

**DEPARTMENT OF DEFENSE PATHWAYS PROGRAM
INTERNSHIP PROGRAM PARTICIPANT AGREEMENT**

The Internship 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 Internship Program requirements are identified below; however, the appointing agency should identify any other additional requirements and work assignments below. The Intern's work assignments should be consistent with their performance plan and position description. All training and development should be captured on the Intern's Individual Development Plan (IDP).

Supplemental information should be discussed with the Intern 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 <i>(First, Middle, Last)</i>	2. APPOINTING AGENCY/SUB AGENCY
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3. APPOINTMENT DATES <i>(Enter all dates in YYYYMMDD format)</i>		
a. PATHWAYS PROGRAM START DATE	b. ENTRANCE ON DUTY (EOD) DATE <i>(If applicable)</i>	c. PROJECTED TRANSITION DATE <i>(or end of 120 day conversion window)</i>
d. PROJECTED DATE COMPLETION OF COURSE OF ACADEMIC STUDY <i>(or projected date completion of academic requirements)</i>	e. APPOINTMENT NOT TO EXCEED (NTE) DATE <i>(if applicable) (for short term, temporary interns)</i>	f. PROGRAM NOT TO EXCEED (NTE) DATE <i>(if applicable)</i>

4. WORK SCHEDULE <i>(Include schedule for routine school breaks.)</i>				
a. MONDAY	b. TUESDAY	c. WEDNESDAY	d. THURSDAY	e. FRIDAY
f. SCHOOL BREAKS				

5. LOCATION <i>(if applicable)</i>

6. POSITION TITLE, SERIES AND GRADE	7. PAY
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8. INTERN'S RESPONSIBILITIES Provide proof of enrollment as necessary; Notify the agency of any change in your enrollment status and/or work schedule; Maintain at least a half-time course load as defined by the educational institution; Remain in good academic standing: - Maintain both a cumulative and term GPA of 2.0 or above or equivalent - DFAS only: Maintain a cumulative GPA of 2.5 or higher Adhere to an established work schedule; Adhere to the Intern Program requirements; Participate in agency training classes or programs Perform successfully in the assigned duties listed in your position description; Observe all workplace rules; Obtain and maintain the required security clearance, if applicable. - DFAS only: Maintain eligibility to occupy a National Security Sensitive position DFAS only: Notify supervisor and Human Resources of completion of an academic course of study and furnish proof of completion within 30 calendar days.	9. HIRING OFFICIAL'S/SUPERVISOR'S RESPONSIBILITIES Complete a Participant Agreement with each Intern; Verify enrollment and eligibility for continued participation in the Program; Provide information on the Intern Program requirements; Identify job duties and responsibilities; Provide information on any special training requirements; Identify performance goals and evaluation criteria; Establish a mutually agreeable work schedule that does not interfere with the Intern's academic schedule; Supervise daily work activities of the Intern. 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. a. If position offers conversion to the competitive service, identify the eligibility requirements for conversion and ensure your Intern is converted within the applicable timeframe <i>(120 days from completion of all academic requirements)</i> .
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10. WORK ASSIGNMENTS <i>(Enter brief description of duties or attach a position description) (DFAS: Refer to position description number.)</i>

11. PROGRAM REQUIREMENTS. (Enter Component-specific requirements for continuation and successful completion of Program) Examples are:
"If a transcript cannot be obtained, a statement from the educational institution's registrar, dean, or other appropriate official may be an acceptable equivalent. It is your responsibility to provide the documentation or proof to the Program Administrator that you have completed the applicable educational provisions of your educational program" OR "Changes to full or half time status which will no longer qualify you for continued eligibility in the Intern program" OR "Failure to maintain any physical or mental requirements of the occupied position."
 DFAS: *"To remain in the DFAS Internship program, the participant must perform in a favorable and successful way at assigned duties, maintain half-time enrollment in school (as determined by the education institution), and demonstrate continued progress toward completion of the academic program the participant is enrolled in. The Intern completes all requirements outlined in the Participant Agreement, completes academic requirements in a timely manner, and accomplishes work assignments and tasks in a timely and satisfactory manner, complying with other requirements as stated in the DFAS Instruction 1430.4-I."*

12. TRAINING REQUIREMENTS (If applicable)
 (DFAS: *In conjunction with management, the participant will develop an electronic Individual Development Plan (eIDP) within 45 calendar days of appointment.*)

13. MENTORING (If your agency has a mentor requirement for Interns, enter these requirements.)
 (DFAS: *The participant is encouraged to seek out a mentor through the DFAS Mentoring and Coaching Program.*)

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

15. MINIMUM ELIGIBILITY REQUIREMENTS FOR NON-COMPETITIVE CONVERSION (If any) (Include any agency specific requirements)
 To be eligible for conversion to the competitive service, an Intern must:
 Be a U.S. citizen;
 Successfully complete academic course of study;
 Complete a minimum of 640 hours of work experience under the Internship Program, or 320 hours of work experience and a waiver of 320 hours (see 5 CFR 362.204 for waiver requirements);
 Meet the OPM Qualification Standard (including positive education requirement, if applicable) for the position the Intern may be converted to;
 Maintain acceptable performance under the agency's approved performance management system;
 Receive favorable recommendation for conversion (or appointment) from supervisor;
 DFAS: Obtain a favorable suitability determination;
 Obtain and maintain the required security clearance, if applicable. DFAS: Obtain and maintain a favorable security determination to occupy a National Security Sensitive position.

It is important to remember that eligibility for conversion does not guarantee the agency will opt for conversion.
 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. For time limited interns to be noncompetitively converted to a competitive service position, the job opportunity announcement the Pathways Participant was hired from must have initiated the potential for noncompetitive conversion.
 If the agency does not convert an Intern participant to the competitive service within 120 days after the participant has completed all academic requirements for his or her course of study, the participant must be released from the Intern appointment.

16. SIGNATURES

a. INTERN		
(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