

ORDER

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

GL 3300. 31

4/10/79

SUBJ: AIRWAY FACILITIES COOPERATIVE EDUCATION PROGRAM

1. PURPOSE. The purpose of this Order is to provide the basic guidelines for Airway Facilities Cooperative Education Training Program. The successful completion of this course will provide the student with specialized experience in the engineering disciplines applicable to positions in the Airway Facilities Division. The student will also be eligible for noncompetitive appointment to engineering positions upon graduation.

2. DISTRIBUTION. This Order is distributed to Branch Chiefs and above in the Personnel Management Division, the Airway Facilities Division and to all AF Field Offices in the Great Lakes Region.

3. BACKGROUND. Early in 1976 the Great Lakes Region entered into its Cooperative Education Program. Cooperative education provides one method for strengthening the career service in professional, administrative and technical occupations. By providing study-related work experience to potential entry-level candidates before graduation, the Agency can build into its staffing plans and work force certain factors which are often not fully realized except through a program like cooperative education. The Airway Facilities participation in the program is limited to those candidates who are actively pursuing bachelors degree in the field of engineering (mechanical, electrical, civil).

4. PROGRAM DESIGN AND SCHEDULING. The Personnel Management Division and educational institutions in coordination with the Airway Facilities Division should work together to develop program designs that offer maximum advantages to each, subject to other provisions of this section.

a. Scheduling of Work Periods. Work schedules for cooperative education students in the program are subject to the following conditions:

(1) Schedules must assure that the student will have the required hours and periods of employment necessary for noncompetitive appointment upon graduation.

(2) Work must be scheduled for periods corresponding with, or approximating, semesters, trimesters or quarters.

(3) Intermittent employment on an indefinite schedule is not creditable as cooperative education experience.

(4) Arrangements may be made whereby two or more students occupy a single position.

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(5) Summers may be used for work periods only if they are specified in the work agreement as a part of a total cooperative education schedule which does not confine work periods to summers or vacation periods.

b. Work Assignments and Student Development. Each student's work experience must be carefully planned to supplement his study and to prepare him for a related career field.

c. Status During Study. Students are carried on the agency's rolls for the full period of their cooperative appointment. One complete work period must be completed during the first year a student is carried on the rolls.

5. STAFFING. Agency employment of cooperative education students is subject to employment ceilings (either derived or permanent, or both) which are established by the Office of Management and Budget.

6. TRIAL PERIOD AND PERFORMANCE APPRAISAL. The students first work period is to be considered a screening period, during which strengths and weaknesses are carefully observed and assessed and needed help is given on a continuing basis to improve aspects of the students performance. Every effort must be made to select out candidates who do not show promise for future career service.

a. Prior to the end of the screening period, the supervisor, preferably with at least one other career staff member who has worked with the student, must review the student's performance, rating him/her on the following items and any additional aspects on performance which the agency determines are job related.

(1) The degree of competence with which assigned tasks were performed.

(2) The ability to accept and follow directions and adhere to established regulations in the performance of the job.

(3) Demonstrate ability to win the respect and confidence of others in the performance of assigned tasks.

(4) Demonstrated ability to assume a leadership role in assigned tasks.

7. PROMOTION. It is important to assure upward progression toward the entry-level grade for students who meet qualification standards and justify advancement by their meritorious performance during work and study periods.

Students should not be led to expect promotion proforma. They should be advised of the factors affecting promotion and of any failure on their part to meet necessary requirements for promotion.

8. PROGRAM EVALUATION. The Airway Facilities Division has responsibility for periodic scheduled review and evaluation of cooperative education activity within the branches or field facilities. Such a review should form the basis

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for establishing future objectives and budget provisions for the program. The review should include:

- a. Careful assessments of the program in terms of its compliance with the requirements of this Order.
- b. Evaluation of the program in terms of the agency's own staffing goals and needs.
- c. Determination of the program effectiveness compared to the potential effectiveness of other available methods and programs; where possible, there should be an analysis of cost effectiveness.
- d. Students shall be counseled on a continuing basis. Recommendation for removal of a student from the program must be accomplished by supporting evidence/documentation based on criteria outlined in Paragraph 6(a). It should be noted that performance and conduct are two separate items. Disciplinary problems must be dealt with as soon as they are identified.

9. AIRWAY FACILITIES COOPERATIVE EDUCATION COORDINATOR. The position of Airway Facilities Cooperative Education Coordinator has been established and the functional responsibilities assigned to AGL-424, Sector Program Section. This coordinator shall be the central contact point for all facilities or branches participating in the program. An outline of the coordinator's functions and responsibilities is listed in Appendix I.

The Cooperative Education Training Program outlined above provides all participating offices with basic guidance that should assure standardization of procedures and ease of implementation of the program.



J. TRUHAN
Chief, Airway Facilities Division

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Appendix 1

APPENDIX I

AIRWAY FACILITIES COOPERATIVE EDUCATION COORDINATOR DUTIES

1. ASSIGNMENT. This position is directly responsible and accountable to the Airway Facilities Division, Program and Planning Branch, AGL-420.
2. FUNCTIONS AND RESPONSIBILITIES.
 - a. Serves as the contact point for all Great Lakes Region Offices and facilities participating in the program. This function includes providing Regional liaison between Airway Facilities Division, facilities and the Personnel Management Division.
 - b. Responsible for the selection of participating Airway Facilities Branches or facilities.
 - c. Responsible for the assignment of individual students to specific locations.
 - d. Provides assistance to all concerned Regional Offices and facilities in matters relating to student welfare.
 - e. Provides assistance to those involved in the screening and selection of student trainees as needed.
 - f. Provides Regional guidance and monitoring of office/facility cooperative education training.
 - g. Responsible for reviewing recommendations relating to student progress. Coordinates recommendations with the Personnel Management Division to determine retention or release of unsatisfactory students.
 - h. Provides counseling to students with identified problems when requested. Also, provides required follow-up counseling to students recommended for removal from the program.
 - i. Has full authority to commit allocated resources, make decisions, and otherwise sustain a viable Airway Facilities Cooperative Education Program.
 - j. Responsible for placement of these students who want to become full-time employees after graduation.

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