

How to Bring a SCEP/STEP Student on the Rolls of FWS

1. Applicant is found, and a vacancy/position number is identified.
2. Division (Manager/AO) will submit the applicant's resume/application and the position description (PD) for HR to review qualifications.
3. Once HR determines the applicant is qualified, HR will contact the applicant for the following documents:
 - Official Transcripts
 - Letter from school verifying status (must be at least ½ time) in a degree program and the anticipated graduation date.
 - OF-306
4. HR will initiate the applicant in eQip for a background investigation and request fingerprint check.
5. Once the fingerprint check comes back with no issues, HR will set an Entry on Duty (EOD) date.

NOTE: SCEP degree program must align to the position they are filling, STEP can have any degree program.

SCEP Student's Documents Required by HR

- FPPS Action
- Position Description
- Application/Resume
- Official Transcripts
- Letter from school verifying status (must be at least ½ time) in a degree program that is appropriate for the position they are filling, and the anticipated graduation date.
- OF-306 – Declaration of Federal Employment (HR will give to student)
- Background Investigation – HR will initiate this in eQip for the student

STEP Student's Documents Required by HR

- FPPS Action
- Position Description
- Application/Resume
- Official Transcripts
- Letter from school verifying status (must be at least ½ time) in a degree program that is appropriate for the position they are filling, and the anticipated graduation date.
- OF-306 – Declaration of Federal Employment (HR will give to student)
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