|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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](https://obamawhitehouse.archives.gov/the-press-office/2010/12/27/executive-order-13562-recruiting-and-hiring-students-and-recent-graduate), [5 CFR part 213](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-213), [5 CFR part 302](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-302), [5 CFR 362 subparts A and C](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362), and [Guide to Processing Personnel Actions](https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/)  **Instructions:** This form should be used when reviewing PMF appointments.  [**Quick Link to "Case File Summary/Comments"**](#_Case_File_Summary/Comments:) | | | | | | | |
| **Position filled under the Pathways Program using the Excepted Service. [**[**5 CFR 213.3402 (a), (b), or (c)**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-213/subpart-C/subject-group-ECFR013dc43d888804f/section-213.3402)**of**  **this chapter, as applicable.]** | | | | | | | |
| **Y** | | **N** | | **Review Item** | | Comments | |
|  | |  | | Citizenship: 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)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-A/section-362.105)]  **\*Note: Must be a U.S. citizen to be converted to term, career, or career-conditional appointments in the competitive service.** | |  | |
|  | |  | | 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 employment. [[5 CFR 310](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-310); [5 CFR 362.105(f)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-A/section-362.105)] | |  | |
| **Participant Agreement has been executed and identifies expectations, including: *[***[***5 CFR 362.106***](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-A/section-362.106)***]*** | | | | | | | |
| **Y** | | **N** | | **Review Item** | | Comments | |
|  | |  | | General description of duties | |  | |
|  | |  | | Work schedule | |  | |
|  | |  | | Length of appointment is for two years pursuant to a Pathways Policy, under Schedule D of the excepted service in [5 CFR 302](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-302). [[5 CFR 362.404(a)(1)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-D/section-362.404)]  **\*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)]](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-D/section-362.404#p-362.404(b)) | |  | |
|  | |  | | 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)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-D/section-362.408#p-362.408(a)(2))] | |  | |
|  | |  | | Mentorship opportunities | |  | |
|  | |  | | Training requirements | |  | |
|  | |  | | Performance evaluation procedures | |  | |
|  | |  | | 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)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-D/section-362.405#p-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)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-A/section-362.105#p-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)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-D/section-362.405#p-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)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-D/section-362.405#p-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)**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-D/section-362.405#p-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**](https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Personnel-Actions) | | | | | | | |
| **Codes and authorities on SF 50 are correct:** | | | | | | | |
| **Y** | | **N** | | **Review Item** | | **Comments** | |
|  | |  | | Nature of Action and Legal Authority Codes. | |  | |
|  | |  | | Veterans' preference | |  | |
|  | |  | | Tenure group is 2. [[5 CFR 362.408(b)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-362/subpart-D/section-362.408#p-362.408(b))] | |  | |
|  | |  | | Covered by FEGLI unless waived. [[5 CFR 870.301](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-870/subpart-C/section-870.301)] | |  | |
|  | |  | | Eligible to enroll for health benefits. [[5 CFR 890.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-890/subpart-A/section-890.102)] | |  | |
|  | |  | | Covered by FERS. [[5 CFR 842.103](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-842/subpart-A/section-842.103)] | |  | |
| *Remarks entered on SF 50 are correct:* [*GPPA, Chapter 11*](https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/processing-personnel-actions/gppa11.pdf) | | | | | | | |
|  | |  | | 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 *(only if an employee is currently employed under a non-temporary appointment in competitive service)* | |  | |
|  | |  | | 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. | |  | |
| *Forms filed in OPF:* | | | | | | | |
|  | |  | 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) | | |  | |
| *When applicable:* | | | | | | | |
|  | |  | 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 | | |  | |
|  | |  | Selective Service certification (males born after 12-31-59) [[5 CFR part 300, subpart G](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-300/subpart-G)] | | |  | |
| Case File Summary/Comments: | | | | | | | |

**Reviewer/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**