



DEPARTMENT OF THE NAVY
OFFICE OF CIVILIAN HUMAN RESOURCES
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7 September 2012

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Department of the Navy Pathways Program

Ref: (a) Executive Order 13562 – Recruiting and Hiring Students and Recent Graduates
(b) Parts 213, 302 and 362 of title 5, Code of Federal Regulations
(c) Office of Personnel Management Pathways Program Transition and Implementation Guidance

Encl: (1) Department of the Navy Implementing Guide
(2) Department of Defense Pathways Program Memorandum of Understanding with the Office of Personnel Management and Exceptions to One-Year Program

Purpose. The Department of the Navy (DON) Pathways Implementing Guide, enclosure (1), provides DON specific guidance on the Pathways Programs. This guide is to be used in conjunction with references (a) through (c) and enclosure (2).

Background. Executive Order 13562, reference (a), establishes the Pathways programs. Pathways replaces earlier programs, including the Federal Career Intern Program, Student Temporary Employment Program and the Student Career Experience Program. Federal Regulations pertaining to the program, reference (b), were published in May 2012. Additionally, the Office of Personnel Management issued guidance on the Pathways Programs, reference (c), to facilitate the transition to and implementation of the programs.

Responsibilities. Roles and responsibilities for commands, activities, and for human resources (HR) professionals are outlined in enclosure (1).

Common Business Process. In conjunction with the governing laws and regulations outlined in references (a) and (b), the information and processes outlined in enclosure (1) will be used by all DON Commands using the Pathways hiring authority.

Approval Authority. This DON Pathways Implementing Guide has been approved by the Office of Civilian Human Resources Director, Human Resources Systems and Business Transformation (Code 02).

Maintenance Procedures. The DON Pathways Program Coordinator will review the content of enclosure (1) quarterly or as needed and update for any changes. When updates occur, they will be posted and a change transmittal forwarded.

Effective. The DON Pathways Implementing Guide will be effective immediately.


JEAN MERCER
Director, HR Systems and
Business Transformation

Distribution:
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Command Pathways Program Managers
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HRSC Code 50