



United States  
**Office of  
Personnel Management**

Washington, D.C. 20415

In Reply Refer To

Your Review

July 1988

MEMORANDUM FOR DIRECTORS OF PERSONNEL

ADVANCE COPY --- FOR IMMEDIATE USE

Occupational Series, Series Definition and Qualification Standards  
for Student-Trainee Positions

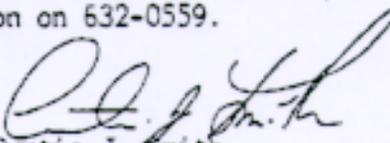
These advance copies of occupational series, series definitions and qualification standards covering student trainee positions are effective upon receipt and are to be used in conjunction with the applicable material on student trainee positions found in FPM Chapter 308 or FPM Chapter 332, Appendix G. Agencies may reproduce these advance copies for internal distribution.

This information has also been sent to the Government Printing Office for publication and distribution to subscribers. The occupational series and series definition will be published in the Handbook of Occupational Groups and Series of Classes and in the Position Classification Standards. The qualification standards will be published in the Qualification Standards Handbook. Specific instructions on replacing existing information will be included in the transmittal sheets.

The current Health Aid and Technician Series, GS-699, has been renumbered without change and is now the GS-640 series. The GS-699 series has been redesignated the Medical and Health Student Trainee Series. All positions currently classified to the GS-699 series should be reclassified to the GS-640 series without delay.

We believe this revised information will give Federal agencies additional flexibility to staff their jobs with quality candidates. We received many helpful comments on the draft qualification standard that was circulated in late March 1988. The attached package incorporates a number of the suggestions made by reviewers. A summary of actions taken in response to the most significant comments is also attached.

For further information on the classification of student trainee positions, you may call Ellen West on 653-5574. For further information on the qualification standards, you may call Joanne Bolton on 632-0559.

  
Curtis J. Smith  
Associate Director  
for Career Entry

Attachments

SUMMARY OF MAJOR ISSUES RAISED BY REVIEWERS OF THE DRAFT STANDARDS  
AND CHANGES WE MADE TO ADDRESS THESE ISSUES

A few agencies suggested that we include more information on the specific coverage of this qualification standard. We have not described specific student trainee programs covered by this qualification standard since that type of information would tend to date the standard. However, we have added a statement that student trainees covered under this standard must be in a career-related, Schedule B program authorized under E.O. 12015. Thus, students in programs such as the Stay-In-School program are not covered since it is not a career-related program.

Numerous revisions were made to the promotion requirements at grades GS-5 and above based on comments from agencies. Many comments indicated that the education requirements for promotion to GS-5 were too stringent and should be reduced by 1/2 of an academic year so that they would be consistent with the requirements in the previous student trainee qualification standard. Therefore, we reduced the GS-5 education requirement from 3 1/2 academic years of study to 3 academic years of study. The educational requirements at the GS-7, 9, and 11 levels were also reduced by corresponding amounts.

Several agencies suggested that the definition of a period of student trainee work experience be included in the standard. This suggestion was taken and the period of student trainee work experience is no longer linked to the minimum study-related work required for student trainees in FPM Chapter 308. A period of student trainee work experience is now defined as 2 months (40 work days) of experience.

A few agencies questioned whether special salary rate authorities would be amended for student trainees in hard-to-fill positions. Students will be paid the appropriate rate for the grade held, including any special salary rate applicable if the students' positions were classified in an occupational series other than a GS-XX99 series. For example, students classified in the GS-899, Engineering and Architecture Student Trainee Series, who would otherwise be classified in the GS-850, Electrical Engineering Series, must be paid the special salary rate applicable to the Electrical Engineering Series at the grade held by the student.

Many other revisions were made to the standard to clarify information on conversion, promotion and education requirements. In addition, the student trainee standard for positions in the competitive service was updated and is being issued with the standard for Schedule B positions.