implementation Guide and include training and development and performance feedback.
7. USDA will accept student applications through USAJobs or through a link in USAJobs to the USDA Student Intern Application website and candidates will be assessed through qualification as described in 5 CFR. USDA will ensure adherence to Veterans' preference requirements in accordance with the provisions of Part 302 of 5 CFR.
8. USDA will provide all new employees with onboarding procedures through the USDA Onboarding portal which can be found at www.dm.usda.gov/obp.
9. USDA will provide student interns a competency based learning program. All Pathways Interns, Recent Graduates and PMF will be provided a program specific training program.
 - The Student Intern Competency Based Training Program is attached.
 - The Recent Graduates Competency Based Training Program will:
 - Provide web-based and traditional classroom (when available) training,
 - Cover a standard, Departmental Training Program, and
 - Cover Agency specific Training Program.
 - The Presidential Management Fellows (PMF) Training is designed by the Agency and will be a minimum of 80-hours per year. Agency training addresses the core competencies required of the occupation or functional discipline in which the PMF will most likely be placed upon completion of the program and conversion to a full-time, permanent position.
 - The competencies that will be addressed in leadership training are based on OPM's ECQs and will include areas such as:
 - Conflict Management
 - Team Building

- Customer Service
- Influencing and Negotiating
- Problem Solving/Decision Making

Tracking training of each intern will be accomplished through the USDA Learning Management System (LMS) – AgLearn. All Interns, Graduates, and Fellows will have access to the USDA Learning Management System (LMS) where all training is assigned and tracked.

10. Provide information on the Pathways Programs usage in the annual Human Capital Management Reports Program;

11. Adhere to any caps on conversion of Pathways Programs participants imposed by OPM;

IV. The following is mutually understood and agreed by and between the parties:

A. TERMINATION, SUSPENSION OR REVOCATION

1. This Agreement may be terminated at any time by either party with ninety (90) days advance written notice to the other party. If this Agreement is terminated, the Agency will not be permitted to fill further positions using Pathways Programs procedures.

2. Pathways Programs recruitment activity may be revoked or suspended at any time by OPM. Such revocation or suspension is effective as of the date of written notice from OPM.

B. AMENDMENT OR MODIFICATION

Any amendment or modification of this Agreement must be in writing and agreed to by both OPM and the Agency.

C. SEVERABILITY

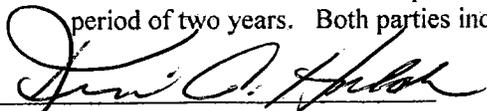
If any clause or provision of this Agreement is terminated, or is determined to be illegal, invalid or unenforceable, then that clause or provision shall be severed from this Agreement and the remainder of this Agreement shall remain in full force and effect.

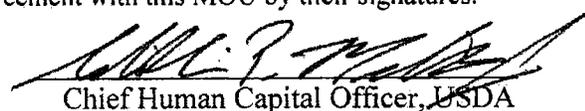
V. FUNDING

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

VI. 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.




Chief Human Capital Officer, USDA

Kimberly A. Holden, DAD

William P. Milton, Jr.

7/20/2012
Date

7-17-12
Date

Attachments

1. Agency PPO Information
2. Agency PMF Coordinator Information (if applicable)
3. Agency Intern, Recent Graduate, and PMF Competency Based Learning Plans
4. Agency Pathways Programs Anticipated Job Series and Grade Levels

ATTACHMENT 1

USDA Pathways Programs Officer (PPO)

Name Carol Scott

Grade/Title GS 13/14 Student Intern Development Program Manager

Address 1400 Independence Ave. SW, Jamie Whitten Building, Room 302-W

Washington, DC 20502

Telephone Number(s) 202 260-8364

Fax Number(s) 202 720-9148

E-mail Address Carol.Scott@dm.usda.gov

Date Submitted

NOTE: This information will be updated as necessary

ATTACHMENT 2

USDA Presidential Management Fellows (PMF) Coordinator

Name MaryJo Thompson

Grade/Title GS 15 Senior Program Manager

Address 1400 Independence Ave. SW, Jamie Whitten Building, Room 302-W

Washington, DC 20502

Telephone Number(s) 202 720-0822

Fax Number(s) 202 720-9148

E-mail Address MaryJoThompson@dm.usda.gov

Date Submitted

NOTE: This information will be updated as necessary

ATTACHMENT 3

US Department of Agriculture**Student Intern and Recent Graduate Training Program**

The USDA Student Intern and Recent Graduate Training Plans consist of a combination of orientation, self assessment, mentoring, shadowing, on-the-job training, and web-based training. USDA Student Interns and Recent Graduates will be required to create an Individual Development Plan (IDP) that will serve as a career and developmental training guide. The purpose of the IDP is to have the intern and graduate work with their supervisor to develop an individual training plan specific to the position and Agency. Both the IDP and the USDA Training Plan will be aligned with the mission and goals of the Department.

USDA Interns and Recent Graduates are a vital part of the department and contribute to the mission. Therefore, our intern and graduate training plan will reflect a competency based approach to career and professional development. USDA Interns and Graduates will be required to acquire at least 40 hours of training which will be a comprehensive plan that outlines the core and functional competencies that USDA values. USDA advocates for a diverse workforce. Therefore, our training plan will meet the needs of all USDA interns while addressing individual learning styles. In conclusion, the USDA Training Plan Our Intern Training Plan is as follows:

Competency	Description	Student Intern	Recent Graduate
Self Assessment	IDP Training	X	X
	Supervisory Assessment	X	X
	Performance Feedback	X	X
Human Awareness	Diversity Awareness Training	X	X
	Sensitivity to Others	X	X
	Interpersonal Skills	X	X
	Emotional Intelligence		X
Problem Solving	Conflict Resolution	X	X
Ethics	Integrity	X	X
	Conflicts of Interest	X	
	Property Management	X	

Communication	Effective Writing Skills	X	
	Effective Oral Communication	X	X
	Texts versus Professional Writing	X	
	Writing Effective Emails		
	Listening		
	Presenting to various audiences		X
Professionalism	Accountability	X	X
	Time management.	X	
	Working Collaboratively	X	
	Leading Teams		X
	Creating and Conducting Effective Presentations	X	X
	Professional identity	X	
	Transition from Student to Professional	X	
	Critical Thinking and Analysis	X	X
	Creativity		X

Reflective Practice	Engage in accurate re-evaluation of growth areas	X	X
	Acknowledge mistakes and weaknesses and learn from errors	X	X
	Stress Prevention	X	X
	Receiving Performance Feedback	X	X
Career Development	Mentoring	X	X
	Shadowing	X	X
	Reading	X	X
	Seminars	X	X
	Conferences		X

US Department of Agriculture

Presidential Management Fellows Training Program

The USDA Presidential Management Fellows Training Plan consists of a combination of developmental opportunities that include rotational assignments, seminars, self assessments, mentoring, conferences, on-the-job training, and web-based training. USDA’s PMF’s will be required to produce an Individual Development Plan that will serve as a career and developmental tool that charts the USDA PMF experience. The purpose of the PMF IDP is to clearly define the learning objectives, fundamental competencies, and Executive Core Qualifications needed during the 2-year training and developmental opportunity.

USDA PMF’s are a vital part of the department’s mission to recruit, hire, and retain the best leaders. Therefore, our PMF training plan will include leadership competencies which are recognized as building blocks for a successful leadership career at USDA. USDA PMF’s will be required to acquire at least 80 hours per year of training which will be a part of a comprehensive plan that outlines the Executive Core Qualifications supported by the Office of Personnel Management and USDA alike. The USDA PMF Training Plan focuses on training PMF’s to achieve results and build successful teams and coalitions. Our PMF Training Plan is as follows:

Competency	Description
Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision	IDP Training Supervisory Assessment Performance Feedback Rotational Experiences Strategic Planning Motivating Others Creative Thinking
Partnering, Political Savvy, Influencing and Negotiating	Leveraging Diversity Conflict Management for Managers Influencing and Leading Others
Financial Management, Human Capital	Budget Analysis

Management, Technology Management	Risk Management Managing Human Resources Accounting Principles
Communication	Oral Communication Public Speaking Written Communication
Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility	Accountability Operations Management Decision Making Problem Solving Critical Thinking and Analysis
Career Development	Mentoring Shadowing Reading Seminars Conferences

ATTACHMENT 4

USDA Pathways Programs Anticipated Series and Grade Level	
Job Series	Grade
99	GS-4, 7
102	GS-3, 4, 5, 7
193	GS-9
199	GS-4, 5, 7, 9
299	GS-4, 7, 11
299 (Employee Relations)	AP-1, 2
301	GS-7, 9, 11
303 (Student Intern)	AO-1
303	GS-1, 2, 3, 4, 5, 6, 7
304	GS-2, 3, 4
326	GS-1, 2, 3, 4, 5
335	GS-2, 3, 4, 5, 6, 7
343	GS-7, 9
344	GS-4, 5
399	GS-1, 2, 3, 4, 5, 6, 7, 9
399 (Program Analyst)	AP-1, 2
401	GS-7, 9, 11
403	GS-11
404 (Biological Science Aid (Micro))	AS-1
404	GS-1, 2, 3, 4, 5, 6, 7, 8
421	GS-3
454	GS-7, 9
455	GS-3, 5
458	GS-1, 2, 3, 4, 5
460	GS-5, 7, 9
462	GS-1, 2, 3, 4, 5, 6, 7
499	GS-1, 2, 3, 4, 5, 7, 9
525	GS-4, 5, 6, 7, 9
599 (Finance Tech)	AP-1, 2
599	GS 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
630	GS-7
699 (Consumer Safety)	AP-1, 2
699	GS-7
799	GS-7, 9
799 (Veterinary)	AP-2
801	GS-11

802	GS-1, 2, 3, 4, 5, 6
810	GS-5,7,9
817	GS-3, 4
899	GS 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
930	GS-9,11
1099	GS 4, 5, 6, 7, 8, 9, 10, 11
1001	GS-4
1101	GS-4, 5, 6, 7
1199	GS 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
1311	GS-1, 2, 3, 4, 5, 7
1316	GS-2, 3, 4, 5
1320	GS-11
1371	GS-4
1399	GS 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
1412	GS-7, 11
1499	GS-7
1702	GS-3
1710	GS-7
1802	GS-3, 4, 5, 6, 7
1899 (Consumer Safety)	GS-1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
1899 (Investigations)	AP-2
1999	GS-4, 5
2210	GS-5, 7, 9
2999	GS-4, 5, 6, 7, 8, 9, 10, 11
3502	GS-1, 2, 3
3566	GS-1
5001	GS-5
5003	GS-4
5048	GS-3