

SUPPORTING STATEMENT  
APPLICATION FOR STUDENT EDUCATIONAL EMPLOYMENT PROGRAM  
(3064-0147)  
Renewal

INTRODUCTION

When the U.S. Office of Personnel Management established the Student Educational Employment Program (SEEP) under schedule B of the excepted hiring authorities found in part 213 of Subpart B of 5 CFR, it established several criteria necessary for participation relevant to an applicant's course of study and degree objectives. FDIC further exercised its discretion to define parameters and limitations to participation, specifically regarding academic achievement expected of participants, and prohibition of the employment of relatives in the SEEP programs. In order to simplify the collection of information and ensure applicants supply all necessary personal data, the FDIC developed this form as a consolidated application that could be made available on-line to students nationwide. Also, as the excepted service SEEP program is not specifically tied to public notice announcements, this form serves to provide information about the program requirements to student applicants. The use of the on-line form also reduces the impact of personal, non-qualification related elements of a job application, which can influence the first impression an application makes and bias selecting officials in favor of candidates with resources for such application aids as professional assistance and high quality paper.

A. JUSTIFICATION

1. Circumstances and Need

Statutory, regulatory and Executive Order authority can be found in:

- a. EO 12015, Permitting Students Completing Approved Career-Related Work-Study Programs To Be Appointed to Career or Career-Conditional Positions in the Competitive Service
- b. EO 10577, Civil Service Rules, Rule VI, Exceptions From the Competitive Service
- c. 5 CFR 213.3202, Entire executive civil service (a) Student Educational Employment Program—Student Temporary Employment Program.
- d. 5 CFR 213.3202, Entire executive civil service (b) Student Career Employment Program—Student Career Experience Program.
- e. 5 USC 3110, Employment of relatives; restrictions

In addition to executive order and regulation, FDIC has developed an internal policy, *FDIC Student Educational Employment Program*, to set out program standards and limitations. This policy establishes, among other things, that children of FDIC employees are not eligible to participate in the program, and that participants in the Student Temporary Employment Program (one component of SEEP) maintain at least a 2.0 grade point average on a 4.0 scale. It is

important that participants be aware of these expectations, because unlike Student Career Experience Program (SCEP) participants, (the second component of SEEP), the STEP participants do not enter into and sign an agreement with FDIC and the educational institution that explicitly defines the terms of employment.

2. Use of Information Collected

The information will be used by managers of the FDIC in making hiring decisions for excepted service temporary or convertible student hires. FDIC headquarters and each of its Regional Offices has a designated SEEP coordinator as a primary contact for student inquires. The information will aid program coordinators in identifying which applicants should be appropriately referred to the various FDIC organizational units, based on an assessment of their major course of studies and completed coursework as identified on the form.

3. Use of Technology to Reduce Burden

The *Application For Student Educational Employment Program* is posted on the FDIC's web site for ready access by students interested in temporary or internship employment with the FDIC. Applicants may complete the form at any public access computer, such as in a college career center, and submit without expenses for certified postage. Applicants may, but are not required to, produce and mail hard copy resumes at their own personal expense. Availability of the form on the internet also reduces the time required to communicate program terms to applicants.

4. Efforts to Identify Duplication

This form is not comparable to, and therefore not a duplication of OPM's OF-612 Optional Application for Federal Employment because it asks for information about coursework specific to the FDIC's bank examination jobs, grade-point averages on coursework, and the applicant's relationship to FDIC employees.

5. Minimize the Burden on Small Entities

The submission of this information has no burden on small businesses or other small entities.

6. Consequences of No Collection or Less Frequent Collections

This information is collected from applicants only once. Not collecting this information would make it more difficult for the FDIC to comply with relevant statutes, regulations, and Student Educational Employment Program policies.

7. Special Circumstances

Information may be submitted by job applicants on a voluntary basis each time they apply for consideration for the Student Educational Employment Program. Because program application materials must be submitted to the agency prior to final decisions on appointments, and appointments are often tied into recruitment events at on-campus visits or career fairs, it is likely that applicants would need to complete the *Application for Student Educational Employment Program* in less than 30 days.

7. Summary of Public Comments; Consultation

No comments were received.

9. Payment or Gift to Respondents

None.

10. Confidentiality

The *Application For Student Educational Employment Program* will display a Privacy Act statement. In addition, a statement is included on the form that personal identifying information will not be used in the tabulation of data. The respondent's Social Security Number is needed to provide a unique identifier of the applicant to avoid errors in contacts with schools and prior employers when verifying information. *Applications For Student Educational Employment Program* will be stored either in hard copy or in a secure database for two years.

11. Information of a Sensitive Nature

No questions of a sensitive nature are included in the form.

12. Estimate of Annualized Burden

700 respondents x 20 minutes = 233 hours. (The number of respondents is estimated to be 700; however, this number can vary significantly from year-to-year based on approved project core staffing needs and job market.)

13. Capital, Start-Up, Operating, and Maintenance Costs

None.

14. Annual Cost to the Federal Government

None.

15. Reason for change in Burden

There is no change in burden.

16. Publication

There is no publication of the information.

17. Display of Expiration Date

Not applicable.

18. Exceptions to Certification

None.

B. STATISTICAL METHODS

None.