

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
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To: DMs, DSDs, Staff and Branch Chiefs

From: Chief, Branch of Human Resources

Subject: Training Plans for Student Career Experience Program (SCEP) Trainees

For your use, we developed a number of generic training plans or Individual Development Plans (IDP) for the SCEP trainees, entry level target positions, GS-5. When hired, or shortly after, it is recommended that each SCEP trainee have a training plan/IDP to guide his/her development during his/her training period. The training plans were developed for the following occupations: Administration Specialist Student Trainee, Civil Engineering Student Trainee, Forester Student Trainee, Hydrologist Student Trainee, Natural Resources Student Trainee, Outdoor Recreation Specialist Trainee, Public Affairs Specialist Student Trainee, Rangeland Management Specialist Student Trainee, Safety and Occupational Health Specialist Student Trainee and Wildlife Biologist Student Trainee.

These training plans include fundamental competencies SCEPs should have, or have familiarity with, at conversion to permanent status. These have been reviewed. Suggestions made by the State's program leads, State Recruitment Team and some supervisors are incorporated. We thank them for their input. Though training plans are not developed for all SCEP positions, these training plans can be used as a guide in developing one. In addition, as with *anything* generic, we expect and encourage you to make modifications to meet your specific office needs. These training plans will be posted on our intranet site: web.or.blm.gov/or953/careerdevelopment; click on SEEP Corner. Additional SCEP related forms and guidance are also posted in this site.

We also want to bring to your attention to the Career Development website which contains a wealth of information such as Listings of Upcoming Training, links to the National Training Center, USDA Graduate School, Mandatory Training, Training Regulations, SEEP Corner and Orientation among others. In addition, we added a page, [Welcome to Portland](#), a mini-orientation to the city, linked to the State of Oregon's website as well as the district offices.

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If you have any questions or comments, please contact Edna Mo at 503-808-6538 or via email at emo@or.blm.gov

Districts with Unions are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your Servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Thomas M. O'Donnell
Chief, Branch of Human Resources

Authenticated by
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Management Assistant

Distribution

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State Recruitment Team