

## **APPLICATIONS BEING ACCEPTED...**

For Student Trainee positions with the National Weather Service in meteorology and hydrology.

Salary Range:

(Note: Salary is commensurate with an applicant's education.)

GS-1 - \$19,971

GS-2 - \$22,454

GS-3 - \$24,499

GS-4 - \$27,504

GS-5 - \$30,772 (for students with a BS degree in meteorology or hydrology pursuing a masters degree)  
(These salaries are based on the "Rest of the United States" pay scale for 2009. The salary could be higher in different localities. See the OPM web site: <http://www.opm.gov/flsa/oca/09tables/indexGS.asp> for actual CY09 locality pay rates.)

Please note that these positions do not include a housing stipend or relocation costs.

Benefits:        Students are covered by the Federal Employees' Retirement System (FERS).  
                      Students earn sick and annual leave.  
                      Students may elect life and health insurance coverage.  
                      Students may elect to contribute to the Thrift Savings Plan (TSP).  
                      At the end of the appointment, if all requirements are met, may be non-competitively converted to a permanent position with the National Weather Service.

The following information is **REQUIRED** in the application packet. Applications must be submitted in hard copy. Electronic versions will not be accepted. All information requested must be provided no later than close of business March 5, 2009. If any information is omitted or not received, your application will not be given consideration.

1. OF-612 ([http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf)) OR resume which **MUST** include:
  - a. The student's full name, social security number, day/evening phone numbers, mailing address, country of citizenship, veterans preference, reinstatement eligibility, date of birth, county of birth, mother's maiden name, and highest Federal civilian grade ever held on a permanent basis.
  - b. The name, city and state of high school(s) attended and the date of the diploma or GED.
  - c. The name, city and state of colleges/universities attended, majors, type and date of degrees.
  - d. The job titles, duties and accomplishments, salaries, employer's name and address, supervisor's name and phone numbers, starting and ending dates, and hours per week of any paid or non-paid work experience.
  - e. A statement as to whether or not we may contact your current supervisor.

- f. Projected date of graduation.
  - g. Any job-related training courses, special skills, certificates and licenses, honors or awards.
  - h. References. (You may supply a Letter of Recommendation.)
  - i. If you are a veteran, please provide a DD-214 with your application.
2. **Original** college transcripts from all colleges/universities attended. (If enrolled in the Masters' Program, please include transcripts from your Bachelor's degree.) Student printed transcripts will not be accepted.
3. Submission of narrative responses to the following:
- a. Why would you like to work for the NOAA National Weather Service?
  - b. How would this position fit into your career goals?
  - c. Describe your leadership experience.
  - d. What unique qualifications do you possess that you believe would make you the best qualified applicant for this position?
  - e. Describe your ability to work effectively in a team environment.
  - f. Describe how you handle conflict.
  - g. What experience have you had that would show you can effectively deal directly with the public?
  - h. Describe your ability to communicate both verbally and in writing.
  - i. Describe your computer/IT skills and training.
  - j. The National Weather Service has 122 Weather Forecast Offices in the United States, Alaska and Hawaii. Are you willing to be mobile?
  - k. What are your accomplishments so far in the field of meteorology or hydrology? Include such information as volunteer or paid positions, papers written, etc.
4. The location or locations where you would be interested in working.

Applications should be sent to:

National Weather Service  
CFO3 Denise Hamilton  
1325 East-West Highway (Rm 18330)  
Silver Spring  
MD 20910

Application must be received by **March 5, 2009**.

If you have any questions, contact [NWS.scep-reply@noaa.gov](mailto:NWS.scep-reply@noaa.gov).

## **STUDENT CAREER EMPLOYMENT PROGRAM (SCEP) – BACKGROUND INFORMATION AND QUESTIONS AND ANSWERS**

This program provides experience that is directly related to the student's educational program and career goals. The SCEP program provides for a schedule of school attendance combined with period of career-related work. The work experience **MUST** be related to the academic degree program and career goals of the student.

The definition of a student is an individual who is enrolled or accepted for enrollment as a degree (diploma, certificate, etc.) seeking student and is taking at least a half-time academic, vocational, or technical course load in an accredited high school, technical or vocational school, 2 year or 4 year college or university, graduate or professional school. The definition of half-time is the definition provided by the school in which the student is enrolled. Student need not be in actual attendance, so long as all the other requirements are met. An individual who needs to complete less than the equivalent of half an academic, vocational, or technical course load in the class enrollment period immediately prior to graduating is still considered a student for purposes of this program.

A written agreement (to be completed after student selection) between the university and the NOAA/NWS is required. It includes the nature of work, schedule of work assignments and class attendance, and evaluation process. Work responsibilities must not interfere with the student's academic performance.

Students may be converted noncompetitively to a career conditional or career appointment when students have:

- a. Completed within the preceding 120 days, at an accredited school, course requirements conferring a diplomas, certificate, or degree;
- b. Completed at least 640 hours of career-related work, before completion of or concurrently with, the course requirements;
- c. Been recommended by the supervisor of the position in which the career-related work was performed;
- d. Meet the qualification standards for the targeted position to which the student is appointed.

Noncompetitive conversion to a permanent appointment can be in the agency where the training was completed or any other agency in the Federal government. All students must be U.S. citizens at the time that they are non-competitively converted to permanent appointments.

**Eligibility Requirements**

Must meet the definition of a student as provided above.  
U.S. Citizenship is required.

At the beginning of each semester/quarter, each student must produce a letter of verification from their educational institution showing proof of enrollment in school for the upcoming semester/quarter.

**Pay and Promotion**

The pay you receive will depend on the education and work experience you already possess. As you advance in your education, you may be eligible for promotions based on your work performance, grade point average, and credits earned.

## **Questions and Answers**

### **APPOINTMENT TYPES AND APPLICATION FORM:**

Q. What is the Student Career Experience Program (SCEP)?

A. The Student Career Experience Program (SCEP) is a paid student program, which offers you valuable work experience directly related to your academic field of study. It provides formal periods of work and study while you are attending school. It requires a commitment by you, your school, and the U.S. Department of Commerce. You may be eligible for permanent employment after successfully completing your education and meeting work requirements.

Q. Can a student appointed to the Student Career Experience Program remain in the appointment once they have completed their educational requirements?

A. Students appointed to the Student Career Experience Program may continue on the appointment for 120 days beyond the date of completing their academic requirements. At the end of the 120 days, if the graduate has not been converted to a permanent position, he/she must be separated.

### **ELIGIBILITY REQUIREMENTS:**

Q. How many times can a student be appointed to the Student Career Experience Program (SCEP)?

A. There is no limit on the number of times a student may be appointed as long as he/she meets the eligibility requirements for the appointment.

Q. Can a son or daughter of an agency employee participate in that agency's Student Educational Employment Program?

A. Yes, there is no longer a restriction that would bar a student from working at the same agency as his/her parent. The only requirement is that the parent and student have no direct reporting relationship and that the relative not advocate the employment, promotion or advancement of the student.

### **PAY AND BENEFITS:**

Q. Can a student be promoted?

A. Yes. Students in the programs are eligible for promotion.

Q. Are students eligible for annual and sick leave?

A. Yes. Students in the programs are eligible to earn annual and sick leave.

Q. Are students eligible for health and life insurance benefits?

A. Students are eligible for both health and life insurance as long as they are expected to be employed under the Student Career Experience Program (SCEP) appointment for at least one year and are expected to be in a pay status for at least one third of the total period of time from the date of appointment to the date of the completion of the program. Cost of the premiums is split between the employee and the agency.

Q. Are students eligible for retirement benefits?

A. Students in the Student Career Experience Program with less than five years of prior civilian service, are covered by the Federal Employees Retirement System (FERS).

**STUDENT SCHEDULES:**

Q. Can students be placed on intermittent schedules?

A. An intermittent work schedule is only appropriate when the nature of the work is so sporadic and unpredictable that a tour of duty cannot be scheduled in advance. It is not the intent of the Student Educational Employment Program to have students working in these types of positions. Students can work full or part time schedules, as best meets their needs and the needs of the agency.

Q. Must students work or attend school during the summer?

A. The intent of the Student Educational Employment Program is that students are always either attending classes, working at the agency, or both. However, agencies may use their discretion to permit a "break in program" during which time a student is neither attending classes nor working. The student will be placed on leave without pay (LWOP) during this time.

**CONVERSION - STUDENT CAREER EXPERIENCE PROGRAM:**

Q. When does the 120-day conversion window begin...upon completion of course requirements or upon "graduation ceremony day?"

A. Upon satisfactory completion of course requirements.

Q. Can a student work any of the required 640 hours necessary for conversion, after he/she completed his/her educational requirements?

A. The required work experience must be gained prior to or concurrent with the completion of the student's education.