



PATHWAYS INTERN PROGRAM

Pathways – Opportunities for Students & Recent Graduates



VANESSA K. MIDGETT

Director, Redstone Arsenal Civilian Personnel

Advisory Center

20 March 2015

Executive Order 13562



Pathways Intern Program

Objectives



- **Discuss the Pathways Intern/Recent Graduate Implementation**
- **Identify the Roles and Responsibilities of CPAC, Supervisors and Pathways Interns**
- **Identify The Governing Regulations of the Pathways Program**
- **Benefits for Working for the Federal Government**
- **USA Jobs-How To apply for Federal Jobs**
- **All Pathways Interns and Recent Graduates apply through USAJOBS**



Pathways Intern Program



Foundation/History of Student Programs

Student Temporary Employment (STEP)

- 1 Year Temp NTE
- Temp Projects
- No Long Term Plans
- Received Leave Benefits (Sick/Annual)

Student Career Experience Program (SCEP/CO-OP)

- Complete Degree
- Benefits (Life/Health/Thrift Savings Plan Leave)
- 120 days post graduation – May be Converted to Career Conditional, Career, Term Appointment or May Be Terminated



Pathways Intern Not To Exceed

- 1 Year Temp NTE
- Temp Projects
- Possible Health Benefits, Leave (Sick/Annual)

Pathways Intern

- Completed Degree Program
- Benefits (Life/Health/Thrift Savings Plan/Leave)
- 120 days post graduation – May be Converted to Career Conditional, Career, Term Appointment or May Be Terminated

- * Student Must be Actively Enrolled in School
- * Maintain a 2.5 GPA every semester
- * Maintain a Part-time status



Pathways Intern Program



Pathways Recent Graduate Intern

- A recent graduate, (who has graduated within the previous two years OR a veteran who was precluded from applying in the two year period due to a military service obligation, and am within 6 years of graduation) from an accredited institution who has completed (or will complete by May 2015) bachelors, masters, professional, doctorate, vocational or technical degree or certificate.
- Pathways Recent Graduate is considered and given the same benefits of a permanent employee. (Life Insurance/Health Insurance/Thrift Savings Plan (TSP) Retirement, Leave (annual/sick)).
- If you are a veteran, you MUST submit a copy of your DD Form214 and proof of any preference eligibility along with your application/resume package. IF you are currently serving on active duty: A certification from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions.



Pathways Intern Program



Pathways Intern Program Implementation

- The President Hiring Reform Act
- Pathways Intern Program Became Effective 10 Jul 2012
- Recruiting for Pathways Interns and Recent Graduate Interns.
- USA Staffing
- Applying for Intern positions



Pathways Intern Program



CPAC Roles and Responsibilities

- Recruit for Pathways Interns (Competitive & Vet Preference)
- Advise Pathways Interns in regards to responsibilities
- Monitor Academic Standing (Based on Submitted Grade Reports)
- Process Promotions, LWOP, RTD and Extension of Appointments
- Brief Program Changes to Mgmt./Organization POC's





Pathways Intern Program



Supervisor's Roles and Responsibilities for Pathways Intern

- Ensure Pathways Agreement is signed
 - Assign Work and Monitor Pathways Intern Progress
 - Request Recruitment, Promotion, Return To Duty, Leave Without Pay, and Extension of Appointments
 - Monitor Academic Standing
 - Performance/Conduct/Attendance, etc.
 - Share Knowledge of Program Changes with Pathways Intern
-



Pathways Intern Program



Pathways Intern Roles and Responsibilities

- Read and Understand signed Agreement
- Maintain a Good Performance Record
- Maintain Good Academics (GPA 2.5)
- Exhibited Good Conduct
- Provide unofficial transcripts to CPAC, and your Supervisor every semester





Pathways Intern Program



Appointments May be Terminated at Anytime for the Following Reasons:

- Change to Curriculum That Will Not Qualify Student for the Position
- Suspension, Expulsion, or Withdrawal From the Educational Institution
- Unsatisfactory Work Performance or Conduct
- Failure to Maintain Academic Standards
- Organization Administrative Reasons: Loss of Budget or Hiring Restrictions
- Resignation



Pathways Intern Program



Pathways Participant Agreement

- Pathways Participant Agreement –Is a Contract between the Hiring Management and the Pathways Interns
- The Contract Contains Projected Dates; Required GPA; a Layout of Pathways Intern and Supervisor Responsibilities (Both Parties Sign)





Pathways Intern Program



Pathways Governing Laws and Regulations

- Executive Order 13562
 - Schedule D 213.3202
 - Federal Register 77
 - Title 5, CFR 362
 - Pathways Transition and Implementation Guidance
 - DOD Implementing Guidance
 - Army Pathways Program Guidance
 - Memorandum Of Understanding (MOU)
-



Pathways Intern Program



Five (5) Benefits of Working for the Federal Government

❖ Job Security

❖ High compensation Increases

❖ More Vacation and Holidays

❖ Generous Health Benefits

❖ Generous Retirement Benefits



What is USA Staffing?



USA Staffing is a single, integrated software solution used to staff Federal jobs. It provides full integration with USAJOBS to support competitive examining and merit promotion vacancies and will be used to staff Appropriated and Non-Appropriated Fund positions. USA Staffing was developed and is maintained by the Office of Personnel Management (OPM).



What is USA Staffing?



- ❖ Apply through USA Jobs/Application Manager
 - ❖ Create/store up to 5 different resumes
 - ❖ Submit supporting documentation (i.e., DD214, SF50, Transcripts)
 - ❖ Track status of all applications
 - ❖ View messages sent regarding status
 - ❖ Initial acknowledgment of receipt of application package
 - ❖ Qualifications/referral notification
 - ❖ Non-selection notification
- ❖ Application package
 - ❖ Includes resume, assessment questionnaire responses and supporting documents
 - ❖ Everything required before the close of the announcement

IMPORTANT: Follow these steps to avoid miss consideration



HOW TO BEGIN YOUR JOB SEARCH



[About Us](#) | [Careers](#) | [How To Apply](#) | [Where the Jobs Are](#) | [Army Job Search](#)



MEDICINE



INFORMATION TECHNOLOGY



ENGINEERING



CONTRACTING



BUDGET and FINANCE



think

INFORMATION TECHNOLOGY.

redefine your future.



Photo Courtesy of U.S. Army
Photo by: C. Todd Lopez

- Site Notifications
- Veterans
- Military Spouses
- Recent Grads
- Students
- Locations
- Army Job Search

Passionate? Determined? Creative?
Army Civilian Service. Worldwide Opportunities.

Army Civilians – more than 330,000 men and women working in every profession imaginable – are not active duty military, but serve as an integral part of the Army team to support the defense of our nation. We are a global family that encourages excellence, professional development and balance.

[Check out our Job Fairs!](#)

Done

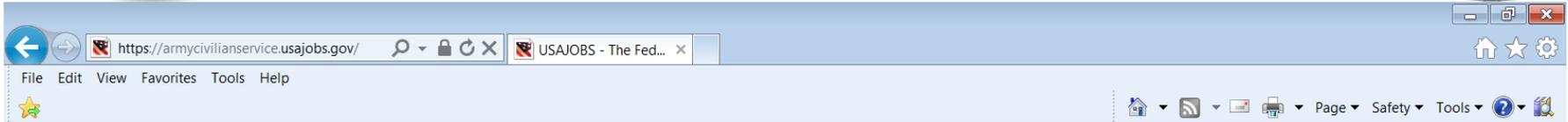
Internet | Protected Mode: On

100%





WWW.USAJOBS.GOV



[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#)

[SIGN IN OR CREATE AN ACCOUNT](#)



Challenge Yourself - Be an Army Civilian!

Army Civilians - more than 330,000 men and women working in every profession imaginable - are not active duty military, but serve as an integral part of the Army team to support the defense of our nation. We are a global family that encourages excellence, professional development and service to the nation.

Real opportunities. Important work. Army Civilian Service. Join us.

Keyword:

Keywords, Job Title, Control #, Agency, Skills



Location:

City, State, ZIP Code, or Country

U.S. Citizens

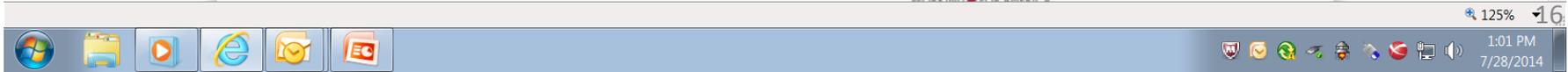
Federal Employees [?](#)

Search

[Advanced Search >](#)

Powered by:

USAJOBS
"WORKING FOR AMERICA"





SEARCHING FOR ARMY JOBS



Home Search Jobs My Account Resource Center **SIGN IN OR CREATE AN ACCOUNT**

USAJOBS[®]

"WORKING FOR AMERICA"

Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.

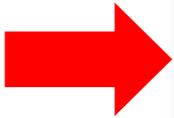
Show: [All Expanded](#) [All Collapsed](#)

Keywords ?

Search for:
 But none of the:
 Search by Job Title:

All of these words (selected)
All of these words
The exact phrase
Any of these words
Words similar to

▶ Salary or Pay Grade ?
▶ Occupational Series or Job Category ?
▶ Location ?
▶ Department and Agency ?
▶ Type of Work or Work Schedule
▶ Posting Options ?
▶ Additional Search Options



You can use the "Keyword" search engine if you are searching for a specific title, agency name or vacancy number





SEARCHING FOR ARMY JOBS



- ▶ Department and Agency ?
- ▶ Type of Work or Work Schedule
- ▶ Posting Options ?
- ▶ Additional Search Options

Who May Apply ?

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)
 - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an [excepted service](#) position covered by an [interchange agreement](#), or
 - Eligible for [reinstatement](#)?
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with [non-competitive appointment](#) eligibility?

- No - I do not fall into one of these categories and only want to see jobs open to the **general public**.
- Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as **federal employees**.

[Reset Form](#)

[Search Jobs](#)



[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

This is a United States [Office of Personnel Management](#) website.
USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.

Who May Apply:
The system defaults to "No"
Select "Yes" if you fall into one of the categories stated each have a link with the description
Click "Search Jobs"





ARMY JOB ANNOUNCEMENT



Browser window showing the USAJOBS website. The address bar displays <https://armycivilianservice.usajobs.gov/Search>. The page title is "USAJOBS - The Fed...".

Job Categories

- Department and Agency
- Work Schedule
- Work Type
- Posting Date
- Exclude These

You can also:

- Save This Search
- Get RSS Feed
- Edit Search Criteria

VA Offers Big City Careers with Small Town Feel

Become part of a diverse team serving Veterans in rural America.

[Read More](#)

1 of 7 < || > All Spotlights

Announcement Number: SCNAFEG141174344

CYS Program Associate Instructor (Piano) [Save Job](#) | [More Like This](#)

You can apply for this position using the following options (you must have a resume or use the NAF Optional Application <http://armypubs.army.mil/eforms/pureEdge/A3433.XFDL> to apply): 1. Preferred - Apply electronically via USAJOBS - <https://usajobs.gov/> . This will ensure faster processing of your a

Salary:	\$25,820.00 - \$25,820.00 / Per Year	Department:	Department of the Army
Series & Grade:	NF-1702-03/03	Agency:	Army Installation Management Command
Location(s):	Fort Rucker, Alabama	Position Info:	Intermittent - Intermittent
Open Period:	7/24/2014 to 7/31/2014	Who May Apply:	US Citizens and Non Citizens
Announcement Number:	SCNAFEG141174486		

Lead Logistics Management Specialist [Save Job](#) | [More Like This](#)

About the Position: Position is located with the Logistics Support Activity for the Department of the Army. Incumbent serves as a senior logistics analyst and team/project leader responsible for customer requirements across a full spectrum of the acquisition life cycle. Primary focus is on Department

Salary:	\$83,988.00 - \$109,184.00 / Per Year	Department:	Department of the Army
Series & Grade:	GS-0346-13/13	Agency:	Materiel Readiness Activities
Location(s):	Redstone Arsenal, Alabama	Position Info:	Full Time - Permanent
Open Period:	7/25/2014 to 8/11/2014	Who May Apply:	Status Candidates (Merit Promotion and VEOA Eligibles)
Announcement Number:	BKARXX141793551164696		

Cook [Save Job](#) | [More Like This](#)

This vacancy will be used to fill cook positions at Mother Rucker's, Rucker Lanes Bowling Center, The Landing - Five Star Catering, The Landing Zone and The Silver Wings

Click the title of the position to view job opportunity information



ARMY JOB ANNOUNCEMENT



Home Search Jobs My Account Resource Center **SIGN IN OR CREATE AN ACCOUNT**



Keyword: Location: Search

[Advanced Search >](#)

[< Back to Results](#)

Overview | Duties | Qualifications & Evaluations | Benefits & Other Info | How to Apply

Matériel Readiness Activities

Job Title: Lead Logistics Management Specialist
Department: Department of the Army
Agency: Materiel Readiness Activities
Job Announcement Number: BKARXX141793551164696

SALARY RANGE: \$83,988.00 to \$109,184.00 / Per Year
OPEN PERIOD: Friday, July 25, 2014 to Monday, August 11, 2014
SERIES & GRADE: GS-0346-13
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 13
DUTY LOCATIONS: 1 vacancy in the following location:
Redstone Arsenal, AL [View Map](#)
WHO MAY APPLY: Status Candidates (Merit Promotion and VEOA Eligibles)
SECURITY CLEARANCE: Secret
SUPERVISORY STATUS: No

JOB SUMMARY:

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

[Dock](#)

Go to section of this Job:

[Apply Online](#)

[Print Preview](#)

[Save Job](#)

[Share Job](#)

[Agency Contact Info](#)

Job Announcement Number: BKARXX141793551164696

Control Number: 376039200

The Overview tab provides all of the vacancy information





SEARCH CRITERIA



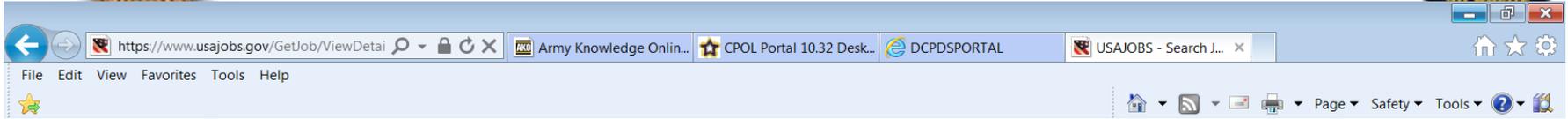
While searching for jobs, you MAY want to search as a Federal Employee AND as a US Citizen to avoid missing any job opportunities.

When narrowing your search from this page, it will provide you with the number of positions available within that particular search criteria.

The screenshot shows the USAJOBS search results page. The search criteria are: Location: Huntsville, Alabama; Radius: 20 miles. The results are sorted by Relevance, showing 1 to 25 of 31 results. The first result is for an Environmental Engineer position. The job details include: Salary: \$83,988.00 - \$109,184.00 / Per Year; Department: Department of the Army; Agency: U.S. Army Corps of Engineers; Position Info: Full Time - Permanent; Who May Apply: US Citizens and Status Candidates. The sidebar on the left allows refining results by various criteria, with 'Who May Apply' highlighted in a red box. The 'Who May Apply' section shows radio buttons for 'U.S. Citizens' and 'Federal Employees', with 'Federal Employees' selected. A red arrow points from the text on the left to the 'Who May Apply' section. Another red arrow points from the text on the left to the 'Department and Agency' section of the sidebar, which shows 'Department of Defense (31)' and 'Department of the Army (31)'. The bottom of the page shows the Windows taskbar with the date 7/28/2014 and time 2:47 PM.



ARMY JOB ANNOUNCEMENT



The Duties tab will provide a brief description of the duties as well as the qualifications required of the position

DUTIES:

MAJOR DUTIES:

- Responsible for Basis of Issue Plan Feeder Data development, tracking, and coordination for complex weapon systems.
- Monitor, review, and coordinate supportability actions to ensure readiness capability of assigned weapon systems and associated equipment.
- Manage Integrated Logistic Support (ILS) discrepancies and issues to final resolution between Army, Department of Defense, and other customers.
- Support materiel release efforts of assigned weapon systems to ensure equipment is safe, suitable, and logistically supportable.

QUALIFICATIONS REQUIRED:

In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

Experience required: To qualify based on your work experience, your resume must describe at least one year of experience which prepared you to do the work in this job. Specialized experience is defined as: A broad range of logistics relationships and expertise in weapon system supportability to include the development, review, and updating of Integrated Logistics Support documentation for each of the Integrated Product Support (IPS) elements to ensure supportability and materiel readiness posture of deployed units. This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-11).

You will be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

- Knowledge of Integrated Logistics Support (ILS) programs

[Back to top](#)

[Back to top](#)

[Dock](#)

Go to section of this Job:

[Apply Online](#)

[Print Preview](#)

[Save Job](#)

[Share Job](#)

[Agency Contact Info](#)

Job Announcement Number:
SCBK141693131152342

Control Number: 375637600



125%





APPLYING FOR ARMY JOBS



Transition to USA Staffing® - Application Manager

USAJOBS
"WORKING FOR AMERICA"

One moment please...

We are now bringing you to the system used by the

Defense Contract Audit Agency

to complete your application process. You will be returned to USAJOBS upon completion.

Your browser should automatically take you there in about 5 seconds, or...

[Take me there now](#) ▶

Application Manager is a separate Federal system from USAJOBS. It is used by many Federal agencies to collect online applications and assessment information for specific positions.

Application Manager

[Login](#)

[Important Links](#)

[Help](#)

Welcome to USA Staffing® Application Manager!

If you have already created an Application Manager account, please log in on the next page.

If this is the first time USAJOBS has sent you to Application Manager, to continue the job application process, you will need to create an account.

Application Manager, <https://ApplicationManager.gov>, is a completely separate system that some agencies use to collect applications online; it is not a part of <http://www.USAJOBS.gov>. This means you need a separate account with Application Manager to continue the online application process. In Application Manager you will answer detailed job-specific questions that go beyond what you have done in USAJOBS, and you can attach documents to your application package, including your USAJOBS résumé. See the [Application Manager Quick Start Guide](#) for an overview.

[Continue](#)



APPLYING FOR ARMY JOBS



Application Package

- Assessment Questionnaire
 - Serves two purposes:
 - To determine eligibility
 - To determine qualifications
 - Eligibility and qualification determinations based on selected responses to a series of questions
 - Better demonstrate job specific qualifications
-



APPLYING FOR ARMY JOBS



Application Package

- **Resume**

- Able to tailor resume to specific job opportunities
- Must include complete dates (month/year) and hours worked per week for each employment period.
- May be in the format of your choice
- Can be created using USA Jobs template or copied/pasted into USA Jobs template
- **MUST BE** uploaded under **“Resume”** in order to receive consideration
- Only one resume per application will be considered





APPLYING FOR ARMY JOBS



Application Package

- **Supporting Documents**

- Clearly specified in the announcement to establish eligibility and qualifications
 - Notification of Personnel Action (i.e., SF-50 or DA-3434)
 - DD-214, SF-15, Veterans Administration Letter; Request for Terminal Leave
 - Transcripts (unofficial will work for application purposes)
 - Licenses/certifications (DAWIA, CPA, CDL, CPR, Medical State Certificates)
 - Additional documentation as required in the vacancy announcement
- Upload to Applicant Manager and reuse for all future applications





Occupational Questionnaire



Basic Eligibility Requirements

FACTOR: Minimum Qualifications – QUALIFIED TYPIST

Do you type 40 words per minute typing speed.

A. Yes

B. No

(***For Illustration Purposes ONLY***)



Occupational Questionnaire



Knowledge and Skills/Factor evaluation

FACTOR: Knowledge of Written Communication (**Illustration Only**)

- ❖ Compose a variety of routine correspondence such as; memos, directives, and letters.

A - I have not had education, training or experience in performing this task

B - I have had education or training in performing this task, but have not yet performed it on the job.

C - I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D - I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E - I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.



APPLYING FOR ARMY JOBS



USEFUL TIPS

- Spell out acronyms at least once!
- For all “Expert” answers, you will need to complete a narrative, ensure that you have stated information in your resume as well.
- Make sure to include all related training and at least 10 years of awards (performance, honorary, special act, etc)- Show dates for each one.
- Include all information required in your resume, dates including MM/YR of experience ranges, position information, duties, title, supervisor, Hrs per week, total salary, etc.



SUMMARY



- Use USAJOBS TO APPLY

- <http://www.usajobs.gov/>

- Keep in mind the Assessment Questionnaire is used for 2 purposes:

- To determine eligibility

- To determine qualifications



Ensure **ALL** your work experience is captured in your resume.





HOW TO GET MORE INFORMATION



- **For Appropriated Fund jobs, you may also visit the Redstone CPAC Job Info Center, BLDG 3458, North Aerobee Road, 842-8682, Open 1-3 P.M.**
 - **For Non-Appropriated Fund (NAF) Jobs, visit the NAF Human Resources Office, Building 3197, 876-7772 or 2496, Open 7:00- 4:30.**
-



QUESTIONS

