



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

January 13, 2023

### MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

From: Veronica E. Hinton, Acting Associate Director, Employee Services

Subject: Annual Data Call for Pathways Programs for FY 2023

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 paid internships 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 2023 for each of the Pathways Programs. Agencies are not required to consolidate their bureaus/components' reports and can submit the data in any format.
2. Effective recruiting practices your agency/component utilize to attract diverse talent using the Pathways Programs.

Refer to the instructions for FY 2023 Pathways Data Call.

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 forward your report(s) to [pathways@opm.gov](mailto:pathways@opm.gov) by **Friday, February 17, 2023**. For additional information about this data call or requests for guidance please contact [pathways@opm.gov](mailto:pathways@opm.gov).

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

Attachment: FY 2023 Pathways Reporting Requirement Instructions (see below)

## **Pathways Reporting Requirement Instructions**

Report Due Date: **Friday, February 17, 2023**

### **Instructions**

The Pathways Programs Officer should complete all information for FY 2023 projections and recruitment strategies recommended for use.

Please include the following in your report:

- Agency/Bureau/Component
- Agency Point of Contact Name, Phone Number, and Email Address

Regulatory requirements indicate that agencies must provide the following information to OPM:

### **Projections**

- 1) Information on the targeted entry-level occupations agencies anticipate filling in FY 2023.
- 2) The percentage of overall hiring expected in FY 2023 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
  - Indicate whether job is a mission critical occupation
- 3) Projected percentage of overall hiring by Program for FY 2023 (e.g., Internship Program: 2% of overall hiring)
    - Total Number of Projected Hires
    - Recruitment Strategies

Please indicate the recruitment strategies that your agency will use in FY 2023 to recruit diverse early career talent. For example: 1) recruiting at academic institutions, including Historically Black Colleges and Universities, Hispanic Serving Institutions, Asian American and Pacific Islander Institutions, Tribal Colleges and Universities and other institutions of learning and/or training. 2) conducting outreach to students and recent graduates using social media platforms. 3) participating in job fairs and/or agency-specific events that target students and recent graduates. 4) holding briefings or educational sessions for students and recent graduates to raise awareness of your agency as an employer.