

REVIEW OF PATHWAYS PMF APPOINTMENT

Agency:	Sub-Agency:	
Selectee:	Effective Date:	
Title/Series/Grade and FPL:	NOAC/Nature of Action:	LAC/Legal Authority:
Eligibility/legal requirements are satisfied:		

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

Instructions: This form should be used when reviewing PMF appointments.

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

Position filled under the Pathways Program using the Excepted Service. [[5 CFR 213.3402 \(a\), \(b\), or \(c\)](#) of this chapter, as applicable.]

Y	N	Review Item	Comments
		<p><u>Citizenship</u>: Citizenship requirements are met, or PMF is a lawful permanent resident of the U.S., or otherwise authorized for employment and the agency is authorized to pay alien. [5 CFR 362.105(e)]</p> <p>*Note: Must be a U.S. citizen to be converted to term, career, or career-conditional appointments in the competitive service.</p>	
		<p><u>Relatives</u>: 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 employment. [5 CFR 310; 5 CFR 362.105(f)]</p>	

Participant Agreement has been executed and identifies expectations, including: [[5 CFR 362.106](#)]

Y	N	Review Item	Comments
		General description of duties	
		Work schedule	
		<p>Length of appointment is for two years pursuant to a Pathways Policy, under Schedule D of the excepted service in 5 CFR 302. [5 CFR 362.404(a)(1)]</p> <p>*Note: Extension may be granted up to 120 days to cover rare or unusual circumstances, but criteria must be identified in the agency's Pathways MOU. [5 CFR 362.404(b)]</p>	
		Termination of PMF position expires at the end of the two-year program, plus an agency-approved extension, unless the participant is selected for a noncompetitive conversion. [5 CFR 362.408(a)(2)]	
		Mentorship opportunities	
		Training requirements	
		Performance evaluation procedures	

REVIEW OF PATHWAYS PMF APPOINTMENT

		Requirements for continuation and successful completion of the program	
		Minimum requirements for noncompetitive conversion to competitive service	
The agency adheres to grade level restrictions that apply to initial appointments			
Y	N	Review Item	Comments
		Initial appointment is at the GS-09, GS-11, or GS-12 grade level or equivalent depending on the applicant's qualifications	
Program requirements are met:			
Y	N	Review Item	Comments
		Within 90 days of appointment, the agency approves and IDP for the PMF (must be developed in consultation with PMF Coordinator and/or mentor) [5 CFR 362.405(a)]	
		Participant placed on performance plan establishing performance elements and standards that are directly related to acquiring and demonstrating the various leadership, technical, and/or general competencies expected of the Participant, as well as the elements and standards established for the duties assigned. [5 CFR 362.105(i)]	
		The agency must provide a minimum of 80 hours of formal interactive training per year that addresses the competencies outlined in the IDP. [5 CFR 362.405(b)(2)]	
		The PMF is assigned a mentor, within 90 days of appointment, who is a managerial employee outside the PMF's chain of command [5 CFR 362.405(b)(3)]	
The agency must provide each PMF with at least one rotational or developmental assignment with full-time management and/or technical responsibilities consistent with their IDP. With respect to this requirement: [5 CFR 362.405(b)(4)]			
Y	N	Review Item	Comments
		The PMF must receive at least one developmental assignment of 4 to 6 months in duration, with management and/or technical responsibilities consistent with the PMF's IDP. OR	
		The PMF may choose to participate in an agency-wide initiative or other Presidential or Administration initiative that will provide the PMF with the experience they would have gained through the 4-6 month developmental assignment; and	
		The developmental assignment may be within the PMF's organization, in another component of the agency, or in another Federal agency.	
NOTIFICATION OF PERSONNEL ACTION(S) - Guide to Processing Personnel Actions			
Codes and authorities on SF 50 are correct:			
Y	N	Review Item	Comments

REVIEW OF PATHWAYS PMF APPOINTMENT

	Nature of Action and Legal Authority Codes.	
	Veterans' preference	
	Tenure group is 2. [5 CFR 362.408(b)]	
	Covered by FEGLI unless waived. [5 CFR 870.301]	
	Eligible to enroll for health benefits. [5 CFR 890.102]	
	Covered by FERS. [5 CFR 842.103]	
<i>Remarks entered on SF 50 are correct: GPPA, Chapter 11</i>		
	Appointment affidavit executed (date)	
	Creditable military service	
	Previous retirement coverage	
	The duration of a Pathways appointment under Schedule D is a trial period	
	Employees are informed in advance of the conditions of appointment under the Pathways Program (<i>only if an employee is currently employed under a non-temporary appointment in competitive service</i>)	
	Appointment cannot exceed 2 years, plus any agency-approved extension of no more than 120 days. Upon satisfactory completion of the program, you may be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program employment will be terminated.	
<i>Forms filed in OPF:</i>		
	Application/resume for Federal employment	
	Official school transcripts and other documentation verifying qualification	
	SF 61 (Appointment Affidavit), unless action is a conversion	
	OF 306 (Declaration for Federal Employment)	
	SF 50 (Notification of Personnel Action)	
<i>When applicable:</i>		
	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 retirement orders certifying service-connected disability (with no medical information or properly sanitized)	
	Health and life insurance forms	
	Certification of Investigation Notice (filed based on agency procedures)	
	Retirement forms	

**REVIEW OF PATHWAYS
PMF APPOINTMENT**

		Selective Service certification (males born after 12-31-59) [5 CFR part 300, subpart G]	
Case File Summary/Comments:			

Reviewer/Title: _____ **Date:** _____