



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, September 17, 2012

MEMORANDUM FOR: Human Resources Directors

FROM: KIMBERLY A. HOLDEN, DEPUTY ASSOCIATE DIRECTOR -
EMPLOYEE SERVICES

Subject: Draft Qualification Standard for Pathways Internship Positions

The Pathways' Internship Program became effective on July 10, 2012. To assist agencies with hiring Interns, the enclosed draft qualification standard was developed for these positions. Agencies may use either this standard (when finalized) or agency-developed qualification requirements. However, the Interns must meet the OPM qualifications for the target position at the time of their conversion to a term, career-conditional, or career appointment.

We ask that you review this draft standard for completeness, clarity, and ease of use.

Your comments are valuable for establishing a final qualification standard. Please send your comments by email to pathways@opm.gov no later than October 9, 2012.

Attachment- Group Coverage Qualification Standard for Schedule D, Pathways Internship Positions

This standard describes the qualification requirements for Schedule D, Internship appointments under the Pathways Programs authorized by Executive Order 13562. Eligibility and selection requirements are described in 5 CFR part 362.

Agencies may either establish agency-specific qualification requirements or use this OPM qualification standard to hire Interns. However, Interns must meet the OPM qualification requirements of the target position before their conversion to a competitive service position.

This standard does not apply to student trainee appointments already in the competitive service since they are covered by the *Student Trainee Qualification Standard for Competitive Service Positions*.

REQUIREMENTS FOR INITIAL APPOINTMENT

Interns qualify for an initial appointment based on their educational achievements in accordance with subpart B of 5 CFR part 362 and the criteria in this standard. Applicants must be current students pursuing a degree or certificate in a qualifying educational institution (See 5 CFR 362.102). The initial appointment for an Intern position may be at any grade level for which the applicant qualifies in accordance with the criteria below.

GRADE	LEVEL OF EDUCATION
GS-1	Enrollment in a high school diploma or GED program.
GS-2	High school diploma or equivalent
GS-3	Completion of 1 full academic year of post-high school study
GS-4	Completion of 2 full academic years of post-high school study or associate's degree
GS-5	Completion of all requirements for a bachelor's degree or equivalent degree
GS-7	Completion of 1 full academic year of graduate level education or eligibility under the Superior Academic Achievement Provision after completing a bachelor's degree
GS-9	Completion of all requirements for a master's degree or equivalent degree
GS-11	For research positions, completion of all requirements for a master's or equivalent degree For non-research positions, completion of all requirements for a PhD or equivalent degree

Agencies may use selective factors to identify special requirements (e.g., specific courses) needed to perform the work of individual positions.

PROMOTION REQUIREMENTS

At the agency's discretion and prior to conversion, Interns may advance to higher-graded positions based on completion of portions of the educational and work experience requirements in accordance with the criteria below.

Promotion pattern for one-grade interval occupations

To GS – 2. Continued study in a high school education program and completion of one period of student Intern work experience.

To GS – 3. Completion of one full semester (or the equivalent) of post-high school study and one period of student trainee work experience.

To GS – 4. Must meet *one* of the following requirements:

- Completion of one full academic year of study and two periods of student trainee work experience; or
- Completion of one and a half academic years of study and one period of student trainee work experience.

To GS – 5. Must meet *one* of the following requirements:

- Completion of 3 full academic years of study leading to a bachelor's degree and one period of Intern trainee work experience equivalent to at least the GS-4 level; or
- Completion of two and a half academic years of study leading to a bachelor's degree and 6 months (at least 960 hours) of Intern work experience equivalent to at least the GS-4 level.

To GS --6. Completion of all requirements for a bachelor's degree and completion of one period of Intern work experience equivalent to at least the GS-5 level.

Promotion pattern for two-grade interval occupations

To GS - 5. Must meet *one* of the following requirements:

- Completion of 3 academic years of study leading to a bachelor's degree and one period of Intern trainee work experience equivalent to at least the GS-4 level; or
- Completion of two and a half academic years of study leading to a bachelor's degree and 6 months (at least 960 hours) of Intern work experience equivalent to at least the GS-4 level.

To GS --7. Must meet one of the following requirements:

- Completion of all requirements for a bachelor's degree and completion of one period of Intern work experience equivalent to at least the GS-5 level; or
- Completion of 4 academic years of pre-professional study and completion of one period of Intern work experience equivalent to at least the GS-5 level.

To GS - 9. Must meet one of the following requirements:

- Completion of 1 full year of graduate level study and completion of one period of Intern work experience equivalent to at least the GS-7 level; or
- Completion of 5 academic years of pre-professional* study and completion of one period of Intern work experience equivalent to at least the GS-7 level.

To GS - 11. Completion of 2 full years of graduate level study and completion of one period of Intern work experience equivalent to the GS-9 level.

EXPLANATION OF TERMS

1. *Academic year of undergraduate education:*

- A minimum of 30 semester or 45 quarter hours at an accredited college or university; or
- A minimum of 36 weeks at an accredited business, technical, vocational, or qualifying educational institution for at least 20 classroom hours per week.

2. *One period of Intern work experience:* the equivalent of 2 months (320 hours).

3. *Pre-professional study:* academic study, credentialing, or training beyond the post-baccalaureate level that prepares the individual to practice a specific profession. Examples include Juris Doctor, Master of Science in Social Work, or Doctor of Pharmacy.

CONVERSION

Interns may be converted to a term, career-conditional or career appointment within 120 days following successful completion of all of their educational and work experience requirements. Prior to the noncompetitive conversion, the following conditions must be met:

- Compliance with all requirements specified by 5 CFR part 362;
- Eligibility for the target position based on OPM's qualification requirements, including any minimum educational, certification, or licensure requirements.

Interns converted at the same grade as their final Intern grade need not meet any length of experience requirements for that grade.

An agency may waive up to one-half (320 hours) of the 640-hour minimum service requirement for Interns who receive a formal job performance evaluation that is higher than Fully Successful and meet one of the following academic achievements:

- A grade point average of 3.5 or higher on a 4.0 scale;
- Class standing in the top 10 percent of the graduating class; or
- Induction into a scholastic honor society (excluding freshmen honor societies) recognized by the Association of College Honor Societies.

ASSESSMENT REQUIREMENTS

A written test is not required for Schedule D Intern positions at the time of initial appointment or upon conversion.

OCCUPATIONAL COVERAGE

A list of the occupational series covered by this qualification standard is provided below.

[GS-099 General Student Trainee](#)

[GS-199 Social Science Student Trainee](#)

[GS-299 Personnel Management Student Trainee](#)

[GS-399 Administration and Office Support Student Trainee](#)

[GS-499 Biological Science Student Trainee](#)

[GS-599 Financial Management Student Trainee](#)

[GS-699 Medical and Health Student Trainee](#)

[GS-799 Veterinary Student Trainee](#)

[GS-899 Engineering and Architecture Student Trainee](#)

[GS-999 Legal Occupations Student Trainee](#)

[GS-1099 Information and Arts Student Trainee](#)

[GS-1199 Business and Industry Student Trainee](#)

[GS-1299 Copyright and Patent Student Trainee](#)

[GS-1399 Physical Science Student Trainee](#)

[GS-1499 Library and Archives Student Trainee](#)

[GS-1599 Mathematics and Statistics Student Trainee](#)

[GS-1699 Equipment and Facilities Management Student Trainee](#)

[GS-1799 Education Student Trainee](#)

[GS-1899 Investigation Student Trainee](#)

[GS-1999 Quality Inspection Student Trainee](#)

[GS-2099 Supply Student Trainee](#)

[GS-2199 Transportation Student Trainee](#)

[GS-2299 Information Technology Management Student Trainee](#)