



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
**103 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0103**

SFAE-CDD

OCT 11 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Acquisition Workforce Pathways Intern Program Participant Guidance

1. References:

- a. Title 5 Code of Federal Regulation 213.3402(a), Entire Executive Civil Service; Pathways Programs; Internship Program; Positions in the Internship Program, 13 September 2012.
- b. Title 5 Code of Federal Regulation 362, Pathways Programs, subpart A General Provisions; subpart B Internship Program, 13 September 2012.
- c. Title 5 Code of Federal Regulations 610.121, Hours of Duty; Establishment of Work Schedules, 13 September 2012.
- d. Title 5 Code of Federal Regulations 213.104, Excepted Service; Special Provisions for Temporary, Time-limited, Intermittent, or Seasonal Appointments in Schedule A, B, C, or D, 13 September 2012.

2. Purpose. The purpose of this memorandum is to define the terms and conditions of the Office of Personnel Management (OPM) newly implemented Pathways Intern Program (formerly Student Career Experience Program); establish the management, coding, titling, accepted acquisition experience process; and to delineate training and certification requirements.

3. Population Affected. The focus of this program is individuals who are currently enrolled in a part-time/full-time high school, post-secondary, technical, vocational, undergraduate or graduate level program at an approved/accredited college/institution while serving in a student developmental Acquisition position.

4. Goals. To set the conditions for the new OPM Pathways Intern Program as it will apply to the Acquisition Workforce.

5. OPM Pathways Intern Program:

- a. The OPM Pathways Program regulation became effective 10 July 2012, sixty (60) days after publication in the Federal Register. The Pathways Intern Program is considered a hiring authority with the Internship Program appointment authority under Reference a. The regulations implementing the Pathways Internship Program are found in Reference b.

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b. Other local and centralized intern programs remain in effect outside the Pathways Intern Program. The Section 852 intern program and its associated hiring authorities are unchanged.

c. The Pathways Intern Program is for current students and individuals accepted for enrollment in a qualifying educational program. It replaces the existing Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP). The Pathways Intern 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. 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 part-time basis.

d. The Pathways Intern Program provides agencies with the opportunity to convert Pathways Interns who successfully complete the program and academic requirements to any competitive service position for which they are qualified. Agencies are encouraged to utilize the Pathways Intern Program authority to recruit and develop talented employees to support changing agency missions, even in periods of downsizing; ensure that the Government can meet its professional, technical and administrative needs; and sustain a quality and diverse workforce.

e. The Pathways Intern Program Implementation provides for a 180-day transition period which will end on 6 January 2013. The transition period provides agencies ample time to convert current student employees into the Pathways Intern Program under the provisions of their existing appointment. For example, current STEP employees will transition to an internship appointment with the same title, series, grade, and not-to-exceed date of their current STEP appointment.

#### 6. Organizations/PEOs/Command Responsibilities:

a. Complete one of the following actions for your current student employees within 180 days from the effective date of the final regulation (i.e., on or before 6 January 2013):

(1) Convert to the Pathways Intern Program if they are continuing as students for more than 180 days.

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(2) Convert to career-conditional or career appointments if they have completed the 640 hours of work experience necessary for conversion and are already within the 120-day window of course completion (assuming you wish to retain the employee).

(3) Convert to a term appointment if they have completed the 640 hours of work experience necessary for conversion and are already within the 120-day window of course completion (assuming you wish to retain the employee).

b. Students who will complete their course requirements and who have 640 hours of required work experience should not be converted to the Pathways Intern Program during the 180-day Pathways transition period. Agencies who wish to retain such interns should convert these employees to a term, career or career-conditional appointment or may, if approved, appoint as an intern as part of a developmental career ladder program. Otherwise, agencies must terminate their employment.

c. Develop and enter into a Participant Agreement with each Pathways Intern Program Participant at the time of conversion that clearly identifies expectations, including a general description of duties, evaluation procedures, work schedules, and minimum eligibility requirements for conversion to term or permanent positions in the competitive service. This agreement must consist of a Memorandum of Understanding (MOU) with OPM for the administration and use of the Pathways Intern Program. The Program should be in accordance with applicable provisions of Title 5 of the CFR and the merit system principles and avoid any prohibited personnel practices. This includes how you will accept applications for positions, assess candidates for positions, rate and arrange qualified applicants and ensure adherence to veterans' preference.

d. Organizational-developed or OPM qualification standards may be used when filling Pathways Intern positions as specified in MOUs; however, individuals being considered for positions that have positive education requirements (e.g., contracting specialist) should be enrolled in directly related degree programs in order to be eligible for conversion to that position.

e. Pathways Intern Program positions will be classified to an appropriate xx99 series for occupational groups in the General Schedule (GS) or a pay-banded system and xx01 series for occupational groups appropriate for the Federal Wage System (reference c.). As an example, students working within the Contracting Acquisition Career Field will be designated 1199.

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f. Organizations will be responsible for establishing work schedules for Pathways Interns in accordance with reference c. Organizations 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 in a reasonable timeframe. Pathways Interns may work full-time or part-time schedules.

g. Appointments to the Pathways Intern Program will be made pursuant to Pathways Program MOUs using the Schedule D excepted service appointing authority, codified by OPM at Reference a. Appointments will be temporary for a period not to exceed one (1) year with the ending date specified in the Participant Agreement with the OPM Pathways Intern. These appointments may be extended under Reference d. Organizations may make an appointment for an initial period expected to last for more than one (1) year for developmental positions. An end date must be specified in the Participant Agreement with the Pathways Intern and is generally their projected graduation date.

#### 7. Acquisition Workforce Specific Requirements:

a. Pathways Interns (and current SCEPs) will retroactively receive one (1) month of acquisition experience for every two (2) months completed when they obtain a permanent or temporary position or a centrally or locally-funded Army Acquisition Intern position. Pathways Interns can work either full or part-time for two pay periods within the month for that month to be counted toward acquisition experience. Pathways Interns cannot apply for Defense Acquisition Workforce Improvement Act (DAWIA) certification experience credit until their program is completed and they are placed in a career ladder position.

b. If a Pathways Intern graduates and is subsequently converted to a career ladder position, Level I DAWIA certification requirements will be established. If there is no intent to move a Pathways Intern into a career ladder position, then the position will not be coded as Acquisition.

c. OPM Pathways Interns are not required to obtain certification in accordance with statutes, regulations and policies; however, they will be eligible for non-DAU sponsored training in order to gain experience.

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8. For further clarification and/or guidance on this memorandum, contact the following offices within the U.S. Army Acquisition Support Center (USAASC):

- a. OPM Pathways – Ms. Regina Posey, HR Specialist at [regina.a.posey.civ@mail.mil](mailto:regina.a.posey.civ@mail.mil) or (703) 805-1068.
- b. Section 852 – Mr. Cory Foster, Section 852 Program OPM Pathways Interns/Section 852 Interns at [anthony.l.foster3.civ@mail.mil](mailto:anthony.l.foster3.civ@mail.mil) or (703) 805-1254.
- c. Workforce Certification – Mr. Roosevelt Ingram at [roosevelt.ingram.civ@mail.mil](mailto:roosevelt.ingram.civ@mail.mil) or (703) 805-9434.



CRAIG A. SPISAK  
Deputy Director  
Acquisition Career Management

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