



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO

NEPTDTCINST 12308.2A
N832

29 JAN 2001

NETPDTDC INSTRUCTION 12308.2A

Subj: **EMPLOYMENT AND PROMOTION POLICY FOR STUDENT AIDES**

Ref: (a) Code of Federal Regulations (CFR), Dec 1994
(b) OPM Atlanta Region Letter Number 95-11, Student Educational Employment Program
(c) OPM Qualifications Standards Operating Manual, Aug 1994

1. **Purpose**. To establish the policy for NETPDTDC Student Aide appointments and promotions.

2. **Cancellation**. NETPDTDCINST 12308.2

3. **Revision**. Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.

4. **Discussion**

a. Per references (a) and (b), NETPDTDC employs students from various secondary schools through the community to complement the labor force. In addition, students derive earnings from this employment that may help them stay in school. Students may work full-time or part-time schedules. There are no limitations on the number of hours a student can work per week, but a student's work schedule should not interfere with the student's academic schedule. The actual time and number of hours of employment is based on workload requirements. The student's initial appointment is for a period not to exceed (NTE) one year. However, the appointment may be renewed in NTE one-year increments for as long as the individual remains a degree/diploma-seeking student who is taking at least a half-time academic/vocational/or technical course load in an accredited institution.

b. To ensure standardization and establish a promotion policy at NETPDTDC, work assignments, qualification determinations, and pay for student aides will be commensurate

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with the duties assigned and at the expected level of skill and performance per references (a) and (c) as follows:

(1) Classification of students appointed under this program will be based on the occupational series for which they are hired. Grade level will be set according to the criteria in the appropriate GS or WG classification standard.

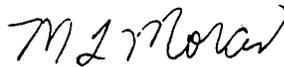
(2) Student aides are eligible for promotion; however, there is no obligation to appoint/promote a student to the next higher level. The supervisor will initiate a Personnel Action Request (SF-52) for the student to be promoted. Promotions should be documented as a conversion to another excepted appointment, citing the same authority as was used for the original appointment and maintaining the original NTE data. If the student aide was hired at the GS/WG-01 level, requiring no general or specialized experience, subsequent promotions may be accomplished as follows:

(a) GS-02: After developmental assignments, six months of satisfactory performance at the GS-01 level, and/or upon recommendation by the supervisor.

(b) GS-03: After developmental assignments, six months of satisfactory performance at the GS-02 level, and/or upon recommendation by the supervisor.

(c) WG-02: After developmental assignments, six months of satisfactory performance at the WG-01 level, and/or upon recommendation by the supervisor.

5. **Action.** All units of the command employing student aides will ensure compliance with the contents and criteria in this document.



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Distribution: (NETPDTC 5216.1C)
Lists I and II