

## PATHWAYS INTERNSHIP PROGRAM CHECKLIST

<b>Selectee:</b>	<b>Effective Date:</b>	<b>NOAC/Nature of Action:</b>
<b>Title/Series/Grade:</b>		<b>LAC/Legal Authority:</b>
<b>Organization:</b>		
<input type="checkbox"/> <b>Excepted Appointment NTE 1 Year</b> <input type="checkbox"/> <b>Excepted Appointment with no time limit and expected to last more than 1 year</b>	<input type="checkbox"/> <b>Conversion of SCEP/STEP to Intern Program</b> <input type="checkbox"/> <b>Conversion of SCEP to Career-Conditional, Career, or Term Appointment</b>	

**References:** [E.O. 13562](#), [5 CFR part 213](#), [5 CFR part 302](#), [5 CFR 362 subparts A and B](#), [Guide to Processing Personnel Actions \(GPPA\)](#)

**Instructions:** Use this checklist to review Pathways Internships.

Nature of Action and Legal Authority Codes for Pathways Intern Appointments				
If Employed As	Nature of Action	NOAC	Legal Code	Legal Authority
Intern Temp NTE 1 year and is <u>not</u> on the agency's roles	Exc Appt NTE	171	YEA	Sch D <a href="#">5 CFR 213.3402(a)</a>
Intern Temp NTE 1 year and is on the agency's roles	Conv to Exc Appt NTE	571	YEA	Sch D <a href="#">5 CFR 213.3402(a)</a>
Intern and is <u>not</u> on the agency's roles (initial appointment expected to last more than 1 year)	Exc Appt	170	YEA	Sch D <a href="#">5 CFR 213.3402(a)</a>
Intern and is on the agency's roles (initial appointment expected to last more than 1 year)	Conv to Exc Appt	570	YEA	Sch D <a href="#">5 CFR 213.3402(a)</a>

**[Quick Link to "Case File Summary/Comments:"](#)**

Y	N	Review Item	Comments
		Intern JOA or ad posted on USAJOBS or agency's public facing career or job information web page includes required information per <a href="#">[5 CFR 362.203(a)]</a> :	
		Position title, series, and grade	
		Starting salary of the position	
		Geographic location of the position	
		Appointment length	
		Minimum qualifications	
		How to apply (it may be in the form of a link to the agency's web site)	
		Information about how to claim veteran's preference	
		Information about the possibility of conversion to permanent appointments (if applicable)	
		Promotion potential (if applicable)	
		EEO statement <b>*Note: USAJOBS' language is built-in</b>	

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		Reasonable accommodation statement <b>*Note: USAJOBS' language is built-in</b>	
		Intern position is classified in the appropriate series (xx99 for GS or other pay plan; xx01 for FWS) of the appropriate occupational group [ <a href="#">5 CFR 362.203(f)</a> ]	
		The duties of the position are related to the Intern's academic OR career goals [ <a href="#">5 CFR 362.203(d)(2)</a> ]	
		Rules regarding the acceptance of applications are applied uniformly to all applicants [ <a href="#">5 CFR 302.301</a> ]	
		Qualification standards are accurately and uniformly applied. Any agency-developed standards are related to the duties being performed and were established prior to appointment [ <a href="#">5 CFR 302.202</a> ]	
		The selectee is enrolled/accepted for enrollment on at least a half-time schedule (defined by educational institution) as a student seeking a degree, diploma, or certificate (post-secondary education equivalent to at least one academic year of full-time study) at an accredited educational institution (high school, including GED; home school; vocational, technical, or trade school; 2- or 4-year college; or graduate or professional school; qualifying career or technical education programs (which may include Registered Apprenticeship Programs, Job Corps, Climate Corps, AmeriCorps, and Peace Corps) [ <a href="#">5 CFR 362.102(1) and (2)</a> ; <a href="#">5 CFR 362.202</a> ]	
<b>Eligibility/legal requirements are satisfied:</b>			
<b>Y</b>	<b>N</b>	<b>Review Item</b>	<b>Comments</b>
		Age: Age requirements are met. Age 16 is the minimum age allowed for Federal employment <a href="#">[5 CFR 551.601]</a>	
		Relatives: Regulations on employment of relatives are met. Employment of relatives is permitted where there is no direct reporting relationship and the relative is not in a position to influence or control the student's appointment, employment, promotion or advancement. [ <a href="#">5 CFR 310</a> ; <a href="#">5 CFR 362.105(f)</a> ]	
		Citizenship: Citizenship requirements are met, or intern is a lawful permanent resident of the U.S. or otherwise authorized for employment and the agency is authorized to pay aliens [ <a href="#">5 CFR 362.105(e)</a> ] <b>*Note: Must be a U.S. citizen to be converted to term, career, or career-conditional appointments in the competitive service.</b>	
<b>Participant Agreement has been executed and identifies expectations, including:</b>			

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Y	N	Review Item	Comments
		General description of duties.	
		Work schedule	
		Length of appointment and termination date (usually the projected graduation date)	
		Mentorship opportunities and training requirements (if applicable)	
		Performance evaluation procedures	
		Requirements for continuation and successful completion of the program	
		Minimum requirements for noncompetitive conversion to term or permanent competitive service employment <a href="#">[5 CFR 362.106]</a>	
Y	N	Review Item	Comments
		Order of Consideration is applied correctly when two or more applicants are being considered, and at least one is a preference eligible. Candidates are considered either in <b>Ranked Order</b> (A, B, or C, in order of numerical ranking); <b>Professional Order</b> (professional and scientific positions at GS-9 and above); <b>Unranked Order</b> (numerical scores not assigned); or under a <b>Special Agency Plan</b> . Special rules apply for candidates on Reemployment Lists (RL). Establishment of RLs is optional. <a href="#">[5 CFR 302.304]</a> <i>*Note: Agencies may use a Category Rating-Like ranking and selection procedure under a Special Agency Plan, as long as preference eligibles receive as much preference as they otherwise would have. <a href="#">[5 CFR 302.105]</a></i>	
		<b>Ranked Order A:</b> 1. CPS/CPs in numerical order 2. All others in numerical order <b>*Note: (Order A must be used when a Reemployment List (RL) has not been established)</b> <a href="#">[5 CFR 302.304(b)(1)]</a>	
		<b>Ranked Order B:</b> 1. CPS/CPs on the RL in numerical order 2. CPS/CPs not on the RL in numerical order 3. All others on the RL in numerical order 4. All others not on the RL in numerical order <a href="#">[5 CFR 302.304(b)(2)]</a>	
		<b>Ranked Order C:</b> 1. CPS/CPs on the RL in numerical order 2. All others on the RL in numerical order 3. CPS/CPs not on the RL in numerical order 4. All others not on the RL in numerical order <a href="#">[5 CFR 302.304(b)(3)]</a>	

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	<p><b>Professional Order:</b>  <i>If numerically ranked:</i>            1. All eligibles on the RL (if any) in numerical order            2. All others not on the RL (or if no RL) in numerical order</p> <p><i>If not numerically ranked:</i>            1. All preference eligibles on the RL (if any)            2. All others on the RL (if any)            3. All other preference eligibles not on the RL (or if no RL)            4. All other eligibles are not on the RL (or if no RL)  <b>*Note: Professional and scientific positions at or above GS-9</b>  <a href="#">[5 CFR 302.304(b)(4)]</a></p>	
	<p><b>Unranked Order:</b>  <i>(No numerical scores have been assigned)</i>  <i>By preference status:</i>            1. CPS/CPs on the RL            2. CPS/CPs not on the RL            3. Other 10 pt. preference eligibles on the RL            4. Other 10 pt. preference eligibles not on the RL            5. 5 pt. preference eligibles on the RL            6. 5 pt. preference eligibles not on the RL            7. 0 pt. preference eligibles on the RL            8. 0 pt. preference eligibles not on the RL            9. Non-preference eligibles on the RL            10. Non-preference eligibles not on the RL  <a href="#">[5 CFR 302.304(b)(5)]</a></p>	
	<p><i>By Reemployment List (RL) status:</i>            1. CPS/CPs on the RL            2. Other 10 pt. preference eligibles on the RL            3. 5 pt. preference eligibles on the RL            4. 0 pt. preference eligibles on the RL            5. Non-preference eligibles on the RL            6. CPS/CPs not on the RL            7. Other 10 pt. preference eligibles not on the RL            8. 5 pt. preference eligibles not on the RL            9. 0 pt. preference eligibles not on the RL            10. Non-preference eligibles not on the RL  <a href="#">[5 CFR 302.304 (b)(5)(ii)]</a></p>	
	<p>Veterans' preference is properly adjudicated and passover procedures, when applicable, are properly followed. <a href="#">[5 USC 2108; 5 USC 3309; 5 USC 3318]</a></p>	
	<p>Selection is proper and in accordance with provisions of <a href="#">5 CFR 302 subpart D.</a></p>	
<p><b>Remarks entered on SF 50 are correct:</b></p>		
	<p>Nature of action and legal authority codes on SF50 are correct.</p>	

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		Appointments are made NTE 1 year OR without time limitation for an initial period expected to last more than 1 year.	
		Veterans' preference information is correct	
<b>Intern Appointments NTE 1 Year</b>			
<b>Y</b>	<b>N</b>	<b>Review Item</b>	<b>Comments</b>
		The tenure group is 0. [ <a href="#">5 CFR 362.205</a> ]	
		If a student has continuous service of more than one year, tenure group is 3.	
		Ineligible for FEGLI unless continued from prior appointment with no break in service or break in service of no more than 3 days [ <a href="#">5 CFR 870.302</a> ]	
		Ineligible for health benefits unless employed for more than one year. [ <a href="#">5 CFR 890.102(c)</a> ]	
		Ineligible for retirement coverage unless continued from prior appointment without a break in service or after a separation from service of 3 days or less. [ <a href="#">5 CFR 831.201</a> ]	
<b>Remarks entered on SF 50 are correct:</b>			
		Appointment affidavit executed (date)	
		Creditable military service	
		Previous retirement coverage	
		The duration of a Pathways appointment under Schedule D is a trial period	
		Reason for temporary appointment	
		Employee informed in advance of the condition of appointment under the Pathways Program ( <i>only if employee is currently employed under a non-temporary appointment in competitive service</i> )	
		This appointment may ( <i>or does not</i> ) confer eligibility to be noncompetitively converted to a term, career, or career-conditional appointment in the competitive service ( <i>choice of remark Code A32 or A35</i> )	
		Ineligible for health benefits until you complete 1 year of continuous employment, then you may elect health benefits for which you will be charged the full premium	
<b>Intern Appointments for an Initial Period Expected to Last for More Than 1 Year</b>			
<b>Y</b>	<b>N</b>	<b>Review Item</b>	<b>Comments</b>
		Covered by FEGLI unless waived [ <a href="#">5 CFR 870.301</a> ]	
		Eligible to enroll for health benefits [ <a href="#">5 CFR 890.102</a> ]	
		Covered by FERS [ <a href="#">5 CFR 842.103</a> ]	
<b>Remarks entered on SF 50 are correct:</b>			
		Appointment affidavit executed (date)	
		Creditable military service	

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		Previous retirement coverage	
		The duration of a Pathways appointment under Schedule D is a trial period	
		Employee is informed in advance of the condition of appointment under the Pathways Program ( <i>only if employee is currently employed under a non-temporary appointment in competitive service</i> )	
		This appointment is intended to continue through completion of education and work requirements. An agency may noncompetitively appoint you to a term, career, or career-conditional appointment in the competitive service within 120 days after satisfactory completion of your educational program and satisfactory completion of at least 640 hours of career-related work experience. The work experience must have been completed prior to or concurrently with the completion of the requirement of your educational program. Sch D, <a href="#">5 CFR 213.3402(a)</a>	
<b>Forms filed in eOPF:</b>			
<b>Y</b>	<b>N</b>	<b>Review Item</b>	<b>Comments</b>
		Application/resume for Federal employment	
		Official school transcripts and other documentation verifying qualifications	
		SF 61 (Appointment Affidavit), unless action is a conversion	
		OF 306 (Declaration for Federal Employment)	
		Application/resume for Federal employment	
		Official school transcripts and other documentation verifying qualifications	
		SF 61 (Appointment Affidavit), unless action is a conversion	
		OF 306 (Declaration for Federal Employment)	
		SF 50 (Notification of Personnel Action)	
<b>When applicable:</b>			
		SF 144 (Statement of Prior Federal Service)	
		DD 214 (Certificate of Release or Discharge from Active Duty)	
		SF 15 (Application for 10-Point Veteran Preference)	
		VA letter or active service or retirement orders certifying service-connected disability (with no medical information or properly sanitized)	
		Health and life insurance forms	

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		Certification of Investigation Notice (filed based on agency procedures)	
		Retirement forms	
		Selective Service certification (males born after 12-31-59)	
<b>If an Intern has been noncompetitively converted to a position in the competitive service, the requirements at 5 CFR 362.204 are met:</b>			
<b>Y</b>	<b>N</b>	<b>Review Item</b>	<b>Comments</b>
		Completed at least 480 hours of work experience acquired through the Internship Program, except as provided at <a href="#">5 CFR 362.204(c) or (d)</a> , while enrolled as a full-time or part-time, degree- or certificate-seeking student or participant in a career or technical education program. (An agency may require a minimum that is higher than 480, including setting varying minimums for different types of positions)	
		Completed a course of academic study or a career and technical education program, within the 180-day period preceding the appointment, at a qualifying educational institution conferring a diploma, certificate, or degree; or successful completion in a qualifying career or technical educational program	
		Received a favorable recommendation by an official of the agency	
		Meets qualification requirements of position	
		Met agency-specific requirements as specified in the agency's Participant Agreement with the Intern.	
		Completed at least 480 hours of work experience acquired through the Internship Program, except as provided in <a href="#">paragraphs (c) and (d)</a> of this section, while enrolled as a full-time or part-time, degree- or certificate-seeking student or participant in a career or technical education program. (An agency may require a minimum that is higher than 480, including setting varying minimums for different types of positions)	
		Completed at least 480 hours of work experience acquired through the Internship Program, except as provided in <a href="#">paragraphs (c) and (d)</a> of this section, while enrolled as a full-time or part-time, degree- or certificate-seeking student or participant in a career or technical education program. (An agency may require a minimum that is higher than 480, including setting varying minimums for different types of positions)	

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		Received a favorable recommendation by an official of the agency	
		Time spent under the Internship Program counts towards career tenure when non-competitively converted to a permanent position in the competitive service upon completion of the program, with or without an intervening term appointment, and without a break in service of one day [ <a href="#">5 CFR 362.107(e)</a> ]	
<b>Case File Summary/Comments:</b>			

**Reviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_