

July 17, 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Qualification Standard, Student Career Experience Program (SCEP)

Prompted by suggestions from Major Commands, we have decided to formally adopt an Army-wide qualification standard for the SCEP (Encl 1).

Under 5 CFR 213.3202(b)(15), Schedule B SCEP applicants and employees may be evaluated using either an agency defined qualification standard or the Office of Personnel Management (OPM) competitive service qualification standard for SCEP positions. We have established the enclosed excepted service qualification standard as the Department of the Army, Student Career Experience Program Qualification Standard. It may be applied immediately, but should be applied to all SCEP employees within six months. Use this qualification standard for all new SCEP appointments, and for the promotion and conversion of current employees.

The Department of the Army qualification standard covers a broader grade range, permits the crediting of graduate level education, permits promotion to higher grades, and allows non competitive conversion at higher grade levels. In these respects, it mirrors OPM's former Schedule B student trainee qualification standard, which some of the MACOMs have continued to use.

Activities are reminded to satisfy any statutory and contractual labor relations obligations prior to implementing this qualification standard.

FOR THE DEPUTY CHIEF OF STAFF, G-1:

Signed
David L. Snyder
Assistant G-1 for Civilian
Personnel Policy

Enclosure

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DEPARTMENT OF THE ARMY QUALIFICATION STANDARD

Group Coverage for Schedule B Student Career Experience Program (SCEP) Positions

This standard describes the qualification requirements for General Schedule, career-related, Schedule B SCEP positions. Eligibility and selection requirements for prospective Schedule B trainees are described in 5 Code of Federal Regulations 213.3202 (b). This standard is not applicable to students who are employed under the Student Temporary Employment Program, and who have not been appointed to a career-related SCEP position as described above.

REQUIREMENTS FOR INITIAL APPOINTMENT

SCEP trainees with no previous related education or experience may qualify as described below.

GRADE	LEVEL OF EDUCATION
GS-1	Enrollment in a high school diploma program
GS-2	High school diploma or equivalent
GS-3	Completion of 1 academic year of post-high school study
GS-4	Completion of 2 academic years of post-high school study or associate's degree
GS-5	Completion of 4 academic years of post-high school study leading to a bachelor's degree or 4 academic years of pre-professional study
GS-7	Completion of 1 academic year of graduate level education, bachelor's degree with superior academic achievement or 5 academic years of pre-professional study
GS-9	Completion of 2 academic years of graduate level education or master's or equivalent graduate degree
GS-11	For research positions, completion of all requirements for a master's or equivalent degree

The required education must be (a) related to the field in which SCEP trainees will receive training on the job or (b) applicable under the qualification standard for the target occupational series. Activities may use selective factors to identify special requirements, e.g., specific courses, needed to perform the work of individual positions.

Special Provisions for SCEP Trainees With Others Related Education or Experience

When an SCEP is converted to career or career conditional, the applicants total education and experience should be considered to determine the appropriate conversion grade. Consider any

experience or education related to the target job they may have outside their SCEP appointment. If the previous education and/or experience relates to the target job, it should be credited to the applicant, and conversion may be made at the highest grade level for which the applicant is qualified and eligible.

PROMOTION REQUIREMENTS

SCEP trainees may be promoted to higher-graded trainee positions based on their Federal Government SCEP trainee work experience, as follows:

To GS-2: Continued study in a high school education program and completion of one period of SCEP trainee work experience.

To GS-3: Completion of one full semester or the equivalent of post-high school study and one period of SCEP trainee work experience.

To GS-4: (a) Completion of 1 academic year of post high school study and two periods of SCEP trainee work experience; or (b) completion of 1 1/2 academic years of post high school study and one period of SCEP trainee work experience.

To GS-5: (a) Completion of 3 academic years of post high school study leading to a bachelor's or higher degree and one period of GS-4 SCEP trainee work experience; or (b) completion of 2 1/2 academic years of post high school study leading to a bachelor's or higher degree and the equivalent of 6 months (at least 960 hours) of GS-4 SCEP trainee work experience.

SCEP trainee positions where the target occupation follows a one-grade interval pattern:

To GS-6: (a) Completion of 4 academic years of post high school study (or all the requirements) for a bachelor's degree and completion of one period of GS-5 SCEP trainee work experience.

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SCEP trainee positions where the target occupation follows a two-grade interval pattern:

To GS-7: (a) Completion of 4 academic years of post high school study (or all the requirements) for a bachelor's degree and completion of one period of GS-5 SCEP trainee work experience, or (b) completion of 4 academic years of pre-professional study and completion of one period of GS-5 SCEP trainee work experience.

To GS-9: (a) Completion of 1 academic year of graduate level education and completion of one period of GS-7 SCEP trainee work experience, or (b) completion of 5 academic years of pre-professional study and completion of one period of GS-7 SCEP trainee work experience.

To GS-11: (a) completion of 2 academic years of graduate level education and completion of one period of GS-9 SCEP trainee work experience.

EXPLANATION OF TERMS

An academic year of post high school education is defined as 30 semester hours, 45 quarter hours, or the equivalent in an accredited college or university, or approximately 36 weeks for at least 20 classroom hours per week in an accredited business, technical, or secretarial school. See the "General Policies and Instructions", Section II, Office of Personnel Management Qualification Standards Handbook for the definition of an academic year of graduate education.

Pre-professional study is study in fields that require a post-baccalaureate degree at the entry level, e.g., veterinary medicine, social worker.

For purposes of this standard, a period of SCEP trainee work experience is the equivalent of 2 months (320 hours) of work experience.

CONVERSION

US Citizen students may be converted non-competitively to a competitive service career, career-conditional, or term appointment to the target position at any time within 120 days following completion of their educational and work experience requirements.

When converting students to the competitive service, the following conditions must be met:

- a. Students must meet the qualification standard for the target position, including any minimum educational, licensing, or certification requirements; however, students who are converted at the same grade as their final SCEP trainee grade need not meet any length of experience requirements for that grade level;

- b. The position must be in the field, or in a closely related field, for which the students were trained; and
- c. Students must meet all the program requirements in 5 CFR 213.3202.

TEST REQUIREMENTS

A written test is not required for Schedule B SCEP trainee positions at the time of initial appointment or upon conversion.

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Group Coverage for Schedule B Student Career Experience Program Positions (SCEP)

OCCUPATIONAL COVERAGE

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

- GS-099 General SCEP Trainee
- GS-199 Social Science SCEP Trainee
- GS-299 Human Resources Management SCEP Trainee
- GS-399 Administration and Office Support SCEP Trainee
- GS-499 Biological Science SCEP Trainee
- GS-599 Financial Management SCEP Trainee
- GS-699 Medical and Health SCEP Trainee
- GS-799 Veterinary SCEP Trainee
- GS-899 Engineering and Architecture SCEP Trainee
- GS-999 Legal Occupations SCEP Trainee
- GS-1099 Information and Arts SCEP Trainee
- GS-1199 Business and Industry SCEP Trainee
- GS-1299 Copyright and Patent SCEP Trainee
- GS-1399 Physical Science SCEP Trainee
- GS-1499 Library and Archives SCEP Trainee
- GS-1599 Mathematics and Statistics SCEP Trainee
- GS-1699 Equipment and Facilities Management SCEP Trainee
- GS-1799 Education SCEP Trainee
- GS-1899 Investigation SCEP Trainee
- GS-1999 Quality Inspection SCEP Trainee
- GS-2099 Supply SCEP Trainee
- GS-2199 Transportation SCEP Trainee
- GS-2299 Information Technology Management SCEP Trainee