



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Memorandum for Human Resources Directors

From: Veronica E. Hinton, Associate Director, Workforce Policy and Innovation

**Subject: Annual Data Call for Pathways Programs and Early Career Talent Hiring Reporting FY 2024**

Under Section 6 of [Executive Order 14035: Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce](#), the Biden-Harris Administration directs agencies to increase availability of paid internships, fellowships, apprenticeships, and other early career programs.

The Pathways Programs, which include the Internship, Recent Graduates, and Presidential Management Fellows Programs, provide clear paths to Federal paid internships for students and potential careers in the Federal sector for students and recent graduates. Agencies using the Pathways Programs must adhere to the annual reporting requirements in accordance with 5 CFR 362.109.

Each agency, in coordination with its components/bureaus, must provide the following data:

1. Hiring projections for FY 2024 for each of the Pathways Programs. Agencies are not required to consolidate their bureaus'/components' reports, and can submit the data using any format to [Pathways@opm.gov](mailto:Pathways@opm.gov).
2. Indicate recruiting practices your agency/component uses to attract diverse talent through the Pathways Programs. Refer to [Guide to Internships, Fellowships, Apprenticeships, and Other Programs](#) for information about effective recruitment and outreach strategies and practices.
3. Include other programs your agency/component/bureau plans to use in FY 2024 to provide employment opportunities to early career talent. Examples include the: Workforce Recruitment Program, Post Secondary Student Hiring Authority, College Graduate Hiring Authority, agency-specific internship programs, Third Party Student Programs, Student Volunteer Programs, Apprenticeships, Cyber Corps Scholarship for Service, etc.

We recommend that you engage your agency's Pathways Programs Officers and Presidential Management Fellows (PMF) Program Coordinators to assist you with this request. Please submit your report(s) to [Pathways@opm.gov](mailto:Pathways@opm.gov) by Monday, April 1, 2024. For additional information about this data call or requests for guidance, please contact [Pathways@opm.gov](mailto:Pathways@opm.gov).

Attachment: Pathways Programs and Early Career Talent Hiring Reporting Requirement Instructions (see below)

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Pathways Programs Officers, and PMF Program Coordinators

## **Attachment: Pathways Programs and Early Career Talent Hiring Reporting Requirement Instructions**

Due Date: Monday, April 1, 2024

Please include the following in your report:

1. Agency/Bureau/Component
2. Agency Point of Contact Name, Phone Number, and Email Address

Agencies must provide the following information on Pathways Programs:

### Projections

1. Information on the targeted entry-level occupations agencies anticipate filling in FY 2024.
2. The percentage of overall hiring expected in FY 2024 under the Internship, Recent Graduates, and Presidential Management Fellows Programs. Please provide the following occupation information for your agency's projected Pathways hires for each of the Pathways Programs:
  - Job Title
  - Series and Grade
  - Whether the job is a mission critical occupation.
3. Total Number of Projected Hires.
4. Projected percentage of total hiring under Pathways for FY 2024 compared to total hiring projections for early career talent.
5. Recruitment and Outreach Strategies. Please indicate the strategies that your agency will use in FY 2024 to recruit diverse early career talent. Refer to [Guide to Internships, Fellowships, Apprenticeships, and Other Programs](#) for information about effective recruitment and outreach strategies and practices.

Request for information on other Early Career Talent programs:

Please indicate other programs that your agency/component/bureau plans to use in FY 2024 to provide employment opportunities to early career talent. Examples include the: Workforce Recruitment Program, Post Secondary Student Hiring Authority, College Graduate Hiring Authority, agency-specific internship or fellowship programs, Third Party Student Programs, Student Volunteer Programs, Apprenticeships, Cyber Corps Scholarship for Service, etc.

For additional information, please contact [Pathways@opm.gov](mailto:Pathways@opm.gov).