DEPARTMENT OF DEFENSE
PATHWAYS RECENT GRADUATES PROGRAM PARTICIPANT AGREEMENT

The Recent Graduates Program is under the auspices of the Pathways Programs. Executive Order 13562 of December 27, 2010, created the Pathways Programs, consisting of government-wide student programs. Regulations were issued by the U.S. Office of Personnel Management (OPM) on May 11, 2012. One of the regulatory requirements is for a Pathways participant to enter into a Participant Agreement with the hiring agency.

Section §362.106 of title 5, Code of Federal Regulations, states: Agencies must execute a written Participant Agreement with each Pathways participant that clearly identifies expectations. This agreement fulfills the regulatory requirements and may be tailored to fit the hiring agency's requirements. General Recent Graduates Program requirements are identified below; however, the appointing agency should identify any other additional requirements and work assignments below. The Recent Graduate's work assignments should be consistent with their performance plan and position description. All training and development should be captured on the Recent Graduate's Individual Development Plan (IDP).

Supplemental information should be discussed with the Recent Graduate to include: copy of Position Description, Performance Plan, and draft IDP. Supervisors should consult with the designated Agency Pathways Coordinator or Pathways Programs Officer for any questions.

1. **APPOINTEE'S FULL NAME** *(First, Middle, Last)*	2. **APPOINTING AGENCY/SUB AGENCY**

3. APPOINTMENT DATES *(Enter all dates in YYYYMMDD format.)*

a. PATHWAYS PROGRAM START DATE *(or Entrance on Duty (EOD) Date)*	b. PATHWAYS PROGRAM PROJECTED END DATE	c. PROGRAM NOT TO EXCEED (NTE) DATE *(if applicable)*	d. PROJECTED TRANSITION DATE *(if applicable)*

4. WORK SCHEDULE

a. MONDAY	b. TUESDAY	c. WEDNESDAY	d. THURSDAY	e. FRIDAY

5. **POSITION TITLE, SERIES AND GRADE**	6. **PAY** *(If applicable)*

7. **GRADE INTERVAL** *(If applicable) (X one)*	8. **LOCATION** *(If applicable)*
☐ 1-GRADE INTERVAL *(for Technical, Clerical, and Assistant Series)* ☐ 2-GRADE INTERVAL *(for Professional or Administrative Series)*	

9. **RECENT GRADUATE'S RESPONSIBILITIES**	10. **HIRING OFFICIAL'S/SUPERVISOR'S RESPONSIBILITIES**
Adhere to the Recent Graduate Program requirements; Adhere to an established work schedule; Perform, successfully, the assigned duties listed in your position description; Participate in agency training classes or programs; Create an Individual Development Plan (IDP) with assistance from your supervisor: - IDP must be completed within 45 days of your date of hire; - IDP must include at least 40 hours of formal interactive training; - IDPs must be created for each year in the program. Select a mentor within 90 days of your date of hire in collaboration with your supervisor; Attend regularly scheduled meetings with mentor. DFAS: *(for 2-grade interval Professional or Administrative series)*: Attend regularly scheduled professional development meetings that are held in conjunction with the DFAS Leaders in Motion (LIM) Program or its successor; DFAS: Maintain eligibility to occupy a National Security Sensitive position.	Complete a Participant Agreement with each Recent Graduate; Provide information on the Recent Graduate Program requirements; Establish a mutually agreeable work schedule; Identify job duties and responsibilities; Identify performance goals and evaluation criteria; Help Recent Graduate create an electronic IDP (eIDP) which must be completed 45 days from date of hire. Assist Recent Graduate with the selection of a mentor within 90 days from date of hire; - Mentor must be at an appropriate level outside of the Recent Graduate's chain of command. Provide information on any special training requirements: - Ensure Recent Graduate participates in at least 40 hours of formal interactive training per year (DFAS: mandatory training requirements do not count toward the 40-hour requirement); Supervise daily work activities. <hr> a. If position offers noncompetitive conversion to the competitive service, identify the eligibility requirements for conversion and ensure the Recent Graduate is converted at the end of the Program. *(DFAS only: Participants shall comply with DFAS 1430.4-I, in effect on the date this Participant Agreement is signed by the participant and where there is a discrepancy between the agreement and the Instruction, the Instruction controls.)*

11. WORK ASSIGNMENTS *(Enter brief description of duties or attach a position description) (DFAS: Refer to position description number.)*

12. RECENT GRADUATES PROGRAM REQUIREMENTS. *(Enter requirements for continuation and successful completion of Program.) (DFAS: Ability to obtain and maintain a favorable security determination to occupy a National Security Service position; maintain acceptable performance under DFAS' performance management system; will successfully comply with all the requirements in the DFAS Instruction 1430.4-I.)*

13. RECENT GRADUATES TRAINING REQUIREMENTS *(Identify any special training requirements. Examples are: "At least 40 hours of formal interactive training each year." OR "At least 40 hours of formal interactive training each year to advance the goals and competencies outlined in the Individual Development Plan (IDP).")*
(DFAS (for 2-grade Professional or Administrative series): Complete a minimum of 40 hours of formal, interactive training while in the Recent Graduate Program. Interactive training should be based upon core courses found in the DFAS LIM Program Guide (or its successor guide) and training required for the participant's functional community (if applicable); complete all mandatory DoD and DFAS training requirements.)

14. MENTORING *(Enter instructions on process to select Mentor.) (DFAS; In conjunction with management, the participant will seek out a mentor through the DFAS Mentoring System and register their relationship within the first 90 calendar days of their appointment. The mentor will be outside of the participant's immediate chain of command.)*

15. EVALUATION PROCEDURES *(Summarize elements on which the Recent Graduate's performance appraisal will be based.) (DFAS: The participant will be evaluated in accordance with DFAS Regulation 1426.3-R, DFAS Performance Management Plan.)*

16. MINIMUM ELIGIBILITY REQUIREMENTS FOR NONCOMPETITIVE CONVERSION *(If this position offers noncompetitive conversion, enter any agency specific requirements)*

To be eligible for conversion to the competitive service, the Recent Graduate must:

Be a U.S. citizen;

Successfully complete all Recent Graduate Program requirements;

Meet the OPM Qualification Standard for the position to which the Recent Graduate may be converted (including positive education requirements, if applicable);

Maintain acceptable performance under the agency's approved performance management system;

Receive a favorable recommendation for conversion by the first-level supervisor (or supervisor who evaluated job performance with a rating of record or summary of rating of at least Fully Successful or equivalent).

DFAS: Obtain a favorable suitability determination.

DFAS: Obtain and maintain a favorable security determination to occupy a National Security Sensitive position.

DFAS: Completion of program requirements does not create an obligation upon the Agency to convert a Pathways Participant noncompetitively to a term or permanent position in the competitive service.

DFAS: (for 2-grade interval Professional or Administrative series: Recent Graduates, if converted to a competitive service position in a professional or administrative series, will be required to fulfill one additional year of training as a participant of the DFAS Leaders in Motion (LIM) Program (or its successor). Any training or program requirements completed under the DFAS Recent Graduates Program will count toward requirements for successful completion of the LIM Program or its successor.

It is important to remember that eligibility for conversion does not guarantee the agency will opt for conversion.

If the agency does not convert a participant to the competitive service on the date of his/her service requirement, or at the end of the 120-day extension, the Recent Graduate appointment must be terminated.

17. SIGNATURES

a. RECENT GRADUATE

(1) Printed Name *(Last, First, Middle Initial)*	(2) Signature	(3) Date Signed

b. HIRING OFFICIAL/SUPERVISOR

(1) Printed Name *(Last, First, Middle Initial)*	(2) Signature	(3) Date Signed

c. HUMAN RESOURCES APPROVING OFFICIAL

(1) Printed Name *(Last, First, Middle Initial)*	(2) Signature	(3) Date Signed