

NAVAIRWARCENACDIVINST 12410.2
733000A

NAVIRWARCENACDIV INSTRUCTION 12410.2

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: STUDENT CAREER EXPERIENCE EMPLOYMENT PROGRAM

Ref: (a) 5 CFR Part 213- Student Educational Employment Program
(b) Group Coverage Qualification Standards for Schedule B Student Trainee Positions

Encl: (1) [Student Career Experience Employment Program Guide](#)
(2) [Student Career Experience Employment Program Training Agreement](#)
(3) [Student Career Experience Employment Program Training Plan](#)

1. Purpose. To outline guidance and issue procedures for the operation of the Student Career Experience Employment Program, formerly Cooperative Education Program, throughout the Naval Air Warfare Center Aircraft Division in accordance with references (a) and (b). This instruction covers students employed under the Student Career Experience Employment Program under reference (a). The purpose of this program is to provide a recruiting vehicle to enhance the diversity of our work force.

2. Cancellation. This instruction cancels NAVAIRTESTCENINST 12308.1; NAVAIRTESTCENINST 12410.2E; NAVAIRTESTCENINST 12410.9; Enclosure 2 of NAECINST 12410.1G; and NAPCINST 12410.10A.

3. Scope. Applicable at Naval Air Warfare Center Aircraft Division. Tenant commands may use this program by entering into an appropriate Host Tenant Support Agreement.

4. Background. This program provides a planned and progressive career-related student employment program which integrates academic studies and on-the-job work experience. The program is a recruitment vehicle for professional, administrative, technical, wage grade and clerical personnel. The core of the program will serve as a recruitment source for scientific and engineering positions. A key feature of the program is the opportunity for noncompetitive conversion of the student from the Excepted Service into the Competitive Service after satisfactory competition of the educational and work requirements.

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5. Policy. Maintain a Student Career Experience Employment Program that enhances the employment body of the organization and is an integral part of our ongoing recruitment program. Selection and retention of students are administered using the subject enclosures and the flexibility inherent in the above references.

6. Discussion.

- a. To provide an effective recruiting source for meeting long-range staffing goals.
- b. To select personnel for career/career-conditional positions based on proven job performance.
- c. To support equal employment opportunity objectives.
- d. To provide well qualified employees.

7. Authority and Responsibilities.

- a. Site/Organization coordinator will ensure that:
 - (1) Guidance is current, properly implemented and widely publicized to management, supervisors, students and schools; and
 - (2) Student records are current and accurate.
- b. Supervisors of the Student Career Experience Employment Program students will ensure that:
 - (1) Students are provided sufficient opportunities to gain work experiences in areas related to their academic program and career goals;
 - (2) Appropriate forms are completed in an accurate and timely manner: Training Plans, Evaluation forms, Performance Appraisal Forms, etc.;
 - (3) Notify the appropriate coordinator of any problems or programmatic changes which may affect the employment status of the student; and
 - (4) Discuss all performance appraisals with student.

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8. Administration and Review. The Director, Human Resources Office, is responsible for the administration of the program and will review this instruction annually and revise it as necessary.

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