



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 12410.1B
N832

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NETPDTC INSTRUCTION 12410.1B

Subj: **STUDENT CAREER EXPERIENCE PROGRAM (SCEP)**

Ref: (a) HRO Pensacola Procedures Manual
(b) 5 CFR 213.3203(b)
(c) HROPNCLAINST 12308.2

1. **Purpose.** The purpose of this instruction is to set policy for, and to define program requirements in support of the recruitment, training, development, evaluation, and placement of Student Career Experience Program (SCEP), formally known as the Cooperative Education Program (Co-Op), trainees who may be assigned to the Naval Education and Training Professional Development and Technology Center (NETPDTC). Further guidance is available in references (a) through (c).

2. **Cancellation.** NETPDTCINST 12410.1A

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

4. **Background.** In its effort to attract, hire, and retain qualified government employees in a competitive economy, the Navy must explore and use all potential sources available. One such source exists through work-study partnerships between the Navy and the country's learning institutions. In this arrangement, students who are learning the newest techniques and information in a given field through academic programs of study offered at an accredited institution of higher learning will have opportunity to gain practical experience in that field in a real work environment at NETPDTC. The results of these partnerships benefit both the student and the Navy.

5. **Program Objectives.** The objectives of this program are to:

a. Offer work opportunities at NETPDTC to qualified students enrolled in academic institutions in fields of study of interest to the command. These work opportunities will enhance

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students' personal knowledge, skills and abilities while also providing NETPDTC an efficient workload source.

b. Upon completion of degree requirements and scheduled work assignments at NETPDTC, trainees may be converted non-competitively to career-conditional appointments in the federal work force, consistent with the provisions of current personnel policy. This conversion must be completed within 120 days after completing their educational requirements.

6. Program Administration and Responsibilities

a. NETPDTC N83 will:

(1) Provide command-level support in developing agreements between NETPDTC, Human Resources Office (HRO) Pensacola, and participating learning institutions as required.

(2) Serve as the primary liaison between the participating learning institutions and NETPDTC departments.

(3) In conjunction with the HRO Pensacola program manager, provide policy guidance to trainees and to supervisors and supporting staff on applicable elements of the program, including trainee reporting, evaluation and appraisal requirements, development and maintenance of Individual Development Plans (IDP), leave, and other trainee benefits.

(4) Initiate and/or document all personnel actions required to support the program.

b. Participating NETPDTC Departments will:

(1) Establish a primary point of contact (POC) for departmental participation in the SCEP Program. The POC will work with N83 personnel to implement the program through identification, recruitment, and selection of SCEP positions.

(2) Develop and maintain official trainee position descriptions for all assignments within the Department.

(3) Establish work assignments, locations, schedules, work-study plans, and similar administrative elements for all trainees assigned to the Department. Identify and assign civilian or military supervisors for each trainee. Supervisors

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will oversee development of an IDP, document performance, track leave, validate attendance and earnings, and perform routine managerial tasks normally associated with supervision of employees. Supervisors are to serve as role models, mentors, and counselors to trainees about federal service.

(4) Performance elements associated with assigned tasks will be developed within 30 days of program entry. Periodic appraisals will be conducted as required by federal service regulations and/or by appropriate offices of participating institutions.

(5) Initiate and process travel orders, training requests, and similar administrative documents through appropriate channels as necessary.

(6) As appropriate, plan for and target appropriate fulltime positions within the Department to which trainees may be converted in career or career-conditional status upon graduation from academic degree programs and successful completion of trainee work-study programs.

(7) Budget for program costs as required, including salaries, travel, and training costs for program participants.

c. **Information.** Per reference (a), a written working agreement between the HRO and a participating educational institution must be established prior to placement of any SCEP student. The agreement must address working/academic schedules, program criteria and requirements for noncompetitive conversion into the competitive service. The agreement covers all commands serviced by the HRO.

A key ingredient to the success of the SCEP Program is the development and adherence to a Training Plan. Within the frame work of the Training Plan, the following is addressed:

- (1) Career-related on-the-job training and development assignments.
- (2) Work/School schedules.
- (3) Performance appraisal standards and elements.
- (4) Student evaluations of the program.

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d. **Student Trainees** shall be required to:

(1) Satisfy both the academic standards of the school and the work performance of the command.

(2) Provide proper reports of a nonconfidential nature to the school and HRO, e.g., grade reports, work term evaluations, etc.

(3) Take courses related to his/her career field.

(4) Maintain the status of "good academic standing" at the school, demonstrate steady progress towards the attainment of a degree or certificate of completion and complete work terms satisfactorily.

(5) Meet OPM standards of qualification and eligibility for entrance and advancement in the program, addressed in the existing SCEP Agreement with HRO and participating educational institution.



G. B. DYE

Distribution: (NETPDTCINST 5216.1G)
Lists I and II

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