

SECTION D
DEMO SEEP - SUPERIOR QUALIFICATIONS LETTER

- The Student Educational Employment Program (SEEP) includes both the Student Temporary Employment Program (STEP) and Student Career Experience Program (SCEP).
- The following discussion is predicated on the assumption that pay for the student applicant will be set within a Demonstration Project pay band at the equivalent of step 01 for the GS grade for which the student qualifies. The equivalent increment is the one that exactly matches the salary or if there is no exact match then the equivalent is the next higher increment, e.g., the student qualifies as a technician at the GS-03 level. GS-03 step 01 (RUS) is \$18,169 and the student's pay would be set at the equivalent increment for DT-0A (RUS) which is increment 10 (\$18,453).
- If you are seeking to set pay at a rate higher than the GS step 01 equivalent then you must use the non-SEEP process.
- This authority is based on Demonstration Project implementation guidance, Federal Register 26520, VOL. 45, No. 77 dtd April 18, 1980, and can be used for both temporary and permanent appointments, but will in no case be granted retroactively. Individuals hired at advanced rates under this authority must:
 - (1) have a combination of education and experience that meets the GS qualifications standard for the grade at which their pay will be set, and
 - (2) have their pay set at the equivalent of the GS step 1 for the GS grade they qualify for
- The request letter needs to cover the following points:
 - (1) a brief discussion of the candidate's qualifications
 - (2) a certification that the Human Resources Department has found the student qualified at this level.

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MEMORANDUM

From: Head, *Organization Name*, (Code _____)

To: Head, Employment Team (Code 731000D)

Via: (1) *approval review chain as required by Competency policies*
(2) *Personnel Management Advisor (Code 731000D/E (as appropriate))*

Subj: REQUEST FOR APPROVAL OF STUDENT EDUCATIONAL EMPLOYMENT
PROGRAM SUPERIOR QUALIFICATIONS APPOINTMENT

Ref: (a) Federal Register 26520, VOL. 45, No. 77 dtd April 18, 1980

Encl: (1) Resume of *applicant's name*
(2) Transcript for *applicant*
(3) PAC for *Title Pay Plan-Series-Grade*

1. I have reviewed the criteria for superior qualifications appointments as set forth in reference (a). I have determined its use is necessary to meet the needs of the Naval Air Warfare Center Weapons Division and of the U.S. Government.

2. My comparison of this student's qualifications (enclosure (1)) and transcript (enclosure (2)) in relation to the duties and responsibilities of this position (enclosure (3)) convinces me that the student's qualifications for this position warrant appointment at a level higher than increment 01 of the *PP-Series-Grade* pay level.

3. *Brief description of the student's experience and academic accomplishments*

Example:

Specifically this student's university course work in computer science and mathematics and experience in internet video streaming and digital media provides the qualifications and capability to perform at an advanced level for this pay band.)

4. The Human Resources Department has certified that this student meets the OPM Qualifications Standard for grade GS-____. I propose increment ____ of the *Pay Plan-Series-Grade* pay level (\$____) which is the equivalent of step 01 for this GS grade. **This is the minimum salary that I believe the candidate will accept.**

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5. This salary is consistent with overall Federal pay policies and I have given careful consideration to overall pay alignment within the organization as well as other salary management considerations. A salary for this applicant at this level will have no adverse impact on the relative alignment of salaries and positions within this organization.

/s/ requesting official

APPROVED / DISAPPROVED:

Head, _____ Department, Code _____ Date
(actual approval line should be as required by Competency policies)

APPROVED / DISAPPROVED:

Head, Employment Team, Code 731000D Date