

PATHWAYS PROGRAMS

I. Purpose

This Directive establishes the U.S. Department of Homeland Security's (DHS) use of the Pathways Programs, which consists of the Internship, Recent Graduates and Presidential Management Fellows Programs.

II. Scope

This Directive applies throughout DHS, unless otherwise exempted by statutory authority.

III. Authorities

- A. Title 5, United States Code (U.S.C.), § 2108, "Veteran; Disabled Veteran; Preference Eligible"
- B. Title 5, U.S.C. § 2301, "Merit Systems Principles"
- C. Title 5, U.S.C. § 2302, "Prohibited Personnel Practices"
- D. Executive Order (E.O.) 13562, "Recruiting and Hiring Students and Recent Graduates," December 30, 2010
- E. Title 5, Code of Federal Regulations (CFR), § 213.3402, "Schedule D; Entire Executive Civil Service; Pathways Programs"
- F. Title 5, CFR, Part 302, "Employment in the Excepted Service"
- G. Title 5, CFR, Part 362, "Pathways Programs"
- H. Office of Personnel Management (OPM), Pathways -Transition and Implementation Guidance
- I. Pathways Programs Memorandum of Understanding (MOU) between OPM and DHS, July 20, 2012
- J. Public Law 107-71, Aviation and Transportation Security Act (ATSA), for the Transportation Security Administration only

IV. Responsibilities


- A. **DHS Chief Human Capital Officer (CHCO)** serves as the designated official for implementing the Pathways Programs in DHS.
- B. **Chief Learning Officer (CLO)** provides overall administration and support for the Pathways Programs Program Management Office.
- C. **Component Heads** develop procedures, designate a Pathways Programs Coordinator for their Component, determine how the use of Pathways Programs supports their workforce plan, report out and ensure that adequate funds and resources are assigned.
- D. **DHS Pathways Programs Officer** coordinates the Pathways Programs plan with agency stakeholders and other hiring plans, serves as the liaison with OPM and reports out on DHS implementation and conducts periodic audits to ensure program compliance.

V. Policy and Requirements

- A. DHS is required to enter into a MOU with OPM in order to use the Pathways Programs.
- B. DHS remains in compliance with the contents of the MOU and the Pathways Programs regulations.
- C. DHS ensures outreach to a diverse range of applicants, including veterans using the GI bill, individuals with disabilities, individuals who attended school on a part-time basis, long-term unemployed workers who sought a new trade or degree, individuals who decided to attain a degree later in life and individuals returning to school after taking off from school and/or work for a period of time.
- D. Components planning to hire interns, recent graduates or Presidential Management Fellows determine how to effectively use the Pathways Programs to support their workforce plans.
- E. The Pathways Programs are a supplement to, and not a substitute for, the competitive hiring process.
- F. Pathways Programs participants complete a Participant Agreement.
- G. DHS provides OPM with information about Pathways Programs opportunities, to include position title, series, grade, geographic location, how to apply, and other compliance-related information.

VI. Questions

Address questions or concerns regarding this Directive to the Office of the Chief Human Capital Officer, attention Chief Learning Officer.



Rafael Borrás
Under Secretary for Management

3/14/13
Date