

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Oregon State Office  
P.O. Box 2965  
Portland, OR 97208**

**In Reply Refer to:**

1400-308 (OR-953) P

September 11, 2003

EMS TRANSMISSION 09/15/2003

Instruction Memorandum No. OR-2003-115

Expires: 9/30/2004

To: DMs, DSDs, Staff and Branch Chiefs

From: State Director

Subject: Oregon/Washington FY04 Student Recruitment

DD: 10/17/2003

**Program Area:** Oregon/Washington (OR/WA) Student Career Employment Program (SCEP)

**Purpose:** Currently the Bureau of Land Management (BLM) OR/WA's Student Career Education Program is comprised of 51 SCEPs (45% minorities, 27% Males and 73% Female). Eighteen SCEPs will be ready for conversion during FY04. Districts will be contacted individually to determine placement opportunities. During October 2003, the SRT will meet and discuss issues and establish goals to ensure the FY04 recruitment season will be as successful. The National and State Recruitment Teams will be attending conferences and visiting schools throughout the Northwest with a strong emphasis on recruiting a diverse workforce.

**Policy/Action:** The Student Career Experience Program (SCEP), the Student Temporary Employment Program (STEP), the Diversity Intern Program and the Federal Recruitment Program for Students with Disabilities provide an excellent opportunity to introduce college students to BLM's mission and work environment. These programs are also effective vehicles for attracting and retaining minorities and women. The goal for FY04 will continue to be for each district and division to hire two SCEPs and two STEPs with a goal of 50% diversity in each program.

**Time Frame:** Please submit your identified SCEP/STEP positions to Sheila Casey, State Recruitment Coordinator, Branch of Human Resources, by October 17, 2003.

**Budget Impact:** To be determined by each district.

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2

**Background:** The SRT is comprised of representatives from each district/division and was created to establish and maintain partnerships with local schools, diversity associations and organizations. Working with selecting officials and servicing human resources offices, team members facilitate placement of well-qualified students by attending career fairs and conducting on-campus interviews. It is extremely important districts identify team members whose workload allows them the flexibility to participate in recruitment activities. Current SRT members are as follows:

Burns District	Joan Suther	541) 573-4445
Coos Bay District	Jeff Davis	(541) 751-4245
Eugene District	TBA	

Lakeview District	Joe Tague	(541) 947-6101
Medford District	Jean Williams/ Joyce Rottenberg	(541) 618-2385
Prineville District	Don Hicks	(541) 416-6732
Roseburg District	Dwight Fielder	(541) 440-3931
Salem District	Debbie Norton	(503) 375-5656
Spokane District	David Danley	(509) 536-1227
Vale District	Susie Manezes	(541)-473-6249
OR914	Jim Huff	(503) 952-6410
OR930	Bruce Crespin	(509) 665-2130
OR953	Edna Mo Mick Mickles Sheila Casey	(503) 808-6538 (503) 808-6240 (503) 808-6060
OR957	Kyle Hensley	(503) 808-6124

Last year the State Recruitment Team (SRT) recommended that each district and division hire two SCEPs and two STEPs with a goal of 50% diversity in each program. Through the efforts of the SRT and others, during FY03 Bureau of Land Management (BLM) Oregon/Washington hired 16 SCEPs with 56% diversity. Seven minority STEPs were hired with potential placement into the Scep program in FY04. Twenty-four SCEPs with 79% diversity were converted, while five SCEPs with 66% diversity left the program.

**Manual/Handbook Sections Affected:** N/A

**Coordination:** N/A

**Contact:** Please contact Sheila Casey, Human Resources Specialist, at (503) 808-6060 or via email at [s1casey@or.blm.gov](mailto:s1casey@or.blm.gov). We would appreciate your comments, ideas, and suggestions on the Scep recruitment goals for FY04, retention and mentoring for Scep employees, and any other recommendations we should consider toward improving the hiring and retention of Scep employees in OR/WA.

**Districts with Unions** are reminded to notify their unions of this Instruction Memorandum 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  
Kathy J. Eaton  
Acting Associate State Director

Authenticated by  
Mary O'Leary  
Management Assistant

Distribution

WO700 - (Rm. 5628 - MIB) - 1