



DECA DIRECTIVE 50-31

PATHWAYS PROGRAM

Originating Component: Human Resources Directorate

Effective: May 28, 2017

Releasability: Unlimited. This directive is approved for public release and is located on DeCA's internet website at www.commissaries.com.

Establishes DeCA Directive 50-31, "Pathways Program," May 28, 2017

Cancels: DeCAD 50-27, Student Educational Employment Program (SEEP)

Approved by: Timothy C. Ford
Chief, Administration Division

Purpose: This directive:

- Establishes DeCA Manual (DeCAM) 50-31.1, Pathways Program Manual.
- Implements Executive Order 13562, December 30, 2010.
- Established in compliance with listed references.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. The Pathways Internship Program is for current students and replaces the former Student Career Experience Program (SCEP) and the Student Temporary Employment Program (STEP). The Pathways Recent Graduates (RG) Program is a program designed to provide developmental opportunities in Federal employment for individuals who have recently graduated from qualifying educational institutions or programs.

1.2. POLICY. It is DeCA policy that the Pathways Program shall:

a. Offer clear paths to Federal internships for students and careers for recent graduates. DeCA will work to provide students and recent graduates with work opportunities in the retail food industry and other professional career fields that provide support to the military commissary system. This program is designed to achieve the following goals:

b. Provide students and recent graduates with occupational experiences in the supermarket/military commissary business, as well as a variety of career fields that support DeCA's mission, without regard to their race, color, national origin, gender, age, religion, or disability.

c. Provide a setting where high quality students and recent graduates can obtain a creative, individualized work, and educational experience.

d. Provide training and potential job opportunities for students and recent graduates who desire a career with DeCA after graduation.

e. Provide DeCA with well-trained and motivated student trainees/recent graduates, who can play a vital role in helping the Agency meet its needs for experienced and competent workers, supervisors, managers, and executives.

f. The Pathways for Students and RG Program consists of two components: Pathways Intern Program and the RG Program.

(1) The Intern Program is a planned, progressive educational program that provides students with work opportunities in a variety of retail food industry and professional career fields. Pathways Intern appointments are categorized into two opportunities, Career Pathways Intern (CPI) and Temporary Pathways Intern (TPI). After successful completion of the program the CPI has potential for noncompetitive conversion to Federal career service. The TPI appointment is typically used for summer hire or special projects and is not eligible for noncompetitive conversion to Federal career service.

(2) The RG position provides employment opportunities in a variety of retail food industry and professional career fields. The year-long program will provide the RG valuable experience in a structured work environment with formal training, on-the-job training, and participation in a structured Mentor Program. A participant in the RG Program is eligible for

noncompetitive conversion to a term, career, or career-conditional appointment following successful completion of the year long program (or any approved extension).

SECTION 2: RESPONSIBILITIES

2.1. RESPONSIBILITIES. All responsible parties listed below shall conform to the guidelines as described below.

a. DeCA Director. The DeCA Director shall:

- (1) Be responsible for the overall administration of the DeCA Pathways Program;
- (2) Support the use of the Pathways Program for Students and RGs to promote the recruitment and retention needs of the Agency.

b. Director, Human Resources (HR). The Director, HR shall:

- (1) Develop policy governing the implementation, administration and use of the program at DeCA;
- (2) Provide program oversight and ensure that all managers and supervisors are aware of program requirements and their responsibilities related to each program and participant within their organization according to Part 362 of Title 5, Code of Federal Regulations (CFR);
- (3) Adhere to the Memorandum of Understanding (MOU) between the Department of Defense and the Office of Personnel Management (OPM) as outlined in Part 362, Section 362.104 of Title 5, CFR;
- (4) Meet OPM public notification requirements by providing Pathways Program opportunities and procedures for application to the general public, as provided by Part 362, Sections 362.105 (b), 362.203 (a), and 362.303 (a) of Title 5, CFR.

c. DeCA Pathways Program Coordinator (PPC). The PPC shall:

- (1) Serve as the primary point-of-contact (POC) for all issues related to the operation and implementation of the programs; coordinate recruitment and on-boarding process for Pathways Program participants;
- (2) Coordinate Pathways Program plans with stakeholders and other hiring plans;
- (3) Serve as liaison with OPM; for example, provide updates to OPM on Pathways Program implementation, obtain clarification on program issues, and share best practices;
- (4) Define criteria for requesting breaks in program, approving extension of up to 120 days where applicable;
- (5) Advise Functional Process Owners (FPOs), office chiefs, zone managers, store directors, area directors, and their designee on all aspects of the Pathways Program (PP).

d. Human Resources Service Provider (HRSP). The HRSP shall:

- (1) Process personnel actions for the PP, in accordance with (IAW) the guidance set forth in this document, the Guide to Processing Personnel Actions (GPPA), and the provisions of the PP;
- (2) Develop job opportunity announcements (JOA) and post positions using a public source (e.g., USAJOBS.gov);
- (3) Appoint candidates for the PP under the appointing authority, Schedule D in the excepted service, codified by OPM in Part 213, Section 213.3402 (a), (b), and (c) of Title 5, CFR, as established by Executive Order 13562;
- (4) Confirm participants fully meet qualification requirements for the noncompetitive conversion to term, career, or career-conditional appointment;
- (5) Process conversion to a new appointment under Schedule D, as provided in Part 362, Section 362.204 of Title 5, CFR, within 120 days from the effective date of program completion.

e. Hiring Managers and Supervisors. Hiring managers and supervisors shall:

- (1) Execute a written Participant Agreement that clearly identifies expectations according to Part 362, Section 362.106 of Title 5, CFR;
- (2) Prepare an Individual Development Plan (IDP) for each PP participant that contains an overall plan of development, training activities, and competencies the participant must attain by the end of the program. Plan assignments according to the requirements of the IDP to enhance development of the participant, to include scheduling training and rescheduling or substituting developmental activities when necessary;
- (3) Ensure all participants receive training and are provided the resources necessary to fulfill the requirements of their IDP, discuss each training activity with the participant once completed to assess the participants level of comprehension and determine the effectiveness of the training material;
- (4) Evaluate performance/conduct and ensure that the participant has a clear understanding of the evaluation. Provide counseling and guidance when performance is determined to be less than satisfactory;
- (5) Ensure all education requirements are maintained by the participant throughout the length of the program. Notify the PPC of changes in the Interns academic status (e.g. withdrawing from a class during the academic session/GPA deficiency/change in projected graduation date). Notify PPC of an intern's request to take a break in the program as applicable. Supervisors will set up quarterly meetings with the intern to ensure the requirements of the program are adhered to;

(6) Request current transcripts from the intern at the end of each academic period (quarter or semester/end of academic term) to validate continued student eligibility.

(7) Notify PPC of recommendation to convert or not convert a program participant into the permanent service upon completion of the program. Notification should take place approximately two months prior to projected conversion.

f. Pathways Program Participant. The PP participant shall:

(1) Adhere to all provisions of the Participant Agreement between the participant and Agency;

(2) Participate with the supervisor in the development of the IDP and comply with all requirements established in the IDP;

(3) Learn as much as possible about the career field in which employed and the nature of the work to prepare for future career decisions;

(4) Intern participant only - Keep supervisor and PPC informed of work experience progress and changes concerning education status;

(5) Intern participant only - Provide current transcripts to supervisor and PPC at the end of each academic period (quarter/semester/end of academic term). Inform supervisor of any change in academic status to include GPA and/or enrollment status;

(6) Intern participant only - Continue to be enrolled as at least a half-time student, maintain a cumulative GPA of 2.0 , or higher, on a 4.0 grading scale and remain in good academic standing (according to the school's definition);

(7) Intern participant only - If a break in program is needed for any reason, the intern must notify the supervisor and PPC of the requested break, in writing, prior to the break taking place. The approval for the initial break in program is with the student's second-line supervisor;

(8) Intern participant only- Inform their supervisor about instances when the agreed upon work schedule does not allow ample time to meet educational requirements.

SECTION 3: PROCEDURES

3.1. PROCEDURES. This Directive contains internal management control provisions that are subject to evaluation and testing as required by DoD Directive (DoDD) 5105.55.

GLOSSARY

G.1. ACRONYMS.

CFR	Code of Federal Regulations
CPI	Career Pathways Intern
DeCA	Defense Commissary Agency
DoD	Department of Defense
DoDD	Department of Defense Directive
FPO	Functional Process Owner
GPA	grade point average
GPPA	Guide to Processing Personnel Actions
HR	Human Resources
HRSP	Human Resource Service Provider
IAW	in accordance with
IDP	Individual Development Plan
JOA	Job Opportunity Announcement
MOU	Memorandum of Understanding
NTE	not to exceed
OPM	Office of Personnel Management
POC	point of contact
PP	Pathway Program
PPC	Pathways Program Coordinator
RG	Recent Graduate
SEEP	Student Educational Employment Program
TPI	Temporary Pathways Intern

REFERENCES

Code of Federal Regulations, Title 5, Part 362, Pathways Programs
Code of Federal Regulations, Title 5, Part 213, Excepted Service
DeCA Manual 50-31.1, "Pathways Program Manual", May 28, 2017
DoD Directive 70-2, "Internal Control Program," December 17, 2007
DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008
DoD Instruction 5025.01, "DoD Issuances Program, August 1, 2016
Executive Order 13562, "Recruiting and Hiring Students and Recent Graduates,"
December 27, 2010