

UNITED STATES ARMY CORPS OF ENGINEERS
STUDENT CAREER EXPERIENCE PROGRAM (SCEP)

AGREEMENT

BETWEEN

(Project Office)

And

(Educational institution)

This agreement is the basis for developing mutual understanding and respective responsibilities between the (*Project Office*) and (*educational institution*) in the employment of students for the Student Career Experience Program (SCEP). The SCEP is a planned, progressive educational program that combines the student's academic studies and Corps of Engineers navigation lock operation and maintenance career work experience with the potential of non-competitive conversion into the Federal navigation lock operation and maintenance career service. This agreement is consistent with guidance contained in the 5th Code of Federal Regulations (CFR), Section 213.3202.

A. Academic Programs check appropriate program(s).

- _____ Technical Certificate
- _____ Associate Degree
- _____ Undergraduate Certificate__ Baccalaureate ____
- _____ Graduate Degree

B. SCEP Student Eligibility.

1. To be appointed as an SCEP student in the Navigation lock operation and maintenance Career Field, the student must
 - (a) be willing to work alone at remote locations at all hours of the day and night.
 - (b) be able to work outside in all types of weather conditions.
 - (c) be willing to work rotating shift.
 - (d) be willing to work weekends and holidays.
 - (e) be actively pursuing an Associates Degree in a technical field such as electrical, electronics, instrumentation, or automated manufacturing.
 - (f) be at least 20 years old.

- (g) be lawfully admitted, residing and working in the U.S.
 - (h) meet the US Army Corps of Engineer's policy on employment of relatives.
 - (i) satisfy the work performance standards and scheduling requirements of the (*navigation lock operation and maintenance project*).
2. The addition of specific "elective" courses may be required for some fields of study. All candidates will be required to complete basic courses outlined in each student's Training Plan.
 3. If computer training is not in the courses for the specific Certificate or Degree, then training in Windows 95 or later versions and Microsoft Office 97 or later will be required.
 4. Candidate must take and pass a medical examination for Lock and Dam Operators.
 5. Candidate must sign a mobility agreement to work at any of the locks and dams assigned to the respective Operations Office.
 6. The respective lockmaster, lock and dam repairman, and Chief of Navigation at the assigned Operations Office will select the SCEP candidate to fill a lock and dam operator vacancy after the competitive process has been exhausted.

C. Appointments - Students will receive an appointment in the excepted service under the Schedule B Authority, Sections 213.3202 (b) 5 CFR and are titled 'Student Trainees.' This appointment may not extend beyond 120 calendar days after satisfactory completion of educational degree or certificate requirements and 640 hours of study-related navigation lock operation and maintenance career work experience requirements.

D. Promotions and Pay Increases - Promotions and pay increases are contingent upon the students meeting qualification standards for the higher grade, performance management and position classification requirements of the (*the navigation lock operation and maintenance project*), and (*navigation lock operation and maintenance project supervisor's*) recommendations.

E. Terminations - Any student's appointment may be terminated at any time for any of the following:

1. Resignation of SCEP appointment.
2. Change to a field of study that will not qualify the student for a navigation lock operation and maintenance career position.
3. Suspension, expulsion, or withdrawal from the educational institution.
4. Failure to maintain a "C" average, 2.00 gpa on a 4.00 scale. This requirement cannot be waived.
5. Medical disability of the student.
6. Administrative reasons (e.g., budget constraints, lack of work, student misconduct);
7. Unsatisfactory work performance of the student.

F. Pay and Benefits - Students will be paid in accordance with established Federal navigation lock operation and maintenance pay schedules. Sick and annual leave to be earned at specified rates. Participation in the Federal Employee Retirement System (FERS) is mandatory. SCEP students are eligible for health and life insurance coverage. Either payment of travel and transportation costs or a government vehicle for use between assigned work locations and (*the school*) will be offered.

G. Work Schedules - Full-Time, Part-Time, Alternating.

The navigation lock operation and maintenance career work experience will be planned consistent with appropriate academic studies and career goals. Work experience is planned to meet the minimum 640 hours of study-related work experience required for conversion. When enrolled part-time SCEP students must work a minimum of 20 hours per week with at least a half-time academic course load. SCEP student work schedules will be planned so as not to interfere with their academic schedules. Work schedules will be provided year round and will not be confined to summer or vacation periods exclusively.

H. Performance Appraisals - Work performance of SCEP students will be evaluated using the Total Army Performance Evaluation System (TAPES). The evaluation process will include the candidates grades in the courses enrolled, the Formal Board Review results, and the weekly evaluations by the journeyman lock and dam operator the candidate is working with. A minimum grade average of 2.0 without any failures in any of the courses is required. The weekly evaluations from the lock and dam operators will include the training conducted and whether the candidate successfully completed the training.

I. Employment After Completion of SCEP - During the period of 120 calendar days after completing the educational requirements, highly successful SCEP students will be considered for non-competitive promotion to a term, career, or career-conditional appointment. If any SCEP student is disqualified from continuing in the SCEP or is not converted within this 120 calendar, employment must be terminated. Highly successful SCEP students may be non-competitively converted to a career or career-conditional target position under Executive Order 12015 when a SCEP student:

1. has completed, within the preceding 120 days, at (*the school*), course requirements conferring a diploma, certificate or degree;
2. has completed at least 640 hours of career-related work documented in the Navigation lock operation and maintenance Training Program Qualification Cards IA and 1B, before completion of, or concurrently with, the (*the school's*) course requirements;
3. has been recommended by the (*navigation lock operation and maintenance project*);
4. has met all the qualification standards of the targeted position for which the student is being considered for appointment;
5. is a U.S. citizen.
6. has completed any additional courses as contained in the Training Plan, _____hrs of OJT,
7. has been selected for a vacant lock and dam operator position at one of the Operations Office locks and dams;
8. has successfully completed the third Formal Board Review.

Once promoted to the WY-05 level the candidate then is enrolled in the Lock and Dam Operator Training Program and will comply with the applicable regulations governing that position. In the event a SCEP candidate is selected for the lock and dam operator vacancy, successfully completed courses in the previous vocational school may be used in lieu of certain lock and dam training program correspondence courses. Lock and Dam Operator vacancies will be filled by competitive advertisement, to allow onboard personnel the opportunity to apply for the position before converting the SCEP candidate to the position. As a minimum an unofficial advertisement will be circulated through the Operations Office to determine if onboard personnel are interested before the formal Vacancy Announcement Procedure is implemented.

J. EEO Considerations - Full consideration will be given to all fully qualified applicants without regard to race, color, creed, religion, national origin, sex, age, political affiliation, disability, marital status, or affiliation with an employee organization.

K. (Project Office) Responsibilities -

1. (*Designated project office employee*) will maintain liaison with the (*school's designated SCEP representative*).

2. Inform the (*school*) of navigation lock operation and maintenance career work experience opportunities at (*the navigation lock operation and maintenance project*) and provide adequate job descriptions promptly.

3. Establish work schedules consistent with the (*schools*) academic calendar that enable (*the student*) to complete the SCEP.

4. Orient the student to (*the project office's*) mission, policies and procedures.

5. Select appointees referred by (*the school*) in accordance with EEO policies.

6. Process all personnel actions and keep necessary records related to (*the student*).

7. Provide progressive and diversified SCEP experiences to prepare the for a Navigation lock operation and maintenance career.

8. (*The student's supervisor*) must counsel (*the student*) before the beginning and after the end of each semester or every 6 months, whichever occurs earlier.

9. Notify (*the school*) of changes in (*the student's*) status.

(Educational Institution)

1. (*Designated SCEP representative*) to work with the (*project office's SCEP point of contact*).

2. Inform eligible students of employment opportunities.

3. Refer interested and qualified candidates to the (*project office*) without discrimination, including veterans discharged under honorable conditions.

4. Coordinate work and study in a manner that will expand navigation lock operation and maintenance career educational development.

5. Provide the (*project office's SCEP point of contact*) with all required student application forms.

6. Monitor academic progress and inform the employing office of any changes in any SCEP student's status.

SCEP Students

1. Adhere to the (*navigation lock operation and maintenance project*) work schedule and SCEP policies and procedures.
2. Assume personal and professional responsibility for actions and activities.
3. Meet academic, performance, and conduct standards established by (*the school*) and the (*project office*).
4. Notify (*the school's designated SCEP representative*) and (*navigation lock operation and maintenance project supervisor*) of changes in enrollment status.

L. Conditions of The Agreement - This agreement conforms to Federal regulations and is subject to change by Legislation, Executive Order, Office of Personnel Management, or US Army Corps of Engineers. Changes, which are not required by new laws or regulations, will occur only by mutual consent of the agency and the institution and will be made by written amendment to this agreement. This agreement becomes effective when signed by both parties. It will be in effect indefinitely unless terminated or if one of the following conditions is met:

1. Mutual consent of both parties.
2. By either party upon 30 days written notice.

M. Approvals:

(*Operations Project Manager*)

Signature, date

(*School Official*)

Signature, date

N. Contact Information:

*(Navigation lock operation and
maintenance project supervisor)* Telephone/e-mail

Mailing Address: _____

(Project office point of contact) Telephone/e-mail

Mailing Address: _____

*(School's designated
SCEP representative)* Telephone/e-mail

Mailing Address: _____

**ADDENDUM TO STUDENT CAREER EXPERIENCE PROGRAM (SCEP)
AGREEMENT
BETWEEN**

(Project Office)

And

(Educational institution)

STUDENT ACKNOWLEDGEMENT

I have read and understand the requirements of the Student Career Experience Program (SCEP) and the agreement between (the project office) and (the educational institution).

Signed _____
(the student)

Date

Mailing Address: _____

Anticipated date of graduation is _____.

(navigation lock operation and
maintenance supervisor's signature)

Date