



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. AK 2006-019

Expires: 09/30/2007

To: All Employees

From: Associate State Director (AK910)

Subject: Alaska Student Educational Employment Program (SEEP)

Program Area: BLM-Alaska Equal Employment Office, SEEP Coordinator

Purpose: This Instruction Memorandum (IM) establishes policy and procedures for managers and supervisors use of the SEEP in Alaska.

Background: BLM SEEP Manual, dated November 2004 and the Office of Personnel Management (OPM) regulation.

In December, 1994, the OPM combined four existing federal programs – the Cooperative Education Program, the Federal Junior Fellowship Program, the Stay-In-School Program, and the Harry S. Truman School Program – into one streamlined program, entitled the Student Educational Employment Program (SEEP).

The SEEP provides federal agencies with a regulated process for hiring student employees (5 CFR 213.3202) as permanent, career-track, or as temporary employees. SEEP students are Schedule B appointments and exempt from the usual competitive examining procedures (5 CFR 213.3201) and the rating and ranking requirements under the excepted service.

This streamlined program consists of two components, the Student Career Experience Program (SCEP) and the Student Temporary Education Program (STEP). Permanent, career-track student employees fall under the Student Career Experience Program (SCEP). The SCEP provides career and study-related employment for a student enrolled or accepted for enrollment as a degree- (diploma, certificate, etc.) seeking student with a half-time academic/vocational or technical course load in an accredited high school, technical or vocational school, two- or four- year college or university, graduate or professional school. The SCEP student's academic program must be directly related to a future position with the BLM. The SCEP program may provide salary, benefits, and tuition assistance for the student. A SCEP student may be non-competitively converted from the excepted service into

the competitive service, within certain time limitations, after satisfactory completion of educational and work requirements.

Temporary student employees fall under the Student Temporary Employment Program (STEP). The STEP provides flexible, temporary employment for a student enrolled or accepted for enrollment as a degree- (diploma, certificate, etc.) seeking student with a half-time academic/vocational or technical course load in an accredited high school, technical or vocational school, two or four year college or university, graduate or professional school. A STEP student may work in a professional, administrative, technical, clerical, or trades/labor position with duties unrelated to the student's academic and career goals. However, a STEP participant may, at a later time, convert to the SCEP and work in his or her academic field.

Policy/Action: Both SEEP components are important planning workforce tools. The BLM-Alaska will have 360+ personnel eligible to retire during the 2009-2011 timeframe.

Until recently, in order to make use of the SEEP, a manager had to first identify and tag a vacant position on the Table of Organization (TO) for student recruitment. Given the significant number of pending retirements, the requirement to hold a position vacant during a student's tenure in the SCEP program is rescinded. However, because the intent is to convert the SCEP student to a permanent appointment, whenever possible, upon completion of his/her academic requirements, a manager must develop a succession plan for the SCEP position prior to recruitment. The succession plan should be included in the information provided to the Position Management Committee. Should the BLM-Alaska be unable to convert a SCEP student, the SEEP coordinator will make a concerted effort to find the student placement in another BLM state or with another federal agency.

The SEEP coordinator is available to assist you in understanding the SEEP program processes and requirements, developing succession plans and recruiting candidates.

Timeframe: This IM is effective immediately upon receipt.

Contact: If you have any questions regarding this IM, please contact Tonyua Abrom, SEEP Coordinator, at (907) 271-5507.

Signed
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Associate State Director

Authenticated
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