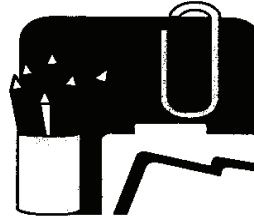


STUDENT CAREER EXPERIENCE PROGRAM



FACT SHEET

What is a SCEP Program: A Student Career Experience Program (SCEP) is an educational process that integrates college level academic study with full time work experience in cooperating employer agencies. This arrangement allows the student, through the interaction of both study and work experiences, the enhancement of academic knowledge, personal development, financial assistance, and professional preparation.

Conditions of Employment: In order to remain eligible for the program, each student must:

- a. Be enrolled as a degree-seeking student and be taking at least a half-time course load in an accredited school. (half-time must meet the academic institution definition of "half-time").
- b. Be enrolled in the school's cooperative education program and be referred by the school.
- c. Have and maintain at least a 2.5 cumulative grade point average for undergraduate degree and 3.0 for graduate/PhD degree levels.
- d. In accordance with 5 CFR part 310, 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 a student's appointment, employment, promotion or advancement within the agency.
- e. Appointment will be terminated for reasons such as a student dropping out of school, a change in major or any other valid reason.
- f. Students can be employed part-time or full-time. If working part-time, minimum number of hours is 16-32 hrs per week (part-time), maximum is, of course, 40 hrs (full-time) per week.

Employment Benefits: Students appointed under this program:

- a. Earn annual and sick leave (4 hours of annual for the first 3 years/4 hours of sick leave) each pay period.
- b. With no prior service or with less than 5 years of prior civilian service are generally covered by the Federal Employees Retirement System (FERS).
- c. Are eligible for both regular and optional life insurance coverage. Regular life insurance coverage is automatic unless waived. Additional life insurance is optional. If part-time, insurance premiums are at a higher cost (for more information, contact Air Force Personnel Center (AFPC) at 1-800-616-3775).
- d. Are eligible to participate in a health benefits program. If part-time, insurance premiums are at a higher cost (for more information, contact Air Force Personnel Center (AFPC) at 1-800-616-3775).
- e. May be appointed non-competitively to a career or career-conditional appointment as described in the section titled Appointment.

Appointment: Students may be appointed at any time during the year and their work schedule may be full time or part time as long as the student's work schedule does not interfere with his or her academic studies. Selectees are placed in an excepted service appointment in accordance with their educational program. Appointments are without specific time limitations; however, students may be recommended for noncompetitive conversion to career positions within 120 calendar days after completion of degree and work requirements. **There is not a guarantee of a permanent job offer, nor are students committed to accept permanent employment after graduation.**

**Requirements For Initial Appointments
Grade Level of Education**

Undergraduate

- GS-03: Completion of 1 Academic Year (30 semester hours or 45 quarter hours)
- GS-04: Completion of 2 Academic Years (60 semester hours or 90 quarter hours)
- GS-05: Completion of 4 Academic Years (120 semester hours or 180 quarter hours)

Graduate

- GS-07: Completion of 1 Academic Year of Graduate Work or Bachelor's Degree with Superior Academic Achievement (overall GPA 3.0)
- GS-09: Completion of 2 Academic Years of Graduate Work or Master's Degree

Conversion into the Federal Workforce: Students may be non-competitively converted to a career entry position into the Federal workforce when they have:

- a. Completed within the preceding 120-calendar days, at an accredited school, course requirements conferring a degree.
- b. Completed at least 640 hours of career-related work, before completion of or concurrently with, the course requirements.
- c. Been recommended by the employing agency in which the career-related work was performed
- d. Met the qualification standards for the targeted position to which the student is appointed.

There is not a guarantee of a permanent job offer, nor are students committed to accept permanent employment after graduation.

Citizenship: All students must U.S Citizenship.

Breaks in Program: It is expected that students accepted into the program will at all times either be working, enrolled in classes or both. However, agencies may use their discretion in either approving or denying a break in program. A break in program is defined as a period of time when a program participant is neither attending classes nor working.

Student Responsibilities:

a. Students must provide copies of grade reports after each grading period for verification of academic standing and determination of promotion eligibility. Grade reports should be sent to:

88 MSS/DPCXA
ATTN: BRENDA A. MYERS
2000 ALLBROOK DRIVE
WPAFB OH 45433-5312

b. Students must immediately notify DPCXA of any changes in their major or changes in their grade point average.

c. Students must satisfy the attendance, conduct and work performance standards for the employing organization.

d. When returning to duty or going on leave without pay (LWOP), students must check in/out through DPCXA. You must provide 2 week advance notice to the supervisor & HR Rep for the organization of your return to school & anticipated return to work.

e. Students are not eligible for unemployment benefits while on LWOP.

POC: Brenda A. Myers, Student Career Experience Program Coordinator (brenda.myers@wpafb.af.mil)
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OH 45433-5312, TEL: (937) 257-8305; FAX: 257-5443
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