

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Idaho State Office
1387 South Vinnell Way
Boise, Idaho 83709-1657

In Reply Refer To:
1400-308 (953) P

December 12, 2008

EMS Transmission 12/15/08
Instruction Memorandum No. ID-2009- 018
Expires: 09/30/2010

To: ILT/IMF

From: State Director

Subject: Idaho Student Career Employment Program (SCEP), Recruitment and Placement

Program Area: SCEP Recruitment, Workforce Planning

Purpose: This Instruction Memorandum (IM) defines the process for SCEP funding as a statewide funded item and provides updated information and direction on the statewide recruitment of SCEP students.

Policy/Action: SCEP recruitment and hiring will reside in Human Resources with coordination and assistance from the Idaho Position Management Committee (PMC) and other management officials. Recruitment efforts may enlist the assistance of Human Resources, the EEO Manager, the Director, Office of Communication and other management officials in an effort to facilitate viable SCEP candidates.

The Idaho Leadership Committee (ILC) has agreed to manage a risk of eight (8) SCEP students to be funded by individual offices and a limited amount of annual statewide funds (\$35,000 in FY09) is available until spent.

The process is as follows:

- All offices desiring a SCEP position are to complete the attached SCEP Recruitment Request Form.
- Requests are to be submitted to the SCEP Coordinator in the Branch of Human Resources Management, ID-953.
- The SCEP Coordinator will review the position against criteria for the 8 SCEP positions and provide a recommendation to the PMC.

- The PMC will make the final decision for approval or disapproval.
- Approved positions will be identified as part of a statewide pool or as belonging to an office.

When a position(s) is approved to be filled utilizing the statewide pool, the SCEP Coordinator will facilitate the selection and recruitment effort and provide a recommendation to the PMC. The PMC will make the final determination as to the placement of the position in the state, ensuring that the location will provide the student with the best opportunity to be trained and mentored.

Idaho will solicit funding through the Washington Office (WO) centrally funded SCEP program for every PMC approved SCEP. In addition, Idaho maintains \$35,000 in a state wide initiative to support SCEP positions. This budget is administered by the Human Resources office and may be used for tuition assistance, training, per diem, etc., in support of the SCEP students. Requests for use of these funds should be submitted to Human Resources, Attn: Iris Diaz. Any residual funds may be used to supplement other student employment and recruitment efforts as determined by the ASD.

All SCEP students and mentors will be required to attend the national SCEP orientation workshop. Offices with SCEP employees will be responsible for ensuring their employees can attend and provide appropriate funding for travel if statewide SCEP pool funds are not available. WO will provide funding for travel for both the SCEP and mentor if funding is approved.

The objective of this SCEP Recruitment and Placement Plan is to hire students into permanent positions while enhancing our ability to diversify the workforce. It will be understood by both managers and students that upon graduation and successful performance under this plan, the student trainee will not necessarily be placed in the Idaho organization where training took place. Placement will be made in the organization where the greatest need and/or priority workload exists. In the event that Idaho cannot convert the student to a permanent position, or if the student wishes to be placed outside of Idaho, efforts will be made to locate a position for the student through the Bureau SCEP Coordinators. The Idaho PMC will review all SCEP positions ready for conversion to a permanent status prior to conversion.

Timeframe: This IM is effective immediately.

Background: This program helps to improve BLM Idaho's workforce diversity, enhance organizational effectiveness, and meet future needs as defined in Idaho's Workforce Plan.

Manual/Handbook Sections Affected: This IM serves as guidance to supplement the National Student Educational Experience Program (SEEP) Policy and Guidelines.

Coordination: This guidance was coordinated with the Associate State Director, Human Resources, Budget, EEO Manager and the Director, Office of Communications.

Contact: For questions regarding this IM, please contact Bill Kelley, Branch Chief, Human Resources and Administrative Services or Iris Diaz, Human Resources Specialist and SCEP Coordinator at (208) 373-4059.

Boise District with Union: Management is reminded to notify and satisfy any bargaining requirements prior to implementation.

Signed
Thomas H. Dyer

Authenticated by
Linda Alumbaugh
Human Resources Assistant

1-Attachment
BLM Idaho Student Career Employment
Program Recruitment Request

BLM Idaho
Student Career Employment Program
Recruitment Request

Position (*projected target title*):

Location:

Supervisor:

Mentor:

Supervisor and Mentor are not to be the same person. Mentor can provide input to the SCEP student's Employee Performance Appraisal Plan (EPAP).

Proposed Funding:

Alternate Funding availability/approved (*i.e., Washington Office, Local District Office*):

How does position fit into the workforce plan? (*i.e., under represented/diversity needs, future needs, projected retirement/vacancies, hard to fill/recruit*):

Describe the work that the student will be expected to perform/learn (*attach the training plan which supports this summary*):

Describe additional work/training experiences you plan to provide: