

U. S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Student Career Experience Program (SCEP)

EXAMPLE CHECKLIST FOR CONVERSION TO FULL-TIME EMPLOYMENT

The following items are needed to convert a Student Career Experience Program (SCEP) participant to a full-time employment position (term, conditional, or career-conditional) with the Bureau of Land Management in (*Nevada*). **The Branch of Human Resources (NV-953) needs a minimum of two weeks to initiate, process, and finalize a SCEP conversion appointment.** So be sure that you provide sufficient time when determining the proposed effective start date for a conversion and consult with the SEEP Coordinator to confirm your proposed start date. **Check with your local State HR Office to verify procedures and need for specific documentation.**

Student Name: _____ **Field Office:** _____

Tentative Effective Start Date: _____ **SF-52#:** _____

Supervisor Name and Phone _____

Mentor Name and Phone #: _____

Social Security No.: _____ **DOB:** _____

Work Schedule (circle one): Full-Time / Part-Time **No. of Work Hours per Pay Period:** _____

Student - paperwork required:

- _____ Final official transcript (**must include** degree acquired and final cumulative academic GPA of 2.5 or better)
- _____ Proof of at least 640 hours of work experience completed (letter signed by office timekeeper and supervisor)
- _____ Complete and provide a Student Educational Employment Program Exit Evaluation

Supervisor/Administrative Support Assistant (ASA) - paperwork required:

- _____ All of the above information, plus the following . . .
- _____ Written recommendation for conversion to full-time employment, must include TO and funding information
- _____ Justification for Recruitment Form (State Director, State Program Lead, and Budget Officer approval needed to hire)
- _____ OF-8, Position Description (full performance) and Cover Sheet
- _____ DI-625, Position Classification Amendment (if necessary, at the varying GS levels leading to full performance)
- _____ SF-52, Request for Personnel Action (initiated/finalized by supervisor and Administrative Support Assistant)
- _____ Complete and provide a copy of the Student Trainees' closeout EPAP
- _____ Please **CHECK only** if a need for a Permanent Change of Duty Station (all expenses will be the responsibility of the gaining Field Office)

All of the above paperwork must be submitted before the student can be considered for conversion. Please note that the agency has 120 days from the date of the student trainee's course work completion to convert them. In the meantime, the student remains a SCEP until all of the paperwork has been finalized for conversion, but no longer than the allowed 120 days. Failure to convert within the 120 day period may result in termination by removal from the SCEP Program and Federal service.

NSO Personnel - paperwork processing:

- _____ Conversion packet reviewed and approved by Recruitment Specialist and SEEP Coordinator
- _____ Position description reviewed and classified by Human Resources Specialist (Classifier), if necessary
- _____ Paperwork proceeds to the SEEP Program Assistant for processing and finalization
- _____ OF-50B, Notification of Personnel Action (forwarded to Administrative Support Assistant)
- _____ Physical examination/random drug test (law enforcement, surveying positions, fire, and other arduous positions)

NSO Personnel - create appointment/information packet and forward to student:

- _____ Conversion and New Appointment Letter
- _____ Copy of Position Description and Qualification Standards for Position / Occupational Series
- _____ Notification letter to supervisor/mentor that the conversion action is complete; 'cc' copies of the student's conversion letter, position description, etc.
- _____ Notification letter to the PCS Coordinator – if PCS is requested
- _____ Permanent Change of Duty Station Packet and Forms (packet will be sent to the converted student only if requested)