

Procedures for converting a Law Enforcement SCEP

- Final official transcript;
- Written verification of 640 hours of career-related work experience;
- Written recommendation for conversion to include funding information and desired date of conversion;
- OF-8, Position Description (PD), and cover sheet for the target position;
- Position Classification Addendum (as required for GS levels leading to full performance); and,
- SF-52, Request for Personnel Action, initiated by Supervisor. (All will be on check list)

Law Enforcement SCEP must satisfy an additional four requirements prior to conversion, to include:

- Completion of Single Scope Background Investigation (SSBI);
- Completion of Pre-employment physical;
- Completion of drug test; and,
- Completion of Physical Efficiency Battery (PEB).

Note: The Single Scope Background Investigation should be initiated four to six months prior to the anticipated graduation date as this investigation may take up to six months to complete. The remaining three requirements can be accomplished one month prior to conversion.