



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEHR-E

15 DEC 1997

MEMORANDUM FOR HUMAN RESOURCES OFFICERS

SUBJECT: Qualification Requirement - Student Career Experience Program

1. With the rescission of the July 1993 qualification standard for excepted service student trainees appointed under Schedule B, agencies may, at their option, use the competitive service qualification standard, develop their own standard, or adopt the rescinded excepted service standard as the agency standard.
2. Within the U.S. Army Corps of Engineers the enclosed rescinded excepted service standard is adopted as the standard for the student employment programs.

FOR THE COMMANDER:

Encl


Susan Duncan
Director of Human Resources

QUALIFICATION STANDARDS HANDBOOK

Group Coverage Qualification Standard for Schedule B Student Trainee Positions

OCCUPATIONAL COVERAGE

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

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

QUALIFICATION STANDARDS HANDBOOK

Group Coverage Qualification Standard for Schedule B Student Trainee Positions

This standard describes the qualification requirements for General Schedule, career-related, Schedule B student trainee positions authorized under Executive Order 12015. Eligibility and selection requirements for prospective Schedule B student trainees are described in FPM Chapter 308. (Student trainee positions in the competitive service are covered by the *Group Coverage Qualification Standard for Competitive Service Student Trainee Positions*.) This standard is not applicable to students who are temporarily employed during summer vacations and who have not been appointed to a career-related student trainee program as described above.

A list of the occupational series covered by this standard is provided on page IV-A-25.

REQUIREMENTS FOR INITIAL APPOINTMENT

Student trainees with no previous related education or experience may qualify as described below.

GRADE	LEVEL OF EDUCATION
GS-1	Enrollment in a high school diploma program
GS-2	High school diploma or equivalent
GS-3	Completion of 1 academic year of post-high school study
GS-4	Completion of 2 academic years of post-high school study or associate's degree
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 (a) related to the field in which student trainees will receive training on the job or (b) applicable under the qualification standard for the target occupational series. Agencies may use selective factors to identify special requirements, e.g., specific courses, needed to perform the work of individual positions.

Special Provisions for Student Trainees With Previous 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 student trainee and non-student trainee experience) should be evaluated using the qualification standard for the target position to determine whether it is creditable. If any portion of the education or experience 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 and eligible.

PROMOTION REQUIREMENTS

Student trainees may be promoted to higher-graded trainee positions based on their Federal Government student trainee work experience, as follows:

To GS-2: Continued study in a high school education program and completion of one period of student trainee work experience.

To GS-3: Completion of one full semester or the equivalent of post-high school study and one period of student trainee work experience.

To GS-4: (a) Completion of 1 academic year of study and two periods of student trainee work experience; or (b) completion of 1½ academic years of study and one period of student trainee work experience.

To GS-5: (a) Completion of 3 academic years of study leading to a bachelor's or higher degree and one period of GS-4 student trainee work experience; or (b) completion of 2½ academic years of study leading to a bachelor's or higher degree and 6 months (at least 960 hours) of GS-4 student trainee work experience.

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

To GS-6: (a) Completion of 4 academic years of study (or all the requirements) for a bachelor's degree and completion of one period of GS-5 student trainee work experience.

2 mos
or
320 hr
15 credit hrs

[Job Openings](#)[USAJOBS By Email](#)[Resume Builder](#)[Online Application](#)[Site Survey](#)[General Information](#)[Contacting Us](#)[Privacy Act](#)

Student Educational Employment

SCHOOL AND WORK

A Rewarding Combination

Gain valuable work experience...while you're still in school...and get paid for it!

Thank you for your interest in student employment with the Federal Government. The U.S. Office of Personnel Management has consolidated the previous programs (e.g., Cooperative Education, Stay-in-School, Federal Junior Fellowship, and Summer Aid Programs) into the new Student Educational Employment Program. This new program combines key features of the old programs along with added flexibilities to produce a more effective and streamlined program.

The Federal Government has always looked to educational institutions to find people who have the skills needed to meet its future employment needs. That's why we created the Student Educational Employment Program to attract talented students to Federal public service.

It's an opportunity to earn money and continue your education, to train with people who manage the day-to-day business of the national Government, and to combine your academic study with on-the-job experience.

Most Federal agencies use this program. Some develop additional student, intern, or fellowship programs to meet their specific business needs.

No matter what agency you choose, the Student Educational Employment Program will introduce you to the advantages and challenges of working for the United States Government.

What is the Student Educational Employment Program?

The Student Educational Employment Program has two components student temporary employment and student career experience. It is available to all levels of students: high school, vocational and technical, associate degree, baccalaureate degree, graduate degree, and professional degree students.

1. Student Temporary Employment Component

Job opportunities under this component offer you temporary employment. Employment can range from summer jobs to positions that can last for as long as you are a student. These employment opportunities need not necessarily be related to your academic field of study.

2. Student Career Experience Component

This component offers you valuable work experience directly related to your academic field of study. It provides formal periods of work and study while you are attending school. It requires a commitment by you, your school, and the employing Federal agency. You may be eligible for permanent employment under this component after successfully completing your education and

meeting work requirements.

Program Features Under Both Components:

- Students may be employed year round.
- Flexible schedule of work assignments.
- Open to all students...high school, under-graduate, graduate, and vocational/technical

Eligibility Requirements

You are eligible under the Student Educational Employment Program if you are:

A student enrolled or accepted for enrollment as a degree-seeking student (diploma, certificate, etc.)

At least the minimum age required by Federal, state or local laws and standards governing the employment of minors,

Taking at least half-time academic or vocational and technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school, and

A U.S. citizen or a national (resident of American Samoa or Swains Island). Non-citizens may be eligible for employment if:

1. (1) permitted by a Federal agency's appropriation act, and
2. (2) eligible to work under U.S. immigration laws.

U.S. citizenship is required for conversion to permanent employment under the Student Career Experience Component

Employment Outlook

"Highly competitive" and "talented" both describe the current and future employment needs of the Federal public service. Like the private sector, organizations throughout Government are undergoing streamlining and restructuring to become more efficient and less costly to operate. This means that fewer jobs are available in most industries, including Government.

However, many Federal agencies are still recruiting for specific occupations where Government needs to provide critical services, maintain its technical expertise, and attract students who demonstrate the skills and abilities the Government needs.

Next Steps....

Students may contact their school guidance office, career planning and placement office, teachers, or Federal agency employment office where they are interested in working. They may also visit the OPM website at this address: <http://www.opm.gov/employ/students/index.htm>

AS OF: 12-07-98

STUDENT EDUCATIONAL EMPLOYMENT can be **printed** as it appears on your browser.

It also can be printed as an exact replica of the official publication (**ei-1.pdf**). Download the file by clicking on the .pdf file name and follow **print help instructions** below.

TOP

PRINT TIPS:

To Print your browser File:

*Prints file as it appears on your browser.

Most web browsers support an option to print the document that is displayed on the screen. Simply choose the option to print the document (usually located under the file option) and then choose the option to print. How the document prints is dependent on the printer you are using.

If you are on a local area network (LAN) then you may need to select a printer before you can print. An option to do this is normally available in the same area that you choose to print a document.

You will also need to make sure that the printer is powered on, is on-line, and has paper available.

You will also need to make sure that the printer is powered on, "on line", and has paper available to print on.

To Print an *Adobe Acrobat/PDF files:

*Prints exact replica of official publication.

The Adobe Acrobat reader is a freeware product available from Adobe at <http://www.adobe.com>. There are versions of the Adobe Acrobat reader for several computer platforms. Click here <http://www.adobe.com> to connect to the Adobe Acrobat site. Once there you can obtain the reader for your computer platform. Follow the instructions on the Adobe site to install the reader on your system. Once you have installed the reader you can view or print files that end in .PDF.

Some browsers will allow you to configure a "helper" application that will load the Adobe Acrobat reader whenever you click on a file that ends in .PDF. Please refer to the instructions that came with your web browser on how to set up or install a "helper" application. The Adobe site also contains instructions on how to do this.

The Windows file manager will also allow you to specify an association so that whenever Windows needs to display a file that ends in .PDF it will load the Adobe Acrobat reader.

TOP