

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3120.13B

January 17, 1990

SUBJ: COOPERATIVE EDUCATION PROGRAM EMPLOYMENT

1. PURPOSE. This order establishes the requirements, operating procedures, and guidelines specific to the administration of all levels of Cooperative Education (Co-op) Program employment in the Federal Aviation Administration (FAA). The Office of Personnel Management (OPM) establishes broad general policies and guidance on student employment programs in the Federal service as authorized by Executive Order 12015, dated October 26, 1977, and Title 5 of the Code of Federal Regulations (CFR), Parts 213 and 308. The OPM's coverage of the Federal Cooperative Education Program is contained in Federal Personnel Manual Chapter 308. The provisions of this directive must be used in conjunction with policy and guidance issued by the OPM and the Office of the Secretary of Transportation.
2. DISTRIBUTION. This order is distributed to the branch level in Washington, regions, and centers and to all field offices and facilities.
3. CANCELLATION. Order 3120.13A, Air Traffic Control Specialist Cooperative Education Program, dated 8/13/84, is canceled.
4. BACKGROUND. The Cooperative Education Program is one of several student employment programs available to Federal agencies. Cooperative Education is a planned and progressive work-study program for students that provides for alternating or parallel periods of classroom study and career-related paid work experience. The objectives of Cooperative Education are:
 - a. to attract and recruit quality students to meet long-range staffing needs;
 - b. to permit selections for career jobs based on proven performance;
 - c. to bring new educational methods and concepts into the work force;
 - d. to build stronger relationships between educators and Federal employers;
 - e. to assist students in applying classroom theory to "real world" work experiences and in meeting financial obligations by earning while learning;
 - f. to expand teaching resources and faculty knowledge of work force needs; and
 - g. to assist in placement service activities.

Within the FAA, Cooperative Education is an affirmative employment program. The recruitment of co-op students will be directed primarily at educational institutions through which females and minorities can be targeted and referred for employment consideration.

5. FORMS AND REPORTS. Forms and reports which are required by this order are outlined in paragraphs 9 and 10.

6. EXPLANATION OF CHANGES. The Cooperative Education Program has been expanded by the OPM to include the employment of students in high school and undergraduate certificate and diploma programs and the noncompetitive conversion of these students to career or career-conditional appointments upon satisfactory completion of their education and work requirements. The program now covers students who are pursuing high school diplomas; technical, vocational, and trade school certificates or diplomas; and associate, baccalaureate, graduate, and professional degrees at accredited institutions. Co-op Program appointments must be made under the Schedule B, 213.3202 authority appropriate for each academic level.

7. BUDGETARY IMPACT. Resources for the employment of co-op students are chargeable to agency employment ceilings. Employing organizations must absorb all positions and personnel costs and benefits associated with the employment of co-op students within their organizations. When possible, resources may be available from a central source at the national level for use by employing organizations to augment their existing staffing. When such resources are available, special notifications will be made which will include criteria for distribution to employing organizations.

8. RESPONSIBILITIES.

a. The Director of Personnel is responsible for providing overall guidance and direction for the administration of the Co-op Program within the FAA. The Director of Personnel designates a National Cooperative Education Program Manager who is responsible for establishing agencywide operating procedures and guidelines; for providing advice and assistance to field offices; and for monitoring the use of and evaluating the effectiveness of the program.

b. Human Resource Management Officers are responsible for managing the Co-op Program within their respective employing jurisdictions, including the development of local guidelines and implementing procedures, as appropriate. Each Human Resource Management Officer shall designate a Cooperative Education Program Coordinator who will be responsible for administering the day-to-day operational aspects of the program. The coordinator shall:

(1) serve as official liaison between program offices and educational institutions;

(2) coordinate with program offices on recruitment needs;

- (3) identify and target educational institutions with large enrollments of females and minorities;
- (4) establish written agreements with qualified educational institutions;
- (5) work with educational institutions to identify quality students for co-op positions;
- (6) work with educational institutions to establish and maintain contacts with campus minority and female organizations and assure that they are fully informed of the FAA's Co-op Program;
- (7) ensure that students' fields of study are related to their work assignments;
- (8) ensure that students meet all preappointment clearances as required for the occupation in which they are being trained before entry on duty;
- (9) coordinate students' work schedules and all other aspects of their employment with educational institutions and program offices;
- (10) assure the proper processing and maintenance of all records related to students' employment including accurate entry of data into the Consolidated Personnel Management Information System (CPMIS);
- (11) monitor and evaluate the effectiveness of the program within the employing jurisdiction; and
- (12) prepare annual or recurring reports as required.

c. Program offices should consider Cooperative Education as an alternative staffing measure to meet long-range employment needs. Program offices are responsible for identifying co-op employment opportunities and for allocating resources to accommodate the employment of co-op students within their fiscal year budgets. It is strongly recommended that annual co-op employment goals be established as part of fiscal year staffing plans and as a means to assist in meeting affirmative action goals. This should be accomplished at the national level for straightlined organizations and at the local level for all other organizations. Program offices are responsible for identifying training requirements and for developing or utilizing existing training programs for students who are being trained in occupations within their purview. Within program offices, managers and supervisors are responsible for selecting students in accordance with equal employment opportunity principles; providing quality work assignments related to students' academic studies and career goals; counseling students regarding their performance and conducting appraisals in accordance with the FAA's performance management system; completing other necessary forms as may be required; and sharing progress reports with educational institutions.

9. PROGRAM ADMINISTRATION:

a. Agreements with Educational Institutions. Each employing office must establish written working agreements with each educational institution from which it recruits and employs co-op students. Agreements must address work schedules, program criteria, and requirements for noncompetitive conversion into the competitive service. FAA Form 3170-2, Cooperative Education Program Working Agreement, will be used to execute agreements with educational institutions. A sample copy is provided as Appendix 1. An initial supply of 200 copies will be distributed to each employing office. Thereafter, because of limited use, the form must be reproduced locally. Special requirements such as minimum grade point averages, academic majors, etc., may be communicated by letter as transmittals or attachments to the basic agreement. See appendices 3 and 4 for special requirements for student-trainees in air traffic control and aviation safety inspection. Specific work schedules should be developed jointly by the employing office and the educational institution and confirmed in writing for each student.

b. Eligibility Requirements. To qualify for consideration, students must be (1) U. S. citizens; (2) enrolled in a qualifying educational institution's cooperative education program, other than by correspondence, in a graduate or professional degree program, a baccalaureate program, an associate degree program of not less than two academic years; an undergraduate certificate or diploma program of not less than one academic year, that is part of an accredited college-level, technical, trade, vocational, or business school curricula; or a high school diploma program; (3) in good academic standing; (4) qualified under the appropriate qualification standards, and meet suitability and fitness requirements for the trainee position; and (5) enrolled in a field of study related to the assigned work.

c. Classification of Positions. Co-op positions in General Schedule (GS) occupations will be classified in the GS-XX99 series for the appropriate occupational group and will be titled Student-Trainee followed by the occupational field in parenthesis (e.g., Student Trainee (Civil Engineer), GS-899). Co-op positions in Federal Wage System occupations will be classified in the WG-XX01 series for the appropriate occupational group and will be titled Student-Trainee followed by the occupational field in parenthesis (e.g. Student Trainee (Electronics Mechanic), WG-2601).

d. Referral and Selection. Students referred by educational institutions shall be given employment consideration without regard to race, color, creed, religion, national origin, sex, age (except where permitted by law), non-disqualifying disability, or political or personal favoritism. Whether referral to the selecting official is made under ranked or unranked procedures, veterans preference must be applied. Preference eligibles must be identified, referred in the order of their preference status, and considered ahead of applicants not entitled to veterans preference. Reasons for nonselection of preference eligibles must be recorded. Upon request, a copy of the reasons must be provided to the preference applicant.

e. Appointments. Students are given excepted service appointments under Schedule B (5 CFR 213.3202), are covered under Tenure Group II, and are considered as permanent employees. Following are the appointing authorities and legal authority codes (LAC) which are appropriate for the educational programs the students are pursuing and the corresponding Special Program Codes (SPEC PROG) for entry into the CPMIS:

	Appointing Authorities	LAC	SPEC PROG
Baccalaureate Degree	213.3202(a)	Y1M	62
Graduate or Professional Degree	213.3202(b)	Y2M	42
Associate Degree	213.3202(c)	Y3M	61
High School Diploma	213.3202(e)	YBM	85
Undergraduate Certificate or Diploma	213.3202(g)	YGM	86

Each student's appointment may not extend beyond 120 calendar days after satisfactory completion of the education and study-related work requirements for his or her educational program.

f. Work Schedules. Work schedules must be coordinated with educational institutions to ensure that students will have the required minimum study-related work hours necessary for noncompetitive conversion into the competitive service. To be eligible for conversion, associate and baccalaureate students must have 1,040 work hours (26 weeks); students in all other programs must have 640 work hours (16 weeks). Students may work no more than 2,600 work hours within a 2-year period. This should not include work hours performed during the 120-day period after completion of the minimum study-related work hours. Students' work hours may be scheduled on a full-time or part-time basis, or with a combination of both. Students on part-time tours of duty may work a minimum of 16 hours per week and are further covered by FPM Chapter 340, Other than Full-Time Career Employment (Part-Time, Seasonal, On-Call, and Intermittent). On alternating schedules, at least two work experiences must be provided for baccalaureate and associate degree students. Summers may be used for one work experience but generally may not be used for both.

g. Grade and Pay. Student-trainees in high school and undergraduate level programs who have no previous related education or experience are appointed at grades between GS-1 and GS-4 or the comparable wage grade rate based on their qualifications. Master's degree program students may be appointed at grades up to and including GS-9 based on their qualifications. Doctoral and professional degree candidates may be appointed at grades up to and including GS-11 based on their qualifications. Students with previous related education and experience may be appointed at higher grades in accordance with applicable qualification standards. Student-trainees may be

promoted to higher-graded positions upon meeting appropriate qualification and performance standards. Time-in-grade restrictions do not apply to co-op students while they are in the excepted service. Student-trainees are eligible for within-grade increases and quality step increases as long as they meet the requirements of the FAA's performance management system and for other monetary and honorary awards based upon their contributions and benefits to the FAA and the Federal Government. Students whose positions are classified in the XX99 series are paid the appropriate rates in the Federal pay schedules for the grades held, including any special salary rates which would apply if their positions were classified in regular series.

h. Benefits. Students with no prior service or with less than 5 years of prior civilian service are covered by the Federal Employees' Retirement System unless excluded by law or regulation. Students whose co-op employment is scheduled to extend beyond one year are eligible for group life insurance and health benefits coverage. Students accrue annual and sick leave while they are in work status and on regularly scheduled tours of duty.

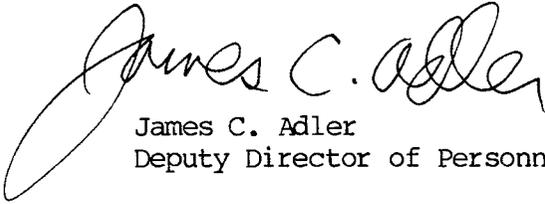
i. Separations for Performance or Conduct. Students who fail to meet academic, performance, or conduct standards should be advised of the areas in which improvements are needed. If their performance or conduct fails to improve and they have less than 1 year of current continuous employment in the same or similar positions, they may be terminated from the program after having been informed in writing of the reason(s) for the termination. Copies of the notifications should be furnished to the educational institutions' co-op coordinators. Students whose performance is unacceptable and who meet the 1-year employment requirement for coverage under 5 CFR 432 are entitled to the rights and protections of 5 CFR 432 or 5 CFR 752, as appropriate. Students whose conduct is unacceptable and who are preference eligibles with more than 1 year of current, continuous service in the same or similar positions, or who had competitive status before entry into the Co-op Program have entitlements under CFR Part 752.

j. Reappointment and Movement to Other Federal Agencies. At the FAA's discretion, students may be reappointed to another co-op position if the new appointment is related to the students' academic programs or career goals. Students may progress from one level of the Co-op Program to another upon entering a higher level of academic study if they meet the FAA's and the educational institutions' requirements for participation. Students may move to Co-op Programs in other Federal agencies if both agencies agree such movements are in the best interest of the Government and the educational institutions concur.

k. Conversion Upon Completion of Study and Work Requirements. Students are eligible for noncompetitive conversion to career or career-conditional appointments in the competitive service within 120 days of successful completion of education and work requirements. Although no guarantees of conversion are made to students, every effort should be made, where possible, to convert students who complete the Co-op Program successfully and who are recommended for retention. The permanent positions to which students are converted should be in the same occupations in which they were trained. When

not feasible to do so (e.g., because of budgetary restrictions, hiring freezes), the FAA may recommend noncompetitive conversion in another Federal agency provided all parties agree that the appointment is in the best interest of the Government. Students may be given credit for the study-related hours worked in the previous agency. Students who are not eligible for noncompetitive conversion should be advised of the procedures for competitive appointment and terminated from the Co-op Program. Students are non-competitively converted at the grade level for which they qualify. Where appropriate, superior academic achievement should be applied in determining eligibility for promotion prior to conversion. When simultaneously promoting and converting students from the excepted service into the competitive service, time-in-grade restrictions under FPM Chapter 300 apply.

10. Reporting Requirements. Each employing office shall submit an annual report on cooperative education within its jurisdiction to the Staffing Policy Division, Office of Personnel, each fiscal year. Information from these reports will be supplemented by data which will be obtained from the CPMIS by the Staffing Policy Division to evaluate the overall effectiveness of cooperative education within the FAA and to establish centralized records of program activities, accomplishments, and statistics. The reporting format is included as Appendix 2. Reports will cover the period October 1 through September 30 each year and are due to APN-200 on the last workday of October following the end of the reporting period. Reports will be submitted on FAA Form 3170-1 (sample provided as Appendix 2). The Report Identification Number is PN 3170-1. An initial supply of 200 forms will be distributed to each employing office. Thereafter, forms must be reproduced locally.



James C. Adler
Deputy Director of Personnel

COOPERATIVE EDUCATION PROGRAM WORKING AGREEMENT

Between

THE FEDERAL AVIATION ADMINISTRATION and

(Educational Institution)

(Employing Office)

(City and State)

This agreement is the basis for developing mutual understanding and respective responsibilities between the Federal Aviation Administration and the educational institution named above in the employment of cooperative education students. The Cooperative Education Program is a planned, progressive educational program that provides for the integration of a student's academic studies and Federal work experience with the potential for noncompetitive conversion into the Federal career service. It is consistent with guidance contained in Federal Personnel Manual Chapter 308 and the Federal Aviation Administration's requirements and procedures.

A. Student Eligibility

A prospective co-op student must:

- Be at least 16 years old
- Be a U. S. citizen
- Meet the agency's policy on nepotism
- Meet security, medical and/or other requirements as necessary

- Schedules may be full-time or alternating, part-time or parallel, or a combination of both.
- Part-time students must work a minimum of 16 hours per week with at least a half-time academic courseload.
- Students on alternating schedules are required to have two work experiences.
- Work schedules may not be confined to summer or vacation periods exclusively.
- Students may work up to 2600 work hours in a 2-year period.

B. Selection

The FAA may appoint students who:

- Are enrolled in and recommended by your Co-op Program
- Are in good academic standing
- Meet the qualification standards for the positions to be filled.

E. Performance Appraisal

- Students' performance will be evaluated under the FAA's performance management system. Performance appraisals will be shared with the educational institution.
- If a student's performance falls below an acceptable level, he/she will be given an opportunity to improve but could be separated from the program.

The legal authority for appointment of co-op students is Schedule B, 213.3202. The appointment may not extend beyond 120 calendar days after satisfactory completion of education and study-related work requirements.

C. Pay and Benefits Information

- Students are paid in accordance with established pay schedules.
- Benefits for which students may be eligible include retirement; life and health insurance; vacation, sick and holiday leave; travel and transportation payment; and tuition assistance. Should the FAA pay for tuition and/or books for training in a non-government facility, the student shall sign a written training agreement to continue employment in the FAA for a specified period of time.

F. Employment Upon Completion of Co-op Program Requirements

- Within 120 calendar days after completion of education and work requirements the FAA may noncompetitively convert students to career or career-conditional appointments.
- Students must have satisfactorily completed the study-related work hour requirements as follows: 1040 work hours for baccalaureate and associate degree students; 640 work hours for all other academic programs.
- Trainees disqualified from continuing in the co-op program or who are not converted will be terminated.

D. Work Schedules

- Each work experience will be planned consistent with the student's academic studies or career goals and designed to meet the minimum study-related work hours required for conversion.

Full consideration will be given to all qualified applicants without regard to race, color, creed, religion, national origin, political or personal favoritism, marital status, sex, age, or handicapping condition except where limited by law.

For The Federal Aviation Administration:

For The Educational Institution:

(Signature)

(Signature)

(Title)

(Title)

(Date)

(Date)

RESPONSIBILITIES IN COOPERATIVE EDUCATION

The Role of the Federal Aviation Administration

1. Maintain liaison with the educational institution through a designated Cooperative Education Program Coordinator.
2. Inform school of work experience opportunities.
3. Establish work schedules consistent with the school's academic calendar that enable students to complete the Co-op Program.
4. Orient the students to FAA's missions, policies, and procedures.
5. Select appointees referred by schools in accordance with equal employment opportunity principles.
6. Process all personnel actions and keep necessary records related to student employment.
7. Provide quality work assignments related to the students academic studies or career goals where they can learn and be productive. Provide progressive and diversified co-op experiences to prepare students for occupations in which they have an interest.
8. Conduct appraisals and counsel students regarding their performance, complete necessary forms, and share progress reports with schools.
9. Notify schools of any change in status of co-op students.

The Role of the Educational Institution

1. Designate a representative to work with the FAA Cooperative Education Program Coordinator.
2. Inform eligible students of FAA Co-op opportunities.
3. Refer interested and qualified candidates to the FAA without discrimination.
4. Correlate work and study in a manner that will expand the students' fields of study and academic standings.
5. Furnish the FAA with requested information related to students' fields of study and academic standings.
6. Monitor academic progress.
7. Inform the FAA of any change in co-op students' status including reports on students' progress and performance.

The Role of the Student

1. Adhere to the FAA's work schedules and co-op policies and procedures.
2. Assume personal and professional responsibilities for actions and activities.
3. Use a courteous, enthusiastic, and professional approach to policies and procedures within the occupation and organization.
4. Meet academic, performance, and conduct standards set forth by the school and the FAA.
5. Provide the FAA and school co-op coordinators with periodic progress reports on the quality of work and study assignments as requested.
6. Work effectively with peers and supervisors.
7. Notify the school and the FAA of any changes which could affect co-op employment status.

COOPERATIVE EDUCATION PROGRAM ANNUAL REPORT

Fiscal Year _____ Employing Office _____

1. List the educational institutions by academic level attended by students employed in cooperative education program positions:

	Name	Location
a. Graduate Degree Programs (Sec. 213.3202(b) appointments):		
b. Baccalaureate Degree Programs (Sec. 213.3202(a) appointments):		

	Name	Location
c. Associate Degree Programs (Sec. 213.3202(c) appointments):		
d. Undergraduate Certificate or Diploma Programs (Sec. 213.3202(g) appointments):		
e. High School Programs (Sec. 213.3202 (e) appointments):		

2. Program Statistics	Graduate	Baccalaureate	Associate	Undergraduate Certificate/Diploma	High School
a. Number of students who completed their programs and graduated within the fiscal year.					
b. Number of students under a. above who:					
(1) Converted noncompetitively to career/career-conditional appointments in the FAA.					
(2) Accepted employment in another Federal agency.					
(3) Accepted employment with a non-Federal employer					
c. Number of students who received training assistance under FPM Chapter 410.					
d. Total dollars spent in training and travel assistance in the following categories:					
(1) Travel and per diem					
(2) Travel to first duty station					
(3) Tuition, fees, and services					
(4) Other authorized expenditures					

Appendix 3

SPECIAL REQUIREMENTS FOR AIR TRAFFIC CONTROL SPECIALIST STUDENT-TRAINEES

1. Students under consideration for air traffic control specialist (ATCS) trainee positions must pass the written test for air traffic control specialists, medical and psychological examinations, and drug screenings **before** appointments to the Co-op Program. In addition, as students are also subject to favorable suitability determinations and security clearances, FAA Form 1600-58, Preemployment Inquiries Data, and SF-87, Fingerprint Chart, must be processed on each student prior to appointment. Using the results obtained from processing these documents, the National Agency Check and Inquiry can be completed after the student enters on duty. The formal interview for ATCS candidates should be conducted prior to a student's entrance on duty by a trained interviewer who has completed the Air Traffic Controller Interviewer's Course (Course No. 58501). Where it is not possible or practical to conduct the interview prior to appointment, the interview must be conducted during the student's first work period.

2. The following academic majors are those which have been identified as directly related to the air traffic control occupation and qualifying for ATCS student-trainee positions.

Aerodynamics	Cartography	Geography
Aeronautic Science	Communication Systems	Mathematics
Air Traffic Control	Computer Technology	Meteorology
Astronomy	Engineering	Physical Science
Aviation	Flight Technology	Transportation
Avionics	Geodesy	

Students majoring in other fields of study may be considered only if their academic programs include at least 24 semester hours of course work in subjects identified above or in other aviation or aviation-related studies. Documentation (e.g., academic transcripts) must be obtained to verify that the required courses were completed satisfactorily before the students can be converted noncompetitively.

3. National training and work requirements have been established for ATCS student-trainees. Instructional program guides, lesson plans, and other training materials are available through field training offices.

Appendix 4

SPECIAL PROVISIONS FOR AVIATION SAFETY INSPECTION STUDENT-TRAINEES

RESERVED

