

MEMORANDUM

From: Head, Human Resources Department (Code 730000D)

Subj: STUDENT EDUCATIONAL EMPLOYMENT PROGRAM GUIDELINES

Ref: (a) 5 CFR 213.3202
(b) 5 CFR 310.101; 310.102; and 310.103
(c) 5 CFR 870.302 and 890.102
(d) Office of Personnel Management Qualification Standards Operating Manual

Encl: (1) Student Educational Employment Program DD Form 1556 Process

1. Reference (a) established the Student Educational Employment Program (SEEP). The SEEP replaced the Student Cooperative Education Program and other types of student appointments. The SEEP consists of two components and two appointing authorities: the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP). The SEEP is open to students pursuing any of the following educational programs: high school diploma through graduate or professional degree and vocational/technical certificate.
2. The Student Temporary Employment Program (STEP). Maximum flexibility is provided to both the student and the agency by this program. Temporary students may be assigned work unrelated to their academic program. For example, a business student may work as a field technician operating cameras or test equipment. The STEP employees are not eligible for conversion to Career-Conditional appointments.
3. The Student Career Experience Program (SCEP). This program provides experience that is directly related to the student's academic program. Participants are eligible for noncompetitive conversion to Career or Career-Conditional appointments upon completion of their program. At the initial appointment, students must sign an agreement to remain employed with the Naval Air Warfare Center Weapons Division (NAWCWD) for a minimum of one year following graduation.
4. Recruitment and Selection. Sources of recruitment for students are contacts with university and college placement offices, NAWCWD recruitment staff, job fairs, and direct application to the Human Resources Service Center, Southwest, Attn: Code 522 (SCEP), 525 B Street, Suite 600, San Diego, CA 92101-4418. These sources will be used to identify and refer interested students to approved vacancies. Students are selected based on the strength of their academic accomplishments, career goals, experience, and the current staffing needs of NAWCWD. In accordance with reference (b), a student may work in the same agency with a relative when there is no direct reporting relationship and the relative is not in a position to influence or control the student's appointment, employment, promotion, or advancement within the agency.

5. Eligibility and Benefits

a. Participation in this program must be in conformance with applicable federal, state, or local laws and standards governing the employment of minors.

b. Noncitizens who are permanent residents and otherwise authorized to be employed in the United States may be appointed to either of the two student programs. Career experience students must be United States citizens at the time they are noncompetitively converted to Career-Conditional appointments.

c. Students must meet security and/or fitness requirements.

d. Students must be enrolled or accepted at an accredited college, university, or educational institution. The SCEP requires that students be enrolled or accepted in a program and pursuing a degree or certificate in a career field utilized by NAWCWD.

e. SCEP candidates must be in good academic standing, which is defined as entering the program with and maintaining an overall grade point average of 2.8 on a 4.0 scale.

f. A STEP student may be extended in one-year increments as long as the individual meets the definition of a student as set forth in reference (a). A student may transition to a SCEP appointment if there is an approved vacancy and the student meets program requirements.

g. Students are eligible for annual and sick leave. Health and life insurance coverage is subject to reference (c).

6. Tuition and Textbook Support

a. Tuition and textbook support is paid for SCEP employees but not for STEP employees.

b. Payment for tuition should not normally exceed "reasonable" fees based on the University of California school system. For example, if a student chooses to attend an out-of-state school and pay out-of-state tuition, NAWCWD will pay up to the amount that would be expected if the student attended a University of California school. Exceptions to this could be based on the need for a unique degree that can be obtained only at a particular school.

c. Textbook and tuition costs for SCEP employees are paid in accordance with provisions detailed in reference (a). Competencies are to follow the procedures described in enclosure (1) for processing tuition and textbook costs.

7. Classification and Paysetting. Job classification and paysetting will be determined according to applicable standards and guidelines. The manager, in conjunction with the Personnel Management Advisor (PMA) and the Program Coordinator, will classify positions. Setting salary for new appointments (in the Demonstration Project only) when pay is set above increment one of the career path requires special approval. Salary set above increment one of the career path requires a written request from the hiring official. The written request is forwarded to the Program Coordinator for review. After review, the Program Coordinator will forward the request to the Head, Employment Team (Code 731000D), for approval or disapproval.

The requirements for setting pay for the initial appointment are based upon education and work experience: GS-2, completion of high school diploma or equivalent; GS-3, completion of one academic year of post-high school study; and GS-4, completion of two academic years of post-high school study or associate's degree.

8. Promotions. In accordance with reference (d), student trainees in the General Schedule (GS) system may be eligible for promotion to the next higher grade or level dependent upon completion of satisfactory work and academic performance and number of units completed. Requirements for promotion to the GS-3 level include completion of one full semester or the equivalent of post-high school study and one period of student trainee work experience. A period of student trainee work experience is the equivalent of two months (320 hours) of full-time work experience. Promotion to GS-4 requires completion of one academic year of study and two periods of student trainee work experience or completion of 1-1/2 academic years of study and one period of student trainee work experience. The supervisor, in conjunction with the PMA and the Program Coordinator, will determine promotion eligibility.

9. Academic Bonuses. Bonuses are available to students in the Demonstration Project pay plans (DA, DG, DS, DT, or DP) at the end of each performance year. Academic bonuses are not guaranteed. Eligibility for academic bonuses is dependent upon grade point average (GPA) earned during the performance year. The Program Coordinator, in conjunction with the PMA and the student's supervisor, will determine the award of academic bonuses. Students in the Wage Grade and General Schedule pay plans are not eligible for academic bonuses.

10. Hours of Work

a. Work schedules may be full- or part-time, as long as the schedule does not interfere with academic studies. Students must have a minimum of 640 hours of career related work experience prior to noncompetitive conversion to a Career-Conditional appointment.

b. Students who alternate periods of study and employment must carry a full-time academic course load (12 semester or 15 quarter hours). When school is not in session, students may work full-time.

c. Part-time students must work a minimum of 16 hours per week with at least a half-time academic course load (as defined by the school).

d. Students will not be carried in a duty status while attending classes. All absences related to class attendance must be recorded as annual leave or leave without pay (LWOP).

11. Retention. To remain in good standing in the SEEP, participants must:

a. Maintain a minimum 2.8 GPA.

b. Plan to complete their education in a reasonable amount of time, which would normally be defined as the following maximum limits: associate's degree, 3 years; bachelor's degree, 6 years; master's degree, 3 years; and doctorate, 3 years. Participants who are unable to complete

their education within the stated timeframes must receive authorization from the Program Coordinator.

c. Meet enrollment criteria. Students must at all times be either working at NAWCWD during school breaks, enrolled in classes, or both. A full-time academic course load is 12 semester or 15 quarter hours, whereas half-time is defined by the school in which the student is enrolled. A student who needs to complete less than the equivalent of half an academic course load in the class enrollment period immediately prior to graduating is still considered a student for purposes of this program.

d. Provide a copy of transcripts showing units completed and grades to the Program Coordinator's office within 15 calendar days after the end of each semester or quarter unless this is done automatically by the registrar's office (e.g., Cerro Coso Community College).

e. Meet minimum performance, academic, or conduct standards required. Failure to meet requirements and standards described above will result in termination.

12. Supervisory Responsibilities. Supervisors must establish an Individual Development Plan for each SEEP employee. The Program Coordinator, Code 734000D/E, will retain one copy in the student's folder. Performance standards must be written and communicated to the student. Student employment is considered a "trial period" during which the supervisor evaluates the student for academic and work performance success.

13. Student Responsibilities. Students are to receive program approvals and counseling from their schools on curriculum, standing, and overall academic progress. Students are to immediately inform their supervisor and the Program Coordinator if they change majors or cannot attend school due to personal or other reasons. Students must ensure that they have the proper credits, grades, and courses to meet graduation requirements in a timely fashion. If a student resigns from the program, he/she will be required to reimburse all costs expended for textbooks and tuition fees. Students must meet all academic, performance, and conduct standards set forth by the school and NAWCWD.

14. Program Coordinator Responsibilities. The EEO and Training Division (Code 734000D/E) is responsible for program administration. The Program Coordinator will ensure that: instructions and guidelines are current and widely publicized; management is informed of all regulatory changes as well as the progress of individual students; students' academic and work performance progress is in compliance with applicable guidelines; and liaison between the college, university, or vocational school is maintained.

15. Conversion and Paysetting Criteria for Scientists and Engineers

a. Graduating science and engineering students are required to provide 60 days' advance notification of projected date of graduation to the Program Coordinator's office. If the student will not meet graduation requirements by the projected date, the student must notify both his/her supervisor and the Program Coordinator within 15 calendar days of the date notification, verbal or written, was received. All students must have completed a minimum of 640 hours of career-related work experience prior to noncompetitive conversion to Career-Conditional appointments.

b. Administrative processing to convert a science or engineering student to the Engineering and Science Development Program (ESDP) will take up to four weeks following graduation.

The following data is used to determine salary placement in the ESDP:

(1) Verification of eligibility to graduate or verification of completion of all academic requirements for graduation.

(2) Official transcripts of grades sufficient to calculate overall GPA, GPA in major, and the last two years' GPA.

(3) Resume that reflects relevant, related experience.

c. Paysetting Criteria for Conversion to Career or Career-Conditional Appointments

(1) Student Trainee, DP-01 Target (GS-05-08 Target). Satisfactory completion of all requirements for a bachelor's degree in an appropriate field, including a record of satisfactory employment during previous assignment as a student trainee.

16. Conversion and Paysetting Criteria for Trades, Clerical, Administrative, Technical and Specialist Occupations

a. Graduating students are required to provide 30 days' advance notification of their graduation date to the Program Coordinator's office. If the student will not meet graduation requirements by the projected date, the student must notify both his/her supervisor and the Program Coordinator's office within 15 calendar days. All students must have worked a minimum of 640 hours of career related work experience prior to noncompetitive conversion to Career-Conditional appointments.

b. Administrative processing to convert graduates will take up to 3 weeks following graduation. The following data should be submitted to the Program Coordinator's office:

(1) Verification of eligibility to graduate or verification of completion of all academic requirements for graduation.

(2) Final grades and transcripts (the last semester or quarter may be sufficient if past records have already been submitted and are part of the student's file).

(3) Resume that reflects relevant related experience.

c. Paysetting Criteria Upon Conversion to Career or Career Conditional Appointments

(1) Student Trainee, DG-01 Target or GS-04 Target. Satisfactory completion of all requirements for an associate's degree in an appropriate field, including a record of satisfactory employment during previous assignment as a student trainee, GS-03 or equivalent.

(2) Student Trainee, DA-01 and DS-01 Target or GS-05 Target. Satisfactory completion of four full academic years of study which leads to a bachelor's degree in an appropriate field, including a record of satisfactory employment during previous assignment as a student trainee, GS-04 or equivalent.

(3) Student Trainee, DT-01 Target or GS-05. Satisfactory completion of two full academic years of study (90 quarter hours or 60 semester hours) in an appropriate field that leads to an associate's degree, including a record of satisfactory employment during previous assignment as a student trainee, GS-03 or equivalent.

17. Breaks in Program. Students accepted into the SEEP will at all times be working at the agency during school breaks, enrolled in classes, or both. Students are to be placed on LWOP during the time they are not working or attending class. All absences related to class attendance must be recorded as annual leave or LWOP.

18 Questions can be directed to SEEP Coordinator, (Code 734000E) at (805) 989-3995.

DON SHIBLEY

Distribution:
L3
SEEP Employees

Copy to:
731000D/E (PMA Teams)

**STUDENT EDUCATIONAL
EMPLOYMENT PROGRAM**
Process of DD Form 1556
Effective June 1999

SEEP Coordinator
Code 734000E, (805) 989-3995 DSN 351

1. **Policy.** Financial support for tuition and books is authorized for students participating in the Student Career Experience Program through the DD Form 1556 process.

2. **DD-1556 Process Procedures:** A DD Form 1556 is the document utilized to request training and obligate funds. All DD Form 1556's must be processed by the Human Resources Service Center – South West Region (HRSC-SWR) San Diego, CA prior to enrollment with the educational institution. *Students are responsible for enrolling themselves into the course after final approval from (HRSC-SWR).*
 - a. DD Form 1556 must be generated **20** days prior to start date. The following signatures are required:
 - Block #32, Competency Level I or II; and
 - Block #29, Competency Business Financial Representative or Administrative Officer.

 - b. After signatures have been obtained, fax or mail to the SEEP Coordinator, Fax: 989-4388, Code 734000E. The Coordinator will sign in block #34 and fax to HRSC-SWR.

 - c. HRSC-SWR will fax the approved copy back to the designated point of contact listed in block #18.

 - d. Designated point of contact will forward the approved copy to the bankcard holder and the SEEP Coordinator. The authorized bankcard holder is responsible for payment to the educational institution and the student bookstore.

Exception: The following educational institutions DO NOT accept a Government Credit Card:

- *University of Riverside*
- *California Polytechnic State University of San Luis Obispo*
- *University of Notre Dame*

For these educational institutions, the SEEP Coordinator will fax a copy of the approved DD Form 1556 with instructions to bill the Government to authorize payment for tuition fees.

3. **Cancellations Changes**: It is the student's responsibility to notify the SEEP Coordinator of any cancellations or changes to an approved DD Form 1556.
4. **Tuition/Material Changes**: Changes must be documented on Correction of Accounting Data/Encumbrance (NAWCWPNS Form 7300). A copy should be attached with the approved DD Form 1556 and forwarded to your bankcard holder and the SEEP Coordinator.
5. **Completion of Training**: Upon successful completion, a transcript **must** be sent to the SEEP Coordinator for training credit.
6. **Forms** : Forms are available on the HRD website.
<http://pmtrain.mugu.navy.mil/classes/Forms.htm>