**ORDER**

**DEPARTMENT OF TRANSPORTATION**
**FEDERAL AVIATION ADMINISTRATION**
GREAT LAKES REGION

GL AF 3410.2

1/9/79

SUBJ: COOPERATIVE ENGINEERING DEVELOPMENT PROGRAM (CEDP)

1. PURPOSE. This order provides specific data pertinent to the Cooperative Engineering Development Program (CEDP) in the Airway Facilities Division of the Great Lakes Region. It is applicable to all levels within the Airway Facilities Division.

2. DISTRIBUTION. This order is distributed to the branch level in the Personnel Management and Airway Facilities Divisions, and to all Airway Facilities Sectors and subordinate field offices.

3. BACKGROUND. The requirement to identify highly qualified individuals with extensive engineering knowledge for positions with growing engineering duties has expanded significantly. To provide a vehicle for personnel interested in converting to the engineering series, the CEDP has been implemented in the Great Lakes Region. Order 3410.10A, Cooperative Engineer Development Program, outlines the basic policy and procedures as the implementing document. To assure the success of this program, it should be well understood by all concerned.

4. POLICY.

a. Individuals participating in the CEDP are involved in a very demanding study/work program. While the primary emphasis of the program is the conversion to professional status, completion of meaningful work assignments is an important part of the overall program. Support shall be provided the participants, especially in the following areas:

(1) Flexibility in arranging class schedules.

(2) Counseling to each participant.

(3) Meaningful work assignments.

b. This support is keyed to developing the student for conversion to the professional series in the most expeditious manner.

5. RESPONSIBILITIES.

a. The Airway Facilities Division shall:

(1) Implement policy, procedures, and other program requirements for the Airway Facilities CEDP.

(2) Provide necessary staff assistance and guidance to assure maximum understanding of, and participation in, the CEDP by both supervisors and employees.

(3) The Program and Planning Branch, AGL-420, shall be the Office of of Primary Interest (OPI) and assure that the required actions are completed.

(4) AGL-420 will coordinate the reassignment of the selected candidate to an engineering-type position within the Region. He/she will be directly assigned to and supervised by an engineer, and such supervision will be as close as is required to assure the participant's satisfactory performance in the program throughout the training period.

(5) AGL-420 will provide CEDP employees with all available information on the CEDP, and work with them in conjunction with the university on establishing their academic curriculum to meet the requirements of the program.

(6) AGL-420 shall keep current on the CEDP and assure that each CEDP employee and supervisor is aware of significant changes.

(7) AGL-420 will prepare position descriptions as needed.

b. Airway Facilities Branch Chiefs/Sector Managers shall be responsible for the overall administration of the work assignments for the participants assigned to their jurisdiction.

c. Supervisors shall:

(1) Develop work projects which enhance the development of the employee assigned to him and further the goals of the organization. These work assignments must be carefully configured to meet these ends.

(2) Provide AGL-420 with evaluations of the student's progress. This includes:

(a) Work/college time distribution--monthly.

(b) Progress in school work--as needed but not less than quarterly (see Paragraph 5d(2)).

(3) Develop performance standards with the employee.

d. Employee shall:

(1) Assure that proper documentation, interviews, and funding requirements are coordinated with the selected college.

(2) Assure that his supervisor is apprised of related matters which may affect his performance in the program; i.e., falling behind in school/work assignments, projected failure of any course, etc. Conveying this

information is mandatory and must be done as early as possible.

(3) Coordinate class schedules and any changes with AGL-420 and the supervisor before establishing.

(4) Assure class curriculum is in keeping with the goals of the program to attain completion at the earliest practical date.

(5) Provide the supervisor an account of time expended for both school and work time.

(6) Develop for review and concurrence of the supervisor and AGL-420 the total training program necessary for conversion; i.e., class schedules, curriculum, method of conversion, etc. This must be done early on in the program; i.e., during the first quarter/semester if possible.

e. The Personnel Management Division shall:

(1) Provide guidance and counseling to each participant in the program regarding reimbursements, curriculum, and procedures related to personnel and training.

(2) Provide guidelines to participant on required courses for conversion to the engineering series.

(3) Assure the Airway Facilities Division is apprised of any changes in the National Program.

(4) Assure that the Washington Office is current as to the Great Lakes Region's program.

6. CONCEPT OF OPERATION/PROCEDURES. Instituting CEDP is costly in time, money, and manpower. For instance, the positions used come from field staffing and the work assignments made by supervisors must be properly developed prior to handoff to the trainee. Additionally, the duty location must be carefully selected if the trainee is to get the most from his work assignments during the course of the program.

a. Personnel Selection. Selection of the right people and the correct number of people at any one time is one of the major keys to the CEDP along with aggressive program management.

(1) Selection Process. Annually AGL-420, in conjunction with the other branches, makes an in-depth review of our needs as they relate to the CEDP. This review considers projected vacancies in the engineering skill areas, field staffing posture, and funding limitations. Once the number and type of positions required are determined, a national vacancy announcement occurs, usually in March, to assure entry into the fall quarter/semester. Each applicant is reviewed by the Personnel Management Division to determine their basic qualifications for the program, by the Airway Facilities

Engineering Review Board, and by the participating universities. Rating criteria will be provided by the Personnel Management Division and will include but not be limited to:

(a) Academic achievements.

(b) Recency of these achievements.

(c) Performance Evaluation Rating (PER).

(d) Supervisory recommendations.

(e) Technical qualifications.

(2) List of Eligibles. The board will use these criteria and their own training and experience to develop a list of eligibles, along with recommendations. This list will then be coordinated with the participating university by AGL-420 to assure that the individuals meet minimum entry at the junior level. The final list of eligibles will then be prepared and presented to AGL-400 through AGL-420 for selection with recommendations by the involved branch.

b. Work Location Assignment. Individuals will be assigned to the selected branch/sector for supervision and work assignments. The work location assignment, or change in assignment, must be approved by AGL-400.

c. Registration/Class Scheduling.

(1) The first and foremost responsibility of the participant, his supervisor, and AGL-420, after assignment to a work location, must be to assure that the required contacts are made with the participating university so that necessary counseling and registration take place in a timely manner. This is very important and will be the first step in deciding which route to conversion is best, and in mapping out the individual's total training and work program. Maximum flexibility shall be given to the student in making class scheduling arrangements and several options are authorized. They are:

(a) Alternating quarters; i.e., one quarter at school, full time, and the next quarter in the work environment.

(b) Attend college half-day and assume work responsibilities the other half-day.

(c) Attend college for three quarters: Fall, winter, and spring, and work full time during the summer quarter. Additionally, 16 hours per pay period of work assignments will be accomplished during the normal working hours not devoted to school, thereby satisfying the national criteria of averaging 40 hours per pay period over the duration of the program at the duty station.

(d) A combination of the above.

(2) The option, or combination of options, chosen will be the result of:

(a) Which conversion method for the individual is the best; i.e., Engineering-In-Training Exam (EIT), 60 semester/90 quarter hours, or degree. This determination must be made early on in the program by the employee, AGL-420, AGL-14, and the supervisor; i.e., during the first quarter/semester if possible.

(b) The participant's entry level in college; i.e., prerequisites required and time frame for accomplishment.

(c) Assuring the individual's time in the program is optimized with conversion at the earliest possible date.

d. Training Program Development and Accomplishment. The total training program is centered around establishing an expeditious conversion (EIT, 60 semester/90 quarter hours, or degree) and this development cannot be overemphasized.

(1) Responsibilities. The primary responsibility of this total training program rests with the student after counseling from the university, supervisor, and AGL-420. After development it must be approved by the supervisor. As the student progresses, any changes must be discussed and approved by his supervisor prior to implementation. Should a major course curriculum change be necessary, a complete review will be required. This requires an evaluation by the supervisor, AGL-420, and the college. The purpose is to restructure the curriculum and still achieve the end goal--conversion to the engineering series within the two-year period.

(2) EIT Option. Students who plan to take the EIT examination as the route to conversion should plan on registering for and taking the exam as early as possible; for instance, after they have completed their second quarter. Adequate leadtime for registering must be considered when making plans for the test. If they pass, conversion to the engineering series will be made. If they do not pass, they should register for the next examination and continue with this approach until they are no longer eligible for the CEDP; i.e., the two-year period is up.

(3) Coordination. Very close cooperation and coordination between the student, supervisor, and AGL-420, is essential in all phases of this program if it is to meet the end goal--conversion to the engineering series. Should a determination be made that this goal is not achievable, the student will be reassigned to a position commensurate with his abilities in the Great Lakes Region.

e. Time and Attendance. The Time and Attendance Report shall be maintained on each individual. It will be completed in accordance with standard procedures for both the time the employee is attending school and when he is at his work location. Under remarks include: Employee is participating in the Cooperative Engineering Development Program.

f. Cooperative Engineering Development Program Work Distribution Form, (GL Form 3410-1). A Cooperative Engineering Development Program Work Distribution Form is required each month while the employee is in the program. The form will indicate the distribution of hours between school time and work time and must add up to an average of 40 hours school time and 40 hours of regular work per pay period over the period of the program. Sick leave and annual leave are to be logged as work time. The assignment and completion of appropriate work projects, to and by the students, will assure that the work time requirements of the program are met as discussed previously. In addition, this form will serve as a ready reference to the supervisor for monitoring progress in work projects as well as serve as a permanent record on file at the work location. See Figure 1 for an example of a completed form. The supervisor shall submit a copy of this form to AGL-420 (Attention AGL-424) for review.

g. Performance Evaluation Rating and Promotions. Performance Evaluation Ratings will be prepared and based on academic achievement and work assignment accomplishments. Noncompetitive promotions through the GS-12 level may be considered if appropriate to the position assigned and will be based on:

(1) Civil Service Commission regulations.

(2) Performance Evaluation Rating.

(3) Recommendations of supervisor.

(4) Highest conversion grade at completion of program in the professional series.

(5) Organizational structure of the assigned unit.

h. Program Completion. Successful completion of the program is evidenced by passing the state EIT examination, completion of 60 semester/90 quarter hours in engineering as outlined in Civil Service Commission guidelines, or by obtaining a Bachelor of Science in Engineering degree. At this point the participant must submit his/her request for engineering rating to the Personnel Management Division in accordance with Order GL 3410.2A, and upon receiving the rating will be assigned to an appropriate engineering position within the Great Lakes Region. Tentatively, this will be in the work area he was initially assigned; however, the assignment must be based upon the needs of the agency at the time. To assure that the position is available, planning by AGL-420 must take place well in advance of program completion. The student should be given a firm location assignment within 30 days after he enters his final quarter of the program.

7. PROGRAM COSTS.

a. The costs for the CEDP are borne by the FAA and will be either paid direct or reimbursed to the participant. The following costs are covered:

(1) Tuition (registration fees and credit costs).

(2) Books.

(3) Supplies.

(4) EIT registration fees.

(5) Change of station costs.

(6) Travel (paid in accordance with current regulations).

b. To assure timely payment of these costs, the student must:

(1) Submit FAA Form 3000-3, Request for Out-of-Agency Training, through his supervisor 30 days prior to starting the program. This form is submitted once at the beginning of the training.

(2) Advise AGL-17 prior to starting each quarter/semester of the costs for tuition, registration fees, books, supplies, and a list of courses to be taken.

(3) The student should pay for purchases of books, supplies and other items, and submit SF-1164, Claim for Reimbursement for Expenditures of Official Business, to the Training Branch, AGL-17 through their supervisor, for processing.

(4) EIT registration fees should be paid by the student and claimed on SF-1164.

J. TRUHAN
Chief, Airway Facilities Division

FIGURE 1. SAMPLE OF COOPERATIVE ENGINEERING DEVELOPMENT PROGRAM WORK DISTRIBUTION REPORT

## COOPERATIVE ENGINEERING DEVELOPMENT PROGRAM WORK DISTRIBUTION FORM

(1) William Reed — Employee Name (Print)
(2) 11/1/78 — Date
(3) 1111 — Employee Number
(4) Oct — Month
(5) C8020 — Cost Center

(6) STATUS — (7) DAILY HOURS (DAY OF MONTH) — (8)

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | TOTALS HRS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WORK | RDO | 6.0 | 5.0 | 8.0 | 5.5 | 4.0 | RDO | RDO | 6.0 | 5.0 | 8.0 | 5.5 | 4.0 | RDO | RDO | 6.0 | 5.0 | 8.0 | 5.5 | 4.0 | RDO | RDO | 6.0 | 5.0 | 8.0 | 5.5 | 8.0 | RDO | RDO | 6.0 | 5.0 | 125.0 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COLLEGE | RDO | 2.0 | 3.0 | | 2.5 | 4.0 | RDO | RDO | 2.0 | 3.0 | | 2.5 | 4.0 | RDO | RDO | 2.0 | 3.0 | | 2.5 | 4.0 | RDO | RDO | 2.0 | 3.0 | | 2.5 | 4.0 | RDO | RDO | 2.0 | 3.0 | 51.0 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (9) TOTAL | RDO | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | RDO | RDO | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | RDO | RDO | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | RDO | RDO | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | RDO | RDO | 8.0 | 8.0 | 176.0 |

**INSTRUCTIONS:**

1. CEDP student's name.
2. Date report is submitted to first line supervisor for review.
3. Employee payroll number.
4. The month of the reporting period.
5. The branch/sector assigned during the month.
6. The daily hours spent are to be recorded showing distribution between work and college under the appropriate titles.
7. Time is to be shown in hours and tenths of hours (use RDO--Regular Day Off; H--Holiday; A/L--Annual Leave; S/L--Sick Leave, where appropriate).
8. Total hours spent in each area are to be reflected in this column.
9. The daily totals are to be posted and should equal eight hours.

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GL Form 3410- 1 (12-78)



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