

CD20-OWI-018
Baseline
EFFECTIVE DATE:
July 15, 2002

ORGANIZATIONAL ISSUANCE

CD20

Cooperative Education Program

APPROVING
AUTHORITY

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
J.R. Pruitt	Acting Mgr., EODD	CD20	7/15/02

CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 2 of 20

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		7/15/02	This document replaces CD20-OWI-013 which was cancelled. This baseline incorporates new procedures and office structure.

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 3 of 20

1. PURPOSE

The purpose of this OWI is to document the process by which determinations, skill assessments, position management, recruitment, staffing and hiring processes, placement, and career development activities are conducted for the Marshall Space Flight Center (MSFC) Cooperative Education Program.

2. APPLICABILITY

2.1 This OWI applies to student-trainee candidates and program participants of the MSFC Student Career Experience Employment Program (otherwise known as the Cooperative Education Program or "Co-op" program) and the students' associated supervisory officials while employed at MSFC.

2.2 The laws, regulations, policies, and guidelines established in the referenced "Applicable Documents" will be adhered to in all matters related to the Cooperative Education Program. Training Consultants (TC), Personnel Management Specialists (PMS), and Personnel Staffing Assistants (PSA) jointly perform the procedures indicated below in coordination of the Cooperative Education Program.

3. APPLICABLE DOCUMENTS

CD10-OWI-005	Qualifications Determinations
CD20-OWI-017	Employee & Organizational Development Department Processes
E. O. 13025	Executive Order for Cooperative Education
MPD 1200.3	Power and Authority Directive for MSFC Operations
MPD 1280.1	Marshall Management Manual
MPG 1440.2	MSFC Records Management Program
MPG 3410.1	Training
NPD 3410.2	NASA Policy Directives
NPG 1441.1	Records Retention Schedule

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 4 of 20

5 CFR 213.3202 (B) Schedule B-Student Educational Employment Program

5 USC Chapter 41 Training

USOPM Qualification Handbook for General Schedule Positions

4. DEFINITIONS

4.1 Academic Institutions. Accredited U.S. Colleges and Universities who are participating in the MSFC Cooperative Education Program.

4.2 Aerospace Technology (AST). The term designated for all research, development and testing activities conducted by NASA. Specifically aeronautical sciences and technology, research and development related to extraterrestrial and aerospace flight, and studies of planets, deep space, and the sun, etc.

4.3 Cooperative Education Program. Consists of a series of planned work assignments performed in laboratories, offices, and other related work areas, alternating with periods of related academic study. It is designed for qualified students in the fields of science, engineering, professional administration, and other occupational fields.

4.4 Customer and Employee Relations Directorate/CD01 (CaER). Includes those departments at MSFC with primary responsibility for focusing on Center planning, facilitating clear communication, fostering an effective, motivated workforce, and forming partnerships and alliances.

4.5 Employee and Organizational Development Department/CD20 (EODD). The MSFC organizational unit that is responsible for the training and organizational development for all employees at the Center.

4.6 Human Resources Department (HRD). The MSFC organizational unit that creates and implements innovative human resources strategic plans, services, and systems to the employees at the Center.

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 5 of 20

4.7 MSFC Cooperative (Co-op) Education Program Coordinator. The Training Consultant designated to administer, coordinate, design and develop specialized training courses, execute the procurement process, schedule, and document training courses for all activities and matters relative to the cooperative education program.

4.8 Office of Chief Financial Officer (CFO). The MSFC organizational unit that obligates and disburses training funds.

4.9 Personnel Management Specialist (PMS). The person(s) designated to execute the MSFC personnel management procedures.

4.10 Personnel Staffing Assistance (PSA). The person(s) designated to execute MSFC personnel management administrative processes.

4.11 Purchase Order Form MSFC 4120. A form used to purchase off-the-shelf training courses.

4.12 Student-Trainee. A term used to describe student participants of the Cooperative Education Program.

4.13 Supervisor. The person(s) who directs and evaluates the work of a group of subordinate employees to include co-op student-trainees. For purposes of this instruction, Team and Group Leaders are considered Supervisors.

4.14 Training Consultant (TC). The person(s) designated to design and develop specialized training courses, execute the procurement process, schedule, and document training courses for assigned MSFC organizational units.

4.15 Work Term. The semester the student trainee works when not attending school on a full-time basis.

5. INSTRUCTIONS

5.1 Qualifications Determination. Prior to a student-trainee being assigned to a co-op program position vacancy which is targeted for conversion to a full-time non-AST position at the Marshall Space Flight Center, the Employee and Organizational Development Department (EODD); in collaboration with the Human Resources Department (HRD), will first determine whether the student-trainee meets the minimum qualifications established by the Code of Federal Regulations (CFR), Executive Order (E.O.)

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 6 of 20

13025, and the U.S. Office of Personnel Management (OPM) Qualifications Handbook for such positions. This process will be documented using the Cooperative Education Qualifications Worksheets (i.e., MSFC Form 3598-2).

5.2 Before student-trainee applicants seeking a graduate degree are assigned to an AST co-op program position vacancy, the EODD in collaboration with the Human Resources Department (HRD) will first determine whether the applicant meets the minimum qualification requirements set forth in National Aeronautics and Space Administration (NASA) Announcement Number NN-100 and the NASA Rating Schedules for Aerospace Technology Positions, Code of Federal Regulations (CFR), and Executive Order (E.O.) 13025. The qualifications of graduate student-trainee applicants for AST positions will be documented using MSFC Form 3598-01.

5.3 Skill Assessment.

5.3.1 EODD will conduct a Cooperative Education Program Allocation Survey to identify and assign co-op positions to Center directorates. After all program allocations have been determined for a fiscal year, any requests for allocation of additional co-op positions to a particular directorate must be initiated by the supervisor in the form of an internal memorandum and routed through the directorate's official concurrence channels. The EODD Manager in collaboration with the MSFC Co-op Coordinator (hereafter referred to as Co-op Coordinator), CaER Director, and HRD Manager approves all requests for new co-op position allocations. Each request for co-op allocations should include the following information:

5.3.1.1 The exact organization where a co-op placement is requested (i.e., ED10, Avionics Department),

5.3.1.2 The supervisor's name and title,

5.3.1.3 The major field requested (e.g., B.S./Mechanical Engineering),

5.3.1.4 A brief justification or list of duties for the positions, and

5.3.1.5 Any additional information useful in the screening of candidates (e.g., knowledge of Fortran helpful).

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 7 of 20

5.3.2 When requesting a co-op position, organizational units are to be reminded that generally, student-trainees graduate approximately 2 - 3 years after beginning the program.

5.4 Tuition Assistance.

5.4.1 The Center sponsors tuition, fees, and the purchase of books for all students participating in the Associate Degree Programs (i.e., secretarial). The Center also sponsors up to a specified dollar amount for tuition costs of all baccalaureate and graduate degree-seeking student-trainees. Prior to the beginning of each academic school year (August) the MSFC Co-op Office will send a notification memorandum to each school in which MSFC has a participating co-op student. The memorandum will list those students who will receive tuition reimbursement for the upcoming academic school year. The school will credit the students' accounts for the specified dollar amount covering tuition as the student(s) register for classes for Fall, Spring or Summer Semester. The school or institution will invoice MSFC on a semester basis for those costs incurred by the students. MSFC will pay the invoices utilizing an on-site contractor who is responsible for the tuition reimbursement process. This payment or reimbursement will be transacted thru the co-op student's appropriate official at the school (e.g., bursar's, business, or financial aid office). Under guidance from the MSFC Co-op Program Office, the contractor will be responsible for tracking the training budget allocation for co-op tuition assistance, complying with the existing purchase order procedures and preparing supplements to the existing purchase orders when needed.

5.4.2 Student-trainees who attend course(s) for which NASA has provided tuition assistance will be required to submit a copy of their grade report from the academic institution after courses are completed. Any course work in which the student received a failing grade or withdrew from is subject to non-sponsorship by NASA. NASA sponsorship of any subsequent course work for such a student will be reviewed on a case-by-case basis. Further, the student-trainee may be responsible for reimbursement of tuition costs to NASA for any failed or withdrawn course. Students who are already under a full scholarship with their academic institution will not be subject to the tuition reimbursement. In case by case situations, those students that elect to take one course locally in the Huntsville area while working their scheduled work semester at MSFC, may be eligible for the specified tuition reimbursement based on prior approval by the

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 8 of 20

MSFC Co-op Program Office and satisfactory completion of the one course.

(Note: This is by request only from the student and each request will be reviewed by the MSFC Co-op Program Office and Immediate Supervisor prior to approval.)

5.5 Recruitment, Staffing, Hiring, and Placement Process. The Marshall Center is totally committed to maintaining a culturally diverse workforce, and therefore, advocates recruitment and placement of co-op students in special recruitment categories, such as minority students, Veterans Readjustment Program (VRA), disabled veterans, handicapped programs, and students with physical disabilities.

5.6 On Campus Recruitment Process.

5.6.1 Most schools regularly sponsor "Co-op Interview Days" at their campuses. These "interview days" are activities in which all eligible student candidates at the school are informed by the school's co-op coordinator of existing vacancies, and the students will then sign-up to interview with the companies/Federal agencies in which they are interested. In order for student candidates to be considered for participation in the Co-op Program, they must complete appropriate enrollment procedures as established by their academic institution, and be accepted by their school's program.

5.6.2 The school establishes the interview schedule to be used during the on campus interview of students. The application package on each student must include the following credentials: a recommendation letter from the school's co-op coordinator, a current official transcript, and a student's current resume. Upon arrival on campus for interviews, the MSFC Co-op Coordinator reviews these applications in order to ascertain the best, qualified candidates to be referred to the selecting supervisor. Every effort will be made to refer the most suitable applicants available. All students who are given consideration during the interview process will be asked to submit their resume on-line as required and as instructed below under the Solicited Recruitment Process.

5.7 Solicited Recruitment Process.

5.7.1 The Co-op Coordinator will inform the co-op officials at colleges and universities of any anticipated co-op vacancies. Normally, the co-op vacancy announcement will be faxed or e-

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 9 of 20

mailed to the schools when the vacancy is final and has become available to the public. The school's Co-op Program Coordinator will post the announcement for students to consider. Students who wish to apply for a vacancy announcement will be required to apply on-line by utilizing the NASA Automated Staffing and Recruiting System (NASA Stars), Resume Builder Process. The Resume Builder is found under the following web-site: <https://ifmpmsfc11.ifmp.nasa.gov/nasa/ResumeBuilder/>. Students will click on quick apply for the vacancy announcement number that is posted to the announcement received by the College Co-op Office, when submitting a resume. The student will still be required and instructed by the school's Co-op Office to have an official transcript and letter of recommendation submitted to the MSFC's Co-op Office prior to or immediately following the submittal of the resume. A current resume, current official transcript and letter of recommendation are all required by the MSFC Co-op Office in order to be considered for employment. After receipt of the above package, the Co-op Coordinator reviews the application package to determine basic program eligibility prior to distribution to the supervisor for interviews and employment consideration. If the selecting supervisor of the vacant co-op position is aware of qualified academic programs of study at a particular college or university, he/she should contact the Co-op Coordinator to arrange for applications from that institution to be solicited as well.

(Note: The Accreditation Board for Engineering and Technology (ABET) must accredit professional-engineering programs. NASA, the Council on Post-secondary Accreditation, and the U.S. Commissioner of Education recognize this board as the national accrediting authority concerning the quality of engineering programs offered by educational institutions in the United States. For engineering positions, the MSFC Co-op Coordinator will only consider co-op student candidates that are pursuing a professional engineering discipline at schools accredited by this board.)

5.7.2 The Co-op Coordinator will forward to the supervisor the applications of the best-qualified students available. Once these applications have been received, and if the student resides in the local area, the supervisor should contact the student directly for an on-site interview. If the student resides outside the local commuting area the supervisor should then contact the student by telephone for a phone interview. Supervisors are made aware that the Marshall Center does not sponsor pre-employment interview visits for co-op student candidates. Contact is made quickly since most students apply to

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 10 of 20

many co-op employers. In most cases, before referral of the applications to the supervisor, the MSFC Co-op Office contacts the student to ensure availability. After the supervisor has reached a decision regarding an applicant, the organization's administrative officer is informed as soon as possible of the first, second, and third choices for the position. MSFC supervisors are not authorized to extend offers of employment to the student. The administrative officer notifies the Co-op Coordinator of the decision and the Co-op Coordinator will make the offer of employment on behalf of the Human Resources Manager to the selected student.

(Note: The supervisor may retain the applications forwarded by MSFC. The letter of referral indicating selection order should be returned to the MSFC Co-op Office/CD20. The MSFC Co-op Office retains the original package on each student that is received from the school).

5.7.3 To initiate the appointment of a student to the co-op program, the Co-op Coordinator will complete a Request for Personnel Action-Standard Form 52 (SF52). If a Position Description (PD) is needed, the administrative officer will inform the supervisor. Once the Co-op Coordinator has offered the position to the selected student, and if that student accepts the MSFC offer, he/she will receive a formal offer of employment notification letter and the supervisor will be notified of the student's acceptance and of the entrance-on-duty (EOD) date of the student. If the supervisor's first choice declines the offer, the student selected as second choice will be contacted promptly and he/she will be made the offer and so on.

5.7.4 Student-trainees are paid in accordance with the qualification requirements for General Schedule, Student Trainee positions authorized by 5 CFR 213.3202 Student Educational Employment Program (b) Student Career Experience Program.

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 11 of 20

Qualification for Initial Appointment

Clerical Student Trainee Positions

GS-2 High School Graduate/Equiv.
GS-3 Complete 1 Year of Study Post H.S.
GS-4 Complete 2 Years of Study Post H.S.

**Scientific & Engineering and Professional
Administrative Student Trainee Positions**

GS-4 College Sophomore
GS-5 College Junior
GS-6 College Senior
GS-7 Masters Program or College Graduate
GS-9 Doctorate Program or Completion of 1
Year of Masters Level Study
GS-11 Doctorate Program (Research) or
Completion of 1 Year of Doctorate Level
Study

5.7.5 The student-trainee's first day on board is spent in an orientation process conducted by the MSFC Human Resources Department/CD10, the MSFC Protective Services Department/AD50, and the MSFC Co-op Office/CD20. The student should be expected to arrive at the supervisor's office by 12:00 noon. If the supervisor is not available at that time, a designee of the supervisor will meet the student. The student-trainee will be scheduled for the MSFC New Employee Orientation (NEO) that is offered periodically to all new hires into the Center.

5.7.6 The college or university will determine the Level of Education that the student trainee has attained. Centers may consult the Qualifications Standards for General Schedule Positions, General Policies and Instructions to determine Level of Education. Education must be in a field of study appropriate for the Student Trainee position. Student Trainees in the Student Career Experience Program will be eligible for promotion upon reaching each Level of Education. One-year time-in-grade requirements do not apply.

5.8 Final Evaluation. Approximately 4 weeks before the student's last day of work, and during the last scheduled work tour, the Co-op Coordinator will forward to the student's administrative officer a Final Evaluation and Exit Interview Schedule (MSFC Form 4206) and a Final Evaluation Form (MSFC Form

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 12 of 20

3718). The supervisor will use MSFC Form 3718 to document the hiring recommendation of the student. This form is routed through the directorate's concurrence channels. The organization's administrative officer will schedule an exit interview with the directorate director. The Co-op Coordinator will rely on this form for offering employment to graduating students. Generally, co-op students that reach the Final Evaluation process will be eligible for permanent employment if the Center's manpower and budget conditions are favorable.

5.9 Leave-Without-Pay (LWOP) and Checkout Procedures.

5.9.1 When co-ops return to school at the completion of each work tour, they are placed in an LWOP status. If the student has elected to enroll in health and life insurance plans, benefits continue during this period. Approximately 5 weeks in advance, the student will receive the following forms from the MSFC Co-op Office that are needed to out-process the student for his/her return to school.

5.9.2 Request for Leave-Without-Pay (MSFC Form 3076). MSFC Form 3076 will be used to indicate the co-op student's last scheduled day on duty, planned return-to-duty (RTD) date, projected date of graduation, dates of scheduled last work schedule, and a forwarding address. The student may use any or all of the annual leave that has been accrued during the tour or from previous tours. Most students do not elect to use their annual leave at this time since they do not lose it by going on LWOP status. However, if annual leave is to be used, it is the student's responsibility to inform the MSFC Co-op Office that leave is to be used in conjunction with the end of the work tour. This will ensure that proper work experience credit can be given to the student. Upon receipt of this form, the Co-op Coordinator will begin processing the student's Request for Personnel Action (SF52) to effect the LWOP action.

5.9.3 Supervisory Evaluation (MSFC Form 377). MSFC Form 377 must be completed by the immediate supervisor and should be discussed with the student before the last day of the work tour. This evaluation becomes a part of the student's co-op record and a copy is forwarded to the school's co-op office. Unsatisfactory work performance (including attendance and punctuality problems) should be discussed with the student in a timely manner. The Co-op Coordinator should also be notified of any such problems. The first steps to improved unsatisfactory performance will be to clearly document the problem and counsel the student. If the supervisor feels that the Co-op Coordinator should also counsel

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 13 of 20

the student, an appointment can be arranged. If the problems are not resolved and the student receives an unsatisfactory overall evaluation, the student may be terminated. However, it should be noted that the student must be given sufficient opportunity to improve performance. These evaluations must be completed for each work term. Therefore, it is essential that each work term evaluation of the student is objective, comparing him/her with students of comparable academic level, personnel assigned the same or similarly classified job, or the supervisor's individual standards.

5.9.4 Student Work Period Report (MSFC Form 439). The student is required to complete MSFC Form 439 to document the work assignment and should discuss it with the Co-op Coordinator or school counselor. This report becomes a part of the student's co-op record and a copy is forwarded to the school's co-op program office.

5.10 Payment of Health Benefits Coverage While in Non-pay Status Form.

5.10.1 The memorandum provides the student with information on continuation or cancellation of health benefits coverage while in an LWOP status. If the student elects to continue health benefits coverage while on LWOP, then this form instructs the student on the options available for payment of premiums while they are back at school.

5.10.2 Students also receive a cover sheet of instructions to assist them in checking out at the end of the work tour. Students have been thoroughly informed of all these procedures in detail at quarterly individual and group meetings. They are also furnished with all forms, example forms, and written guidance for every procedure they should complete while a co-op student.

5.11 Return to Duty (RTD) Procedures.

5.11.1 Approximately 4 weeks before the student is due to return-to-duty for each subsequent work tour, a "Notification of Student's Return to Duty" form, MSFC Form 1854 is forwarded to the student's school co-op coordinator. The school's co-op coordinator will update all academic information with the school's registrar and will contact the student for his/her signature as required on the form. The Co-op Coordinator indicates the scheduled RTD date on this form. Upon receipt of this form, the Co-op Coordinator will begin processing the Request for Personnel Action (SF52) to make effective the

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 14 of 20

student's return-to-duty. If the student desires to return earlier than the scheduled date, he/she must first contact their supervisor to obtain verbal approval. A "Request for Work Period Extension" memorandum must be initiated by the supervisor and routed through the organization's channels for concurrence, and then routed to the EODD Manager/CD20. Approval or disapproval of work period extension requests is contingent upon the Center's manpower and budget situation at the time of the request.

5.11.2 If the student desires to return later than the scheduled date, the student must contact the Co-op Coordinator for verbal approval. The Co-op Coordinator will ensure that the later start date will not jeopardize the student's ability to meet Co-op program work experience requirements.

5.12 Conversion to Full-Time Permanent Employment (Career-Conditional/Career Appointments). Student trainees in the Student Career Experience Program may be converted non-competitively to the competitive service in accordance with the provisions of 5 CFR 213.3202(b). They must meet the requirements of the qualification standard to which converted. Each year the Center makes every effort to offer permanent employment to all co-op students who have graduated and meet the qualification requirements for noncompetitive conversion into the permanent work force. It should be noted that co-op positions count toward the Center's Full-time equivalents (FTE's). For conversion purposes, one co-op student to a full-time permanent position would equate to one FTE and count towards the headcount allocations for the directorate. The Co-op Coordinator works closely with each student to ensure that all requirements are met upon graduation. Should the Center be aware of any possible positions ahead of time for which the graduating student would qualify, the following procedures will take place: The administrative officer must initiate a Request for Personnel Action (SF52) to begin the conversion process in a timely manner prior to the student's graduation date or during the 120-day time period if no position has become available up to that time. A position description of the targeted position should accompany the SF52. An offer letter will be sent to the student for full-time permanent employment by the MSFC Co-op Office. The administrative officer will be informed of an acceptance or declination as soon as the student responds and will be notified of the student's return date upon acceptance. Once the supervisor has been notified of the student's acceptance of permanent employment; it is suggested that the supervisor follow-up with a phone call to the student to reassure him/her of Marshall's continuing interest in their career after graduation.

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 15 of 20

5.13 Request for Work Period Extension.

5.13.1 Each co-op student's beginning and ending date of each work tour is determined based on a pre-determined co-op work schedule that is given to the Co-op Coordinator by the school's co-op coordinator. This work schedule is developed by the school's coordinator and based on the beginning and ending dates of the school's academic calendar at the school. The school's co-op coordinator takes into consideration when formulating this schedule the travel time needed by the student to return to campus or to report to work. The Co-op Coordinator concurs on this schedule to ensure correctness of beginning and ending dates.

5.13.2 Periodically, a co-op student may wish to request an extension of the date of his/her scheduled work tour. Please keep in mind that for manpower tracking purposes, students are scheduled for alternating work tours in conjunction with their semesters/quarters at their schools and according to the Center headcount allocations per each semester/quarter. The Co-op Coordinator makes every attempt to ensure that the manpower allocations for each semester/quarter are within the ceiling or number of full time equivalents (FTE) specified by the Center. At the beginning of each fiscal year, the MSFC Co-op Program is allocated a specific amount of full-time equivalent (FTE) manpower work hours. This allocation cannot be exceeded. For these reasons, on occasion it may not always be possible to extend the work tour that the student requests.

5.13.3 The supervisor must request an extension of a co-op student work period by submitting a memorandum to the EODD Manager/CD20 through the MSFC Co-op Coordinator/CD20. Work period extension requests must be justified in writing and based on work related situations (e.g., heavy organizational workloads, manpower shortages, and backlogs) in the supervisor's organization. A work period extension will not be approved for a student who simply wants to earn a little extra money or his/her school term is completed 1 or 2 weeks before they are scheduled to return to work.

5.14 Request for Part-Time Work Schedule.

5.14.1 Federal personnel regulations allow for work tours of co-op students to be scheduled on either a full-time or part-time basis, or a combination of both, depending on the school and agency agreement. Work schedules that involve full-time work are referred to as "alternating schedules." Under the parallel work

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 16 of 20

schedule, a student must work a minimum of 16 hours per week. Students are appointed into Marshall's co-op programs for alternating work schedules only. Only under unusual circumstances will a student be allowed to work a part-time or parallel work schedule.

5.14.2 If such unusual circumstances do exist, the student must first seek approval of the supervisor. Most schools require that students seek their approval of such requests as well; in such cases, the student must comply with the school's procedures and only seek approval from the MSFC Co-op Office once the approval is granted from the school coordinator. The supervisor must initiate a memorandum to request approval of the change in work schedule to the EODD Manager/CD20 through the Co-op Coordinator/CD20. The EODD Manager in collaboration with the Co-op Coordinator and the HRD Manager will approve or disapprove requests on a case-by-case basis.

5.15 Request for Reassignment. To avoid frequent reassignments, co-op student work assignments are carefully planned (before entry into the program) to supplement their study and to prepare them for a related career field. However, if a vacancy exists in another Center directorate or department, and the student desires reassignment, the student must seek approval in writing for the reassignment from these sources: The immediate supervisor, the gaining organization supervisor, and the current and gaining organization administrative officers. After these approvals have been granted, the student must then initiate a "Request for Reassignment" memorandum to the Co-op Coordinator.

5.16 Request for Administrative Approval of Outside Employment/Activity. Federal personnel regulations and the NASA Standards of Conduct NHB 1900.C require federal government employees to obtain administrative approval before acceptance of outside employment and certain outside activities. Co-op students at work must prepare their request in writing to participate in such activities and route them through the organization's concurrence channels and then to EODD. If the student is in LWOP status, the request should be addressed to the HRD Manager/CD10 but mailed to the immediate supervisor, and then routed through the directorate's concurrence channels. The directorate's administrative officer will ensure that the request is forwarded to the HRD Manager/CD10 and onto the Office of Chief Counsel (LS01) for further review if needed.

5.17 Request for Change in Work Schedule (Alternation Changes). Periodically, due to academic scheduling difficulties, students

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 17 of 20

may wish to request that a permanent change be made to their work schedule alternation pattern. The student must first seek the approval of his/her school's co-op advisor and coordinator. After the student has received approval from the supervisor and the approval of these school officials; a memorandum must be initiated by the supervisor through the MSFC Co-op Coordinator/CD20. An MSFC Form 4208, "Work Schedule Change and Co-op Conversion Requirements Qualifications Worksheet", must be initiated by the student and must accompany the supervisor's request. The Co-op Coordinator will initiate the necessary paperwork required to complete the work schedule change action.

5.18 MSFC Human Resources Department (HRD) Policies and Related Topics of Interest.

5.18.1 Organizational Location. For personnel management purposes, co-op students are officially assigned to EODD (CD20). Their positions are collocated to the organization in which they are placed. A co-op student's mail code is always the code of the organization to which they are collocated. "Notifications of Personnel Actions" (SF50) and other official documents should indicate this (e.g., ED01 will designate a student assigned to the Avionics Department). This designation allows a co-op student assigned to the directorate to be scheduled to work within any organizational location within that directorate.

5.18.2 Organizational Co-op Ceiling. A co-op student assigned to an organization does count toward that organizations allotted manpower spaces or FTE's (full-time equivalents). One co-op student equates to one-half FTE for the directorate in which the student is assigned and conversion of the one co-op student to a full-time permanent position equates to one FTE and counts towards the headcount allocations distributed among the directorates at the Center.

5.18.3 Benefits. Co-op students, as paid Federal employees, are entitled to all benefits of Federal employment (e.g., annual, sick, military, and holiday leave, health and life insurance; Federal Employee Retirement System (FERS); Thrift Savings Plan (TSP)).

5.18.4 Overtime Hours and Compensatory Time. Some Marshall organizational work units occasionally need their co-op students to work overtime due to heavy workloads. Co-op students are

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 18 of 20

eligible to work overtime if requested to do so. Overtime or compensatory time may be authorized in the same manner as for any other employee.

5.18.5 Temporary Duty (TDY). Co-op students are authorized to travel on TDY as Federal employees whenever it is deemed necessary by their supervisor. Funds for co-op student TDY will come from their assigned directorate's travel fund. However, the primary duty station of co-op students should be the Marshall Center.

5.18.6 Resignations/Terminations.

5.18.6.1 Co-op students may resign from the program at any time. Students electing to discontinue program participation while in a work status must contact the MSFC Co-op Coordinator for specific instructions. If the decision to resign occurs during an LWOP status, the school coordinator should be advised of the decision and a letter of resignation should be submitted promptly to the MSFC Co-op Coordinator so that a replacement student can be recruited. In the resignation letter, the student must include a forwarding address, reason(s) for resignation, and effective date of resignation. Students may be terminated from the MSFC program for any of the following reasons:

- a. Unsatisfactory work performance or conduct
- b. Unauthorized change in academic major
- c. Suspension, expulsion, or withdrawal from the educational institution
- d. Failure to maintain academic standards
- e. Failure to maintain physical fitness for duty
- f. Failure to cooperate and/or follow instructions issued by the MSFC Co-op Office
- g. MSFC determines it is not in the interest of the Government to retain the student in the program
- h. Exceeding the 2 ½ year employee status limitation for associate degree students.

5.19 Training. Students are eligible to participate in the MSFC Training and Development program. During their work tours, co-op students are authorized to attend job-related short courses offered through the Employee and Organizational Development

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 19 of 20

Department. Each student-trainee must submit a Request for Approval of Training (MSFC Form 59) to EODD within the specific date indicated for the subject course. The student-trainee's training history will be retained in the EODD Training Database until retirement, resignation, or termination.

6. NOTES

The term's "student-trainee", "co-op", or "co-op student-trainee" are used interchangeably to describe participants of the cooperative education program.

7. SAFETY PRECAUTIONS AND WARNING NOTES

None.

8. APPENDICES, DATA, REPORTS, AND FORMS

MSFC Form 59	Request for Approval of Training
MSFC Form 377	MSFC Cooperative Education Program-Supervisory Evaluation
MSFC Form 439	MSFC Educational Program-Student Work Period Report
MSFC Form 1854	Notification of Student's Return to Duty (RTD)
MSFC Form 3076	MSFC Educational Program-Request for Leave-Without-Pay (LWOP)
MSFC Form 3598-1	Graduate Co-op Qualifications Sheet
MSFC Form 3598-2	Co-op Appointment Qualifications Worksheet

Organizational Issuance CD20		
Cooperative Education Program	CD20-OWI-018	Revision: Baseline
	Date: July 15, 2002	Page 20 of 20

MSFC Form 3598-3 Co-op Promotion Qualifications Worksheet

MSFC Form 3718 Final Evaluation Form

MSFC Form 4120 Off-the-Shelf Training Purchase Order

MSFC Form 4206 Final Evaluation and Exit Interview Schedule

MSFC Form 4276 Request for Administrative Approval of
Outside Activity

MSFC Form 4387 Co-op Work Schedule Computations

MSFC Publication 8-1272 Cooperative Education Program Working
Agreement

9. RECORDS

Student Trainee Working Files are retained on-site within the Employee and Organizational Development Department by the Co-op Coordinator per the NASA Retention Schedule, NPG 1441.1.

10. TOOLS, EQUIPMENT, AND MATERIALS

None.

11. PERSONNEL TRAINING AND CERTIFICATION

None.

12. FLOW DIAGRAM

None.