

IG/CA INVENTORY CODING TEMPLATE  
“CIVILIAN CO-OP PROGRAM”

Function Code: Various

The Student Career Experience Program (SCEP) leads to eligibility for permanent employment after successful completion of education and work requirements.

The student trainee series in each Occupational Group includes all trainee positions that involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program. The level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment. This series definition applies to the XX99 student trainee series for each Occupational Group. Student trainee positions should be classified to the XX99 series for the appropriate Occupational Group (GS-0099, GS-0199, GS-1599, etc.).

Students are appointed in the excepted service under Schedule B 213.3202(b).

Applicable Manpower Type:

	Officer	Enlisted	Civilian
Designator/ Rate/ OCC Ser	N/A	N/A	“xx99”
Primary NOBC/ NEC	N/A	N/A	N/A
Secondary NOBC/ NEC	N/A	N/A	N/A

Applicable Activity Type (first four digit of 10 digit activity code): N/A.

Appropriate Manpower Mix Criteria Code: “K” – Civilian & Military Career Progression

Application: Mandatory \_\_\_ Exceptions w/justification X Guide \_\_\_

Note: The Student Temporary Employment Program (STEP) should be manpower mix criteria coded “Z”. This program includes Stay-in-School and Summer Aid programs. These students are appointed in the excepted service under Schedule B 213.3202(a).

POC: Ms. Suzanne Gonzales, CNO N124B telephone 703-695-0011, DSN 225-0011  
Mr. Dale Sigman, CNO N124E telephone 703-695-3554, DSN 225-3554