

***DEPARTMENT OF THE ARMY***

**Internship Program**

**Participant Agreement**

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| **Appointee’s Full Name:** Click here to enter text. | | |
| **Appointing Agency/Sub-Agency:**Click here to enter text. | | |
| **Appointment Date (s):** | **Work Schedule:** | |
| Entrance on Duty (EOD) Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Appointment Not to Exceed (NTE) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Program NTE Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | Full Time  Part-Time  Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tuesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Wednesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Thursday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Position Title, Series and Grade**  Click here to enter text. | **Pay**  Click here to enter text. | |
| **Intern’s Responsibilities:** | **Hiring Official’s/Supervisor’s Responsibilities:** | |
| * Provide proof of enrollment as necessary * Notify the agency of any change in your enrollment status and/or work schedule * Maintain at least a half-time course load as defined by the educational institution * Remain in good academic standing * Maintain a GPA of \_\_\_\_\_\_ and above *(Optional - Agency specific)* * Adhere to an established work schedule * Adhere to the Intern Program requirements * Participate in agency training classes or programs * Perform, successfully, the assigned duties listed in your position description * Observe all workplace rules | * Complete a Participant Agreement with each Intern * Verify enrollment and eligibility for continued participation in the Program * Provide information on the Intern Program requirements * Identity job duties and responsibilities * Provide information on any special training requirements * Identify performance goals and evaluation criteria * Establish a mutually agreeable work schedule that does not interfere with the Intern’s academic schedule * Supervise daily work activities of the Intern | |
| * If position offers conversion to the competitive service, identify the eligibility requirements for conversion and ensure your Intern is converted within the applicable timeframe (120 days from completion of all academic requirements). | |
| **Work Assignments (**Enter brief description of duties or attach a position description**)** | | |
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| **Program Requirements** (Enter requirements for continuation and successful completion of Program**)** | | |
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| **Training Requirements** (If applicable) | | |
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| **Mentoring** (Ifyour agencyhas a mentor requirement for Interns, enter applicable Command requirements) | | |
|  | | |
| **Evaluation Procedures.**  (Attach or summarize elements on which the Intern’s performance appraisal will be based) | | |
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| **Minimum Eligibility Requirements for Noncompetitive Conversion (if any). (**Include any agency specific requirements**)** | | |
| To be eligible for conversion to the competitive service, an Intern must:   * Be a U.S. citizen. * Successfully complete academic course of study. * Complete a minimum of 640 hours of work experience under the Internship Program. * Meet the OPM Qualification Standard for the position the Intern may be converted to. * Maintain acceptable performance under the agency’s approved performance management system. * Receive favorable recommendation for conversion from supervisor.   **It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.** | | |
| **SIGNATURES:**  **Intern:** Click here to enter a date. | | |
| ***Print Name*** | | ***Signature Date*** |
|  | |  |
| **Hiring Official/Supervisor:** | | Click here to enter a date. |
| ***Print Name*** | | ***Signature Date*** |
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| **Human Resources Approving Official:** | | Click here to enter a date. |
| ***Print Name*** | | ***Signature Date*** |

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***DEPARTMENT OF THE ARMY***

**Recent Graduates Program**

**Participant Agreement**

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| **Appointee’s Full Name:** Click here to enter text. | |
| **Appointing Agency/Sub-Agency:** Click here to enter text. | |
| **Appointment Date (s):** | **Work Schedule:** |
| Entrance on Duty (EOD) Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (MM/DD/YYYY)  Program Not to Exceed (NTE) Date:  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  (MM/DD/YYYY) | Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tuesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Wednesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Thursday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Position Title, Series and Grade**  Click here to enter text. | **Pay**  Click here to enter text. |
| **Recent Graduate’s Responsibilities:** | **Hiring Official’s/Supervisor’s Responsibilities:** |
| * Adhere to the Recent Graduate Program requirements * Adhere to an established work schedule * Perform, successfully, the assigned duties listed in your position description * Participate in agency training classes or programs * Create an Individual Development Plan (IDP) with assistance from your manager. * IDP must include at least 40 hours of formal interactive training * IDP must be completed within 45 days of your date of hire * New IDP must be established each year * Select a mentor within 90 days of your date of hire. Your manager will assist you * Attend regularly scheduled meetings with mentor | * Complete Participant Agreement with each Recent Graduate * Provide information on the Recent Graduate Program requirements * Establish a mutually agreeable work schedule * Identify performance goals and evaluation criteria * Help Recent Graduate create an IDP which must be completed 45 days from date of hire * Assist Recent Graduate with the selection of a mentor within 90 days of date of hire * Mentor must be at an appropriate level outside of the Recent Graduate’s chain of command * Provide information on any special training requirements * Ensure Recent Graduate participates in at least 40 hours of formal interactive training per year * Supervise daily work activities |
| * If the position offers noncompetitive conversion to the competitive service, identify the eligibility requirements for conversion and ensure the Recent Graduate is converted at the end of the Program. |
| **Work Assignments** (Enter brief description of duties or attach a position description) | |
|  | |
| **Recent Graduates Program Requirements** (Enter requirements for continuation and successful completion of Program**)** | |
|  | |
| **Recent Graduates Training Requirements (**Identify any special training requirements**)** | |
| **40 hours of formal interactive training each year.**Click here to enter text. | |
| **Mentoring (**Enter applicable Agency requirements on Mentor selection**)** | |
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| **Evaluation Procedures** (Attach or summarize elements on which the Recent Graduate’s performance appraisal will be based**)** | |
|  | |
| **Minimum Eligibility Requirements for Noncompetitive Conversion. (**If this position offers noncompetitive conversion,enter any agency specific requirements**)** | |
| To be eligible for conversion to the competitive service, the Recent Graduate must:   * Be a U.S. citizen. * Successfully complete all Recent Graduate Program requirements. * Meet the OPM Qualification Standard for the position to which the Recent Graduate may be converted to. * Maintain acceptable performance under the agency’s approved performance management system. * Receive favorable recommendation for conversion from supervisor.   **It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.** | |

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| **SIGNATURES:**  **Recent Graduate:**  Click here to enter a date. | |
| ***Print Name*** | ***Signature Date*** |
|  |  |
| **Hiring Official/Supervisor:** | Click here to enter a date. |
| ***Print Name*** | ***Signature Date*** |
| **Human Resources Approving Official:** | Click here to enter a date. |
| ***Print Name*** | ***Signature Date*** |



***DEPARTMENT OF THE ARMY***

**Presidential Management Fellows Program**

**Participant Agreement**

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| --- | --- |
| **Appointee’s Full Name:** Click here to enter text. | |
| **Appointing Agency/Sub-Agency:** Click here to enter text. | |
| **Appointment Date (s):** | **Work Schedule:** |
| Entrance on Duty (EOD) Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (MM/DD/YYYY)  Program Not to Exceed (NTE) Date:  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  (MM/DD/YYYY) | Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tuesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Wednesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Thursday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Position Title, Series and Grade**  Click here to enter text. | **Pay**  Click here to enter text. |
| **Fellow’s Responsibilities:** | **Hiring Official’s/Supervisor’s Responsibilities:** |
| * Adhere to the Presidential Management Fellows Program requirements * Adhere to an established work schedule * Perform, successfully, the assigned duties listed in your position description * Observe all workplace rules * Create an Individual Development Plan (IDP) with assistance from your manager. * IDP must include at least 80 hours of formal interactive training * IDP must be completed within 45 days of your date of hire * New IDP must be established each year * Select a Mentor within 90 days of your date of hire. Your manager will assist you. * Participate in agency training classes or programs * Attend regularly scheduled meetings with mentor | * Complete Participant Agreement with each Fellow * Provide information on the Presidential Management Fellows Program requirements * Establish a mutually agreeable work schedule * Identify performance goals and evaluation criteria * Help Fellow create an IDP which must be completed 45 days from date of hire * Assist Fellow with the selection of a mentor within 90 days of date of hire * Mentor must be at the managerial level outside of the Fellow’s chain of command * Provide information on any special training requirements * Ensure Fellow participates in at least 80 hours of formal interactive training per year * Supervise daily work activities |
| * If the position offers noncompetitive conversion to the competitive service, identify the eligibility requirements for conversion and ensure the Fellow is converted at the end of Program. |
| **Work Assignments** (Enter brief description of duties or attach a position description) | |
|  | |
| **PMF Program Requirements** (Enter requirements for continuation and successful completion of Program**)** | |
|  | |
| **PMF Training Requirements (**Identify any special training requirements**)** | |
| 80 hours of formal interactive training each year.Click here to enter text. | |
| **Mentoring (**Enter applicable Agency requirements on Mentor selection**)** | |
|  | |
|  | |
| **Evaluation Procedures** (Attach or summarize elements on which the Fellow’s performance appraisal will be based**)** | |
|  | |
| **Minimum eligibility requirements for noncompetitive conversion. Does this position offer non-competitive conversion? (**Include any agency specific requirements**)** | |
| To be eligible for conversion to the competitive service, the Fellow must:   * Be a U.S. citizen. * Successfully complete all PMF Program requirements. * Meet the OPM Qualification Standard for the position to which the Fellow may be converted. * Maintain acceptable performance under the agency’s approved performance management system. * Obtain Executive Resources Board (ERB) certification prior to conversion. * Receive favorable recommendation for conversion from supervisor.   **It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.** | |

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| **SIGNATURES:**  **Fellow:**  Click here to enter a date. | |
| ***Print Name*** | ***Signature Date*** |
| **Hiring Official/Supervisor:** | Click here to enter a date. |
| ***Print Name*** | ***Signature Date*** |
| **Human Resources Approving Official:** | Click here to enter a date. |
| ***Print Name*** | ***Signature Date*** |