



United States Department of the Interior


OFFICE OF THE SECRETARY
Washington, DC 20240



JUL 19 2006

Memorandum

To: Solicitor
Inspector General
Assistant Secretaries
Heads of Bureaus and Offices

From: Marilia A. Matos 
Director, Office of Human Resources

Subject: Departmental Policy on the Student Career Experience Program (SCEP)

The Office of the Assistant Secretary of the Interior for Policy, Management and Budget is issuing a new Personnel Bulletin to all Department Offices establishing policy on SCEP. This new guidance provides for systematic practices and procedures across the entire Department. The new guidance is intended to clarify program changes implemented by the U. S. Office of Personnel Management for Title 5 of the United States Code of Federal Regulations (CFR), Part 213, dated May 11, 2006.

The attached Personnel Bulletin offers bureaus and equivalent organizations an important human resource flexibility, to help recruit and retain highly qualified personnel. This guidance supersedes Personnel Bulletin No. 02-05 (338), dated November 6, 2001. All Department of the Interior Human Resource Office's will now use this guidance when determining eligibility for SCEP and conversion to subsequent appointment. If you have any questions please contact Michael Ballew on (202) 513-0755 or Michael_Ballew@ios.doi.gov.

Attachment

cc: Deputy Secretary
Chief of Staff
Bureau/Equivalent Office Human Resources Officers



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PERSONNEL BULLETIN NO. 06-08

SUBJECT: Departmental Policy on the Student Career Experience Program (SCEP)

1. This bulletin establishes the Department of the Interior's (DOI) policy on the SCEP. It supersedes previous guidance issued under Personnel Management Bulletin No. 02-05 (338); Subject: Departmental Qualification Standard for Excepted Service Student Career Experience Program Positions, dated November 6, 2001.
2. **Authorities:** Title 5 of the United States Code of Federal Regulations (CFR), Part 213.
3. **Policy:** This bulletin establishes a DOI qualification standard for excepted service SCEP positions filled under rules described in 5 CFR, Part 213. Student trainee occupational series covered by this standard follow below:

GS-0099 -- General	GS-1399 -- Physical Science
GS-0199 -- Social Science	GS-1499 -- Library and Archive
GS-0299 -- Human Resources	GS-1599 -- Mathematics and Statistics
GS-0399 -- Administrative and Office Support	GS-1699 -- Equipment and Facilities Management
GS-0499 -- Biological Science	GS-1799 -- Education
GS-0599 -- Financial Management	GS-1899 -- Investigation
GS-0899 -- Engineering and Architecture	GS-1999 -- Quality Inspection
GS-0999 -- Legal Occupations	GS-2099 -- Supply
GS-1099 -- Information and Arts	GS-2199 -- Transportation
GS-1199 -- Business and Industry	GS-2299 -- Information Technology

a. Covered Employees.

Under 5 CFR, Part 213 authority is granted to the bureaus and equivalent offices to identify and credit a student's job-related work-study experience or active duty military service toward the minimum requirement for conversion to a permanent appointment under the provisions of the SCEP. This authority is applied to student trainee employees covered under the General Schedule (GS) pay system or to employees in a pay system approved by the United States Office of Personnel Management (OPM) for coverage at the request of the head of an Executive Agency.

b. Approving Officials.

The Human Resources Office (HRO) of the bureau or equivalent office, in conjunction with a Subject Matter Expert, will make all determinations that the education, job-related experience in a structured work-study program or active duty military service is creditable toward meeting the requirements of SCEP. The employing office will certify that the SCEP covered employee has demonstrated high potential for continued Federal employment as evidenced by outstanding academic achievement and exceptional job performance. The employing office will submit an approved Request for Personnel Action (SF-52) to the servicing HRO to implement the conversion.

c. Definition of a Student.

A student is an individual who has been either accepted for enrollment or who is currently enrolled and seeking a degree, i.e., diploma, certificate, etc.: in a high school whose curriculum has been approved by a state or local governing body; in a technical or vocational school; two-year or four-year under-graduate program at a college or university; or in a graduate or professional school. The undergraduate and graduate level study must be in a college or university that has been accredited by an accrediting body recognized by the Secretary of the United States Department of Education. DOI will accept the definition of full-time, part-time and half-time enrollment as defined by the school in which the student is enrolled. Students are not required to be in actual physical attendance, so long as all other requirements are met.

d. Program Requirements for Noncompetitive Conversion Under SCEP.

A student who is a citizen of the United States may be noncompetitively converted from the SCEP to a term, career-conditional or career appointment in the competitive civil service under Executive Order 12015 (as amended by Executive Order 13024) within 120-days of completion of academic study from an accredited institution when the student has:

1. Completed at least 640-hours of career-related work experience, which includes student trainee and non-student trainee work and experience acquired through a Federal work-study program. To be creditable to meet the 640-hours requirement the work-study program must be in a field or functional area that is directly related to the student's target position or career field and must be acquired either under an Student Educational Employment Program appointment or any previous Federal appointment, e.g., fellowships and similar programs in accordance with 5 CFR 213.3102 (r). Work experience is creditable toward the SCEP requirement if the student worked in, but not for a Federal agency, in a position comparable to a formal work-study agreement between a Federal agency and an academic institution which includes experience as a student as defined in 5 CFR 308. Students may also acquire work experience toward meeting the

640-hours through a formal agreement or contract comparable to the SCEP agreement between a Federal agency and an academic institution and/or a non-Federal organization providing internship experience. The bureau or equivalent office may also credit service as an active duty member of the armed forces of the United States, to include the National Guard and reserves. The experience must be in a field or functional area that is related to the student's target position or career field. The student must be discharged or released from active duty under honorable conditions.

2. Bureaus and equivalent offices may waive up to one-half, i.e., 320-hours of the 640-hours minimum service requirement in paragraph 1 above if a student who is enrolled in an accredited college or university completes at least 320-hours of career-related work experience under a Student Educational Employment Program or SCEP appointment and has demonstrated high potential, as evidenced by outstanding academic achievement and exceptional job performance.
 - a. Outstanding academic achievement must be demonstrated by an overall grade point average of 3.5 or better on a 4.0 scale; standing in the top ten percent of the student's graduating class; and/or induction into a nationally recognized scholastic honor society.
 - b. Exceptional job performance must be demonstrated by a formal evaluation conducted by the student's work-study supervisor(s), in a manner consistent with performance standards similar to the appraisal program established by DOI. Although 370 DM 430 defines "minimum rating period" as 90 calendar days, the formal evaluation for the purposes of paragraph 2 may be accomplished after completion of at least 320 hours under SCEP.

Noncompetitive conversion may be to a position within the same bureau or equivalent office, any other DOI organization or Executive Agency within the Federal Government, but must be to an occupation related to the student's academic training and work study experience. A bureau or equivalent office that converts a SCEP graduate to a term appointment may also noncompetitively convert that individual to a career or career-conditional appointment before the term appointment expires.

e. Program Oversight and Evaluation. Bureaus and equivalent offices will include review of the use of the SCEP authority in their internal personnel management evaluation programs. This review shall be accomplished at least annually and the results made available upon request.

4. **Point-of-contact.** The Department point of contact on this policy is Michael Ballew, (202) 513-0755, or Michael_Ballew@ios.doi.gov.

A handwritten signature in black ink that reads "Marilia Matos". The signature is written in a cursive, flowing style.

Marilia A. Matos
Director, Office of Human Resources