

CONVERSION

Conversion.... A process long awaited by students and supervisors.

The following paperwork must be in place to start the conversion process.

The Bureau's goal is to convert SCEP student employees into career, career-conditional, or term appointments. The necessary documentation for conversion must be completed no later than 120 days after the student meets their diploma or degree requirements. Note, this is not the date of graduation, but the day they meet their degree requirements.

A SCEP student may be converted noncompetitively if the student meets the following criteria:

- The student has satisfied all course requirements leading to completion of related curriculum at an accredited school;
- The student has completed within the preceding 120 days an educational program that meets provisions established by OPM;
- The student has completed the mandatory 640 hours of work required by OPM;
- The student is recommended for appointment by the employing agency in which career-related work was performed

A Federal agency may substitute related work and academic experience for up to 320 of the 640 hours of work required for conversion from a SCEP appointment to a career, career-conditional, or term appointment.

Here is a [conversion checklist](#) that State or Center SEEP Coordinator should use to ensure they receive the proper documentation. The procedures for converting a Law Enforcement SCEP are a little different. Please see the Resources Section for additional information.

Note: Upon conversion, the SCEP student employee may be assigned to the same duty station; however, the duty location is based upon the availability of position and at the discretion of management. If the State cannot convert a student based on lack of availability, the State or Center SCEP Coordinator will identify other placement opportunities within the Bureau for the SCEP student employee. In addition, the student may transfer their non-competitive eligibility for conversion to another Federal agency as long as the transfer occurs within the 120 day window.

Whether you are a seasoned coordinator or if this is collateral duty for you, you should now be more confident about your role as a SEEP coordinator.