

Make A Difference

UNITED STATES DEPARTMENT OF AGRICULTURE ■ FOREST SERVICE

CHALLENGE YOURSELF

*in the
Student Career Experience Program*



USDA Forest Service - Southern Research Station
200 Weaver Blvd., P.O. Box 2680
Asheville, NC 28802-2680



*Gain
Valuable Work
Experience...*

*While
You're Still
in School...
and Get Paid
for It!*

What is SCEP?

is a planned and progressive educational program that offers you many benefits. You can combine your academic studies with on-the-job experience. SCEP helps you get the experience you need to obtain a job that is in demand with the Forest Service. You can apply theories to interesting work that will give new meaning to classroom instruction and explore options before choosing a career. SCEP is a partnership between you, your school, and the Forest Service. Everybody benefits! Finally, a major benefit of SCEP is that it may lead to a permanent job for you upon graduation.

*Looking for challenges,
opportunities, diverse
work experiences, and
the chance to make a
difference?*



*Choose the Student
Career Experience
Program (SCEP) with
the USDA Forest Service.*



*Start preparing now for
your future.*

Who is eligible?

You are eligible if you . . .

- Are at least 16 years of age and a student enrolled or accepted for enrollment to obtain a diploma, certificate, degree, etc.
- Are taking at least half-time course work in an accredited high school, technical or vocational school, 2- or 4-year college or university, graduate or professional school.
- Are a U.S. citizen. Noncitizens may qualify in the absence of interested, qualified U.S. citizens if they are permitted by a Federal agency's appropriation act and are eligible to work under U.S. immigration laws.

U.S. citizenship IS required for conversion to permanent employment.

- Meet security and fitness requirements.
- Are majoring in a course of study related to the position to be filled.



What occupational categories does the Forest Service recruit from under SCEP?

The majority of SCEP positions are in natural resource fields. However, students are hired from a wide variety of academic disciplines. Some of the areas/occupations in which we hire students are listed below:

Archeology
Forest Management
Civil Engineering
Range Conservation
Wildlife Biology
Ecology
Land/Cadastral Surveying
Economics
Contracting
Realty
Telecommunications
Entomology
Recreation Management/Planning
Landscape Architecture
Soil Science
Hydrology
Fisheries Biology
Geology
Accounting
Computer Science
Botany
Business Administration
Cartography

How far may I progress academically while in SCEP?

You may progress from one academic level to another if you continue to meet the school's and the Forest Service's needs and requirements for participation.

How long would I work in SCEP?

You must work a minimum of 16 weeks or 640 hours to become eligible for permanent employment. However, most students complete several work periods prior to graduation. The 640-hour work requirement must be completed prior to graduation.

How would my work be scheduled?

You, your educational institution, and the Forest Service will agree on the work schedule. The following options are possible.

- Part-time work and concurrent school attendance.
- Full-time work, which may include only summers.
- A combination of part- and full-time work.





How much would I be paid?

Your pay will depend on your qualifications based on a combination of education, experience, and academic performance. Students' pay is determined by the General Schedule hourly or annual rate, which covers most Federal positions. Most students will earn between \$7 and \$11 an hour, though others may earn more or less depending on the level at which they enter the program. After your initial appointment, you may be promoted to a higher grade based on a combination of education and experience.

Will I be eligible for benefits?

Yes. You will earn annual leave (vacation time) and sick leave if you are in work status on a regularly scheduled tour of duty. If your work schedule falls on Federal holidays, you will be paid for those days. You are also covered under the Federal Employee Retirement System and may be eligible for life and health insurance coverage. Check with your Personnel Management Office regarding your eligibility and the cost of these benefits. Tuition assistance, travel, and transportation expenses may also be available in some situations.

Will I receive performance appraisals?

Yes. Students are covered by the Forest Service Performance Appraisal System. Results will be shared with you and your school. You will be expected to maintain satisfactory performance. If your performance falls below that level, you may be given an opportunity to improve or you may be separated from the program.



Will I be employed after completing my educational and work requirements?

Yes, in most cases. It is Forest Service policy to convert students to permanent appointments within 120 days of completion of their educational and work requirements. In some situations, the Forest Service may not retain a student due to unforeseen budget constraints, position limitations, or reductions in force.



How are SCEP positions filled?

Generally, the Forest Service announces opportunities through the school's career planning or placement office. If you are interested in working for the Forest Service, your first stop should be your school's placement coordinator to see if opportunities exist. You may also contact a Forest Service employment office to determine if any positions are being filled. For master's degree candidate appointments, students generally contact Forest Service employment offices regarding opportunities.

What are the similarities of SCEP and STEP?

- eligibility requirements
- pay guidelines
- work schedules
- leave and holiday benefits



What are the differences between the two?

SCEP

- work experience must be related to academic major
- may be converted to permanent employment
- eligible for retirement and insurance benefits

STEP

- work experience may be in any occupational field, whether or not related to academic major
- not eligible for permanent employment
- not eligible for retirement and insurance benefits
- may be appointed to SCEP positions without further competition
- work experience may be credited toward the 640-hour work requirement for SCEP



Does the Forest Service have other student employment programs besides SCEP?

Yes! The Student Temporary Employment Program (STEP) is similar to SCEP in many ways. The main difference is that STEP allows a student to work in any occupational field, whether or not it is related to the student's major.



Regional Offices

Northern Region
 Federal Bldg.
 PO. Box 7669
 Missoula, MT 59807

Rocky Mountain Region
 740 Simms Street
 Lakewood, CO 80225

Southwestern Region
 Federal Bldg.
 5 17 Gold Avenue, S.W.
 Albuquerque, NM 87102

Intermountain Region
 Federal Bldg.
 324 25th Street
 Ogden, UT 84401

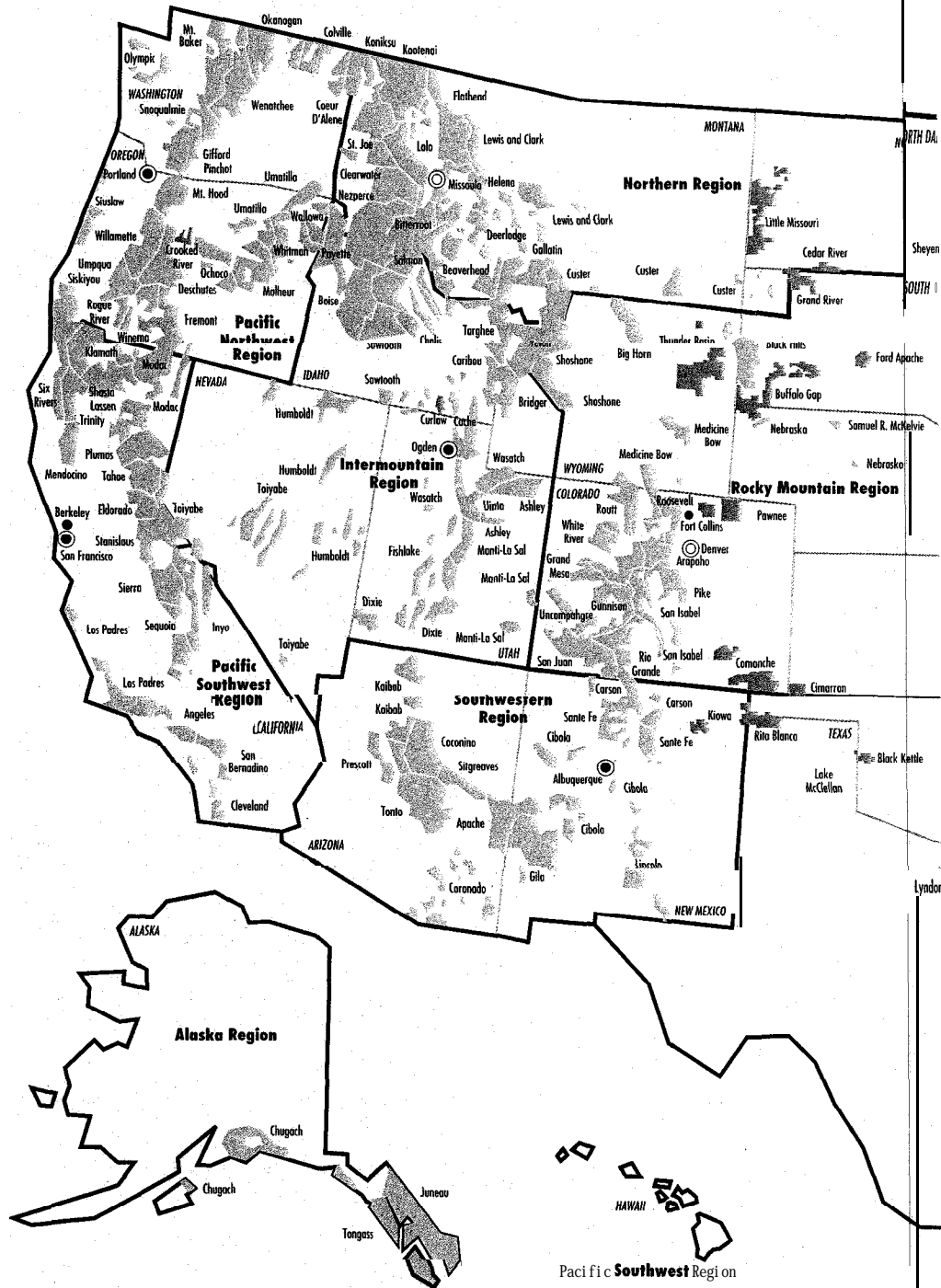
Pacific Southwest Region
 630 Sansome Street
 San Francisco, CA 94111

Pacific Northwest Region
 333 S.W. 1st Avenue
 Portland, OR 97208

Southern Region
 1720 Peachtree Road, N.W.
 Atlanta, GA 30309-2417

Eastern Region
 3 10 West Wisconsin Avenue
 Milwaukee, WI 53203

Alaska Region
 Federal Building
 Juneau, AK 99802-1628



Research Headquarters and State and Private Forestry

Intermountain Forest and Range Experiment Station

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Ogden, UT 84401

North Central Forest Experiment Station

1992 Folwell Avenue
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Northeastern Forest Experiment Station

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100 Matsonford Road, Suite 200
Radnor, PA 19087-4585

Pacific Northwest Forest and Range Experiment Station

333 S.W. 1st Avenue
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Pacific Southwest Forest and Range Experiment Station

800 Buchanan Street, West Bldg.
Albany, CA 94710

Rocky Mountain Forest and Range Experiment Station

240 West Prospect Road
Fort Collins, CO 80526-2098

Southern Research Station

200 Weaver Blvd.
Asheville, NC 28802

Forest Products laboratory

One Gifford Pinchot Drive
Madison, WI 53705-2398

international Institute of Tropical Forestry

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Rio Piedras, PR 00928-2500

Northeastern Area • State and Private Forestry

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