

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
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To: Assistant Director-Human Resources Management  
All Servicing Personnel Officers  
All Equal Employment Opportunity Managers

From: Director, National Human Resources Management Center

Subject: Bureau of Land Management Qualification Standard for Student Trainees

The 5 CFR 213.3202 (d)(8), Qualifications under the Student Career Experience Program (SCEP), authorizes agencies to develop qualification standards for evaluating and promoting SCEP participants. In 1995, the Bureau of Land Management issued an internal Student Trainee Qualification Standard. The attached standard modifies the previous standard to enable promotion of graduate student participants who are attending school part-time while working for the Bureau. The National SCEP Coordinator, Romella Arnold, has reviewed and concurred with this standard.

Questions regarding the attached standard should be directed to Melissa Dukes, HR-210 at (303) 236-6689.

Signed  
Linda D. Sedbrook  
Director

Authenticated  
Darlene Robitaille  
Secretary

1 Attachment

1 - BLM Qualification Standard ofr Student Trainee (4 pp)

cc: Gloria Inniss, WO-720  
Romella Arnold, WO-720

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**BUREAU OF LAND MANAGEMENT  
QUALIFICATIONS STANDARD FOR STUDENT TRAINEE**

This standard describes the qualification requirements for student trainee positions in the Student Career Experience Program under 5 CFR 213.3202. Eligibility and selection requirements are described in the CFR and the Department of the Interior Student Educational Employment Handbook. Student trainee positions in the competitive service are covered by the Student Trainee Qualification Standard for Competitive Service Positions. This standard does not apply to students hired into the Student Temporary Employment Program.

This standard applied to all GS-XX99 occupational series in the excepted service.

**REQUIREMENTS FOR INITIAL APPOINTMENT**

Student trainees with no previous related education or experience may qualify as described below.

<b>GRADE</b>	<b>LEVEL OF EDUCATION</b>
GS-1	Enrollment in a high school diploma or equivalent program.
GS-2	High school diploma or equivalent.
GS-3	Completion of 1 academic year of post high school study.
GS-4	Completion of 2 academic years of post high school study or associate's degree.
GS-5	Completion of 4 academic years of post-high school study leading to a bachelor's degree or completion of 4 academic years of pre-professional study.
GS-7	Completion of 1 academic year of graduate level education or bachelor's degree with Superior Academic Achievement or 5 academic years of pre-professional study.
GS-9	Completion of 2 academic years of graduate level education or master's or equivalent graduate degree.
GS-11	For research positions, completion of all requirements for a master's or equivalent degree.

The required education must be (a) related to the field in which student trainees will received training on the job or (b) applicable under the qualification standard for the target occupational

series.

### *Special Provisions for Student Trainees with Previous Related Education or Experience*

For both initial appointment to and concurrent with conversion from a student trainee program, the applicant's previous education and/or experience (including non-student trainee experience) should be evaluated using the qualification for the target position to determine whether it is creditable. Non-student trainee experience does not count towards the 640 hours of career-related work experience.

If any portion of the education or experience meets the requirements in the qualification standard for the target position, then both the initial appointment and conversion may be made at the highest grade level for which the applicant is qualified and eligible.

## **PROMOTION REQUIREMENTS**

Student trainees may be promoted to higher-graded trainee positions based on their Federal Government student trainee work experience, as follows:

*To GS-2:* Continued study in a high school education program and completion of 2 months of student trainee work experience.

*To GS-3:* Completion of one full semester or the equivalent of post-high school study and 2 months of student trainee work experience.

*To GS-4:* (a) Completion of 1 academic year of study and 4 months of student trainee work experience; or (b) completion of 1 ½ academic years of study and 2 months of student trainee work experience.

*To GS-5:* (a) Completion of 3 academic years of study leading to a bachelor's or higher degree and 2 months of GS-4 student trainee work experience; or (b) completion of 2 ½ academic years of study leading to a bachelor's or higher degree and 6 months of GS-4 student trainee work experience.

*Student trainee positions where the target occupation follows a one-grade interval pattern:*

*To GS-6:* Completion of 4 academic years of study (or all the requirements) for a bachelor's degree and completion of 2 months of GS-5 student trainee work experience.

*Student trainee positions where the target occupation follows a two-grade interval pattern:*

*To GS-7:* (a) Completion of 4 academic years of study (or all the requirements for a bachelor's degree and completion of 2 months of GS-5 student trainee work experience, or (b) completion of 4 academic years of pre-professional study and completion of 2 months of GS-5 student trainee work experience.

*To GS-9:* (a) Completion of 1 full year of graduate level study and completion of 2 months of GS-7 student trainee experience, or (b) completion of 5 academic years of pre-professional study and completion of 2 months of GS-7 student trainee experience, or © completion on one-half year of graduate level study and 6 months of GS-7 student trainee experience.

*To GS-11:* (a) Completion of 2 full years of graduate level study and completion of 2 months of GS-9 student trainee experience, or (b) completion of 1 full year of academic experience and 6 months of GS-9 student trainee experience.

## **EXPLANATION OF TERMS**

An academic year of undergraduate education is defined as 30 semester hours, 45 quarter hours, or the equivalent in an accredited college or university, or approximately 36 weeks for at least 20 classroom hours per week in an accredited business, technical, or secretarial school.

Pre-professional study is study in fields that require a post-baccalaureate degree at the entry level, e.g., veterinary medicine, social worker.

An academic year of graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 academic year of full-time study. This determination is made based on normal course loads for a full year of study in the graduate program. If that information cannot be obtained from the school, 18 semester hours or 27 quarter hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

Works months are calculated on a full-time basis.

## **CONVERSION**

Students may be converted noncompetitively to a career or career-conditional appointment to the target position within 120 days following completion of their educational and work experience requirements. Personnel Offices may also promote students noncompetitively using this standard immediately prior to conversion.

When converting students, the following conditions must be met:

- ▶ Students must meet the qualification standard for the position, including any minimum educational, licensing, or certification requirements; however, students who are converted at the same grade as their final student trainee grade need not meet any length of experience requirements for that grade level;
- ▶ Students must meet all the program requirements defined in the CFR.

### **TEST REQUIREMENTS**

A written test is not required for Schedule B student trainee positions at the time of initial appointment or upon conversion.