



DEPARTMENT OF THE NAVY  
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION  
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NAVAIRWARCENACDIVINST 12410.2B  
733000A

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NAVAIRWARCENACDIV INSTRUCTION 12410.2B

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: COOPERATIVE (CO-OP) EXPERIENCE EMPLOYMENT PROGRAM

Ref: (a) 5 CFR Part 213-Student Career Experience Program  
(b) Group Coverage Qualification Standards for Schedule  
B Student Trainee Positions  
(c) Group Coverage/Individual Qualification Standards

Encl: (1) Cooperative (CO-OP) Experience Employment Program  
Student Guide

1. Purpose. To outline guidance and issue procedures for the operation of the Cooperative (CO-OP) Experience Employment Program throughout the Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) in accordance with references (a), (b) and (c). This instruction covers students employed under the Student Career Experience Program under reference (a). The purpose of this program is to provide a recruiting vehicle to enhance the diversity of our work force.

2. Cancellation. This instruction supersedes and cancels NAVAIRWARCENACDIVINST 12410.2A of 09 Jan 06. This instruction is a major revision and should be reviewed in its entirety.

3. Scope. Applicable at the NAVAIRWARCENACDIV.

4. Background. This program provides a planned and progressive career-related student employment program for students with at least one year of academic credit completed (at least sophomore level). The CO-OP program integrates academic studies and on-the-job work experience. The program is a recruitment vehicle for all categories (professional, administrative, technical, wage grade and clerical personnel). The core of the program will serve as a recruitment source for scientific and engineering positions. A key feature of the program is the opportunity for noncompetitive conversion of the student from the Excepted Service into the Competitive Service after

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satisfactory completion of their educational and work requirements.

5. Policy. Maintain a CO-OP Experience Employment Program that enhances the employment body of the organization and is an integral part of our ongoing recruitment program. Selection and retention of students are administered using enclosure (1) and the flexibility inherent in references (a) through (c).

6. Discussion. The purpose of the NAVAIRWARCENACDIV CO-OP Program is:

a. To provide an effective recruiting source for meeting long-range staffing goals.

b. To select personnel for career/career-conditional positions based on proven job performance.

c. To support equal employment opportunity objectives.

d. To provide well-qualified employees.

7. Authority and Responsibilities.

a. The NAVAIRWARCENACDIV Patuxent River Site CO-OP Coordinator (733000A) will ensure that:

(1) guidance is current, properly implemented and widely publicized to management, supervisors, students and schools; and,

(2) student records are current and accurate.

b. Supervisors of the CO-OP students will ensure that:

(1) students are provided with sufficient opportunities to gain work experiences in areas related to their academic program and career goals;

(2) appropriate forms are completed in an accurate and timely manner; (1) Cooperative (CO-OP) Experience Employment Training Agreement Form NAVAIRWARCENACDIV 12410/29 series; (2) Cooperative (CO-OP) Experience Employment Program Training Plan Form NAVAIRWARCENACDIV 12410/30 series; and (3) Cooperative

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CO-OP) Experience Employment Program Advisory for Tuition Assistance and/or Book Reimbursement Form NAVAIRWARCENACDIV 12410/31 series;

(3) notify the appropriate Site CO-OP Coordinator of any problems or programmatic changes which may affect the employment status of the student; and,

(4) discuss all performance appraisals with student.

8. Review Authority. The Director, Total Force Strategy and Management Department (730000A) is responsible for the administration of the program and will review this instruction annually and revise as necessary.

9. Forms. Cooperative (CO-OP) Experience Employment Training Agreement Form NAVAIRWARCENACDIV 12410/29 series, Cooperative (CO-OP) Experience Employment Program Training Plan Form NAVAIRWARCENACDIV 12410/30 series, and Cooperative (CO-OP) Experience Employment Program Advisory for Tuition Assistance and/or Book Reimbursement Form NAVAIRWARCENACDIV 12410/31 series are available on <http://www.navair.navy.mil/TFSMD/training/index.htm>. SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form and SF-1034, Public Voucher for Purchases and Services other than Personal are available on the GSA Forms Website, <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF> under "Standard Forms."

  
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**COOPERATIVE (CO-OP) EXPERIENCE EMPLOYMENT PROGRAM  
STUDENT GUIDE**

This CO-OP Student Guide is intended to be a reference guide to acquaint the student with the services, procedures, and some of the regulations which pertain to CO-OP employment. The subjects covered include work hours, insurance benefits, training, employee development and many other topics. As a Federal employee, the student has a responsibility to become familiar with the various rules and regulations pertaining to their employment. We encourage the student to give this document a thorough review.

The CO-OP student program at the NAVAIRWARCENACDIV, receives a significant amount of management attention and support, and it is our intent to help continue this tradition. If you have any questions as you review this guide, please contact the NAVAIRWARCENACDIV Patuxent River Site CO-OP Coordinator (733000A) for assistance at (301) 757-4119.

1. Coverage. Referred to as the Student Career Experience Program in 5 Code of Federal Regulations (CFR), part 213.

2. Eligibility. The prospective CO-OP Student must meet the following requirements:

- a. Must be at least 16 years of age.
- b. Must be a U.S. citizen.
- c. 5 CFR part 310 states that a student may only work in the same command with a relative when there is not a direct reporting relationship and/or the relative is not in a position to influence or control a student's appointment, promotion or advancement to a position within the agency.
- d. Students must enroll, if required in the student's academic institution's cooperative education program, if not already enrolled.
- e. Must be in good academic standing and enrolled (or accepted for enrollment) in an accredited educational institution pursuing a Vocational/Technical certificate, Associate degree, Baccalaureate degree or Graduate degree. Correspondence programs are excluded from this program.

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f. Students in a full-time work status must be taking at least a half-time academic course load as defined by their academic institution.

3. Agreement. A written training agreement between the academic institution, the NAVAIRWARCENACDIV organization and the student is required by regulation. Cooperative (CO-OP) Experience Employment Program Form NAVAIRWARCENACDIV 12410/29 series will be used for this purpose.

4. Selection and Appointment Authority. The NAVAIRWARCENACDIV organization may select students who are enrolled in a field of study related to the assigned work. Students may be appointed to the highest pay plan level for which they fully meet the qualification requirements in accordance with reference (b) consistent with the position to which they are assigned. Students will receive consideration for employment without regard to race, color, religion, national origin, sex, age, physical or mental disability, nor will consideration be based on such factors as political or personal favoritism. All appointments made via the CO-OP student program are subject to the same requirements and conditions governing career or career-conditional appointments, including investigation to establish qualifications and suitability. (CO-OP students will be classified as student trainees of their applicable occupational group.)

5. Work Schedules. A formally pre-arranged work schedule should be detailed in the training plan agreement (Cooperative (CO-OP) Experience Employment Program Form NAVAIRWARCENACDIV 12410/30 series). Supervisors shall ensure that on-the-job assignments are diversified and progressively challenging as the student progresses through the program. Students may work either full-time or part-time work schedules, dependent on their academic schedule. Part-time work schedules are permitted when the student is also taking at least a half-time course load (as defined by the academic institution). The student's work schedule should not interfere with the student's academic schedule. Regardless of the type of program, a **minimum** of 640 hours (16 weeks) of work experience is required for noncompetitive conversion. The 640-hour work requirement must be completed prior to or concurrently with the completion of the academic studies. Both supervisors and CO-OP students generally benefit from significantly longer and repeated work assignments.

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6. Benefits. CO-OP students are eligible for annual and sick leave, as well as enrollment in:

- a. Federal Employees Group Life Insurance Program;
- b. Federal Employee Health Benefits Program;
- c. Federal Employees Retirement System;
- d. Social Security; and,
- e. Thrift Savings Plan

7. Performance Expectations and Retention. To remain in good standing in the Program:

a. CO-OP students must continue to remain in good standing with their academic institution and maintain a minimum cumulative Grade Point Average (GPA) of a 2.00. Failure to meet this GPA minimum will result in removal from the CO-OP program.

b. CO-OP students must meet performance objectives, conduct, and behavioral standards established by their supervisor under the guidance contained in the National Security Personnel System. The supervisor and CO-OP student will meet periodically throughout the appraisal period to discuss performance objectives and contributions made by the student to the Command. In order to be retained, CO-OP students must obtain a satisfactory summary job performance rating level and also continue to meet academic standards of the school's CO-OP Experience Employment Program.

c. CO-OP students must complete their education in a reasonable timeframe. The timeframes indicated below are normally considered the maximum reasonable timeframes required for program completion.

- (1) Vocational or Technical Certificate - 3 years
- (2) A.S./AA Degree - 3 years
- (3) BS/BA Degree - 5 years
- (4) MS Degree - 3 years
- (5) Ph.D. Degree - 3 years

d. CO-OP students must provide academic grade transcripts to the Site CO-OP Coordinator (733000A) within three weeks after the completion of the quarter/semester. CO-OP students are also required to notify both the site representative and their

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supervisor of any changes in major or academic progress influencing their program participation.

e. CO-OP students in this program are in Tenure Group II for purposes of Reduction-in-Force (5 CFR 351.502). They are accorded the same retention rights as excepted service employees.

8. Probationary Period. All CO-OP students will serve an initial probationary period of one year.

9. Conversion upon Graduation. All CO-OP students must meet the following conditions for conversion from a student trainee to a career or career conditional appointment:

a. Within 120 calendar days after satisfactory performance, completion of 640 work hours, and also completion of all academic requirements, the CO-OP student is eligible for conversion to a career or career-conditional appointment. Conversion is not guaranteed, nor promised. Students may be terminated at the end of the 120 calendar day period for any number of legitimate business reasons; i.e., lack of work or lack of funds. When converted, pay setting procedures are consistent with a new employee in the same occupational series. If the CO-OP student is pre-conversion eligible and not converted based on Government lack of work or Government lack of funds, the student's obligation for repayment of tuition assistance and/or book reimbursement are waived.

10. Crediting Other Experience Toward the Completion of 640 Work Hours. In order to credit other experience toward the completion of 640 work hours, competencies must use the criteria set forth in 5 CFR 213.3202(b)(11)(ii) to determine if a non-Federal CO-OP program is comparable to the NAVAIRWARCENACDIV CO-OP Program. The non-Federal CO-OP program must also have been a formally structured program requiring a written agreement between the school, student and the Federal agency. Only up to a total of 320 hours toward the required 640 hours is allowed.

11. Exceptional Job Performance and Outstanding Academic Achievement. Competencies may consider exceptional job performance and outstanding academic achievement that was demonstrated under a Student Educational Employment Program appointment (i.e., temporary student program or a CO-OP Program) at another Federal agency. Competencies are reminded when considering the outstanding academic achievement and exceptional job performance accomplishments from a temporary student

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appointment, the outstanding academic achievement and exceptional job performance must have been related to the student's current CO-OP position. 5 CFR 213.3202(b)(11)(iii) applies.

12. Increases in Pay. Under the National Security Personnel System, CO-OP students are eligible for increases in pay due to increased, documented work-related responsibilities, and successful completion of educational requirements at each academic level.

13. Tuition Assistance and Book Reimbursements. All CO-OP students receiving tuition and/or book reimbursements assistance must sign Cooperative (CO-OP) Experience Employment Program Form NAVAIRWARCENACDIV Form 12410-31 series.

a. Tuition Assistance. Tuition assistance is available to all CO-OP students in all career fields provided that funding is available and the student has met the performance and academic requirements of the program.

(1) To obtain tuition assistance, CO-OP students must have completed one academic year of study towards their declared major.

(2) Tuition assistance for CO-OP students in the engineering and/or scientific career fields, will not exceed \$4,500 per semester/quarter and not exceed \$13,500 per year. For all other career fields, tuition assistance will not exceed \$2,500 per semester/quarter and not exceed \$7,500 per year.

(3) Tuition assistance will be limited to a total of six semesters or nine quarters (equivalent). For the engineering and scientific categories, CO-OP students must maintain a cumulative GPA of 2.50 or higher to retain tuition assistance. For all other categories, CO-OP students must maintain a cumulative GPA of 2.00 or higher to retain tuition assistance. Tuition will be paid via a Standard Form 182 to the CO-OP student's academic institution prior to the start of the semester/quarter. Tuition assistance can be used only for tuition expenses. Tuition support will be paid by the competency where the CO-OP student is assigned.

b. Book Reimbursements. CO-OP students are allowed to purchase books (allotment of up to \$400 for each semester/quarter) for corresponding course work and research during their semester/quarter periods and then be reimbursed by their competency, provided that funding is available and the student

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has met the performance and academic requirements of the program. After receiving proof of purchase, the CO-OP student will be reimbursed for pre-approved purchases of books. Books may be purchased at their campus bookstore, over the internet, or from sources other than the campus bookstore. The CO-OP student will use the Electronics Fund Transfer Standard Form (SF 3881) to establish a student payee number in order to deposit funds into the student's bank account. The Public Voucher for Purchase and Services Other Than Personal Standard Form SF 1034 will be used for reimbursement of books. Reimbursements take 30 days after receipt by the NAVAIRWARCENACDIV Comptroller.

c. Conditions and Service Obligation. The acceptance of tuition assistance and/or book reimbursements is optional with the CO-OP student.

(1) All CO-OP students receiving tuition assistance and/or book reimbursements must sign Cooperative (CO-OP) Experience Employment Program Form NAVAIRWARCENACDIV 12410/31 series. The CO-OP student will incur a service obligation with the NAVAIRWARCENACDIV, requiring three times the length of the amount of the training period but no less than two years of service obligation. (Example: If a CO-OP student starts using tuition assistance in their sophomore year through their senior year, they will owe NAVAIRWARCENACDIV three years of service obligation. If the CO-OP student only uses one semester of tuition assistance, the service obligation will be no less than two years). The service obligation begins the first date of CO-OP student's conversion to a career or career conditional appointment.

(2) Tuition assistance may be suspended at any time for sufficient reasons (low grades, budgetary limitations, and/or unsatisfactory performance).

(3) CO-OP students who voluntarily leave the program or change their major to a field of study not accepted by this organization must reimburse the NAVAIRWARCENACDIV for all tuition and/or book expenditures. CO-OP students who involuntarily leave the program are not obligated to reimburse the NAVAIRWARCENACDIV for expenditures related to tuition assistance and/or book reimbursements.

14. Employment of Relatives. In accordance with 5 CFR, part 301, a student may work in the same agency with a relative when there is not a direct reporting relationship and the relative is

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not in a position to influence or control the student's appointment, employment, promotion or advancement within the agency. A relative cannot advocate employment of the student's appointment, employment, promotion or advancement within the agency.