

Department of the Army
Red River Army Depot
Texarkana, Texas 75507-5000

Publication Date: 25 April 2011

Directorate for Resources Management

STUDENT CAREER EXPERIENCE PROGRAM (SCEP)

Applicability. This regulation is applicable to all organizational elements of Red River Army Depot (RRAD).

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Directorate for Resources Management, ATTN: TARR-R.

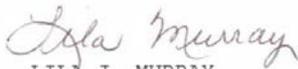
Suggested Improvements. The proponent of this regulation is the Directorate for Resource Management. Users are invited to send comments and suggested improvements to the Director for Resource, ATTN: TARR-R.

Distribution. Distribution of this regulation is made electronically via the RRAD Intranet.

By Order of the Commander of Red River Army Depot:

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Official:



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1. Purpose/Scope. The purpose of this regulation is to prescribe policy and guidance for the operation of the Student Career Experience Program (SCEP) at Red River Army Depot (RRAD). This regulation establishes procedures for the overall administration, management and reporting requirements of the SCEP. Information in this document provides guidance on program administration, recruitment responsibility, selection processes, placement policy, student responsibilities, supervisor responsibilities, work schedules, promotion procedures, tuition assistance, conversion process, and progression promotion procedures. This regulation applies to all organizational elements of RRAD.

2. References.

a. 5 C. F. R. 213.3202(b) Student Educational Employment Program Student Career Experience Program (SCEP).

b. 5 C. F. R. 335 - Promotion and Internal Placement.

c. Memorandum, DAPE-CP-PPD, 22 December 2004, Subject: Qualification Standard, Student Career Experience Program (SCEP).

3. Description of Program. The SCEP is a flexible program that serves as a critical tool to assist agencies in attracting and recruiting students to meet employment needs. It is a vital part of the overall workforce revitalization efforts at RRAD. Students seeking certificates or degrees in technical education, and students seeking undergraduate or graduate degrees, are recruited under SCEP.

4. Procedures.

a. Administration of the SCEP is the responsibility of the RRAD Institute Manager. Daily operating responsibilities are assigned to the SCEP Manager. The Directorate of Resource Management has oversight of the program.

b. Eligibility Requirements for the program are:

(1) Students may be appointed to the SCEP if they are pursuing a Vocational/Technical certificate; Associate degree; Baccalaureate degree; Graduate degree; or Professional degree. Students must have been accepted for enrollment, or be enrolled as a degree (diploma, certificate, etc.) seeking student in an accredited technical or vocational school, 2-year or 4-year college or university, graduate or professional school. Students employed at RRAD serving on a temporary or time limited appointment, meeting these requirements, are eligible to apply through their educational institution for consideration. Employees will lose return rights to their temporary/time limited appointment. Permanent employees interested in this program are eligible to apply, using the same process, but will lose return rights to their permanent employment.

(2) Once enrolled, students must take a full-time academic/vocational/technical course load, defined as 12 semester undergraduate hours or 6 semester graduate hours. Exceptions to taking a full-time course load must be requested in writing to the RRAD Institute Manager for approval 3 weeks prior to start of the semester. If the student is entering the semester prior to graduation, and has less than half of the equivalent of a course load, he/she will still be considered a student for the purpose of this program.

(3) Students must meet the requirements of their educational institution's cooperative education program and must apply through that program. Students pursuing a Vocational/Technical certificate or Associate degree must have and maintain an overall 2.5 grade point average each semester. Students pursuing a Baccalaureate degree, Graduate degree, or Professional degree must maintain a 2.75 grade point average each semester. Students enrolled in a technical or vocational program will work, at RRAD, a parallel part-time schedule of no more than 5 hours daily on regular work days and no more than 8 hours daily on nonscheduled work days (Fridays and weekends) while in school. They will work between 20 and 64 hours per pay period. Students will not be eligible for overtime pay because they are not working a full 40 hour week tour of duty. Students pursuing an Associate degree, Baccalaureate degree, Graduate degree, or Professional degree can work either a parallel or alternating schedule. On the parallel schedule, student's time will be split between work and school for the semester just like the students pursuing a vocational/technical certificate or Associate degree. They will work between 20 and 64 hours per pay period, but no more than 5 hours on any one day, and no more than 8 hours daily on nonscheduled work days (Fridays and weekends) while in school. The alternating schedule alternates between full time work one semester and full time school the following semester.

c. Directors must coordinate with the SCEP Manager to ensure appropriate position descriptions are in place prior to the selection process. The SCEP Manager will coordinate final approval of the position description with the Civilian Personnel Advisory Center (CPAC). Directors must also coordinate with the SCEP Manager to ensure a training plan for the positions is developed before the rating process with the selection panel. Recruitment announcements are posted with various colleges for distribution. Applicants must apply and complete an application package through their school's Career Placement or Cooperative Education Office. The application package must include a resume', an official college transcript, recommendation letter from a professor/supervisor/career counselor, Optional Form (OF) 306 Declaration for Federal Employment, Voluntary Self Identification Form and any other required school form. The applicant must have a declared major related to the position for which applying and must be available for an interview.

d. The SCEP Manager reviews SCEP application packages to determine eligibility for the program and the position. Eligible applications are referred to the appropriate selection panel. The selection process is defined in Appendix D. The selection panel recommends the best qualified applicant(s) in ranked order to the selecting official. The selecting official will interview all referred candidates in accordance with Appendix D and make the final selection. The selecting official forwards the selection package to their director for approval. Selections are made based on identified and approved vacancies and in accordance with the laws and policies governing merit system principles and EEO policies. Regulatory requirements governing Veteran's preference, nepotism, ethics, physical requirements and other selection criteria will apply. The selecting official notifies the SCEP Manager of the tentative selection(s). The SCEP Manager maintains the selection panel, interviews, and concurrence information for each vacancy and provides the applicant package(s) to the CPAC. CPAC extends job offers to candidates, arranges for physicals (as required), and establishes entrance on duty dates. CPAC coordinates in processing for selected candidate(s) and notifies the SCEP Manager and appropriate selecting official of the entrance on duty date. SCEP Manager provides academic

orientation to new students upon entrance on duty date and obtains student signature on the Statement of Understanding Letter (Appendix E).

e. Students selected for the SCEP are appointed to an excepted service appointment (exception to competitive hiring authority).

(1) Students whose positions are covered by the Federal Wage System are classified as Trades Worker, WG-3501. The appointment grade level is determined based on the number of semester hours completed and work experience at the time of their appointment as follows:

(a) WG-01- Enrollment in a high school.

(b) WG-02- Enrollment in the education institution's cooperative education program in a vocational study leading to a certificate, diploma, or, applied and accepted into an approved post-secondary educational institution offering a technical training program; and pass the RRAD physical examination.

(c) WG-04- Completion of 3 semesters of vocational study leading to a certificate or diploma and 320 work hours of experience as a WG-3501-02.

(2) Students occupying a General Schedule (GS) position are appointed as Student Trainees, to the -99 series of the appropriate occupational group. The appointment grade level is determined based on the number of semester hours completed and work experience at the time of their appointment as follows:

(a) GS-01- Enrollment in a High School diploma program.

(b) GS-02- High School diploma or equivalent; or, 3 months of general experience.

(c) GS-03- Completion of 1 academic year of post-high school study (30 semester hours); or, 6 months general experience.

(d) GS-04- Completion of 2 academic years of post-high school study (60 semester hours) or Associates' degree; or 1-year general experience.

(e) GS-05- Completion of 4 academic years of post-high school study leading to a Bachelor's degree; or, 4 academic years of pre-professional study.

(f) GS-07- Completion of 1 academic year of graduate level education (12 semester hours), or Bachelor's degree with superior academic achievement; or, 5 academic years of pre-professional study.

(g) GS-09- Completion of 2 academic years of graduate level education (24 semester hours); or, Masters or equivalent graduate degree.

(h) GS-11- For research positions, completion of all requirements for a Master's or equivalent degree.

f. Prior to entrance on duty, students are required to complete required pre-processing forms and return them as directed. They are provided required safety equipment upon their entrance on duty.

- g. Students selected for the SCEP must:
- (1) Attend college on a full time basis for all career fields.
 - (a) Full time for technical certificates, associates, and undergraduate program is considered at least 12 semester hours.
 - (b) Full time for graduate program is considered at least 6 semester hours.
 - (2) Maintain a 2.5 grade point average each semester and an overall 2.5 grade point average for any student in a vocational certificate or technical associates program.
 - (3) Maintain a 2.75 grade point average for each semester and an overall 2.75 grade point average for any student in a Baccalaureate degree, Graduate degree, or Professional degree program.
 - (4) Students must advise the SCEP Manager and supervisor in writing of any changes in school status or schedule.
 - (5) Students in the SCEP are Federal employees. They are subject to RRAD rules, policies and requirements unless otherwise stated in this policy. Questions/issues regarding performance and conduct will be coordinated with CPAC as well as the SCEP Manager.
 - (6) Students must adhere to their established work schedule unless approved in advance by their supervisor and the SCEP Manager.
 - (7) Students are not allowed to withdraw or drop any course after the beginning of the semester without prior approval from the RRAD Institute Manager. (The student must provide written justification through their supervisor to the RRAD Institute Manager). Any changes in degree must be provided to RRAD Institute Manager, in advance, by written justification. Declaration of "academic bankruptcy/forgiveness" will not be implemented to improve a student's GPA. Only the RRAD Institute Manager can approve exceptions.
 - (8) Students may only take a required course two times. If they fail the course the second time, they will be terminated from the program.
 - (9) Students must provide their grade reports to the SCEP Manager within 10 working days of the end of each semester.
 - (10) Tuition assistance is determined in accordance with procedures established in Appendix F.
 - (11) Students must apply for tuition assistance within 4 to 6 weeks prior to the beginning of each semester.
 - (12) Students must attend mandatory meetings and provide feedback during site visits.
 - (13) Students must advise the SCEP Manager in writing 60 days prior to their anticipated graduation date.

(14) Students must provide an official college transcript and copy of their college diploma to the SCEP Manager within 30 days after graduation.

(15) SCEP Manager will provide CPAC the official college transcript and a copy of the diploma on the day received.

h. Supervisors must:

(1) Provide students with an orientation on the first duty day addressing attendance, leave, discipline, complaint channels, performance requirements, supervisory authority, work practices, and safety requirements. Supervisors must complete orientation forms and return to SCEP Manager for inclusion in the official SCEP file.

(2) During orientation, review the approved training plan with the student, and forward a signed copy to the SCEP Manager within 3 workdays. Provide training opportunities in keeping with the established training plan, and provide feedback to the SCEP Manager during site visits.

(3) Document any problems with students and advise the SCEP Manager immediately, in writing.

(4) Advise the SCEP Manager of any changes with student's classes or schedules once aware of the changes.

(5) Complete any required evaluations and forward them to the SCEP Manager by the required deadline.

i. SCEP Students occupying:

(1) Wage grade positions will follow the parallel work schedule of no more than 5 hours daily on regular work days (Mon - Thurs) and no more than 8 hours daily on non-scheduled work days (Fridays and weekends) while in school. They will work between 20 and 64 hours per pay period. Any variance to this schedule must be requested in writing with appropriate justification, and must be approved by the SCEP Manager and the supervisor. Students in program are subject to all leave regulations and procedures of RRAD.

(2) General Schedule positions will follow either the parallel or alternating work schedule. On the parallel schedule, student's time will be split between work and school for the semester. They will work between 20 and 64 hours per pay period, but no more than 5 hours on any one day, and no more than 8 hours daily on non-scheduled work days (Fridays and weekends) while in school. The alternating schedule alternates between full time work one semester and full time school the following semester. Variance to this schedule must be requested in writing, with appropriate justification, four weeks in advance of the beginning of the semester, and must be approved by the SCEP Manager and the supervisor. Students pursuing an Associate degree, Baccalaureate degree, Graduate degree, or Professional degree can work either a parallel or alternating schedule.

j. Promotion Eligibility:

(1) Students in Wage Grade positions are eligible for promotion to Trades Worker, WG-3501-04, after completion of 3 semesters of vocational study leading to a certificate or diploma and 1 period of Trades work

experience (320 hours). The promotion decision is made by the supervisor based on completed academic requirements and successful demonstration of skills outlined in the training plan.

(2) Students in General Schedule positions are eligible for promotion as follows:

(a) To GS-02- Continued study in a high school education program and completion of 320 hours of SCEP trainee work experience.

(b) To GS-03- Completion of 1 full semester (15 semester hours) or equivalent of post-high school study, and completion of 320 hours of SCEP trainee work experience.

(c) To GS-04- Completion of 1 academic year of post-high school study (30 semester hours) and 640 hours of SCEP trainee work experience; or completion of 1 ½ academic years of post-high study (45 semester hours) and 320 hours of SCEP trainee work experience.

(d) To GS-05- Completion of 3 academic years of post-high school study (90 semester hours) leading to a Bachelor's or higher degree and 320 hours of GS-04 SCEP trainee work experience; or completion of 2 ½ academic years of post-high study (75 semester hours) leading to a Bachelor's or higher degree, and the equivalent of at least 960 hours of GS-04 SCEP trainee work experience.

(e) To GS-06- Completion of 4 academic years of post-high school study (or all requirements) for a Bachelor's degree, and 320 hours of GS-05 SCEP trainee work experience.

(f) To GS-07- Completion of 4 academic years of post-high school study (or all requirements) for a Bachelor's degree, and 320 hours of GS-05 SCEP trainee work experience; or completion of 4 academic years of pre-professional study, and completion of 320 hours of GS-05 SCEP trainee work experience.

(g) To GS-09- Completion of 1 academic year of graduate level education (12 semester hours) and 320 hours of GS-07 SCEP trainee work experience; or completion of 6 academic years of pre-professional study, and completion of 320 hours of GS-07 SCEP trainee work experience.

(h) To GS-11- Completion of 2 academic years of graduate-level education (24 semester hours), and 320 hours of GS-09 SCEP trainee work experience.

(3) Normal promotion decisions are made by the organization's Director and are based on satisfied academic requirements and successful demonstration of skills outlined in the training plan. Students are subject to federal regulations for determining with-in grade increases.

k. Tuition assistance is awarded by RRAD in accordance with Appendix A. Employees must advise the approving official (organization's Director) in writing of the amount of any scholarships applied to an employee's tuition bill. The amount of the tuition assistance approved is off-set by the amount of an employee's scholarship. Students must sign a Continued Service Agreement (page 4 and 5 of Standard Form (SF) 182 with any request for tuition assistance. **Students are advised that repayment of tuition**

assistance is required for failure to pass each vocational certificate or vocational Associates course with at least a 2.5 grade point average; and all Baccalaureates and graduate-level course with at least a 2.75 grade point average. Students are further advised that if they do not complete their course of study; or, if they withdraw from a class without prior permission; or, they accept tuition assistance for a retake of a failed course; or, if they fail to complete their full period of service; or, if they decline an offer of permanent employment, they must repay the total amount of tuition assistance paid by RRAD. The SCEP Manager completes service agreement period on page 5 of the SF 182 and the Continued Service Agreement (Appendix F) upon conversion, and forwards a copy to the student and the appropriate approving official. The appropriate approving official will ensure the obligated service period is monitored and completed.

1. Upon successful completion of academic requirements, SCEP students are eligible for conversion to a career conditional/excepted appointment within 120 days. Students must successfully complete the requirements for a full certificate or degree program. Concurrent with completing academic requirements, students must complete a minimum of 640 hours of trainee work experience and maintain satisfactory performance and conduct during their training program. Students are converted to a position in their field, or in a closely related field, for which the student was trained. Students are required to provide a sealed official transcript and copy of their diploma to the SCEP Manager within 30 days of graduation. The SCEP Manager will furnish the diploma and the official college transcript to CPAC prior to CPAC effecting the conversion action. The SCEP Manager verifies student's eligibility for conversion and notifies the appropriate Director. The Director makes the final decision to convert the student, request the personnel actions be initiated, and notifies the SCEP Manager and CPAC of the decision. Students are converted to a position that has a specific target grade.

5. Progression of Promotion Procedures.

a. SCEP students may be converted to a career-conditional appointment in a Wage Grade position progress, after successful completion of 1 year trainee period at each grade level, from entry, to mid-, to target-performance level in their trade. Indicated below are the series and specified target grade.

- 0572 WG-05/08/09
- 2602 WG-05/08/09
- 2610 WG-05/08
- 2801 WG-05/08
- 3410 WG-05/08/09
- 3801 WG-05/08/09
- 3806 WG-05/08
- 4204 WG-05/08
- 5306 WG-05/08
- 5352 WG-05/08
- 5803 WG- 05/08
- 5823 WG-05/08
- 0510 GS-05/07/09
- 0560 GS-05/07/09
- 0805 GS-05/07/09

- 0819 GS-05/07/09
 - 1101 GS-05/07/09
 - 1102 GS-05/07/09
 - 1152 GS-05/07/09
 - 1601 GS-05/07/09
 - 2210 GS-05/07/09
-
- Grade progression for any WG series not listed will be determined by the CPAC and appropriate management official.
 - All promotion decisions are made by the supervisor, and will be based on successfully demonstrated performance and acceptable conduct.
 - Any deviation from these progression timeframes must be justified in writing and approved by the appropriate director.

b. SCEP students converted to a career-conditional/excepted appointment in a GS position will have their total qualifying education and experience considered to determine the appropriate conversion grade. Qualifying education and experience is that which relates to the target occupational series upon conversion to the competitive service. The student's total education/experience may qualify them for conversion to a higher grade than currently held. However, promotion to a higher grade will be at management's discretion.

Progression to a specified target grade level in GS positions is based on appropriate regulatory requirements, and successful performance and conduct.

c. The SCEP Manager monitors SCEP normal progression promotions, verifies with the supervisors if performance and conduct are acceptable, and contacts the appropriate Directorate personnel to submit the Request for Personnel Action (RPA). RPAs will be submitted a minimum of 4 weeks prior to the requested effective date.

d. In accordance with 5 C.F.R. section 335, students converted to career conditional appointments are eligible to apply for any internal merit promotion announcements.

e. Selection for another position terminates a student's current progression promotion.

6. Program Evaluation. The RRAD Institute Manager is responsible for completing an annual program evaluation within 30 days of fiscal year ending. See Appendix B for program evaluation timeframes.

7. Record Keeping.

The SCEP Manager maintains official files for all SCEP. Official files are maintained by students name and social security number and will contain the following:

- a. Original application for the program
- b. Training agreements
- c. Performance evaluation provided to the education institutions.

- d. Request for tuition assistance
- e. Copies of all grade reports
- f. All supervisory documentation on performance or conduct issues
- g. Copy of official transcript
- h. Copy of diploma.

APPENDIX A
REQUIREMENTS FOR PARTICIPATION IN THE RED RIVER ARMY DEPOT SCEP

1. Students are responsible for their own transportation to and from the work site.
2. Students are paid for On the Job Training (OJT), not for the College classes.
3. Students are required to maintain a 2.5 GPA for the certificate/Associates degree seeking students and a 2.75 for Bachelor degree, Graduate or Professional in each of their core classes. Failure will make the student ineligible for the program. Students are required to demonstrate successful performance and conduct during OJT periods. RRAD disciplinary in accordance with RRAD-690-3 (711) Labor Management Relations and RRAD-690-3 (771) Administrative Grievance System, rules apply to unsatisfactory performance and/or conduct. Rules are outlined in the SCEP policy letter and will be briefed to students during orientation.
4. RRAD disciplinary rules apply to any students with an unexcused absence from OJT.
5. Personal business will not be conducted on the job.
6. Friends and family are not to visit the student on the job.
7. Students are to be on time for classes and work.
8. Students are government employees during OJT hours and must abide by RRAD rules and regulations. RRAD disciplinary rules will apply when regulations are not followed.
9. No firearms, weapons, ammunition, cameras, illegal drugs, or alcohol are allowed on any federal installation. No inappropriate or offensive clothing, jewelry, decals, etc. are allowed.

SAMPLE

I have read the rules for the students participating in the RRAD SCEP and will follow them. I further understand there will be other policies, rules, and regulations specified to this program that will be addressed during orientation week.

Student
Signature: _____ Date: _____

Appendix B

PROGRAM EVALUATION

Program evaluation is conducted on an annual basis at fiscal year-end (30 September). The RRAD Institute Manager is responsible for preparing and publishing the annual evaluation. The following actions and timeframes are established to ensure annual evaluation is accomplished in a timely manner.

1 August	RRAD Institute Manager distributes annual customer survey to all directorates, staff, supervisors with SCEP students, and SCEP participants.
15 September	RRAD Institute Manager summarizes survey results
15 September to include:	RRAD Institute Manager compiles annual program statistics to include: Initial spaces requested Initial spaces approved Spaces filled, identified by school, directorate and positions Current participants, by directorate and positions Participants converted, by directorate and positions
1 October	RRAD Institute Manager publishes annual program objectives
20 October	RRAD Institute Manager provides completed Annual Program Evaluation to Depot CDR, Deputy and Chief of Staff
1 November	RRAD Institute Manager publishes and distributes Annual Program Evaluation to Directors and Staff

Appendix C

DISCIPLINE AND ADVERSE ACTIONS FOR SCEP

1. This appendix establishes the procedures for administering informal and formal disciplinary actions for misconduct by participants in the SCEP. Disciplinary actions will be taken in accordance with RRAD policies and the Negotiated Agreement.

2. Termination may be warranted on a first offense for serious offenses such as a positive drug test, theft, violence in the workplace, and sexual harassment.

3. Supervisors will document by memorandum the circumstances of offenses, reflecting specific areas covered in the counseling. The employee is given a copy of the memorandum; the supervisor provides the SCEP Manager a copy of the documented counseling session. This document becomes a permanent part of the employee's file maintained by the SCEP Manager.

4. Directors will ensure that supervisors properly administer this policy within their areas of responsibility.

5. When offenses are documented and the decision is made to terminate the employee, the SCEP Manager coordinates with the supervisor and Civilian Personnel Advisory Center for issuance of termination/removal letter and submission of proper paperwork through the appropriate channels.

6. Requests for termination are forwarded by the first line supervisor (with supporting documentation) to the appropriate Director. Directors make the decision to terminate and sign the termination letters.

7. The SCEP employee is given a written notice no later than 15 to 30 days in advance of the effective date of the proposed removal/termination. The final decision is communicated in writing by the supervisor prior to the effective date, and outlines any appropriate appeal rights.

Appendix D

SCEP SELECTION PROCESS**Technical Fields (Wage Grade Fields)****Step 1: Selection Panel Appointment:**

1. On 1 August of each year, the selection panel for the Technical Fields is appointed. The Panel will consist of two wage supervisors from the Directorate for Maintenance, appointed by both Directors, and one wage supervisor from the Directorate for Public Works appointed by the Director. The panel will reflect the diversity of the workforce to include ethnicity and sex, in accordance with, Commander's Policy Statement #16 - Promotion Procedures. Panel members will serve for 1 year and cannot serve as panel members again for 3 years.

2. Directorates will coordinate with the RRAD Institute Manager to determine their organizational future skill needs and vacancies. When notified of the requirement to recruit from colleges for vacancies, the SCEP Manager will request eligible applications from the appropriate colleges.

3. Upon receipt of the application packages, the SCEP Manager will prepare a sanitized list of all eligible candidates and convene the selection panel.

4. The selection Panel will rate the candidates based on the following criteria:

a. Grade point average from official transcript: (screen out element)

Scoring criteria:

15 points for 3.6 and above

10 points for 3.0 to 3.5

5 points for 2.5 to 2.99

Below 2.5 candidates rated as ineligible

b. Related work experience. (From resume or OF 612)

Scoring criteria:

15 points for 1+ year(s) in a related field

10 points for 6 months to 12 months in a related field

5 points for 1 to 6 months in a related field

c. Non-related work experience. (From resume or OF 612)

Scoring criteria:

15 points for 3+ years

10 points for 1 to 3 years

5 points for less than 1 year

5. All candidates above the natural break (5 point differences) will be referred to the selecting official for interviews.

Step 2: Interview Process:

1. Selecting official will develop interview questions specific to the position being filled with rating criteria. Interview questions will be forwarded through the SCEP Manager to EEO Office, to ensure consistency.

2. Selecting official will interview all referred candidates and record score of interview.
3. Selecting official will document final selection and forward to their director for approval. Selecting official will provide complete package and all scoring documents to the SCEP Manager for inclusion in the official files.

STEP 3: CPAC Coordination:

1. SCEP Manager provides applicant package to CPAC.
2. CPAC extends job offer to candidate(s), arrange for physicals (as required), and establishes entrance on duty dates.
3. CPAC coordinates in processing for selected candidates(s) and notifies the SCEP Manager and appropriate selecting official of the entrance on duty date.

Undergraduate/Graduate Program (General Schedule Fields)**STEP 1: Selection Panel Appointment:**

1. Directorates will coordinate with the RRAD Institute Manager to determine their organizational future skill needs and vacancies. When a vacancy is identified, a selection panel is appointed according to the position to be filled and includes: two full performance level subject-matter experts and one at-large committee member. The Chief of Staff finalizes committee make-up to ensure appropriate representation. Panel members serve for related vacancies for 1 year and cannot serve as panel members again for 3 years.
2. When notified of the requirement to recruit from colleges for vacancies for GS Fields, the SCEP Manager will request eligible applications from the appropriate colleges.
3. Upon receipt of the application packages, the SCEP Manager will prepare a sanitized list of the eligible candidates and convene the selection panel.
4. The selection panel will rate the candidates based on the following criteria:
 - a. Grade Point Average from official transcript. (Screen out element)
Scoring criteria:
15 points for 3.6 and above
10 points for 3.0 to 3.5
5 points for 2.75 to 2.99
Below 2.75 candidates rated an ineligible
 - b. Related Work Experience. (From Resume or OF 612)
Scoring criteria:
15 points for 1+ year(s) in a related field
10 points for 6 months to 12 months in a related field
5 points for 1 to 6 months in a related field
 - c. Non-related Work Experience. (From Resume or OF 612)

Scoring Criteria:
15 points for 3+ years
10 points for 1 to 3 years
5 points for less than 1 year

5. All candidates above the natural break (5 point differences) will be referred to the selection official for interview.

STEP 2: Interview Process:

1. Selecting official will develop interview questions specific to the position being filled with rating criteria. Interview questions will be forwarded through the SCEP Manager to EEO Office, to ensure consistency.

2. Selecting official will interview all referred candidates and record score of interview.

3. Selecting official will document final selection and forward to their Director for approval. Selecting official will provide complete package and all scoring documents to the SCEP Manager for inclusion in the official files.

STEP 3: CPAC Coordination:

1. SCEP Manager provides applicant package to CPAC.

2. CPAC extends job offer to candidate(s), arrange for physicals (as required), and establishes entrance on duty dates.

3. CPAC coordinates in processing for selected candidates(s) and notifies the SCEP Manager and appropriate selecting official of the entrance on duty date.

Appendix E

STATEMENT OF UNDERSTANDING FOR STUDENT CAREER EXPERIENCE PROGRAM (SCEP)

_____, you have been selected for a Student Career Experience Program (SCEP) appointment. You will initially be employed as a Trades Worker, WG-3501-02, Position Description Number _____. or Student Trainee (_____), GS-series-grade, Position Description Number _____. Upon completion of the interim promotion eligibility requirements outlined in the SCEP Policy Letter, you may be promoted to the next appropriate grade level.

After meeting all requirements of the SCEP and if a vacancy is available, you may be noncompetitively converted to a career-conditional appointment at any time within 120 days after satisfactory completion of the requirements for your diploma, certificate, or degree. Your target position and grade is _____, Position Description Number _____.

Signature _____ Date _____

SAMPLE

Appendix F

CONTINUED SERVICE AGREEMENT FOR TUITION ASSISTANCE

NAME _____ SSN _____

I have successfully completed all academic requirements, 640 hours of trainee work experience, maintained satisfactory performance and conduct during the Student Career-conditional appointment in a field, or in a closely related field, for which I was trained.

Promotions are not automatic; promotion decision(s) will be made by my supervisor, and will be based on my successfully demonstrated performance and acceptable conduct at each grade level.

This service agreement applies to all previous non-government training that exceeded 80 hours (or such other designated period, 80 hours or less, as prescribed by RRAD) and for which the Government approved payment of training costs prior to the commencement of such training. Nothing contained in this section shall be construed as limiting the authority of RRAD to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

During my SCEP appointment, I requested and received tuition assistance by completing a Standard Form 182 for each course. I understand that my signature of the SF 182 for the funds expended by the government for my tuition assistance is my agreement that those funds will be reimbursed by me to RRAD by completing a period of obligated service or repayment for all training costs if program requirements were not met.

I will serve as an employee of RRAD for a period of obligated service that will be either 1 month or a period equal to the amount of time spent in training, whichever is greater, for each course.

If I voluntarily leave the DoD and the Federal service before completing the period of service agreed to, I AGREE to reimburse RRAD for the tuition and related fees, and other special expenses (EXCLUDING SALARY) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. (FOR example, if the cost of training is \$900 and I complete 2/3 of the obligated service, I will reimburse the RRAD \$300 instead of the original \$900).

If I voluntarily leave RRAD to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to, I will give my servicing Civilian Personnel Advisory Center or Training Office advance notice during which time, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made.

I understand that any amounts due RRAD as a result of any failure on my part to meet the terms of this agreement may be withheld from my monies owed me by the Government, or may be recovered by such methods as are approved by law.

I acknowledge that this agreement does not in any way commit the Government to continue my employment.

Attached to this document is a worksheet (page 2 and 3) that clearly states hours of obligated period.

My obligated period begins on the date of my conversion to career-conditional appointment.

Signature _____

Date _____

Dates of Attendance:

Course # 1: _____ Hours

Number of weeks in semester: _____

Hours spent in class per week: _____

Total Hours _____

Divide by 8

Equals _____ Days obligated OR 30 Days

Course # 2: _____ Hours

Number of weeks in semester: _____

Hours spent in class per week: _____

Total Hours _____

Divide by 8

Equals _____ Days obligated OR 30 Days

Course # 3: _____ Hours

Number of weeks in semester: _____

Hours spent in class per week: _____

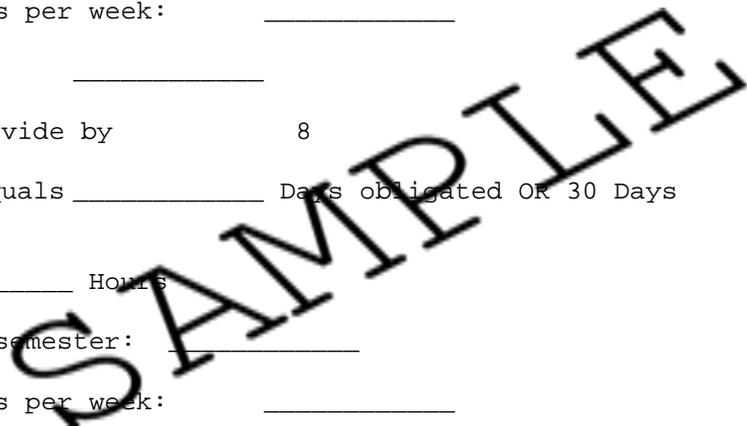
Total Hours _____

Divide by 8

Equals _____ Days obligated OR 30 Days

Course # 4: _____ Hours

Number of weeks in semester: _____



Hours spent in class per week: _____

Total Hours _____

Divide by 8

Equals _____ Days obligated OR 30 Days

Course # 5: _____ Hours

Number of weeks in semester: _____

Hours spent in class per week: _____

Total Hours _____

Divide by 8

Equals _____ Days obligated OR 30 Days

Course # 6: _____ Hours

Number of weeks in semester: _____

Hours spent in class per week: _____

Total Hours _____

Divide by 8

Equals _____ Days obligated OR 30 Days

Total days _____ OBLIGATED PERIOD _____

Employee _____ (initials)

Student Career Experience Program Manager _____ (initials)

SAMPLE

Appendix G

COLLEGE RECRUIMENT FOR STUDENT CAREER EXPERIENCE PROGRAM

<p>1. Director notifies Program Manager of request for SCEP recruitment.</p>	<p>8. CPAC makes job offer, schedules physical, and sets entrance on duty date.</p>	<p>17. Upon graduation, student requests official transcript be forwarded to SCEP Mgr and CPAC.</p> <p>RRAD, ATTN: DRM/SCEP Mgr (TARR-R), 100 Main Drive, Texarkana, TX 75507-5000</p> <p>CPAC, 100 Main Drive, Texarkana, TX 75507-5000</p> <p>Student provides a copy of diploma to Program Manager.</p>
<p>2. Program Manager forwards request to DRM for PMRC space authorization.</p>	<p>9. CPAC notifies selecting official and Program Manager of entrance on duty date.</p>	<p>18. Program Manager reviews transcripts and advises Director of eligibility for conversion to career conditional appointment.</p>
<p>3. Program Manager notifies Director and CPAC of approval for space authorization.</p>	<p>10. Program Manager provides SCEP orientation to new student on entrance on duty date and obtains signature on Statement of Understanding Letter.</p>	<p>19. Supervisor certifies total number of work hours and performances to Program Manger.</p>
<p>4. Director coordinates with Program Manager to ensure all position descriptions and training plan are in place for position.</p>	<p>11. Director/Supervisor obtains signature on training plan and forwards copy to Program Manager.</p>	<p>20. Program Manager forwards certification from supervisor to CPAC.</p>
<p>4. A. If job descriptions are not established, Program Manager works with Director/Mangers to draft position descriptions.</p>	<p>12. Student provides supervisor and Program Manager copy of grades within 10 work days of end of each semester.</p>	<p>21. Program Manager sends official transcripts to CPAC. CPAC coordinates conversion action.</p>
<p>4. B. Program Manager coordinates with CPAC for final approval of position description(s) (obtains Commander's signature). CPAC notifies Program Manager</p>	<p>13. Program Manager reviews grades and advises Director of any promotion eligibility.</p>	<p>22. Program Manager monitors progression promotion eligibility and advises Director.</p>

<p>of approved Position Description and Program Manager advises Director to prepare Request for Personnel Action (RPA) to begin recruitment.</p>		
<p>5. Program Manager recruits for identified vacancy and coordinates selection process.</p>	<p>14. Director approves promotion and notifies Program Manager and CPAC of requested action, submits necessary RPA.</p>	<p>23. Director notifies Program Manager of decision to promote and prepares RPA.</p>
<p>6. Selecting Official notifies Program Manager of tentative selection.</p>	<p>15. Supervisor certifies total number of work hours and sends certification to Program Manager.</p>	<p>24. CPAC coordinates promotion actions and advises Director and Program Manager of effective date.</p>
<p>7. Program Manager notifies CPAC and forwards selection/application package to include an official transcript or acceptance letter from college, completed employment package, resume, and class schedule for appropriate semester.</p>	<p>16. Program Manager provides an official transcript to CPAC and forwards supervisor's certification of work hours.</p>	

Appendix H

CHANGE LOG

Publication Name: Resource Management

Publication Number: RRAD-R 37-13

This is a new regulation.

Date changes are estimated to take place: Publication Date.