

STUDENT CAREER EXPERIENCE PROGRAM (SCEP) HANDBOOK

Corps of Engineers
Portland District
October 2003



Table of Contents

Purpose	1
Program Highlights	1
Step by Step Procedures	2
Supervisor Responsibilities	3
a. Prior to Student hire	
b. After Student hire	
c. Conversion to Career-Conditional Appt	
Student Requirements	5
Tuition Assistance	8
Continued Service Agreement Information	9
Student Termination	10
Program Completion, Non-Competitive Conversion	11
Appendix A. Elements Required to Develop a Training Plan	A-1
Sample Training Plan	A-2
Appendix B. Sample Continued Service Agreement	B-1
Appendix C. Sample Supervisor's Quarterly Evaluation	C-1
Sample Student Quarterly Evaluation	C-2
Appendix D. SCEP Student Employment Questionnaire	D-1

Purpose

The purpose of the Student Career Experience Program (SCEP) is to recruit high caliber students to fill permanent positions with the Corps of Engineers upon completion of degree requirements/graduation. The SCEP provides career related on-the-job training to students that will directly support and enhance their formal course of study and chosen career.

Program Highlights

- Student must be accepted into a high school, technical or vocational school, college, or university and be actively pursuing a degree. If enrolled for coursework, the student must be taking at least a half-time academic course load (defined by school in which the student is enrolled).
- Degree specialization must be in or directly related to the targeted position.
- Student must be enrolled in the school SCEP if one is available.
- Student must maintain a 2.0 minimum overall G.P.A.
- Student will be assigned duties that compliment their academic coursework.
- Student may work flexible hours depending on academic requirements and agency need.
- Student must sign a formal training plan written by the employing office as a condition of the SCEP.
- After entering the SCEP, the student must work a minimum of 640 duty hours before completing degree requirements/graduation.
- At the discretion of the employing office, tuition assistance and/or class-related fees may be paid for mission-related classes.
- Student must sign a Continued Service Agreement providing for repayment of tuition assistance in the event of program non-completion.

- Upon completing degree requirements/graduation, it is anticipated that the student will be converted to a Career-Conditional appointment. However, this is not an entitlement or guarantee, and will be subject to FTE and funding availability.
- Students who decline an offer of permanent employment at conversion must repay any tuition paid by the activity.
- After conversion the student may be enrolled in an advanced training program (i.e., EIT, Power Plant Trainee). These programs may have additional requirements for both recruitment/selection into SCEP and conversion. The supervisor should notify the proponent of the advanced training program before recruitment and conversion.
- Primary regulatory guidance is in Executive Order 12015, 5 CFR 213.3202, qualification standards, and other related OPM and agency publications.

Step by Step Procedures

- It is highly recommended that the supervisor meet with the CPAC Specialist when considering establishing a SCEP position, and prior to discussions with a candidate. CPAC is available to assist with all requirements.
- Supervisor: Determines need for SCEP position and identifies full performance position description (PD). PDs must also be established for each grade level thru conversion and full performance. If PDs need to be established, allow a minimum of 30 days extra.
- CPAC: Receives application packages (resume & transcript) submitted by applicant(s). CPAC will determine initial suitability and eligibility of applicant, and assure degree pursued will meet qualification standards of the targeted position. Final determination will be made by the CPOC.
- Supervisor: Develops Training Plan that will cover OJT, developmental work assignments, and formal training.
- Supervisor: Prepares Training Plan and Continuing Service Agreement for appropriate signatures. Submits copy to CPAC to forward to CPOC.

- Supv/CPAC: Considers all processes needed, and targets a probable effective date.
- Supervisor: Submits RPA to CPOC. Notepad should identify entry PD, and list PDs for all grade levels, or Fasclass temp number if new PD. Indicate student(s) you would like to consider. (This assumes that CPAC already has the resume and transcripts to forward to CPOC).
- RPA/Recruitment Process: Allow minimum of 3-4 weeks for RPA and documents submitted to be processed thru channels to CPOC Staffing for processing minimum of 2 weeks before effective date. This may be longer if a physical is required or new PDs need to be established.
- CPOC verifies applicant(s) eligibility and clears PPP, veteran's preference. Notifies CPAC/Supervisor for selection.
- CPAC officially offers position to selectee, establishes tentative effective date, and sends the student an appointment letter, packet of benefits materials, and entry forms to be signed. If required, will also schedule a physical exam.
- Student reports to CPAC or Project office for in-processing on appointment effective date. Training Plan and CSA to be signed before in-processing.

Supervisor Responsibilities

A. Prior to Student Hire

- Establish a separate folder for each SCEP appointment.
- Student Trainee (specialization) **position descriptions** must be available in Fasclass or established by the supervisor for each grade under the SCEP. Parenthetical title is of the occupational field, not position, i.e. GS-899-4 Student Trainee (Engineering) not (Engineer). All series for GS students will end in "- 99"; WG series will end in "- 01".
- **Position descriptions** must be available/established in Fasclass for each potential grade after conversion if there is further promotion potential.

- All **position descriptions** for both the SCEP and the post-conversion position must be cited on the RPA/Gatekeeper/Notepad.
- If a specific student is not already identified, supervisor may also advertise locally for the position.
- A detailed **Training Plan** must be prepared for the entire SCEP experience. A generic Training Plan can be developed and then customized after the student is selected. The Training Plan will be coordinated with the CPAC to ensure that the outlined duties are appropriate to the position and grade(s), specify minimum work hours required, and contain all required information. The Training Plan must be signed before the effective date of the appointment.
- Supervisor will ensure that student signs a **Continued Service Agreement** at the beginning of the SCEP appointment, and before any tuition is advanced. The original will be forwarded to the CPAC for submission to the CPOC, with a copy to the student and one placed in the office's training file. This can be done before appointment and NLT entry effective date.
- Supervisor will ensure that the student signs the **Training Plan**. A copy to be forwarded to the CPAC, a copy for the student, and original placed in the student's training history file maintained by the supervisor/employing office Training Coordinator. It is recommended that the supervisor and student meet with the CPAC when signed, to go over the Plan and answer questions that may arise.
- If the student was a STEP performing work related to the SCEP duties, the supervisor may write a memo documenting the amount of STEP hours qualifying toward the required 640 SCEP hours. Copy furnished the CPAC and student training file.

B. After Student Hire

- Supervisor provides orientation to student.
- Supervisor will ensure that a **DD 1556 Training Request** is completed and submitted to the institution in advance of each term of academic study. A copy of each 1556 will be kept in the student's training history file.
- Supervisor will monitor student's academic progress, ensuring satisfactory course completion, and each term's **formal grade**

slip from the institution has been received and placed in the student's training history file after each term of study.

- Supervisor is HIGHLY ENCOURAGED to prepare **quarterly evaluations** on student progress, in addition to the annual TAPES requirement. While this is no longer a requirement it can be a highly useful assessment tool. The original will be placed in the student's training file, and a copy presented to the student.
- Supervisor will prepare annual appraisal for the student, to be submitted under TAPES guidelines.
- Notify CPAC for guidance and assistance if problems arise, or significant deviation from Training Plan.

C. Preparatory to Converting Student to Career-Conditional Appointment.

- Supervisor has 120-days after the student completes degree requirements/graduates to convert the student to a Career-Conditional appointment. If the student is not offered a degree-related position, the student has no service obligation to repay any tuition paid by the Corps. If the student has accepted tuition assistance and declines a Career-Conditional appointment, the student will be billed to recover the tuition, plus interest and administrative fees.
- Ensure that a **formal transcript** showing that a degree has been conferred is furnished the CPAC to be forwarded to the CPOC.
- Prepare an RPA to convert the student to career-conditional status. Comments on the RPA/Gatekeeper must carry a **notation as follows:** "I, (**supervisor's** name), certify that this employee has satisfied all terms of the SCEP, including minimum work hours, degree completion, and training plan requirements, and is eligible for conversion to a Career-Conditional appointment."

Student Requirements

- A student must be a U.S. Citizen prior to conversion to Career-Conditional Appointment. However, enrollment is allowed in the program with the expectation of having U.S. Citizenship prior to completing the SCEP and conversion.

- SCEP students are eligible for Federal employee benefits to include: leave, retirement, TSP, health and life. They are eligible for performance awards. Provided they meet qualification standards, they are eligible for promotion without time-in-grade restrictions prior to conversion to permanent status.
- Student must be **accepted** into an accredited educational facility and actively working toward a degree.
- Student must be enrolled in the educational facility **SCEP**, if one exists.
- Students must provide an initial **official transcript** to CPAC (internet downloads not acceptable).
- At the beginning of their SCEP, students must sign a **Continued Service Agreement (CSA)** to cover their entire program period. The original CSA will be provided to the CPAC. When a student accepts tuition assistance, it creates a **continued service obligation**, that is, a requirement to work for the Corps in a permanent position for a certain period of time. The period of service obligation does not begin until after the student has been converted to a permanent position.
- Students must ensure that a **DD 1556** is prepared at least two weeks in advance of each term of study if tuition assistance is provided.
- Students must maintain a minimum **GPA of 2.0**. Courses must be taken for a letter grade unless they are only offered pass/fail. Students may not audit courses as part of their SCEP.
- Students who accept tuition assistance must pass the course with a **minimum satisfactory grade** of C. Grades of less than C which were paid for in whole or part by the Government require that the course be repeated at the student's expense and passed with a "C" or better, or that the tuition be repaid to the government at the time the unsatisfactory grade is earned.
- Students must provide supervisor with a copy of the official school **grade slip** after each period of study (internet downloads not acceptable).
- Students must adhere to the established training agreement. The work schedule may vary from term to term. Student

schedules may be based on alternating full time work and full time formal studies, or both may be done simultaneously (concurrent). There is no **minimum/maximum work hour** requirement for any given term. The sole criteria is that work hours not be scheduled which will impair or hinder the student's formal study schedule.

- After entering the SCEP, students must complete a **minimum of 640 work hours PRIOR TO COMPLETION OF DEGREE REQUIREMENTS/GRADUATION**. This is a minimum and may be increased if it does not interfere with the student's study schedule. It is the student's responsibility to ensure that the minimum work requirement is met. Failure to meet this requirement will make the student ineligible for non-competitive conversion, and the student will be considered to have broken the SCEP agreement (tuition will be recovered).
- Students must keep **supervisors informed** of any change in status, i.e., dropped/changed classes.
- Significant modifications or extensions to the training plan and schedule must be discussed and approved **in advance** by the supervisor and documented in writing.
- If supervisor requires **quarterly evaluations**, complete student portion in a timely manner.
- Upon confirmation of degree, student must provide a copy of the **final transcript** showing the degree has been conferred. In the alternative, the student may provide a copy of the diploma together with the final official grade slip, or letter from the institution confirming the degree, with transcript furnished later when received.
- It is expected that the student will **complete the SCEP** as agreed to in the training plan. If the student leaves DOD employment prior to completion of the Program, the student will be billed to recover the tuition, plus interest and administrative fees. Similarly, if the student completes the Program, but declines a permanent position, the student will be billed to recover the tuition, plus interest and administrative fees. If the Corps is not able to offer the student a degree-related position at the end of the post-graduation 120-day period, the student has no obligation to repay the tuition. If the student transfers their SCEP to another Corps/DOD agency, or transfers to another DOD agency

after accepting a permanent position, their SCEP continued service obligation travels with them.

Tuition Assistance

- Tuition reimbursement may be offered to baccalaureate students for **mission-related** tuition and class-related fees. Graduate students may receive tuition assistance amounting to the baccalaureate portion of their tuition requirements.
- Tuition assistance covers tuition and class-related fees, but not personal fees or books. It may cover lab fees.
- Tuition is offered entirely at management's discretion; it is not a program entitlement.
- Each tuition assistance request must be approved in advance. A DD 1556 is required.
- Tuition assistance requires a **minimum grade** of "C." If the student does not earn the minimum satisfactory grade, they must retake the class at their own expense and pass it with a "C" or better, or immediately repay the amount of tuition advanced for the class.
- Accepting tuition assistance creates a continued service obligation for the student.
- Signing the Continuing Service Agreement does not obligate the student unless/until tuition assistance is paid.

Continued Service Agreement Info

When a student accepts tuition assistance, it creates a **continued service obligation**, that is, a requirement to work for the agency in a permanent position for a certain period of time, depending on how much tuition was provided. The period of service obligation does not begin until **after** the student has been converted to a permanent position.

- A Continued Service Agreement (CSA) will be **signed** by the student upon entering the program, whether or not receiving **tuition assistance**.
- The CSA will cover any period of SCEP for which the student accepted tuition assistance.
- The CSA will become effective upon the student's completion of the SCEP and conversion to a career condition position.
- If tuition assistance is not provided, the CSA is deemed void.
- Should the student **fail** to complete the program (including the 120-day post-graduation period) for any reason other than involuntary separation, all tuition money accepted by the student, as well as interest and administrative fees, must be **repaid** and the agency will recover this debt in any legal way, including withholding wages.
- If the student **transfers** their SCEP to another Corps/DOD agency, or transfers to another DOD agency after accepting a permanent position, their SCEP continued service obligation transfers with them.

Student Termination

- Students who **fail** to meet academic, job performance, or conduct standards in a Federal agency should be advised of the areas needing improvement.
- If the student's **performance or conduct** fails to improve they must be removed from the program. Students must be informed in writing of the reason(s) for the removal with a copy of the notification provided to school administrators. Student trainees who are **removed** for any of these reasons may not be reassigned to other positions.
- Students who **discontinue** their education or are disqualified from continuing in the SCEP **before completing** the education and work experience requirements will be **terminated** from the Schedule B appointment immediately. These students may not be reassigned noncompetitively to other positions, and any tuition assistance will be recovered.
- Students who **change** their major and are no longer pursuing a degree directly related to the SCEP targeted position will be terminated from the program. This should immediately be discussed with the supervisor. (In some cases, if the change is in the same field but different specialization, the Training Plan may be modified if there is a need/placement.)
- By accepting appointment into the SCEP, the student agrees to **comply** with all requirements. These are referenced/ discussed in the SCEP Handbook and Training Plan. Failure to meet SCEP eligibility and program requirements, Training Plan, education requirements, completion timeframe, enrollment as an active student, or other related agreements as specified in writing will be considered as grounds for removal and termination of appointment from the SCEP and the Corps of Engineers.

Program Completion Non-Competitive Conversion

All program requirements, including minimum work hours, must be completed prior to completion of course requirements for conferring of degree/graduation.

- The agency has 120 days after the student meets degree requirements/graduation to make the student an offer. The student has 120 days after graduation to find a permanent position.
- If the student voluntarily leaves the agency during the 120-day post-completion/graduation period, the student is considered to have broken the SCEP agreement and is liable to return all tuition paid, together with interest and administrative fees.
- Should the agency be prepared to offer the student a permanent position, the supervisor will certify that the student had completed the minimum work requirements prior to meeting degree requirements/graduation.
- The student submits a final official transcript showing GPA and that a degree has been conferred. Or, if a delay, a letter from the institution on letterhead stating date of completion of degree requirements and degree to be conferred, (with transcripts furnished later when received). These items are furnished the CPAC and forwarded to the CPOC.
- Grade at conversion is dependent upon GPA and work experience. It is expected that two-grade interval, professional positions will be converted at the GS-7 level. One grade interval positions will be converted at GS-5 level, or appropriate pay schedule grade level identified.
- If the student is promoted prior to conversion, Time-In-Grade provisions do not apply. If conversion and promotion is simultaneous, Time-In-Grade provisions do apply. If the supervisor wants the conversion grade at GS-7, but the student had not held the GS-5 level for one year, the student should be promoted (to Student Trainee GS-xx99-7) before conversion to the permanent targeted GS-7 position.
- The supervisor generates an RPA to convert the student a minimum of 3 weeks before the proposed effective date. The RPA

and documentation of completion/degree/transcript must be received at the CPOC Staffing unit at least 2 weeks before the proposed effective date. The remarks block on the RPA Gatekeeper must carry a **notation as follows**: "I, (**supervisor's** name), certify that this employee has satisfied all terms of the SCEP, including minimum work hours, degree completion, and training plan requirements, and is eligible for conversion to a Career-Conditional appointment."

- Conversion, although expected, is not an entitlement or guarantee. Situations with workload, FTE, funding, etc. may change during the timeframe of initial appointment to graduation. If feasible, efforts may be made to place the graduate in another position if the targeted position is no longer available.
- The employee will serve a one-year probationary period after conversion into the permanent career-conditional position.

Student Career Experience Program (SCEP)

APPENDIX A-1

MAJOR ELEMENTS REQUIRED TO DEVELOP A SCEP TRAINING PLAN

Name:

Title/Series/Grade: Student Trainee ()

Target Position at Conversion:

Organization: Minimum Work Hours: 640 hrs

Program of Study: Current Year:

Educational Institution: Projected Degree:

Enter on Duty Date: Est Completion/Graduation Date:

Goals and Objectives:

Orientation:

Training Schedule:

By term/semester and/or school year if less than 1 year

Evaluation:

Compliance statement:

Conversion:

Student signature & date

Supervisor signature & date

Continued Service Agreement

Student signature & date

CF: Student, Supervisor, CPAC

Student Career Experience Program (SCEP)

APPENDIX A-2

STUDENT CAREER EXPERIENCE PROGRAM TRAINING PLAN

Name:

Title Series/Grade: Student Trainee ()

Target Position:

Organization: Minimum Work Hours: 640 hours

Program of Study: Current year:

Educ Inst: Projected Degree:

Enter on Duty Date: Estimated Completion Date:

GOALS AND OBJECTIVES:

The goals of this Student Career Experience Program (SCEP) appointment is to develop (student) for a permanent position in the (organization). The knowledge and skills, coupled with achievements both in school and on the job, will enable the student to become a highly effective team member of _____ Portland District, Corps Of Engineers. While attending classes and learning solutions to problems, the student will be putting into practice the skills learned in a work setting where efforts will be critiqued and a better product achieved. Primary purpose of duties is to provide (_major duty_). Secondary purpose is to train the student in all _____ functions of the office, including_____and an understanding of professional/technical functions and responsibilities, and the interrelationship between _____ work and specialist work. To prepare the student for this position, the Training Plan will include both course work specializing in_____ and related fields of_____, as well as other on-the-job assignments with specialists and technicians in direct application of work methods. The on-the-job work relating to the _____field will facilitate the practical application of the principles acquired in the classroom. The specialized class work, on-the-job training, and interaction with office staff, District managers and_____ will enable the student to become a fully effective member of the __office__ at the end of the training period.(Student) will enter the program as a (sophomore) at the GS-xx99-3 level with expectations of intermediate non-competitive promotion to GS-xx99-5. Upon obtaining the degree and successful completion of the Training Plan,____should be eligible for non-competitive conversion to the permanent position

Student Career Experience Program (SCEP)

of __title__, GS-xxx-7, depending on funding and FTE availability.

ORIENTATION AND SUPERVISION:

(_____is currently employed by Portland District under the STEP program, and has been assigned to the _____office since __date__, where duties of _____have been performed.) The Branch Chief will discuss the entire Training Plan, and explain the duties and expectations of the position, and the rights and responsibilities of the student under this program. The student will provide the Chief a copy of transcripts/grades after each term, discuss and obtain approval for modifications to the plan, and request advance approval of training tuition. Depending upon regulatory requirements, intermediate promotions may be allowed.

The Chief, _____ Branch shall provide indirect supervision during the student's total experience. Daily supervision will be provided by _____ and staff. Supervisory/Student Evaluations will be completed by _____ with review provided by the Branch Chief. TAPES will be developed by _____. Orientation will be provided at the beginning of each major project. The project lead will discuss the SCEP and Training Plan, and what is expected of the student and the Corps prior to the start of each experience.

SUMMARY OF SCHOOL AND WORK SCHEDULE:

SUMMER (June 2003-Sept 2003) Full Time work Environmental Br
FALL (Oct 2003- Dec 2003) School & work Planning Br
WINTER/SPRING(Jan 2004-May 2004) School & work Design Br

SUMMER (June 2004-Sept 2004) Full Time work Construction Br
FALL (Oct 2004- Dec 2004) School & work Operations
WINTER/SPRING(Jan 2005-May 2005) School & Project Management

SUMMER (June 2005-Sept 2005) Full Time work Hydro,Hydra & Geotech
FALL (Oct 2005- Dec 2005) School and Navigation
WINTER/SPRING(Jan 2006-May 2006) School & Special Projects, GRADUATION

Sophomore year GS-XX99-03:

SUMMER: June-Sept 2003: Full Time Work Environmental Br
Major focus:

FALL: Oct-Dec 2003: School & work Planning Br
Major focus:

Student Career Experience Program (SCEP)

WINTER/SPRING: Jan-May 2004: School & work Design Br
Major focus:

Training sessions to attend (if not already taken)

- ◆ PMBP, CorpPath, POSH
- ◆ _____ Procedures
- ◆ Communications
- ◆ Basic _____ Assistance skills
- ◆ Basic computer skills

The student will gain experience in the following, as available:

- ◆ Participate in the _____ Program including enforcing, to the extent allowed, _____ Regulations and typical day-to-day_____.
- ◆ Develop and present _____ programs and learn _____ operation.
- ◆ Protection of government property including archeological sites and rare, threatened and/or endangered species.
- ◆ Serve as a Quality Assurance _____ on a contract.
- ◆ Participate in the_____ program observation, including completing an inspection, and participating in _____.
- ◆ Work with _____ to become familiar with typical procedures. Spend a week actively job shadowing this individual.

Junior Year GS-XX99-04:

SUMMER June-Sept 2004: Full Time Work Construction Br
Major Focus:

FALL Oct-Dec 2004: School & work Operations
Major Focus:

WINTER/SPRING Jan-May 2005: School & Program Management
Major Focus:

Training sessions to attend (if not already taken):

- ◆ PROSPECT _____
- ◆ Overview of _____ Management
- ◆ Become familiar with the _____ Program
- ◆ Development of _____ procedures
- ◆ CEFMS basic introduction

Student Career Experience Program (SCEP)

The student will gain experience in the following, as available:

- ◆ Participate in _____ surveys
- ◆ _____ administration
- ◆ Perform _____ design
- ◆ Learn the _____ program
- ◆ Experience _____ operation to include interaction with_____.
- ◆ Learn _____ management.

Senior Year GS-XX99-04/05:

SUMMER June-Sept 2005: Full Time Work Hydro,Hydraulics & Geotech
Major Focus:

FALL Oct-Dec 2005: School & Navigation
Major Focus:

WINTER/SPRING Jan-May 2006 School & Special Projects
Major Focus:

Graduation May 2006

Training sessions to attend (if not already completed)

- ◆ PROSPECT O&M Contracts
- ◆ Power generation equipment
- ◆ _____ Review Committee
- ◆ _____ Operations
- ◆ Local mandatory training

The student will gain experience in the following, as available:

- ◆ Knowledge of the _____ Program.
- ◆ _____ and _____ orientation
- ◆ Upward reporting computer based programs
- ◆ Development of Cooperative Agreement with Task Orders.
- ◆ Answering letters from Congressional inquiries.

GRADUATION: eligible for conversion from SCEP to (Title, series GS-05 or 07).

Student Career Experience Program (SCEP)

EVALUATION:

Progress will be evaluated by the _____ Supervisor with input from other staff members and offices depending on the assignments and functions performed during each work period. Formal course work and grades will be discussed at the end of each course/term when the grade slip is furnished the supervisor. The student will maintain satisfactory grade levels and work performance as specified in the SCEP regulations and Training Plan, and additionally in TAPES performance standards.

Tuition funding, modifications to the Plan, problems or other issues will be discussed with the supervisor for approval or resolution. Significant deviations or extensions must have supervisor's written approval in advance.

COMPLIANCE:

The student understands that failure to meet SCEP eligibility and program requirements, Training Plan, education requirements, completion timeframe, enrollment as an active student, or other related agreements as specified in writing and referenced/discussed in the SCEP Handbook and Training Plan, will be considered as grounds for removal and termination of appointment from the SCEP and the Corps of Engineers.

CONVERSION:

The student will furnish official transcripts and copy of the degree conferred through the supervisor to the CPAC. Assuming successful completion of the Training Plan and degree, the student will be eligible to be converted to career/career-conditional status in the permanent position of (Title, series, & grade).

Student Trainee

Date

Supervisor
Title

Date

Student Career Experience Program (SCEP)

APPENDIX B

U.S. ARMY CORPS OF ENGINEERS, PORTLAND DISTRICT
CONTINUED SERVICE AGREEMENT
STUDENT CAREER EXPERIENCE PROGRAM

Student:

Job Title, Series, Grade:

Course of Studies:

Entrance on Program:

Institution:

Estimated Program Completion:

1. I understand that taking the training shown above creates a service obligation for me. I agree to work for the Corps of Engineers or another Department of Defense (DOD) component for a length of time shown in paragraph 6 below. If I am involuntarily separated from my job without just cause, my service obligation ends.
2. I understand that I can go to work for a Government department or agency other than the Corps/DOD before my service obligation ends. I agree to give my employing activity at least 10 workdays' notice if I do transfer outside the Portland District/DOD by notifying my supervisor and the Civilian Personnel Advisory Center. For any training taken at the institution shown above, or for any training in another non-Government facility, Portland District/DOD must decide within the 10-day period if I have to repay the Government the total costs incurred as a result of my non-Government training as shown on my cumulative approved DD Forms 1556. If I do not give this notice, or if I am notified before the transfer that I must repay the costs, I will reimburse the Government the total as described above, or the certified actual costs. However, the amount of 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 two thirds of the obligated service, I will reimburse \$300 instead of the original \$900).
3. I understand that if I break this agreement, or if I leave Government service prior to completing the SCEP requirements, I will be required to repay all tuition expended on my behalf. I understand that the Government will withhold money I owe it from the money it owes me. The Government can also recover money I owe it in other legal ways.
4. I understand that this agreement does not in any way commit the Government to continue my employment.
5. I understand that this agreement covers the entire period of my SCEP, including the 120-day post-graduate period.
6. The period of continued service shall begin on the first workday after completion of the SCEP (including the 120 day post-graduate period) or conversion to a permanent position. It shall be calculated based on the following formula: there shall be 3 hours of obligation for every classroom hour of training for which full tuition was provided, or portion thereof. For example, if full tuition were provided for 3 courses (with a total of 30 classroom hours each), this would equal 90 hours of study, and there would be 270 hours of obligated service; if 50% of the tuition was provided, there would be 135 hours of obligated service.

Student Signature

Date

Student Career Experience Program (SCEP)

APPENDIX C-1 Supervisor Quarterly Evaluations Part I

During a student's SCEP assignment, the supervisor will keep a cumulative record of training. Upon completion of an assignment, the supervisor will complete the narrative evaluation in Part 2 and forward a signed original of this form to the office administrative assistant for inclusion in the student's training folder.

Student Name _____ Grade _____ Major _____

Division or Branch _____

Section to Which Assigned _____

Date Assigned _____ Date Completed _____

Types of Work Performed: _____ Time Spent on Each(weeks)

Formalized training given employee during this period of time:

Type (Lecture, Seminar Guided Tour, or other)	Subject	Date	Hours
--	---------	------	-------

PART II

Give a narrative evaluation of the Student Trainee's overall performance while under your supervision. Give specific comments, including both strong and weak points, regarding his/her personality, initiative, originality, work habits, accuracy and thoroughness, dependability, writing and speaking abilities. Do you feel he/she has demonstrated any noteworthy aptitude in your function? If so, does it merit special attention and further development? Discuss any major weak points with employee, including a brief plan of future action for strengthening his/her performance or correcting deficiencies.

This employee's total performance for the entire period is:

_____ Outstanding _____ Satisfactory _____ Unsatisfactory

Do you recommend retention? _____

Supervisor Date Student Trainee Supervisor Date

Student Trainee Date

Student Career Experience Program (SCEP)

**APPENDIX C-2
Student Quarterly Evaluation
Part I**

This form is to be completed by the Student Trainee for each period of training assignments. The Student Trainee will evaluate assignments by answering the questions and making any other appropriate remarks. A signed original of the completed form will be forwarded to the office administrative assistant for inclusion in the student's training folder.

Student Name _____ Grade _____ Major _____

Beginning Date _____ Completion Date _____

Organization(s) to Which Assigned:
Work performed: _____ Time(weeks)Spent on Each

PART II

Summarize duties of each assignment:

What problems did you encounter in fulfilling the assignments?

Are there any questions you would like answered?

What benefits did you gain from your assignments?

Do you have constructive criticism of instructions, work approaches, or work assignments?

REMARKS (Include any other information which you believe would be of value.)

Student Trainee Date

Action Taken:

Student Trainee Supervisor Date

Student Career Experience Program (SCEP)

APPENDIX D

SCEP STUDENT EMPLOYMENT QUESTIONNAIRE

Date:

Name:
Address:
Home/work Phone
Email:

1. complete the following:

Name of school:
Major:
Current status/year:
GPA:
Anticipated date of Graduation:
Degree in:

2. Check the type of degree you seeking:

BA/BS Associate Vocational/Technical Other

3. Check the geographical area(s) you would be willing to work:

Downtown Portland Troutdale US Moorings(St Helens Rd)
 Project: Bonneville/The Dalles/Willamette Valley/Rogue R.

4. What type of work are you interested in:

5. **Application** should include the following information/forms.
Failure to submit the required materials may affect your rating
and/or consideration for a position.

Personal Resume or OF 612 (Fed Govt resume form)
 Proof of enrollment for full time or minimum half time
 All transcripts (if applicable)
 This SCEP Employment Questionnaire
 OF 306, Declaration of Federal Employment (may send
later)

6. **Submit** application to US Army Corps of Engineers, Portland
District, CENWP-HR SCEP, P.O.Box 2946, Portland OR 97208-2946. Or
email: cenwp-jobs@usace.army.mil Subject: SCEP Application (your
name).

OF forms: <http://www.opm.gov/forms/index.htm>

You **must** be at least 16 years of age to be eligible to apply.