



DEPARTMENT OF THE NAVY

HUMAN RESOURCES OFFICE
368 SOUTH AVENUE
PENSACOLA FLORIDA 32508-5124

IN REPLY REFER TO :

HROPNCLAINST 12308.2

N41

28 AUG 2001

HRO PENSACOLA INSTRUCTION 12308.2

Subj: STUDENT CAREER EXPERIENCE PROGRAM (SCEP)

Ref: (a) 5 CFR 213.3202
(b) 5 U.S.C., Chapter 41
(c) OPNAVINST 12308.2

1. Purpose. To establish policies and procedures on SCEP that are designed to strengthen professional, administrative, technical, clerical, wage-grade, and other occupations in the Federal service.

2. Background. The SCEP is a planned and progressive career-related student employment program. A key feature of the program is the non-competitive conversion of students from excepted service into competitive service after satisfactory completion of the education and work requirements.

3. Objectives

- a. Provide for the planned intake of student trainees for meeting staffing goals.
- b. Provide student trainees with the opportunity to apply classroom theory to "real world" work experiences.
- c. Bring new educational methods, concepts, and technologies into the Federal work force.
- d. Allow an activity to appraise a prospective employee before an offer of permanent employment is extended.

4. Definitions

- a. Alternating periods of study and employment means alternating academic terms of classroom study with periods of supervised SCEP employment.
- b. Parallel periods of study and employment means concurrent periods of classroom study and supervised SCEP employment. Under this option, students will carry at least a half-time academic course load and work a minimum of 16 hours per week, based upon the school and command's agreement. Although flexibility exists in terms of work hours

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per week, the student's academics should not be adversely affected by the student's employment schedule.

c. Command SCEP Manager is the individual responsible for implementing and administering the SCEP in accordance with SCEP guidance. The command SCEP Manager is appointed by the commanding officer to identify and coordinate the needs within the command with the Human Resources Office, Pensacola (HROP), SCEP Manager. They will assist the HROP Manager in the monitoring and processing of the program, as needed.

d. HROP SCEP Manager is the individual responsible for providing to local commands and serviced activities the interpretation and clarification of concepts, practices, instructions, and regulations governing SCEP administration.

e. Educational Institution Cooperative Education Program (CO-OP)/SCEP Manager is the individual responsible for coordinating with the HROP Manager the publication of the Navy's SCEP Program, and for identifying, recruiting, and recommending students to the Navy who meet the joint standards for program participation.

f. SCEP is a plan of education that provides for:

(1) Alternating or parallel periods of study and employment;

(2) Working agreements among the participating commands, educational institutions, and students;

(3) Paid work experience directly related to the student's academic studies or career goals;

(4) Work experience that is supervised and evaluated under a command's performance appraisal system;

(5) Experience sufficient in duration to qualify for career entry and conversion into the competitive service.

5. Information

a. Per references (a) through (c), a written working agreement between the HROP, the participating command, and the participating educational institution must be established prior to placement of any SCEP student. The agreement must address working/academic schedules, program criteria, and requirements for non-competitive conversion into the competitive service. The agreement covers all commands serviced by the HROP.

b. A key ingredient to the success of the SCEP is the development and adherence to a Training Plan. Within the framework of the Training Plan, the following is addressed:

- (1) Career-related, on-the-job training and development assignments;
- (2) Work/School schedules;
- (3) Performance appraisal standards and elements;
- (4) Student evaluations of the program.

6. Program Administration and Responsibilities

a. Command SCEP point of contact or cognizant management official will:

- (1) Promote, implement, and administer the SCEP Program by coordinating with the HROP SCEP Manager;
- (2) Contact HROP SCEP Manager to interview students for vacant positions;
- (3) Provide HROP SCEP Manager with a description of duties (if an official position description has not been established) for the SCEP position, as well as the desired major, e.g., Computer Science, Environmental Science, etc;
- (4) Develop and update official student trainee position description;
- (5) Determine whether alternating and/or parallel periods of study and work will be appropriate;
- (6) Initiate Request for Personnel Action (RPA) to effect personnel actions;
- (7) Provide quality work assignments directly related to the student's academic studies;
- (8) Forward copies of student's performance evaluations, training plan, and other associated documentation to the HRO SCEP Manager;
- (9) Notify the HROP SCEP Manager of any changes in student status.

b. HROP SCEP Manager will:

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(1) Provide to local commands interpretation and clarification of concepts, practices, instructions, and regulations that govern SCEP administration;

(2) Serve as primary program recruiter and point of contact between participating activities and educational institutions;

(3) Initiate and maintain working SCEP agreements between HROP and educational institutions;

(4) Ensure all aspects of program administration adhere to Navy and Federal regulations, e.g., maintain liaison with other departments within HROP;

(5) Notify educational institutions of changes in student's status;

(6) Process all personnel actions and maintain necessary records related to student employment;

(7) Counsel student as needed.

c. Educational Institution (Career Development/Intern/CO-OP Office) will:

(1) Publicize the SCEP Program within their educational institution;

(2) Inform prospective candidates of SCEP opportunities and recommend those students to HROP who meet eligibility requirements for program participation;

(3) Provide HROP needed data and information about appointees such as transcripts of courses and grades;

(4) Advise Student Trainees regarding the enrollment in classes directly related to his/her career field and assist the Student Trainee in strengthening the relationship between study and work assignments;

(5) Inform the HROP SCEP Manager immediately when a Student Trainee is dropped or in danger of being dropped from the educational institution because of either a school or student action;

(6) Advise the HROP SCEP Manager of administrative action(s) affecting the Student Trainee, e.g., probation, change of major, work period schedule problems or changes, etc;

(7) Provide point of contact for information exchange and program liaison with HROP SCEP Manager;

d. Student Trainees shall be:

(1) Required to satisfy both the academic standards of the school and the work performance required by the participating command;

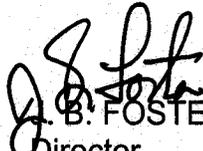
(2) Required to provide needed reports of a non-confidential nature to the school and HROP, e.g., grade reports, work term evaluations, etc;

(3) Required to take courses directly related to his/her career field;

(4) Required to maintain the status of "good academic standing" at the school, demonstrate steady progress toward the attainment of a degree or certificate of completion, and complete the work term satisfactorily;

(5) Required to meet the standards of qualification and eligibility addressed in the existing Student Career Experience Program Agreement between HROP and the participating educational institution.

7. Action. Consistent with Department of the Navy policy and requirements, the Student Career Experience Program should be considered a means for achieving Affirmative Employment Program goals and Federal Equal Opportunity Recruitment Program objectives. Managers interested in filling vacancies with SCEP students should contact the HROP SCEP Manager at (850) 452-2660.


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Director

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