

ONIINST 12410.3
ONI-11
31 July 2002

ONI INSTRUCTION 12410.3

Subj: OFFICE OF NAVAL INTELLIGENCE (ONI) STUDENT CAREER
EXPERIENCE COOPERATIVE EDUCATION (CO-OP) PROGRAM

Ref: (a) 5 CFR, Part 213 (a)
(b) DOD 1400.25-M, Chapter 410, Department of Defense
(DOD) Civilian Personnel Manual

Encl: (1) ONI Student Career CO-OP Program Handbook

1. Purpose. To issue policy and procedures for the establishment and operation of the Student Career Experience Program, traditionally known as, and hereafter referred to, as the CO-OP Program throughout ONI. Establishment of a Student Career Experience Program (CO-OP) is authorized by reference (a).

2. Policy. ONI has implemented a corporate CO-OP Program for undergraduate college students as an integral part of its multi-faceted approach toward civilian recruiting and workforce diversification. The CO-OP element compliments other elements by achieving mutually beneficial goals of the students, schools, and ONI. The program provides students with career-related work experience, enhances their educational experience, and allows ONI to recruit well-educated graduates into its workforce. The program further enhances ONI's ability to continue increasing its diversity. The CO-OP is a formally structured program and requires a written agreement by all participating parties (agency, school, and student).

a. The ONI CO-OP Program shall be administered uniformly and equitably within the scope of applicable laws and regulations. The CO-OP Program Manager shall ensure every effort is made to maintain program integrity and a professional rapport with school officials. Management officials shall adhere to consistent standards with regard to participant selection, training, promotion, and conversion. Program participants will be afforded the opportunity to take full advantage of the CO-OP Program. All ONI representatives will give their full support to the implementation and success of this program.

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b. The maximum amount of tuition assistance allowable per student is set at \$5,000/semester or \$10,000/year. This amount applies to both in-state and out-of-state students attending a designated university or college that has a CO-OP agreement with ONI. The assistance includes tuition, fees required for matriculation and charged to all students, 100 percent of required textbook costs (excluding supplies), and expenses for travel between the school and work sites to perform academic and work phases. Student grant and scholarship monies received by the school should be first applied to other required student expenses, such as housing, then any remaining amounts applied to expenses covered by the ONI CO-OP. Students accepting tuition assistance will incur a three-for-one obligation to work for ONI or be required to reimburse ONI for the funded training.

c. ONI will annually review the amount of tuition assistance

offered to students and make program adjustments as recommended by the Command Resources Council (CRC) and approved by the Executive Steering Committee (ESC). During the inaugural year of the program, participation will be limited to two students attending the University of Maryland College Park. The allotted number of program participants will be reviewed annually taking into consideration fiscal controls and staffing needs as recommended by the CRC and approved by the ESC. ONI is committed to developing the highest quality, diverse workforce possible and this policy is one step toward reaching that goal.

3. Objectives

a. Assist in meeting intake requirements for junior professionals in mathematics, engineering, computer science, information technology, and the physical sciences.

b. Promote diversity in support of Federal Equal Opportunity Recruiting Program objectives.

c. Allow ONI to appraise prospective employees before an offer of permanent employment is extended.

d. Bring new educational methods, concepts, and technologies into the Federal workforce.

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4. Program Management and Responsibility

a. The ONI Human Resources Department (ONI-11) CO-OP Program Manager will perform the following functions:

(1) Maintain corporate oversight of the CO-OP Program applying guidelines provided in references (a) and (b).

(2) Establish all the necessary controls to implement and manage the program.

(3) Develop and provide guidance regarding program operations for ONI managers and technical representatives who will be participating in any aspect of the CO-OP Program and guidance applicable to those college students who apply for and are selected for a student CO-OP position with ONI. CO-OP Program guidance will be updated as necessary.

(4) Will make every effort to satisfy cooperative education program needs by utilizing state and/or other low tuition schools.

(5) Will be directly responsible for providing interpretation and clarification of CO-OP concepts, practices, instructions, and regulations governing CO-OP administration and funding.

(6) Closely monitor all CO-OP appointments. Program effectiveness is the result of cohesive teamwork throughout the organization.

(7) Establish and maintain a strong working relationship with the Civilian Intelligence Personnel Office (CIPO), ONI Human Resource Account Executives (HRAEs), ONI directors, the Equal Employment Opportunity Office, academic institution career service centers, and cooperative education program directors to successfully accomplish the goals of the program.

b. Directors will identify CO-OP requirements annually by May of each Year and submit position proposals to the CRC for approval. The CRC will approve the requirements for subsequent action by the CO-OP Program Manager. Any waivers

or exceptions to the conditions outlined in this instruction must be reviewed

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by the ESC and forwarded to the Commander, ONI for approval. The Commander, ONI may grant a waiver to a student under justifiable and extenuating circumstances.

c. HRAEs will work closely with the CO-OP Program Manager in coordinating the selection and hiring process and will initiate all Requests for Personnel Actions pertaining to the CO-OP participant following the guidance outlined in the ONI Student Career CO-OP Program Handbook (enclosure (1)).

d. Supervisors and mentors will work closely with the CO-OP Program Manager and HRAE to establish a work/study agreement for the CO-OP student and monitor his/her progress.

e. The CO-OP student will follow all program guidelines and regularly meet all requirements to continue in the program.

5. Funding. ONI will provide funding for program oversight to include the following:

a. Advertising, marketing, and on-campus interviewing.

b. One hundred percent of the student's tuition (less grants or scholarships already applied to the student's account) for courses required to meet graduation criteria completed in up to six academic semesters.

c. Fees required for matriculation and charged to all students.

d. One hundred percent of required textbook costs (excluding supplies) and expenses for travel between the school and work sites to perform academic/work phases (following the Joint Travel Regulations). Directorates will appropriate funds to cover the student's salary.

6. Student Eligibility and Participation Requirements

a. Prospective Students

(1) Must be registered with the university/college CO-OP Program Office.

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(2) Must be recommended to the ONI CO-OP Program Manager by the university/college CO-OP coordinator.

(3) Must meet all ONI employment eligibility requirements specified in enclosure (1).

b. Program Participants

(1) Must complete all academic and work requirements within 36 months.

(2) Must complete a 1-year trial period to be eligible for conversion to permanent status after completing all program requirements. The trial period will include the 32 workweeks completed under the CO-OP Program.

M. F. GREER

Deputy Commander

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ONI
STUDENT CAREER CO-OP
PROGRAM
HANDBOOK

JANUARY 2002

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ONI STUDENT CAREER CO-OP PROGRAM
HANDBOOK

1. Introduction

a. A knowledgeable and trained workforce is essential to the increasingly complex mission of the intelligence community. ONI recognizes that certain skills and/or academic disciplines are critical to the success of its mission. In today's highly competitive employment market, attracting top students in the engineering and science fields to government employment has been difficult. With this in mind, ONI has established a Student Career Experience (CO-OP) Program that offers full-time college students the opportunity to obtain work experience and exposure to work at ONI while continuing to pursue their degree in a related technical area or field of study. Students accepted into the program will receive full salary and benefits while working at ONI and paid tuition, books, and associated costs for up to six semesters while completing their undergraduate degree requirements.

b. The program offers qualified students with a genuine interest and desire to participate, the opportunity to gain work experience and earn money by alternating terms of university enrollment with terms of full-time employment in a field related to their major. CO-OP students are motivated individuals willing to sacrifice summer vacations and extend their undergraduate education an extra year to realize the benefits of co-oping. Students are able to validate their career interests and begin their profession earlier than non-participants. ONI acquires talented, university trained individuals capable of handling a variety of projects. As an employer, ONI may impact on a university's curricula to meet their business needs. Through this interchange, the university can stay abreast of quickly changing technology and business activities to ensure that appropriate curricula are in place to better prepare students for entering the workforce.

c. The ONI-11 CO-OP Program Manager serves as the key individual responsible for program coordination with colleges, students, and directors. Candidates who are selected for this program will receive full salary and benefits while participating and completing their degree requirements.

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2. Position Establishment. Directors must identify and submit new and recurring requirements for CO-OP positions annually in May to the CRC. Each requirement will specifically indicate the location of the position, specific duties and skills required, and supervisor and mentor. Upon approval by the CRC, the HRAE will provide necessary documentation to establish positions at the appropriate grade levels. Student trainee position descriptions will be established for all CO-OP positions at the appropriate grade level (see Appendix C). The CO-OP Program Manager will manage the advertising, interviewing, and selection process coordinating with the HRAE. The HRAE will initiate

and process the hiring action with CIPD and the ONI Security Directorate (ONI-5) for action and monitor its progress. CO-OP hiring actions are non-competitive.

3. Advertising and Marketing. The CO-OP Program Manager will give the recruitment for CO-OP positions the same priority and level of effort exercised for recruiting other ONI positions. The CO-OP Program Manager will present core concepts that make working at ONI exciting, enjoyable, rewarding, interesting, meaningful work assignments, flexibility, great training opportunities, responsibility, and proximity to home and family. The standard recruiting protocol will be followed - flyers, brochures, security pre-screening, and interviews (optional). The face-to-face interchange is invaluable in determining the student-to-job fit profile. On-site visits may be scheduled as part of the interview process. Interviews will be scheduled during the early fall semester of the school year in order to facilitate the extensive paperwork and time associated with obtaining a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance.

4. Student Eligibility and Participation Criteria

a. Students must meet the following eligibility criteria:

- (1) U.S. citizen.
- (2) Eligible for TS/SCI clearance.
- (3) Pass a urinalysis screening for the illegal use of drugs and be subject to random testing during the period of employment.

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- (4) Full-time status when applying.
- (5) Have a grade point average (GPA) of at least 2.75.
- (6) Junior class rank before beginning employment.
- (7) Enrolled in a degree program at an approved

university/college CO-OP program (major must be approved by employer).

b. Students must meet the following program participation criteria to be eligible for retention in the program and subsequent conversion to permanent status after completing all program requirements.

(1) Maintain full-time academic status, satisfactory academic progress, and 2.75 GPA while participating in the CO-OP Program. If the student's GPA drops below 2.75, he/she will be placed on probation and given one semester to improve his/her grades. If his/her grades do not improve during that time, he/she may be dropped from the program.

(2) Complete 32 weeks of CO-OP work experience prior to graduation.

(3) Receive satisfactory performance evaluations from their CO-OP employers.

(4) Complete a 1-year trial employment period that will include 32 workweeks completed under the CO-OP Program.

(5) Complete all academic and work requirements within 36 months from entrance into the program.

Note: The student must have the approval of both the university CO-OP office and the ONI CO-OP Program Manager

to change his/her course schedule or major in order to remain eligible for participation in the ONI CO-OP Program.

5. Selection Process

a. ONI-11 will review student application packages for correctness and completeness. ONI technical representatives
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will review resumes and make selections. Interviews, although not required, may be conducted at the discretion of the selecting official. The selecting official will forward the names of a primary and alternate candidate for selection and hiring. The HRAE will initiate a Request for Personnel Action to hire the student under an Excepted Appointment (Indefinite). CIPO will process the request via the Human Resources Service Center-Northeast and make the offer of employment.

b. All new employees will serve the normal 1-year trial period during which employment may be terminated for unacceptable performance or improper conduct. The 32 workweeks completed under the CO-OP Program will count toward completion of the 1-year trial period. Students may not begin their first work period until the appropriate school CO-OP office has determined academic eligibility. Incoming CO-OP students will be selected at the GG-4 grade level based on having completed 60 semester hours of academic study. The CO-OP Program Manager will notify students that are selected for the program within 2 weeks from the date of the selection/interview and maintain liaison with the students until their arrival at ONI, providing additional information as necessary. CIPO will make the official offer of employment. Students who are not selected for the program will be notified of their non-selection by mail within 2 weeks from the date of the non-selection/interview.

c. The HRAE will initiate all Requests for Personnel Action for students during their participation in the CO-OP Program. Remarks to be included on each Request for Personnel Action are contained in Appendix D and reflected in Appendix E.

d. When a student completes his/her 1-year trial period of employment, he/she may be converted to an Excepted Appointment (Permanent). Within 120 days of satisfactory completion of the degree program and after meeting all of the requirements for the Cooperative Education Program and maintaining a satisfactory level of performance on the job, ONI may place the student on an Excepted Appointment with permanent tenure. If the student's performance is not satisfactory or if the student fails to satisfactorily complete the program, employment will be terminated. The student may also be offered employment at a higher grade based on superior academic achievement and/or be hired at an advance rate of pay if they meet the requirements for such.

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6. Security Processing. ONI-5 will be requested to conduct security pre-screening simultaneously with the panel interviews. Only selected candidates will be pre-screened by the security specialist. The HRAE will assist the student with completing

his/her security package and ensure that all forms have been submitted and proper procedures have been followed. The HRAE will maintain a status of the student's security processing on a bi-weekly basis.

7. Check-in/Check-out Procedures. The HRAE will ensure the proper check-in and check-out process is followed and all necessary paperwork is completed with the appropriate organizational element. Students must sign Appendix J, CO-OP Instruction Receipt, documenting that they understand and voluntarily accept the terms of all program requirements and obligations.

8. The Job Assignment Process

a. Entrance Interview. When a CO-OP student arrives at ONI to begin his/her work period, an entrance interview will be held with the ONI CO-OP Manager. The purpose of the entrance interview is to explain, review, and sign the ONI training agreement, CO-OP work/study agreement, performance appraisal, and discuss with the student his/her academic progress, goals, and work assignment. The CO-OP Program Manager will ensure that the student clearly understands all elements of the program and respond to any questions about the program. The CO-OP Program Manager will also arrange the initial meeting between the student and his/her supervisor for that work section. The ONI mentor will also be introduced during the entrance interview.

b. Mentor Responsibility. Mentoring is a well-grounded, increasingly common concept that is a common part of the cultures of effective organizations. Preferably, mentors will be volunteers with academic backgrounds similar to the student (i.e. same school and/or major). The mentor will assist the student in career choices and transitioning to and from school for his/her entire time as an ONI CO-OP. The mentor will act in a similar role, as do sponsors for new military members nurturing the student and familiarizing him/her with the ONI organizational culture.

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c. Work Assignments

(1) During the student's work section, it is ONI's goal to provide him/her with meaningful assignments that not only contribute to the directorate's production, but more importantly, showcase the organization and specifically the department to which he/she is assigned. CO-OP work assignments will last for the duration of the standard school semester or summer break. If assignments are available, students may work during holiday and spring breaks. In any event, the student will be assigned to ONI for a finite period of time. Work assignments should be planned to make the most of that period, optimizing the benefits for both the student and ONI.

(2) The student is much more likely to make a meaningful contribution to a department's production if he/she is able to work within the same branch for two complete work sections. Therefore, all students will be strongly encouraged to return to the same branch for a

second work tour, in order to continue on a project of expanded scope. Realizing that all job assignments are not created equal; the program will be flexible enough to move the student into a different job assignment if there is sufficient reason to do so. The CO-OP Program Manager working in conjunction with each supervisor and student will make this determination. A sense of closure is key to job satisfaction and is a valuable lesson to learn for future success in the workplace. It is important the supervisor design a task that can realistically be completed during the student's stay with that department, division, branch, etc.

9. Performance Appraisal and Promotion

a. Supervisors are required to complete the Performance Appraisal Review System (PARS) form as well as a written school evaluation form for the student trainee. Students should refer to their PARS form for a listing of performance elements/standards.

b. The supervisor should review and discuss performance expectations with the student trainee and sign the PARS form within 1 month after the student's initial appointment and agree to review and amend the plan, as required, within 1 month after the start of each subsequent work period. The supervisor should

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conduct a performance close-out after each work assignment. The HRAE will process personnel actions for promotion following the promotion eligibility criteria guidance provided below and documented in Appendix D.

c. Students will be eligible for promotion based on their completion of the academic requirements and satisfactory performance evaluations at the requisite grade level.

(1) GG-4 - Completion of 2 academic years of study (four semesters) or completion of 60 semester hours; whichever is less.

(2) GG-5 - Completion of three-fourths of period of study required for a bachelor's degree (six semesters) or completion of 120 semester hours; whichever is less; or 2 1/2 years of academic study (five semesters) or 75 semester hours, whichever is less.

10. Tuition Assistance

a. The tuition assistance component of the CO-OP Program is a key part of ONI's effort to recruit and train high quality students. ONI will pay 100 percent of the student's tuition, up to \$5,000 per semester or \$10,000 per year, for courses required to meet graduation criteria while participating in the ONI CO-OP Program. Tuition assistance will be provided to in-state or out-of-state students. ONI's funding will not exceed six semesters of academic study and will be paid after all grants or scholarships are applied to the student's account. Fees required for matriculation and charged to all students as well as 100 percent of required textbook costs (excluding supplies), and expenses for travel between the school and work sites to perform academic/work phases will

also be funded as authorized by the Joint Travel Regulations.

b. The supervisor, ONI CO-OP Program Manager, and university/advisor will jointly establish a course of training for the student within 1 month after the student is placed on the employment rolls of ONI. ONI-11 will assist in preparing the necessary paperwork to ensure payment for the student's courses for the upcoming semester. Students will be required to sign a continued service agreement as prescribed by reference

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(b), see Appendix I, and the agreement on the reverse side of the DD-1556, Appendix O, prior to receiving tuition assistance. When a student accepts ONI's offer of tuition assistance, they will incur a three-for-one service obligation to return to Federal service in DOD for the amount of time training was provided.

c. If the student accepts the tuition assistance but then decides not to return to ONI, he/she must reimburse DOD in full for the amount of assistance provided unless he/she is granted a waiver by the Commander, ONI. All partially filled service obligations are prorated accordingly.

11. Cooperative Education Tuition Collection Procedures

a. At the time of entrance into the ONI CO-OP Program, the student will be provided with specific information on liability for repayment of funds accepted through the program. The student's signature will be obtained on Appendix I and Appendix O. If the student is a legal minor, the signature of a parent or guardian will also be obtained.

b. The following procedures are provided for the collection of tuition repayment from students who accepted tuition assistance as part of the ONI CO-OP Program but did not fulfill their employment obligation as a result of the following.

- (1) Failure to maintain the prescribed GPA, becoming ineligible to continue employment.
- (2) Failure to satisfy established performance criteria.
- (3) Resignation from the ONI CO-OP Program prior to graduation.
- (4) Failure to complete all of the established program requirements within the prescribed 36 months.
- (5) Not continuing employment at ONI or within DOD or other intelligence agency.
- (6) Resignation from Federal Government service prior to the fulfillment of their employment obligation.

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c. Upon notification of the any of the above actions, the ONI CO-OP Program Manager will work with the directorate HRAE and CIPO/Human Resources Service Center-Northeast to identify the student's remaining service obligation. The HRAE will initiate a Request for Personnel Action and forward a record copy to the ONI CO-OP Program Manager. The HRAE will ensure

that the student signs the Request for Personnel Action and other forms as required.

d. When the obligated employee resigns, the following action will be taken, unless the Commander, ONI, has granted a formal waiver of employment obligation.

(1) The following remark will be placed on the employee's Resignation/Termination Request for Personnel Action for inclusion on the Notification of Personnel Action: "Employee is indebted to the U.S. Government (DOD) for tuition assistance in the amount of \$_____."

(2) The ONI CO-OP Program Manager will provide the HRAE with a copy of the Tuition Collection Authorization Agreement (Appendix P), signed by the student. The HRAE will forward the signed form as an attachment to the Request for Personnel Action for collection action by the Defense Financial Accounting System.

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SELECTION LETTER
Office of Naval Intelligence
Corporate Operations Directorate
Cooperative Education Program Office
4251 Suitland Road
Washington DC 20395-5720

Date

Ms./Mr.

Street Address

City, State, Zip

Dear Ms./Mr.:

On behalf of the Office of Naval Intelligence (ONI), I am pleased to inform you that your resume has been forwarded to our personnel office with a recommendation to extend you an offer of employment under our Cooperative Education Program. Only the personnel specialist may make an official offer of employment. Please allow at least 4 weeks to be contacted by him/her. Also, note that specific security conditions of employment must be met prior to a final offer being made. This office will be in touch with you shortly to provide additional guidance and information in order to continue with this transaction. You may wish to peruse our web site at <http://www.nmic.navy.mil> to take a closer look at what ONI does.

If you have any questions, you may contact our CO-OP Program Manager _____ at the following number: _____.

Sincerely,

Human Resources Department Head

Appendix A
Enclosure (1)

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REJECTION LETTER
Office of Naval Intelligence
Corporate Operations Directorate
Cooperative Education Program Office
4251 Suitland Road
Washington DC 20395-5720

Date

Ms./Mr.
Street Address
City, State, Zip
Dear Ms./Mr.:

On behalf of the Office of Naval Intelligence (ONI), I want to thank you for taking the time to interview with our organization for a possible CO-OP position. The quality of candidates interviewed were exceptional which is a credit to your individual achievement thus far in the _____ program at the University of Maryland at College Park.

Regretfully, our CO-OP Program is limited in size and we are unable to refer all of the students we interviewed to our personnel office for an offer of employment. We are sure however, that with your exceptional qualifications, a rewarding CO-OP work experience is within your reach in the near future. As you near graduation, we hope you will consider pursuing an entry-level _____ position at ONI. Thanks again for expressing interest in employment at ONI and good luck with the remainder of your studies. Our web site for future reference is <http://www.nmic.navy.mil>.

Sincerely,

Human Resources Department Head

Appendix B
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SAMPLE STUDENT TRAINEE POSITION DESCRIPTIONS (GG-4/5)

Student Trainee () GG-_____-04
FUNCTION

Serves as Student Trainee () GG-_____-04 while completing requirements for a baccalaureate degree. Provides relevancy to academic studies through related work experience, exposure to the work environment, and demonstration of Federal career opportunities.

MAJOR DUTIES

Serves as student trainee at the intermediate level phase, which is designed to facilitate transition to and development in the _____ Career Program. Engages in a prescribed agenda of on-the-job training as set forth in the written training agreement. Training is given to provide a bridge from academic theory to the more specialized analytical and judgmental aspects of the occupational specialization in

a productive work environment. Assignments provide developmental experience and progressively increasing practical understanding of basic principles, concepts, regulations, and work processes fundamental to the occupational career. Work assignments range from orientation, introduction, initial exposure, and familiarization to performance of less complex technical tasks requiring an understanding and application of the principles, procedures, and work techniques pertinent to the occupational career. Performs other duties as assigned.

SUPERVISORY CONTROLS

Works under the close supervision of a supervisor or experienced specialist who provides specific instructions on assignment and desired results. Supervisor or specialist is readily available to provide advice and assistance concerning work to be performed. Work is given detailed review in progress and upon completion to ensure and assess progress and to evaluate attainment of training objectives and readiness for assignments of a progressively more responsible and specialized nature.

Appendix C
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OTHER SIGNIFICANT FACTORS

This position description will be based only for those career fields having an Office of Personnel Management positive education requirement of a professional baccalaureate degree. The following titles and series are appropriate.

- Student Trainee (Computer Scientist) GG-1599-04
- Student Trainee (Engineering) GG-899-04
- Student Trainee (Physics) GG-1399-04
- Student Trainee (Mathematics) GG-1520-04

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Student Trainee () GG-_____ -05

FUNCTION

Serves as Student Trainee () GG-_____ -05 while completing the requirements for a baccalaureate degree. Provides relevancy to academic studies through related work experience, exposure to the work environment, and demonstration of Federal career opportunities.

MAJOR DUTIES

Serves as student trainee at the senior level phase which is designed to facilitate transition to and development in the _____ Career Program. Engages in a prescribed agenda of on-the-job training and self-development activities as set forth in a written agreement. Training is given to provide a bridge from academic theory to the more specialized analytical and judgmental aspects of occupational specialization in a productive work environment. Assignments provide developmental experience and progressively increasing

practical understanding of basic principles, concepts, regulations, and work processes fundamental to the occupational career. Work assignments range from orientation, introduction, initial exposure, and familiarization to performance of complex technical tasks requiring the application of principles, procedures, and work techniques pertinent to the occupational career.

SUPERVISORY CONTROLS

Works under the close supervision of a supervisor or experienced specialist who provides specific instructions on assignment and desired results. Supervisor or specialist is readily available to provide advice and assistance concerning work to be performed. Work is given detailed review in progress and upon completion to ensure and assess progress and to evaluate attainment of training objectives and readiness for assignments of a progressively more responsible and specialized nature.

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OTHER SIGNIFICANT FACTORS

This position description will be based only for those career fields having an Office of Personnel Management positive education requirement of a professional baccalaureate degree. The following titles and series are appropriate.

Student Trainee (Computer Scientist) GG-1599-05

Student Trainee (Engineering) GG-899-05

Student Trainee (Physics) GG-1399-05

Student Trainee (Mathematics) GG-1520-05

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REMARKS FOR REQUEST FOR PERSONNEL ACTION

EXCEPTED APPOINTMENT (INDEFINITE)

"Employee is obligated to work for the Department of Defense for 32 weeks from the effective date of this action to satisfy the requirement of the ONI Cooperative Education Program."

"This appointment is intended to continue through the completion of the requirements for graduation from the degree program that qualifies you for the appointment. Within 120 days of satisfactory completion of the degree program and after meeting all of the requirements for the Cooperative Education Program, this agency may place you on an 'Excepted Appointment' with permanent tenure. If your performance is not satisfactory or if you fail to satisfactorily complete the program, employment will be terminated."

LEAVE WITHOUT PAY (LWOP) NTE (DATE)

"Service credit for retirement, reduction-in-force, and leave accrual purposes continues for up to a maximum of

6 months of non-pay time per calendar year. Leave without pay granted to return to college."

RETURN TO DUTY (RTD) (Applies only to RTD if LWOP was in excess of 6 months during a calendar year)

"Changes Service Comp Date (SCD) from (date) to reflect excess time in non-pay status during calendar year (YR)."

RETURN TO DUTY (RTD)/PROMOTION (Applies when student is promoted under CO-OP)

Full performance level GG-(grade)

From LWOP status

CONVERT TO EXCEPTED APPOINTMENT (PERMANENT)

"Initial trial period completed.

You have completed the ONI Cooperative Education Program

Full performance level GG-(grade)"

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TERMINATION (Applies only if LWOP was in excess of 6 months during a calendar year)

"Changes SCD from (date) to reflect excess time in non-pay status during a calendar year (YR)"

From LWOP status

Lump sum payment to be made for any unused annual leave

NO LONGER QUALIFIED UNDER THE ONI COOPERATIVE EDUCATION PROGRAM

RESIGNATION

Forwarding Address:

Reason for Resignation:

Employee is indebted to the U.S. Government (Department of Defense) for tuition assistance in the amount of

\$_____.

Appendix D

Enclosure (1)

D-2

ONIINST 12410.3
31 July 2002

EMPLOYER AGREEMENT BETWEEN ONI AND SCHOOL

Cooperative Education Agreement

between

University of Maryland at College Park

A. James Clark School of Engineering

and

Computer, Mathematical, and Physical Sciences School

and

Office of Naval Intelligence (ONI)

(Employer)

The goal of the Cooperative Education Program in the A. James Clark School of Engineering and the Computer, Mathematical, and Physical Sciences (CMPS) Schools at the University of Maryland is to establish a mutually beneficial relationship between the university and employers in government, business, and industry. This will allow qualified students to gain progressively responsible, paid, career-related work experience and employers will be assisted in the recruitment and development of outstanding employees.

By signing this agreement ONI agrees to:

1. Designate the ONI CO-OP Program Manager to serve as liaison to the Engineering CO-OP and the CMPS program offices. The ONI CO-OP Program Manager will respond to all inquiries and referrals related to the CO-OP Program in a timely fashion.
2. Advise the Engineering CO-OP or the CMPS offices of appropriate job opportunities and provide corresponding job descriptions and organizational literature.
3. Select students entering their junior year.
4. Review applications from qualified candidates, as referred by the Engineering CO-OP or CMPS offices without regard to race, sex, ethnic background, national origin, age, marital status, religion, or physical disability.

Appendix F
Enclosure (1)

F-1

ONIINST 12410.3

31 July 2002

5. Process and maintain all relevant personnel records related to students' employment.
6. Provide selected students with paid, professional-level employment. These assignments should relate to the students' majors, be considered a significant educational experience, involve both creative problem solving, and not be limited to repetitive or routine tasks. Students should be given increased levels of responsibility as experience and expertise are gained. Students should be treated as team members of the organization and encouraged to participate in all levels of opportunities. Students should receive a fair and competitive salary.
7. Provide student employees with quality training, a supervisor, and mentor who will provide guidance and direction.
8. Pay for tuition, required fees, and/or books after acceptance in the ONI Student CO-OP Program up to \$5,000 per semester or \$10,000 per year for up to six academic semesters after all grants and scholarships are applied to the student account. Grant and scholarship monies should be first applied to other required student expenses such as housing then any remaining amounts applied to expenses covered by the ONI CO-OP.
9. Permit on-site visits by a representative of the Engineering CO-OP or the CMPS offices for the purpose of observing the students' work situations. The visits must be scheduled in advance (at least 1-week notice) due to the secured work environment.
10. Complete and share with the students a written performance evaluation at the end of each work period.
11. Establish a work/study schedule within 2 weeks of the student's entrance interview and make a good faith effort to employ students for two or three work tours, to satisfy the required 32 workweeks.
12. Inform the university CO-OP or CMPS offices of any changes in the students' work status.

Appendix F
Enclosure (1)

F-2

ONIINST 12410.3
31 July 2002

13. ONI also agrees not to make any offers of employment that would be in conflict with students' academic obligations and commitments.

14. ONI may, but is not obligated to offer the student continued permanent employment upon graduation.

By signing this agreement the Engineering CO-OP and CMPS offices agree to:

1. Appoint a liaison to maintain contact with the employer. The liaison will act as a facilitator between the Engineering CO-OP or CMPS offices, the employer, and the students, and will respond to all inquiries and referrals related to the CO-OP Program in a timely fashion.
2. Inform students of job opportunities and refer qualified candidates to the employer without regard to race, sex, ethnic background, national origin, age, or physical disability.
3. Provide the employer with application materials such as resumes, transcripts, work-study schedules, and any other materials required by the employer.
4. Provide the employer with information about students' academic progress that may be pertinent to students' employment.
5. Inform the employer of any changes in students' academic status.

Student responsibilities:

1. Students must meet the following ONI requirements to be eligible for the ONI Student Career CO-OP Program:
 - Full-time status when applying
 - Meet junior class rank before beginning employment
 - U.S. citizen
 - Eligible for TS/SCI clearance
 - Pass a urinalysis screening for the illegal use of drugs and be subject to random testing during the period of employment

Appendix F
Enclosure (1)

F-3

ONIINST 12410.3

31 July 2002

2. Students must be enrolled in a degree program in the Clark School of Engineering or the School of Computer, Mathematics, and Physical Sciences.
3. Students may not begin their work tours until the appropriate school CO-OP office has determined their academic eligibility.
4. Students must maintain a 2.75/4.0 GPA while enrolled in the CO-OP Program. If the student's GPA drops below 2.75, he/she will be placed on probation and given one semester to improve his/her grades. If his/her grades do not improve during that time, he/she may be dropped from the program.
5. Students must complete 32 weeks of CO-OP work experience prior to graduation.
6. Students must receive acceptable performance evaluations from their ONI supervisor for each work period.
7. Students must request approval from the Engineering CO-OP or CMPS office and ONI to make any changes in their status and/or schedule.
8. Students must complete degree and work requirements

within 36 months of entrance into the program.
Clark School of Engineering Office of Naval Intelligence

Executive Director _____
4251 Suitland Road _____
Washington, DC 20395-5720 _____

Appendix F
Enclosure (1)
F-4

ONIINST 12410.3
31 July 2002

SCHOOL INFORMATION SHEET

School: University of Maryland at College Park - A. James Clark
School of Engineering

CO-OP Manager(s): Catherine Soffronoff

Address: Engineering CO-OP and Career Services
A. James Clark School of Engineering
1131 Glenn L. Martin Hall
College Park, MD 20742

Phone: 301-405-3863

Fax: 301-314-9867

E-mail(s): co-op@eng.umd.edu

Web Address: www.coop.engr.umd.edu/staff

Available CO-OP Majors: _____ Electrical Engineering
 _____ Aerospace Engineering
 _____ Computer Engineering
 _____ Mechanical Engineering

Are minimum standards required for students to participate
in the program? Must be degree seeking and have at least
one semester to complete before graduation.

Minimum GPA: 2.0 Undergraduate

Preparatory Academic Courses: As recommended by academic
advisor.

Minimum Number of Academic Hours Completed: None.

Recommend begin CO-OP after completing freshman year.

Is the program mandatory and/or is a minimum number of
work sections required for the student to complete the
CO-OP Program? Not mandatory but must work full-time
one school semester.

Does ONI have a contract with the school? YES.

When is the earliest a student may be interviewed/selected
in relation to his/her first eligible work tour (i.e., 1,
2, or 3 quarters/semesters preceding his/her first work
tour)? No specified time.

Additional Program Information:

Appendix G
Enclosure (1)

G-1

ONIINST 12410.3

31 July 2002

SCHOOL INFORMATION SHEET

School: University of Maryland at College Park-School of
Computer, Mathematical, and Physical Sciences

Co-op Manager(s): Elena Mayberry

Address: Computer, Math, and Science Career Services
3400 A. V. Williams Building
College Park, MD 20742

Phone: 301-405-0486

Fax: 301-405-9377

E-mail(s): emayberr@deans.umd.edu

Web Address: www.cmps.umd.edu/careers

Available CO-OP Majors: _____ Computer Science
_____ Mathematics
_____ Physics
_____ Physical Science

*This program is an informal program operated in conjunction with the Career Services Center. Therefore, the following program criterion is subject to academic advising.

Are minimum standards required for students to participate in the program?

Minimum GPA:

Preparatory Academic Courses:

Minimum number of Academic Hours Completed:

Is the program mandatory and/or is a minimum number of work sections required for the student to complete the CO-OP Program?

Does ONI have a contract with the school? YES.

When is the earliest a student may be interviewed/selected in relation to his/her first eligible work section (i.e., 1, 2, or 3 quarters/semesters preceding his/her first work section)? No specified time.

Additional Program Information:

Appendix G

Enclosure (1)

G-2

ONIINST 12410.3
31 July 2002

DEPARTMENT OF THE NAVY
OFFICE OF NAVAL INTELLIGENCE
4251 SUITLAND ROAD
WASHINGTON, D.C. 20395-5720
IN REPLY REFER TO

10 Aug 01

POLICY STATEMENT ON PREVENTION OF SEXUAL HARASSMENT AND DISCRIMINATION

The Office of Naval Intelligence (ONI) is committed to maintaining a work environment that is free from discriminatory practices and inappropriate behavior. Strong leadership and a commitment to the fair and equal treatment of all employees are the cornerstones of ONI's determination to prevent all forms of sexual harassment and discrimination.

Discrimination is defined as: an act, policy or procedure that arbitrarily denies equal treatment to an individual or a group of individuals because of race, color, religion, gender, age, national origin, ethnicity, or disability. Sexual Harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when:

a. Submission to or rejection of such conduct is made either

explicitly or implicitly a term or condition of a person's job, pay or career; or
b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or
c. Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment. Any person in a supervisory or leadership position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military or civilian employee is engaging in sexual harassment. Similarly, any military or civilian employee who makes deliberate or unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

I am committed to preventing sexual harassment and discrimination at ONI. Our work environment requires that behavior be professional and conducive to maximize efficiency and productivity. Sexual harassment and discrimination are unacceptable conduct. They undermine unit cohesion and will not be tolerated at ONI. Our objective is, and will continue to be, a work environment that is free of unlawful and unacceptable conduct. All ONI employees, especially military and civilian managers and supervisors at every level, are responsible for supporting ONI's policy on prevention of sexual harassment and discrimination.

Your full support and cooperation is expected to ensure this command's equal opportunity goals and objectives are achieved.

//s//

L. T. BORTMES
Captain, U.S. Navy

Appendix H
Enclosure (1)
ONIINST 12410.3
31 July 2002

TRAINING ASSIGNMENT AGREEMENT

I understand that I am required to reimburse DOD for all certified expenditures not fulfilled by service to ONI in accordance with reference (b).

I understand that any amounts which may be due ONI, as a result of any failure on my part to meet the terms of this agreement, may be withheld from any monies owed me by ONI or may be recovered by such methods as are provided by law.

I further understand and agree that by participating in the ONI CO-OP Program and accepting Tuition Assistance, I will commit myself to return to work for DOD. My service obligation will be three times the amount of time spent in training upon graduation (i.e., 30 weeks in a course of academic study equals 90 weeks of obligated service, less any time served).

I understand that this agreement OVERRIDES and NULLIFIES any CO-OP agreements or contracts signed or entered into prior to this.

I also understand that as a legal minor, the concurrence and consent of my guardian is required.

The parent/guardian understands that he/she becomes liable to repay the Government if the student should fail to meet

his/her service or financial obligation.

RECIPIENT SIGNATURE

PARENT OR GUARDIAN SIGNATURE

DATE

DATE

Copy to:

Student

Parent/Guardian

Official Personnel File

Student Employment Program Manager (CO-OP File)

Appendix I

Enclosure (1)

I-1

ONIINST 12410.3

31 July 2002

CO-OP AGREEMENT AND STUDENT GUIDE RECEIPT

NAME

LOCAL ADDRESS

LOCAL PHONE NUMBER

PERMANENT ADDRESS

PERMANENT PHONE NUMBER

I have read the Cooperative Education Agreement between ONI and my university/college and the Student Information Guide and understand my responsibilities. I understand that failure to assume these responsibilities may result in being dropped from the program.

SIGNATURE

DATE

Witnessed by

Appendix J

Enclosure (1)

J-1

ONIINST 12410.3

31 July 2002

COOPERATIVE EDUCATION WORK/STUDY AGREEMENT

Student: _____

College/University: _____

Projected Graduation Date (M/Y): _____ Academic Major*: _____

Directorate/Department/Division: _____ Position: _____

Supervisor: _____ Telephone: _____

CO-OP Manager: _____ Telephone: _____

*The cognizant supervisor and CO-OP Program Manager must approve changes to academic major.

The ONI Cooperative Education Agreement states that a work/study schedule for the student trainee will be established within 2 weeks of the student's entrance interview. Signatures below indicate agreement/approval of the work/study schedule attached to this agreement (see Appendix L).

This work/study schedule reflects my current plans and is acceptable to me.

Student Trainee: _____ Date: _____

This work/study schedule is approved by the academic institution

University Point of Contact: _____

Position: _____ Telephone: _____

Signature: _____ Date: _____

This work/study schedule is approved by ONI:

Supervisor Date

Cooperative Education Program Manager Date

Appendix K
Enclosure (1)

K-1

ONIINST 12410.3
31 July 2002

COOPERATIVE EDUCATION WORK/STUDY SCHEDULE

The ONI Cooperative Education Agreement states that a work/study schedule for the student trainee will be established within 2 weeks of the student's entrance interview. This completed schedule will include the following.

a. At least two to three periods of employment alternating with periods of academic study.

b. At least 32 weeks of total employment prior to completion of ONI CO-OP Program requirements and graduation.

c. Projected dates for employment during summer break period or an academic semester (may include other brief periods i.e., winter/spring break).

ACADEMIC SCHEDULE

EMPLOYMENT SCHEDULE

(Attendance at college/university)

(Employment with ONI)

From(Mo/Yr) To(Mo/Yr) #Credits From(Mo/Yr) To(Mo/Yr) #Weeks

From(Mo/Yr)	To(Mo/Yr)	#Credits	From(Mo/Yr)	To(Mo/Yr)	#Weeks
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Deviations or adjustments to this schedule may be arranged by mutual agreement between the university and the supervisor, provided the required total employment is not reduced and the basic principle of alternating is maintained. The student will request approval from his/her supervisor to make any changes to the defined schedule. Copies of all schedule changes will be forwarded to the ONI CO-OP Program Manager.

Copy to:

Official Personnel File

Department Head

College/University Coordinator

Appendix L
Enclosure (1)

L-1

ONIINST 12410.3
31 July 2002

OFFICE OF NAVAL INTELLIGENCE
TWO-LEVEL SUMMARY PERFORMANCE APPRAISAL REVIEW SYSTEM
PART 1

1. PERIOD COVERED

FROM: TO:

2. INTERIM APPRAISAL " RATING OF RECORD

3. NAME (Last, First, Middle initial)

4. SSN

5. POSITION TITLE/SERIES/GRADE

6. ORGANIZATION/CODE

7. EMPLOYEE'S POSITION DESCRIPTION IS CURRENT AND ACCURATE?

" YES " NO

8. RECORD OF REVIEWS AND FINAL APPRAISAL

(Signature indicates that this step of the process has been completed. Must be signed and dated.)

STANDARDS	PROGRESS REVIEW		RATING	
IMMEDIATE				
SUPERVISOR	SIGNATURE	DATE	SIGNATURE	DATE
SECOND LEVEL				
SUPERVISOR				

EMPLOYEE

9. ONI RATING OF RECORD OR INTERIM APPRAISAL

Performance expectations for all critical elements were fully met and the employee has successfully performed assigned duties and responsibilities.

ACCEPTABLE

The employee's performance of assigned duties is unacceptable, with at least one critical element Rated as "UNACCEPTABLE."

UNACCEPTABLE

10. SUPERVISOR'S COMMENTS

Revised 5/12/00

Appendix M
Enclosure (1)

M-1

ONIINST 12410.3

31 July 2002

PART II

LIST CRITICAL ELEMENTS AND STANDARDS

INDIVIDUAL RATINGS

EXAMPLE FORMAT: Define Individual Critical Elements
and Standards

A. Element

(1) Standard (Acceptable Level)

(2) Optional Standard (O)*

*May be required by major commands/activities

ACCEPTABLE

UNACCEPTABLE

COMMUNICATION SKILLS

FULLY SUCCESSFUL: Exhibits a positive attitude in dealing with customers and co-workers. Communicates effectively with

supervisor and co-workers, and/or staff members on work related issues. Provides assistance to co-workers to ensure that prompt service is delivered by the work center. Work report is well written, clear, and concise, containing appropriate detail and content. (applies only to the final CO-OP work assignment)

CUSTOMER SUPPORT

FULLY SUCCESSFUL: Assistance, services, and products are timely, accurate, and responsive to customer needs. Actively works to improve services, products, and procedures.

ORGANIZATIONAL SUPPORT

FULLY SUCCESSFUL: Demonstrates a basic understanding of the mission and function of the work center.

TIMELINESS

FULLY SUCCESSFUL: Completes assignments of acceptable quality within assigned timeframe. Adjusts workload to meet deadlines without supervisory intervention.

Appendix M

Enclosure (1)

M-2

ONIINST 12410.3
31 July 2002

BILLING INSTRUCTIONS FOR SCHOOL(S)

Dear

The purpose of this letter is to notify you that a student at _____ has been accepted into the Office of Naval Intelligence (ONI) Cooperative Education Program.

This program is designed to provide the student with financial assistance in exchange for an obligation to work for ONI _____ after graduation.

Specifically, the program will cover tuition assistance up to \$5,000 per semester or \$10,000 per year including 100 percent of the student's tuition (minus any grants or scholarships already applied to the student's account) and 100 percent for course books (excluding supplies). Students may obtain this support for a maximum of six academic semesters.

Enclosed you will find the Request, Authorization, Agreement, Certification of Training and Reimbursement (DD Form 1556) which serves as the billing document.

To obtain payment, you may invoice ONI using the Standard Document Number located in the upper right-hand corner of the form. Charges may not exceed the amount shown on each form, but will more likely be less than that shown, since grants, scholarships, etc., will reduce the amount owned by the student. Please invoice ONI after all scholarships, grants, etc. have been applied to the student's account.

If additional information is required, please do not hesitate to contact this office at (activity telephone number).

Sincerely,

Encl:

(1) DD Form 1556

Appendix N
Enclosure (1)

N-1

Hard copy of this instruction, containing Appendix O (and correct format of all appendices), is available from the ONI Control Point, ONI-OCD, X5569 or the CO-OP Program Manager, ONI-11, X5828.

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TUITION COLLECTION AUTHORIZATION AGREEMENT

I hereby authorize the use of funds due me from my annual leave and my retirement fund to repay indebtedness incurred by me due to participation in the Office Of Naval Intelligence Cooperative Education Program as follows:

TOTAL INDEBTEDNESS	\$
Annual Leave	
Attachment of Retirement Fund	
BALANCE DUE	\$

I agree to reimburse the United States Government (Department of Defense) the balance in the amount of \$_____ in consideration of the fact that payment will release me from _____ months of obligated employment contracted by my participation in the Office of Naval Intelligence Cooperative Education Program. Checks should be made payable to the Treasurer of the United States. Payment schedule is as follows:

SIGNATURE

DATE

Checks should be sent to:
Signed copy to:
Comptroller

Appendix P
Enclosure (1)

P-1

ONIINST 12410.3
31 July 2002

Student Information Guide

This guide provides a brief synopsis of the requirements and expectations of the Office of Naval Intelligence (ONI) CO-OP Program. It is designed to serve as a quick ready reference for participating students. For more in-depth information, read the entire handbook.

Appendix Q
Enclosure (1)

Q-1

ONIINST 12410.3

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WELCOME to ONI's Cooperative Education Program!

Congratulations for being one of the few students chosen to participate in our program. Our CO-OP is designed to give talented undergraduates, such as yourself, the opportunity to experience working in a profession while applying knowledge learned in your selected area of study. ONI offers diverse areas of work, state-of-the-art equipment, and the depth of in-house experience from which you will have a most exciting experience. For more information, visit our web site at <http://www.nmic.navy.mil>. The PURPOSE of this handbook is to outline your responsibilities as a CO-OP, to explain the various operating procedures pertinent to the program, and inform you of the benefits to which you are entitled.

REQUIREMENTS of the Program

You should remember that in order to remain in the Cooperative Education Program at ONI, you must continue to be enrolled in the CO-OP Program at your university; major in a program approved by your academic advisor, supervisor, and ONI CO-OP Program Manager; and maintain a 2.75/4.0 GPA. If your GPA drops below 2.75, you will be placed on probation and given one semester to improve your grades. If they do not improve during that time, you may be dropped from the program. You must receive acceptable performance evaluations for each work assignment and acceptable levels of conduct. You must request approval from the university CO-OP office, work supervisor, and ONI CO-OP Program Manager prior to making any changes to your program (e.g., school, major, etc.). This CO-OP opportunity is not transferable to another institution unless that institution has an existing CO-OP agreement with ONI and program integrity can be maintained (i.e., continue in same major). As a CO-OP student, you must be willing to sacrifice summer vacations and extend your undergraduate education up to an extra year to realize the benefits of co-oping. As a new employee, you must complete a 1-year trial period during which your employment may be terminated for unacceptable performance or improper conduct. The 32 CO-OP workweeks count toward meeting this 1-year trial period.

Appendix Q

Enclosure (1)

Q-2

ONIINST 12410.3

31 July 2002

WORK TOURS must be on a rotational basis with academic work periods. When the university CO-OP Program Coordinator, your supervisor, and the ONI CO-OP Program Manager have approved your work schedule, it can only be changed with their concurrence. This must be done in writing and submitted through the ONI CO-OP Program Manager. You will work in a specific work unit related to your major and the position for which you were selected. Changes to this arrangement may be made by the ONI CO-OP Program Manager at ONI's discretion based on its needs. The university CO-OP Program

Coordinator will be notified prior to any change being made. ONI's MINIMUM WORK REQUIREMENT is a minimum of 32 workweeks in the CO-OP experience to satisfactorily meet the program requirements for eligibility for conversion to permanent full-time employment.

Current copies of TRANSCRIPTS must be provided to the university CO-OP office and the ONI CO-OP Program Manager. Any changes to the approved ACADEMIC SCHEDULE must be approved in advance as indicated above. While attending school, a student is expected to carry what is considered the required full-time academic courseload - normally defined as 15 credits. An exception to this would be for a student who is in his/her last semester of school and does not need a full courseload to graduate. You must have special permission with prior approval from the university CO-OP office, your supervisor, and the ONI CO-OP Program Manager to take a partial courseload. Each student is expected to meet his/her university's requirement regarding the distribution of technical and non-technical courses.

There is no DRESS CODE, however you are reminded that you are striving to become a professional. All employees are expected to wear appropriate business attire, especially when attending meetings, briefings, or presentations within or outside of ONI. If you are not certain, ask your supervisor.

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Enclosure (1)

Q-3

ONIIINST 12410.3

31 July 2002

DUTY HOURS are flexible but depend on the work unit to which you are assigned. The ONI Alternative Work Schedule Program is presently suspended. If re-instituted, participation requires your supervisor's approval. ANNUAL LEAVE (VACATION TIME)/SICK LEAVE is accrued each pay period. Requests for all leave must be made to your immediate supervisor for his/her approval. See your Human Resources Account Executive (HRAE) for additional information. If you are UNABLE TO REPORT TO WORK for any reason, you must contact your immediate supervisor within the first hour you are due to report to work. The general number for information is 301-669-4000. You may obtain your supervisor's phone number by dialing into the system and providing his/her name as directed. You should make certain you know your supervisor's name, your HRAE's name, and their phone numbers. HEALTH INSURANCE/LIFE INSURANCE/RETIREMENT coverage is offered as a part of your employment package. You are encouraged to take full advantage of these benefits, especially if you are not covered under your parent's health insurance program. If you waive the health insurance, you must wait until open season for an opportunity to enroll. You are eligible to elect life insurance only when you report for duty. You will automatically be placed under the Federal Employees Retirement System (FERS). Your HRAE can provide you

with more information on your retirement investment options.

WORK ASSIGNMENTS. You will be assigned to a work unit (department, division, branch, etc.) based on ONI's operational needs, your background, interest, and academic status. Assignments may vary in the degree of responsibility but will be professional in nature and allow you the opportunity to develop expertise in your academic major. At times, some work assignments may seem mundane and less challenging than anticipated. You should make every effort to make the most of these situations and accept them as part of your training experience. However, should you find yourself under-employed or performing numerous menial tasks more than 45 percent of the time, you should discuss it with your supervisor. If a problem

Appendix Q

Enclosure (1)

Q-4

ONIINST 12410.3

31 July 2002

persists, contact your HRAE. If after exhausting these avenues a problem still persists, bring it to the attention of the ONI CO-OP Program Manager.

Your supervisor should explain the mission of your work unit and his/her performance expectations. You should understand what learning experience is to be gained during each work period. Approximately 3 weeks prior to the end of your work tour, you should begin discussing your next work assignment. The work assignments should correlate to your academic program. Be sure to have the next work assignment documented on the work/study schedule.

WORK REPORTS are required at the close of the final work period. The unclassified report should include a brief description of the particular project to which you were assigned and new principles and techniques learned. Explain any technical and/or other challenges encountered. Describe how you resolved the issues. Describe the most significant learning experience gained during the work tour. The report must be a minimum of 500 words, typed double-spaced and include a cover sheet. The report must not contain any references to ONI, specific individuals, or organizations to which you were assigned. The report should be submitted to your immediate supervisor prior to leaving ONI. Your immediate supervisor will read the report and ensure that it is unclassified. This report will be used as a part of your performance evaluation as a writing sample demonstrating your written communication skills. This report is not a test. A copy of the work report will be forwarded to the university/college program coordinator for his/her records if required. Under no circumstances should you write about your ONI work experience after returning to school.

SUPERVISORY EVALUATIONS will be provided mid-way and at the end of each work tour. Your performance evaluation will be based on the critical elements in your performance appraisal that includes your unclassified work experience report. This will be discussed with you when you report to work. Acceptable performance is a condition of employment.

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ONIINST 12410.3

31 July 2002

PROMOTIONS are not guaranteed but may be authorized if you have completed the required semester hours of academic study and meet other criteria. A copy of your most recent transcript must be provided. Questions regarding promotions should be discussed with your HRAE. Promotions are made effective the next pay period after the Request for Personnel Action has been submitted. The additional pay should show up in your paycheck two pay periods after the effective date. TRAVEL REIMBURSEMENT will be made for any travel related to your work at ONI. Expenses for trips home during a work period are your responsibility. If you have questions regarding what expenses are reimbursable, contact your HRAE. CHECK-OUT PROCEDURES. You should contact your HRAE at least 3 weeks prior to the end of each work tour to begin processing. The HRAE will submit the necessary request to place you in a leave without pay (LWOP) status to return to school. Being in the LWOP status allows you to remain on ONI's employment rolls and continue to receive certain benefits. You should work with your supervisor to prepare/revise the CO-OP Work/Study Schedule. The ONI CO-OP Program Manager will review the final document. Remember to verify your contact information with the ONI CO-OP Program Manager.

CHECK-IN PROCEDURES. You will be contacted by your university CO-OP coordinator regarding your return to work status at least 6 weeks prior to your scheduled return. If you will not be returning for any reason, you should discuss this with the university CO-OP and ONI CO-OP Program Managers. Remember you are under an agreement to complete all of the requirements of the program within the requisite period of time. The ONI CO-OP Program Manager will notify your HRAE and supervisor of your return date. The HRAE will initiate the necessary personnel action to return you to duty at the appropriate pay grade. The ONI CO-OP Program Manager will send you a confirmation letter with your expected date of return to duty. Bring a copy of your most recent transcript with you when you report.

HOUSING during work tours is your responsibility. However, on-campus housing may be available. Check with your school CO-OP Program Coordinator for more specific details and instructions.

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Enclosure (1)

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ONIINST 12410.3

31 July 2002

TUITION FUNDING. ONI will pay 100 percent of your tuition, up to \$5,000 per semester or \$10,000 per year, for courses required to meet graduation criteria while participating in the ONI CO-OP Program. ONI's funding will not exceed six semesters of academic study and will be paid after all grants or scholarships are applied to your account. Grant and scholarship monies should be applied to your other required expenses before going toward

expenses covered under the ONI CO-OP Program. Fees required for matriculation and charged to all students as well as 100 percent of required textbook costs (excluding supplies) and expenses for travel between the school and work sites to perform academic/work phases will also be funded. Upon entering the ONI CO-OP Program and accepting tuition assistance, you will incur a three-for-one obligation to work for ONI or reimburse ONI at a prorated rate. If you do not fulfill your program or employment obligation as a result of the following, you will be obligated to reimburse ONI for funded training.

(1) Failure to maintain the prescribed GPA, becoming ineligible to continue employment.

(2) Failure to satisfy established performance criteria.

(3) Resignation from the ONI CO-OP Program prior to graduation.

(4) Failure to complete all of the established program requirements within the prescribed 36 months.

(5) Not continuing in employment at ONI or within the Department of Defense or other intelligence agency.

(6) Resignation from Federal Government service prior to the fulfillment of your employment obligation.

LAST TOUR CO-OPs are required to provide the ONI CO-OP Program Manager an updated resume and transcript after completing all of the program requirements (work tours and graduation). A determination to change your status from Indefinite to Permanent will be made by ONI based on a recommendation from your supervisor. When your status changes, you will be moved out of the ONI CO-OP Program and placed in a permanent career ladder position.