

Defense Commissary Agency (DeCA)
*****Pathways Program Information*****

- 1) Program Labels:
 - a) DeCA Pathways Internship Program (The “Pathways” designation is added to describe this intern program because there are other intern programs in DeCA)
 - b) DeCA Summer Internship Program
 - c) DeCA Recent Graduates Program

- 2) Roles and Responsibilities:
 - a) HQ Organization/Store - Responsible for complying with 5 CFR, DOD and organizational policy for workforce planning and providing human capital plans which include budgets for the training and payroll costs of the Pathways Programs participants as well as for projected conversion at the end of their Pathways Program appointment.
 - b) Human Resources Staff - Provides information on Pathways Programs opportunities and announces vacancies. Verify eligibility for appointment under specific Pathways Program. Ensure the appropriate Participant Agreement is completed and maintained. Complete appropriate documentation of appointment/conversion/separation. Provide advice and assistance to Supervisors. Monitor program expiration dates of appointees to ensure appropriate action is taken to convert or terminate the participant.
 - c) Supervisor of Pathways Programs Participant(s) - Will provide Pathways Programs participant with meaningful on boarding and current job description, establish performance goals and work schedule, provide and IDP for training/development of the Pathways Programs participant, assign a mentor, evaluate performance, assess and determine disposition (conversion/separation) of participant at end of appointment.
 - d) Mentors - Mentors provide guidance and advice to participants, including career planning, information on organization culture and other developmental assistance. Assignment of mentors is required for Recent Graduates and Fellows participants and optional for Interns.

- 3) Job Opportunity Announcements will be posted to USAJOBS for all Pathways Programs positions.

- 4) Pathways programs applications will only be accepted through USAJOBS.

- 5) Candidates will be assessed based on basic eligibility for Pathways programs, using OPM qualification standards and in accordance with 5 CFR 302 procedures.

- 6) Qualified candidates will be rated and ranked using Category Rating and Veterans’ preference will be applied appropriately, in accordance with 5 CFR.

- 7) Pathways participants will be processed/on boarded in a timely and meaningful manner, ensuring IDPs are developed, mentors are assigned, and training is provided within the prescribed timeframes.

- 8) Each Pathways Programs participant will complete the appropriate program Participant Agreement upon appointment. The DeCA Internship Pathways Participant Agreement will specify the ending date of the NTE appointment or the end date if the appointment is greater than one year (usually the Intern's anticipated date of graduation). The ending date of the agreement will be input into the appropriate data field in Defense Civilian Personnel Data System (DCPDS) upon availability. (Note: this field is not currently available, anticipated date is October)
- 9) Any break in Program for Interns will be when the Intern is working but is unable to go to school, or is neither attending classes nor working at the agency. The organization may use its discretion in either approving or denying a request for a break in program.
- 10) Extension of a Pathways Program Recent Graduate, up to 120 days, is decided on a case-by-case basis. The request must be 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 organization's major command for a decision.
- 11) Conversion/Termination: Pathways Programs participants will be converted/terminated as provided in 5 CFR 362.
- 12) Priority Placement Program (PPP)

As of today, the new Pathways Programs have been implemented. Pending a change to the PPP Handbook, the existing PPP exceptions in Chapter 4, Section C.2.i., of the Handbook translate to the three elements of the Pathways Programs as follows:

- i. Internship Program (replaces the Student Career Experience Program and the Student Temporary Employment Program) – The exception applies to the initial excepted service appointment and the subsequent non-competitive conversion to the competitive service.
- ii. Recent Graduates Program (replaces the Federal Career Intern Program) – The exception applies only to non-competitive conversion to the competitive service.
- iii. Presidential Management Fellows Program – The exception applies only to non-competitive conversion to the competitive service.

13) Reemployment Priority List (RPL)

At the current time, RPL will be cleared as 5 CFR 302.304 requires consideration of all qualified candidates on its priority reemployment list before considering other candidates.

14) Point of Contact: Ms. Karen Lyons, DSN 687-8000 x48739 or Karen.lyons@deca.mil