



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1  
300 ARMY PENTAGON  
WASHINGTON DC 20310-0300

REPLY TO  
ATTENTION OF:

DAPE-CP-PPD

22 December 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Qualification Standard, Student Career Experience Program (SCEP)

1. This memorandum and enclosure supercedes the previous Army Student Career Experience Program (SCEP) qualification standard provided by Assistant G-1 for Civilian Personnel Policy memorandum, subject as above dated 17 July 2002. Prompted by numerous questions received relating to the use of the qualification standard, we have decided to modify the standard. Revisions to the standard clarify the requirements and include general experience that was not addressed in the original standard.
2. The enclosed standard was modified to include: general experience upon initial appointment into SCEP; define that the applicant must be enrolled as a student to be eligible for the program; clarify the use of education and experience to determine highest grade level; define "periods of work" under promotion requirements; clarify citizenship requirement; and add the definition of Undergraduate Level, Business or Technology or Graduate Experience into an academic year.
3. Activities are reminded to satisfy any statutory and contractual labor relations obligations in implementing this qualification standard.
4. The point of contact on this issue is Shelly Heath at DSN 221-4245 or [shelly.heath@us.army.mil](mailto:shelly.heath@us.army.mil).

FOR THE DEPUTY CHIEF OF STAFF, G-1:

1 Encl  
Qualification Std

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DAPE-CP-PPD

SUBJECT: Qualification Standard, Student Career Experience Program (SCEP)

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OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON)

OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. NUGENT)

## DEPARTMENT OF THE ARMY QUALIFICATION STANDARD

Group Coverage for Schedule B  
Student Career Experience Program (SCEP) Positions

This standard describes the qualification requirements for General Schedule, career-related, Schedule B SCEP positions and conversion from the Student Temporary Employment Program (STEP) to SCEP. Eligibility and selection requirements for prospective Schedule B trainees are described in 5 Code of Federal Regulations 213.3202 (b). Refer to the Office of Personnel Management Qualification Standard, as this standard is not applicable to students who are employed under the STEP.

## REQUIREMENTS FOR INITIAL APPOINTMENT (Includes Conversion from STEP to SCEP.)

To be eligible for the program, applicants must be accepted for enrollment, or enrolled, as diploma/certificate/degree seeking students. The appointment will be terminated if the employee fails to remain in school.

SCEP trainees may qualify as described below.

GRADE	LEVEL OF EDUCATION/EXPERIENCE
GS-1	Enrollment in a high school diploma program
GS-2	High school diploma, equivalent or 3 months general experience
GS-3	Completion of 1 academic year of post-high school study or 6 months general experience
GS-4	Completion of 2 academic years of post-high school study or associate's degree or 1-year general experience
GS-5	Completion of 4 academic years of post-high school study leading to a bachelor's degree or 4 academic years of pre-professional study
GS-7	Completion of 1 academic year of graduate level education, bachelor's degree with superior academic achievement or 5 academic years of pre-professional study
GS-9	Completion of 2 academic years of graduate level education or master's or equivalent graduate degree
GS-11	For research positions, completion of all requirements for a master's or equivalent degree

The required education must be related to the field in which SCEP trainees will receive on the job training or under the qualification standard for the target occupational series. Activities may use selective factors to identify special requirements, e.g., specific courses, needed to perform the work of individual positions.

## PROVISIONS FOR SCEP TRAINEES WITH OTHER RELATED EDUCATION OR EXPERIENCE

For both initial appointment to and concurrent with conversion from a student trainee program, the applicant's previous education and/or experience (both SCEP trainee and non-SCEP trainee experience) should be evaluated using the qualification standard for the target position to determine whether it is creditable. If the education or experience or the appropriate combination of the two meets the requirements in the qualification standard for the target position, then both initial appointment and conversion may be made at the highest grade level for which the applicant is qualified.

## PROMOTION REQUIREMENTS

SCEP trainees may be promoted to higher-graded trainee positions based on their Federal Government SCEP trainee work experience:

*SCEP trainee positions where the target occupation follows a one-grade interval pattern:*

To GS-2: Continued study in a high school education program and completion of 2 months (320 hours) of SCEP trainee work experience.

To GS-3: Completion of one full semester or the equivalent of post-high school study and completion of 2 months (320 hours) of SCEP trainee work experience.

To GS-4: (a) Completion of 1 academic year of post high school study and 4 months (640 hours) of SCEP trainee work experience; or (b) completion of 1 1/2 academic years of post high school study and 2 months (320 hours) of SCEP trainee work experience.

To GS-5: (a) Completion of 3 academic years of post high school study leading to a bachelor's or higher degree and 2 months (320 hours) of GS-4 SCEP trainee work experience or (b) completion of 2 1/2 academic years of post high school study leading to a bachelor's or higher degree and the equivalent of 6 months (at least 960) hours of GS-4 SCEP trainee work experience.

To GS-6: (a) Completion of 4 academic years of post high school study (or all the requirements) for a bachelor's degree and completion of 2 months (320 hours) of GS-5 SCEP trainee work experience.

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*SCEP trainee positions where the target occupation follows a two-grade interval pattern:*

To GS-7: (a) Completion of 4 academic years of post high school study (or all the requirements) for a bachelor's degree and completion of 2 months (320 hours) of GS-5 SCEP trainee work experience, or (b) completion of 4 academic years of pre-professional study and completion of 2 months (320 hours) of GS-5 SCEP trainee work experience.

To GS-9: (a) Completion of 1 academic year of graduate level education and completion of 2 months (320 hours) of GS-7 SCEP trainee work experience, or (b) completion of 5 academic years of pre-professional study and completion of 2 months (320 hours) of GS-7 SCEP trainee work experience.

TO GS-11: (a) completion of 2 academic years of graduate level education and completion of 2 months (320 hours) of GS-9 SCEP trainee work experience.

## CONVERSION TO CAREER OR CAREER-CONDITIONAL APPOINTMENT (Competitive Service)

When a SCEP is converted to career or career conditional appointment, his or her total qualifying education and experience should be considered to determine the appropriate conversion grade. Qualifying education and experience is that which relates to the targeted occupational series upon conversion to the competitive service. A SCEP's total education/experience may qualify them for conversion to a higher grade, than currently held as a SCEP. Promotion to a higher grade would be at management's discretion.

SCEPs may be converted non-competitively to a competitive service career, career-conditional, or term appointment to the target position at any time within 120 days following completion of their educational and work experience requirements and the following conditions are met:

- a. Student must be a U.S. citizen at the time of the noncompetitive conversion to a competitive service career, career-conditional, or term appointment.
- b. Students must meet the qualification standard for the target position, including any minimum educational, licensing, or certification requirements; however, students who are converted at the same grade as their final SCEP trainee grade need not meet any length of experience requirements for that grade level;
- c. The position must be in the field, or in a closely related field, for which the students were trained; and
- d. Students must meet all the program requirements in 5 CFR 213.3202 (b)(11).

## EXPLANATION OF TERMS

An academic year of post high school education is defined as: 30 semester hours, 45 quarter hours, or the equivalent in an accredited college or university, or approximately 36 weeks for at least 20 classroom hours per week in an accredited business, technical, or secretarial school. One full semester is equal to 15 semester hours or equivalent quarter hours. See the "General Policies and Instructions", Section II, Office of Personnel Management Qualification Standards Handbook for the definition of an academic year of graduate education.

	Equals 1-Academic Year
Undergraduate Level	30 semester hours or 45 quarter hours (15 semester hours a semester)
Business or Technology	37 weeks of study (20 + classroom hours per week)
Graduate Education	Number of credit hours as determined by the school attended to represent 1 academic year of full-time study; if information is not available – then 18 semester hours or 27-quarter hours

Pre-professional study is study in fields that require a post-baccalaureate degree at the entry level, e.g., veterinary medicine, social worker.

## TEST REQUIREMENTS

A written test is not required for Schedule B SCEP trainee positions at the time of initial appointment or upon conversion.

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Student Career Experience Program Positions (SCEP)

OCCUPATIONAL COVERAGE

A list of the occupational series covered by this qualification standard is provided below:

GS-099 General SCEP Trainee  
GS-199 Social Science SCEP Trainee  
GS-299 Human Resources Management SCEP Trainee  
GS-399 Administration and Office Support SCEP Trainee  
GS-499 Biological Science SCEP Trainee  
GS-599 Financial Management SCEP Trainee  
GS-699 Medical and Health SCEP Trainee  
GS-799 Veterinary SCEP Trainee  
GS-899 Engineering and Architecture SCEP Trainee  
GS-999 Legal Occupations SCEP Trainee  
GS-1099 Information and Arts SCEP Trainee  
GS-1199 Business and Industry SCEP Trainee  
GS-1299 Copyright and Patent SCEP Trainee  
GS-1399 Physical Science SCEP Trainee  
GS-1499 Library and Archives SCEP Trainee  
GS-1599 Mathematics and Statistics SCEP Trainee  
GS-1699 Equipment and Facilities Management SCEP Trainee  
GS-1799 Education SCEP Trainee  
GS-1899 Investigation SCEP Trainee  
GS-1999 Quality Inspection SCEP Trainee  
GS-2099 Supply SCEP Trainee  
GS-2199 Transportation SCEP Trainee  
GS-2299 Information Technology Management SCEP Trainee