



## United States Department of the Interior

NATIONAL PARK SERVICE  
WASHINGTON, D.C. 20240

IN REPLY REFER TO:

NATIONAL PARK SERVICE PERSONNEL MANAGEMENT LETTER NO. 81-11 (300)

SUBJECT: Handbook for Intern/Apprenticeship Programs

TO: Directorate and Field Directorate

Attached is the Handbook of Intern/Apprenticeship Programs. I hope this Handbook is helpful in assisting you in your recruitment activities, and I encourage the use of these programs in meeting your staffing needs.

I wish to thank the Regional Offices for their comments and recommendations on the draft submitted to them; they were very helpful in the final product.

Regional Offices are to distribute the Handbook to each manager and supervisor.

*Jan J. Smith*

Enclosures

INQUIRIES: Mary E. Jackson, Chief, Branch of Employee Evaluation and Staffing  
Telephone (202) 343-5304

DISTRIBUTION: Directorate, Field Directorate, Superintendents, Managers,  
Supervisors, EO and Personnel Officers and FPM Holders

# **Handbook of Intern/Apprentice Programs**

National Park Service  
U.S. Department of the Interior

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## INTRODUCTION

This Handbook issuance is designed to acquaint you with the many flexibilities available for entry into the Federal Service. While this guidance is not all inclusive, it is intended to serve as a basis for designing innovative and aggressive employment programs to meet the National Park Service skills needs, affirmative action goals, and other special employment objectives.

Its main purpose is to help you understand and work within the civil service system, and, as a result, develop the skill of using those special programs which best meet your own needs. It is not the intent that all programs be used at the same time at any one activity. The intent is for you to use them in conjunction with those programs used for regular employment, relying on the advice and detailed information available in the Personnel Offices. Included in this Handbook is an appendix indicating the benefits the students are entitled to, which you may find helpful.

The Regional Special Placement Coordinator is responsible for obtaining all cooperative agreements, certification from Vocational Rehabilitation Centers, referring applicants, planning work periods, and generally coordinating any of the activities involved in special placement.

We hope that this guide is useful in expanding your recruitment perspectives and help you in breaking away from any "business as usual" approach in meeting your staffing needs.

## 1. Cooperative Education Programs

Cooperative education is a long-established program which provides for periods of study interspersed with periods of study-related employment. The blend of academic study and work experience provided by cooperative education has many potential benefits. Among them are:

- . For the student, cooperative education lends relevancy to learning; provides realistic exposure to career opportunities; allows for early adaptation to the work environment; and helps pay expenses of school years.

- . For the employers, cooperative education permits selection for career jobs on the basis of proven performance; provides a means of directing students toward occupations that promise career opportunities; and reduces the cost of the high rate of turnover that is characteristic of the first three years on the job. (FPM 308 & NPS PML 80-05 (308), 80-07 (308), 75-45 (308) and 79-20 (308), and Chapter 308 Addition to FPM, Release No. 57)

A. Graduate Students - Co-op education programs at the graduate level are designed to enrich the education process by providing relevant work experience and to assist agencies in the development of a recruitment resource for meeting long-range staffing goals. Students successfully completing approved programs may, at the employing agency's option, be converted to career-conditional or career appointments. Initial appointments under this program are made at the GS-5 or GS-7 level for graduate students and at the GS-9 level for those in a Ph.D. program.

A written working agreement obtained by the Regional Personnel Office between the Service activity and the college is required. Agreements must be specific in terms of the number of hours and periods of work and study. To be noncompetitively converted, a student must have worked a minimum of 16 weeks or 640 hours. Students may work up to 26 weeks or 1,040 hours during a 12-month service year. Agreements may be developed by Regional Personnel Offices for the entire period or for two separate periods. The length of appointments are developed jointly by the agencies and the schools and should provide adequate time for students to complete requirements for graduate degrees. Such requirements, however, must not exceed 30 months for master's and 42 months for Ph.D. degree candidates from the beginning of their educational programs to the awarding of their degrees.

Student eligibility for initial appointment will be based upon enrollment as a graduate student in a field of study related to the position to which he or she would be appointed. In addition, students must meet the full qualification requirements, including passing scores on written tests, if appropriate. Agencies recruit, determine eligibility, and select participants. Agencies may pay for tuition, books, and other educational expenses directly related to training. (FPM 213, 308, 571 NPS PML 79-20(308) and 370 DM 571)

B. Baccalaureate Students - This program provides, for undergraduate students pursuing baccalaureate degrees, for alternate periods of full-time study with periods of study-related employment corresponding in length to semesters, trimesters, or quarters. Students are referred by colleges to Federal agencies without having to meet any kind of economic

criteria and with due regard to all laws and policies governing equal employment opportunity in the Federal Service. No written test or other competitive procedure is required. Appointments are made at grades GS-2 through GS-4 initially and promotions are made as training progresses provided the student merits advancement through satisfactory performance.

A written agreement obtained by the Personnel Office between the Federal agency and the college is required. Students must be in attendance at a qualifying school, must be recommended for placement, and must maintain at least a 2.0 overall scholastic average on a 4.0 scale or the equivalent, and an average grade of C or above in all major fields of study.

Agencies may pay for tuition, books, and other educational expenses directly related to training. Students may be converted, noncompetitively, to career-conditional appointments at the GS-5 or GS-7 professional, technical, or administrative position in the field of work for which they received their training. (FPM 213 and 308)

C. Cooperative Education: Associate Degree - This program permits Federal agencies to employ students under one of two distinct appointing authorities: Schedule B which allows for noncompetitive conversion to career-conditional and Schedule A which does not allow for conversion. The Schedule B appointing authority permits Federal agencies to employ in specified occupational areas cooperative education students who are studying full-time in pursuit of an associate degree and who are majoring in fields directly related to occupations such as Clerk Stenographer and Reporter, Secretary, Accounting Technician, and Engineering Technician.

Appointments of students under Schedule B must be for the full period beginning on the date of first appointment and ending at the close of business of the 120th day after graduation. Work for these students is scheduled on a 40-hour a week basis for the full length of each work period in most instances.

A Schedule B student must maintain a grade of C at all times in the major subject and courses required for qualification at the GS-4 level after graduation and must also maintain either an average equivalent to 2.0 on a 4.0 scale or the average required by the college for an associate degree. Students who drop out of the college's Co-op program or discontinue their education or do not complete work periods must be terminated. Schedule B graduates may be given a noncompetitive career-conditional appointment to a GS-4 position provided they meet the qualification requirements in the field of work in which they received their training.

The Schedule A appointing authority allows Federal agencies to employ all 2-year associate degree Co-op students who do not qualify for appointment under schedule B. Appointments under this authority are made for the duration of the work periods only. Students may work full-time (40 hours a week) or part time on alternating days, half-days, or any other schedule not involving more than 40 hours in any one week. This employment may not exceed 1,040 working hours in any 12-month period and does not allow for noncompetitive conversion to a career-conditional appointment.

Under both appointing authorities, students are referred by colleges to Federal agencies without having to meet any kind of economic criteria. No written test or other competitive procedure is required. Appointments are made at grade GS-2 and GS-3 or comparable wage grades, and promotions are made as training progresses provided the student merits advancement through satisfactory performance during work and study periods.

All students must be in full-time attendance at the educational institution (usually 12 hours per semester or the equivalent), must be enrolled in a qualifying cooperative education program, and must be recommended for employment by the appropriate officials at the educational institution. (FPM 213 and 308)

D. High School - This program provides for students who are in high school (or in other qualifying institutions for the education of students at grades 9 through 12) alternate periods of study with periods of study-related employment on a full-time or part-time basis. (Intermittent employment is not appropriate.) Total time worked must not exceed 1,040 hours in any 12-month period. Scheduling of work periods during school terms is preferable.

Students are referred by schools to Federal agencies without regard to an individual's financial need. No written test or other competitive procedure is required. Appointments are made at grade GS-1 for students pursuing careers in the office skills or grade WG-1 for students pursuing careers in the trades and crafts. A written working agreement obtained by the Personnel Office between the Federal agency and the school is required. Students must be at least 16 years of age, must be enrolled in a qualifying cooperative education program, and must be recommended by appropriate officials at the educational institution. All students must maintain grades predictive of graduation from high school to remain in the program. A student who drops out of the high school's cooperative education curriculum must be terminated from the program. Federal agencies are not authorized to pay travel or study-related expenses for high school students enrolled in this program. (FPM 213 and 308)

## 2. Youth Opportunity Programs

A. Stay-in-School Program - This authority permits appointments in furtherance of the Stay-in-School Campaign to part-time or intermittent positions whose duties involve work of a routine nature. Appointments are limited to one year or less, but they may be extended for additional periods of up to one year each if the conditions of initial appointment are still met. These conditions are:

(1) Appointees must be enrolled in or accepted for enrollment in a resident secondary school or institution of higher learning, accredited by a recognized accrediting body;

(2) Employment under this authority cannot exceed 20 hours in any calendar week (40 hours in any calendar week which falls within a vacation period);



(3) While employed, an appointee must continue to maintain an acceptable school standing;

(4) Appointees must need the earnings to stay in school;

(5) Pay is fixed at the minimum wage or a level commensurate with the duties assigned to the position;

(6) Appointees will be at least 16 years old. (FPM 213 and 308)

B. Summer Aid Program - Prior to being appointed, summer aids must first meet certain income requirements established by the Office of Personnel Management. The primary referral sources, including certification of eligibility, are local offices of the State Employment Service and area high schools. In those locations where these offices advise that they are unable to provide referrals, other social referral agencies are used.

Training activities supplement and complement on-the-job training and are directed, where feasible and appropriate, at (a) acquiring or improving skills related to the summer job, such as basic office skills, laboratory skills, shop skills, etc., for which relatively brief training is required; (b) improving basic educational skills, such as reading, vocabulary, speech, and arithmetic; and (c) developing an understanding of the working world: career opportunities, education requirements, finding jobs, etc. Training in safe work habits is usually emphasized in all summer orientation and skills training. The following conditions are imposed on participation:

(1) Applicants must be enrolled in school on a full-time basis.

(2) The appointment is limited to the summer period not to exceed September 30 of the year worked.

(3) Appointees must need the earnings to stay in school.

(4) Appointees must be between 16 and 21 years of age.

(5) Pay is fixed at the minimum wage or a level commensurate with the duties assigned to the position. (FPM 213 and 332)

### 3. Host Enrollee - Federal Grant Programs

Host Enrollee Programs provide worksite experience to enrollees in various Federal programs (versus State or local programs). These enrollees are hosted by the Government agency at little or no cost. They are not Federal employees (except for purposes of the Tort Claims Act).



They cannot be used to displace any regular employees.

Since these programs are many and varied, a detailed explanation of each follows:

A. Work Incentives Program - This program is administered by the Department of Labor.

(1) Federal agencies may provide up to 13 weeks of work experience to enrollees. Employment after 13 weeks must be through the competitive process.

(2) Enrollees must be at least 16 years of age.

(3) Assignments provided enrollees shall not lead to the displacement of Federal employees.

(4) Pay rates and duty hours may be determined by the administering agency and the prime sponsor.

(5) An enrollee may be terminated at any time for any reasonable cause.

(6) The only costs assumed by the agency are those incurred in planning and monitoring its own participation. The agency does not pay any part of the enrollees' wages.

(7) Enrollees are not Federal employees under civil service laws and regulations; however, they are covered under the Federal Tort Claims provisions in 28 USC 2671 and under conditions defined by law (P.L. 93-203) relating to compensation of workers for injuries on the job.

(8) Placement of enrollees at a Federal worksite does not qualify the enrollee for Federal Service. Enrollees interested in Federal employment following completion of work experience must qualify under competitive procedures. This program is designed to move individuals, 16 years and older, off the rolls of Aid to Families with Dependent Children and into meaningful, productive employment. (FPM 309)

B. Vocational Education Work-Study Program - This program is administered by the Department of Education.

- (1) Enrollees must be at least 16 years old.
- (2) Assignments provided enrollees shall not lead to the displacement of Federal employees.
- (3) An enrollee may be terminated at any time for any reasonable cause.
- (4) Duty hours may be determined by the administering agency and the prime sponsor.
- (5) Federal agencies who host Vocational Education Work-Study Program enrollees will pay 20% of the enrollees' wages. Payment will be made directly to the prime sponsor, NOT the enrollee.
- (6) Enrollee is NOT covered under the Federal Tort Claims provisions in 28 USC 2671 and under conditions defined by law (P.L. 93-203) relating to compensation of workers for injuries on the job in accordance with Comptroller General Decision B-153694.
- (7) Placement of enrollees at a Federal worksite does not qualify the enrollee for Federal Service. Enrollees interested in Federal employment following completion of work experience must qualify under competitive procedures.

This program is designed to assist economically disadvantaged full-time vocational education students to remain in school by providing part-time employment with public employers. (FPM 309)

C. Senior Community Service Employment Program

- (1) Enrollee must be at least 55 years old.
- (2) Assignments provided enrollees shall not lead to displacement of Federal employees.
- (3) Pay rates and duty hours may be determined by the administering agency and the prime sponsor.
- (4) The Service will be responsible for a portion of the compensation and payment may be in case or in kind, i.e., equipment, supervision and counseling services, etc.
- (5) An enrollee may be terminated at any time for any reasonable cause.

(6) Enrollees are not Federal employees under civil service laws and regulations; however, they are covered under the Federal Tort Claims provisions in 28 USC 2671 and under conditions defined by law (P.L. 93-203) relating to compensation of workers for injuries on the job.

(7) Placement of enrollees at a Federal worksite does not qualify the enrollee for Federal Service. Enrollees interested in Federal employment following completion of work experience must qualify under competitive procedures.

This program is designed to foster and promote useful part-time opportunities in community service activities for unemployed low-income persons who are 55 years old or older and who have poor employment prospects. (Title IX of the Older American Community Service Employment Act of 1973 (Public Law 93-29, 87 Stat. 62, 42 USC 3061 et. seq.)) (FPM 309)

D. Comprehensive Employment and Training Act (CETA) Program

(1) Enrollee must be at least 16 years of age.

(2) Assignments provided enrollees shall not lead to the displacement of Federal employees.

(3) Pay rates and duty hours may be determined by the administering agency and the prime sponsor.

(4) An enrollee may be terminated at any time for any reasonable cause.

(5) The only costs assumed by the agency are those incurred in planning and monitoring its own participation. The agency does not pay any part of the enrollees' wages.

(6) Enrollees are not Federal employees under civil service laws and regulations; however, they are covered under the Federal Tort Claims provisions in 28 USC 2671 and under conditions defined by law (P.L. 93-203) relating to compensation of workers for injuries on the job.

(7) Placement of enrollees at a Federal worksite does not qualify the enrollee for Federal Service. Enrollees interested in Federal employment following completion of work experience must qualify under competitive procedures.

This program is designed to provide job training and economic opportunities for economically disadvantaged, unemployed, and under employed persons, and to assure that training and other services lead to maximum employment opportunities and enhance self-sufficiency. (FPM 309)

### E. College Work-Study Program

The College Work-Study Program (CWSP) is designed to expand the part-time employment of students who require assistance to pursue courses of study at institutions of higher education (including area vocational schools). Students are generally allowed to work up to 15 hours per week but may work up to 40 hours per week during vacation periods upon approval by the college Financial Aid Officer in the light of economic need, health, academic schedule and status, and other related factors.

Federal agencies which host CWSP students are usually called upon to pay at least the share of student compensation which cannot be covered by program funds (usually 20%). To be eligible for employment, a student must:

- (1) Be in need of the earnings in order to pursue a course of study at the institution.
- (2) Show evidence of academic or creative promise and capability of maintaining good standing in his/her course of study while employed under the program.
- (3) Be enrolled in or accepted for enrollment as a student at the institution on a full-time basis as an undergraduate, graduate, or professional student.
- (4) Be a citizen or a national of the United States or in the United States for other than a temporary purpose with the intention of becoming a permanent resident thereof or be a permanent resident of the Trust Territory of the Pacific Islands.
- (5) If enrolled in an area vocational school, have a certificate of graduation from a school providing secondary education (or the equivalent) and be pursuing a program of education or training which requires at least six months to complete and which is designed to prepare him/her for gainful employment in a recognized occupation.

In the selection of students, preference is given to students with the greatest financial need, taking into account grant assistance provided such students from any public or private source.

A working agreement obtained by the Regional Personnel Office between the employing organization and the institution incorporating the above provision is required by the Office of Education.

A student's assignment under this program must not result in the displacement of employed workers or impair existing contracts for services.

It should be noted that the institution will be responsible for payroll disbursement; the Service will forward our portion of the payment to the institution.

For purposes of laws administered by the Office of Personnel Management, the student is an enrollee under a Host-Enrollee Program; the individual is not a Federal employee (except for purposes of the Federal Tort Claims Act and Injury Compensation Purposes).

Responsibility for the administration of the program rests with the U.S. Office of Education and is shared by the participating educational institutions. The Office of Personnel Management is responsible for establishing provisions governing assignments of college work-study students in Federal agencies. (FPM 309)

#### 4. Employment of the Handicapped - Selective Placement Program

General Information - For purposes of Federal employment, a handicapped person is any individual who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

The programs are designed to assist qualified handicapped individuals, those who are physically impaired, emotionally restored, or mentally retarded, in obtaining and retaining employment consistent with their level of skills and abilities and their capacity for safe and efficient job performance. Emphasis is on ability rather than disability and on rehabilitation efforts and present job readiness.

This program offers managers a new and relatively untapped source of skilled candidates ready for placement.

##### A. Employment of the Physically Handicapped

The excepted appointment authority in Section 213.3102 (u) of Schedule A can be used to provide continuing employment to those individuals with physical handicaps of such a severe nature that they are unable to compete fairly under the competitive examination system. Persons with severe hearing or visual impairments or severely impaired mobility may be considered for excepted appointment as well as individuals with several handicaps of a less severe nature which, when considered together, create a serious employment handicap.

It is important to remember that a physical disability alone is not enough to qualify an individual for such excepted appointment. There must be evidence that the disability greatly reduces the individual's opportunity

for permanent competitive appointment. There must also be certification from a counselor of either the Veterans Administration or the State Vocational Rehabilitation Agency that in the counselor's judgment, the proposed appointee has the ability to perform the duties of the position, is physically qualified to do the work without hazard to himself/herself or others, and is competent to maintain himself/herself in the work environment.

The individual may be initially appointed to a continuing position or given a 700-hour temporary trial appointment. The trial appointment can be useful in overcoming any reluctance to hire the handicapped on a permanent basis for fear they will not be able to perform efficiently or safely or fit in with and be accepted by the work force. Upon completion of 2 years of substantially continuous service and successful job performance on a nontemporary excepted appointment, supervisory recommendation, and meeting other requirements for conversion, a severely physically handicapped employee may be noncompetitively converted to a career-conditional or career appointment. Once given a permanent Schedule A appointment, an employee may be promoted without prior approval of the Office of Personnel Management. (FPM 213 and 306) and NPS PML 80-8 (306)

#### B. Mentally Retarded Program

Mental retardation is a chronic and lifelong condition. In most cases, it is an improvable handicap, involving a limited but nonetheless existing ability to learn, to be educated, and to be trained for useful productive employment. The majority of mentally retarded individuals are capable of useful employment.

Individuals are referred for positions by State Vocational Rehabilitation Agencies. Careful job placement and follow-up are mandatory. Mentally retarded persons are given permanent excepted Schedule A appointments or a trial appointment may be worked out. Prior approval of the Office of Personnel Management is not required for placement, only a certificate from the appropriate State agency.

Those employed under this authority may be promoted without prior approval of the Office of Personnel Management, but there must be a State Vocational Rehabilitation certification to say the individual can perform the higher level duties. (FPM 306)

#### C. Mentally Restored Program

Section 213.3202(k) of Schedule B can be used to provide temporary employment (not to exceed 2 years) for individuals who are placed at a severe disadvantage in obtaining employment because of a psychiatric disability.

Eligibility is evidenced by hospitalization or outpatient treatment and a significant period of substantially disrupted employment because of the disability.

Applicants must be certified to a specific position by a State Vocational Rehabilitation counselor or a Veteran Administration counseling psychologist (or psychiatrist). The certification must assure that the individuals can meet the criteria stated above, that they are capable of functioning in the position to which they will be appointed, and that any residual disability is not job-related.

##### 5. Veterans Readjustment Appointment Programs

On December 3, 1974, the Congress enacted the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (P.L. 93-508). Among the far-reaching benefits, the act provides for agencies to maximize employment opportunities and advancement for qualified disabled and Vietnam Era veterans.

A VRA appointment is excepted for the first two years during which time the veteran undergoes a defined training plan. Then at the end of the two-year training period, the veteran is noncompetitively converted to a career-conditional appointment.

To be eligible, a veteran must:

A. Have served some or all of their active duty between August 5, 1964, and May 7, 1975, (that is, during the Vietnam Era), out of a period of active service of at least 180 days in length.

B. Be a U.S. citizen.

C. Have completed no more than 14 years of education. (This is waived for veterans that have a service connected compensable disability.)

The referral of the eligibles is accomplished through various Veterans Administration Offices as well as State and local employment services.

These veterans are appointed to developmental positions for which there are written training agreements signed by the employees. No one may be appointed above the GS-7 level or equivalent unless disabled. Counseling is an integral part of the entire program.

Persons on VRA appointments may be noncompetitively promoted during the initial 2-year excepted period. (FPM 307)



## 6. Other Special Programs

Under the following special employment programs, initial appointment is in the competitive service.

A. Worker-Trainee Program - This program is designed to enhance employment and developmental opportunities for low-skilled and disadvantaged persons. Appointments are to positions at grade GS-1 or WG-1 or 2. Those hired and placed in developmental jobs targeted for advancement to GS-3 (or equivalent) or higher may be exempt from agency employment ceilings for 12 months from date of appointment with prior approval of OPM. (FPM 316)

B. Apprenticeship Programs - Although nonstatus applicants for apprentice positions must compete for appointment through civil service registers in the normal manner, apprentice positions often offer excellent opportunities for persons with limited experience and training to enter the competitive civil service. Apprentice programs are used to provide a pool of candidates for anticipated future vacancies at the journeyman level in trades and crafts. Appointees are given on-the-job and classroom training which provides the skills needed for advancement to higher levels.

C. Senior Practicum Program - Hood College - Work Study/Internship programs such as that offered by Hood College, Frederick, Maryland, are designed to provide a bachelor's degree candidate with in-depth exposure to recreation agencies and leisure service providers.

The college considers the field-work obtained under the program as an educational opportunity which should not be a paid work experience. Under Hood's program policy, a student may accept payment only when approved by the faculty advisor. The program can be included in the Co-op or volunteer programs. (See 1 (B) and 6 (H).)

D. The Harry S. Truman Memorial Scholarship Program - The Truman Scholarship Foundation, established by the Congress under P.L. 93-642 as the official memorial to honor the 33rd President, conducts an educational scholarship program designed to provide opportunities for outstanding students to prepare for careers in the public service. Each year, through nationwide competition, one scholarship is awarded to a resident in each of the 50 states, the District of Columbia, and Puerto Rico. Also, Guam, the Virgin Islands, American Samoa, and the Trust Territories of the Pacific Islands which represent a single entity. Therefore, 53 students are selected annually. These students are selected to participate in Federal, State, or local Government career-related work-study programs and are appointable in the Federal Service under Schedule B, Section 213.3203(d). Agencies have the final responsibility for selection of students recommended to them by the Harry S. Truman Foundation. The length of the work-study assignment is determined jointly by the agency and the Foundation. Students may be noncompetitively appointed to competitive service positions under conditions outlined in FPM 308.

E. The Federal Summer Intern Program - This program is designed for the purpose of involving talented college (undergraduate and graduate) student leaders in operations of the Federal Government through meaningful summer employment in Federal agencies. The majority of the approximately 800 intern positions filled each summer is located in the Washington, D.C., metropolitan area. The Office of Personnel Management annually announces the program to college and university officials. Schools electing to participate are invited by participating Federal agencies to nominate students for positions. Students are considered for nomination by their schools on the basis of scholastic ability, demonstrated leadership qualities, honors, awards and recognition, and career goals and interests.

Students are appointed under Section 213.3102(q) of Schedule A or civil service regulation 316.402(a) as appropriate. Appointments may be made at grades GS-4 to GS-11 depending on the individual's qualifications and the position to be filled. Positions used to support the Federal Summer Intern Program should involve substantive, mission-oriented duties and be in administrative, professional, or technological fields. (FPM 213, 308 and 316)

F. Federal Junior Fellowship Program - Federal Junior Fellows are hired with the expectation that they will return to work each summer and vacation period throughout their undergraduate study. They are not permitted to work part-time during the school year under this program. Junior Fellowship positions are designed to provide a progressively more responsible work experience each year. Candidates for Junior Fellowship positions must be in the upper 10 percent of their graduating high school class, accepted for admission to a college, be interested in a Federal career following college graduation, and be nominated by their high school.

These students are appointed under Section 213.3202(f) of Schedule B. Junior Fellows are exempt from normal employment ceiling controls. Please check with your Regional Personnel Offices to determine the number of students that may be hired. They are to assist scientific, professional, or technical employees and may not be placed in positions of a routine clerical type. Junior Fellows who complete requirements for a bachelor's degree and have satisfactorily performed work-study assignments may be noncompetitively converted to career-conditional appointments. (FPM 213 and 308)

G. Presidential Management Intern Program - The purpose of the program is to attract to the Federal Service individuals of exceptional management potential who have received special training in planning and managing public programs and policies. Each year the Presidential Management Intern Program will match the job interests of 250 outstanding graduates with the high priority needs of Federal agencies. The program has a strong intergovernmental focus and interested State and local Governments may hire the interns. Candidates for the internship must have completed a graduate study program with concentration in public management, be nominated by the college dean, and pass a regional screening process.

Internships are two years in duration, with initial appointment at the GS-9 level. Interns who perform satisfactorily and meet the time-in-grade requirements may be promoted to GS-11. After 2 years successful performance and upon noncompetitive conversion to career-conditional appointment, the interns may be promoted to GS-12. Interns are appointed under Section 213.3102(ii) of Schedule A. The internship is designed to facilitate placement in career positions. An intensive intern development plan is developed for each selectee. (FPM 213 and 362)

H. Student Volunteer Service - The Civil Service Reform Act of 1978, Public Law 94-454, authorized Federal departments and agencies to establish programs designed to provide educationally related work assignments for student volunteers without pay. Volunteer programs must be conducted through written agreements with educational institutions (e.g., high schools, trade schools, junior colleges, and colleges) or with organizations officially designated by schools or boards of education to coordinate the placement of students in nonpaid work assignments. In order to qualify, a student must be enrolled at least half-time under his or her school's academic program. Although student volunteers are not Federal employees, their service is creditable for competitive examination purposes. Some participating schools may award course credit for the service. Care should be taken in designing volunteer programs to avoid conflict with paid student employment programs, particularly when morale problems may result from paid and unpaid students performing similar duties. (FPM 308)

## 7. Other Excepted Appointing Authorities

There are several excepted appointing authorities which have more limited application than those discussed above but with which you should be familiar. These appointing authorities are:

A. Schedule A, Section 213.3102(o) and Regulation 316.402(a) - May be used to appoint college faculty members to positions of a scientific, professional, or analytical nature. (FPM 213)

B. Schedule A, Section 213.3102(p) - This authority provided for appointment of graduate students to positions of a scientific, professional, or analytical nature if the work of the student is to be used toward completion of certain academic requirements for the graduate degree. (FPM 213)

C. Schedule A, Section 213.3102(q) - High school science and mathematics teachers may be appointed to GS-7 or below positions to assist scientific, professional, or technical employees. This authority is also used for appointment of certain cooperative education program students as discussed in paragraph 4-6 above. (FPM 213)

D. Schedule A, Section 213.3102(11) - This authority enables the appointment of interpreters for deaf employees and reading assistants for blind employees.

Enclosed for your reference is a listing of benefits available to students employed by Federal Agencies.

## APPENDIX

	Leave	Health	Insurance	Retirement	FICA
<u>PERMANENT APPOINTMENTS:</u>					
A. Full-time	X				
1. Career-Conditional	X	X	X	X	
2. Career	X	X	X	X	
3. Veterans Readjustment Appointment	X	X	X	X	
B. Part-time	Prorated				
1. Career-Conditional	X	X	X	X	
2. Career	X	X	X	X	
C. Intermittent					
1. Career-Conditional				X	
2. Career				X	
<u>TEMPORARY APPOINTMENTS:</u>					
A. Full-time/Part-time					
1. From Register	X*				X
2. Reinstatement Eligible	X*				X
3. Based on Military Service	X*				X
4. Faculty Member	X*				X
5. 700-hour	X*				X
6. Special Need (30 day)					X

\* where appointment is made for more than 89 days.

## APPENDIX

	Leave	Health	Insurance	Retirement	FICA
B. Intermittent					
1. From Register					X
2. Reinstatement Eligible					X
3. Based on Military Service					X
4. Faculty Member					X
5. 700-hour					X
<u>EXCEPTED APPOINTMENTS:</u>					
A. Full-time/Part-time					
1. Student Appointment "Q"	X				X
2. Faculty Member "O"	X				
3. Graduate Student "P"	X				
4. "G" Appointment	X				
5. Field Assistant	X				
6. Student Trainee (Full-time Only)	X	X**	X**	X	X
7. Handicapped (Full-time)	X	X	X	X	X
8. Handicapped (Part-time)	X	X	X	X	X
9. "Stay-in-School" "W"	X*				X
10. "Disadvantaged Youths for Summer" (Summer Aid) "V"	X*				X
11. Federal Junior Fellowship	X	X**	X**	X	X

\*Where appointment is made for more than 89 days.

\*\*Where employee is in a pay status for at least one-third of the time.

## APPENDIX

	Leave	Health	Insurance	Retirement	FICA
B. Intermittent					
1. Student Appointment "Q"					X
2. Faculty member "O"					X
3. Graduate Student "P"					X
4. "G" Appointment					X
5. Field Assistant					X
6. Handicapped				X	
7. "Stay-in-School" "W"					X
8. "Disadvantaged Youths for Summer" (Summer Aid) "V"					X

SUMMER EMPLOYMENT:

A. Full-time/Part-time	X*				X
B. Intermittent					X

\*Where appointment is made for more than 89 days.