



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 12308.1  
BUMED-00CP  
30 Aug 94

BUMED INSTRUCTION 12308.1

From: Chief, Bureau of Medicine and Surgery

Subj: COOPERATIVE EDUCATION PROGRAM

Ref: (a) 5 CFR 213.3202 (a-c), (e), and (g) (NOTAL)  
(b) OPNAVINST 12308.2  
(c) 5 CFR part 310 (NOTAL)  
(d) Qualifications Standards Handbook for General Schedule Positions, July 1993 (NOTAL)

Encl: (1) Sample Cooperative Education Program Working Agreement  
(2) Suggested Format for Documentation of Students Considered for Cooperative Education Program (Co-op) Positions

1. Purpose. To establish requirements for activities of the Bureau of Medicine and Surgery (BUMED) that participate in the Federal Cooperative Education Program (Co-op) or Navy Centralized Cooperative Education Program (CCEP). Use this instruction with references (a) for Co-op and (b) for CCEP.

2. Scope. Applies to all Medical Department shore activities which employ, or wish to employ, civilian Co-op students from high schools, trade schools, colleges, or universities. The term "Co-op" pertains to the Federal Co-op and Navy CCEP, unless CCEP is mentioned separately.

3. Background. This instruction is established as a result of findings of the BUMED Inspector General and comments from the human resources offices (HRO) that provide personnel services to Medical Department activities. This indicates a need for specific requirements about the operation of Co-op programs by Medical Department activities.

4. Policy. Medical Department activities are encouraged to use the Co-op Program to develop an effective workforce and to strengthen professional, administrative, technical, clerical, wage-grade, and other occupations at their activity.

5. Action. All appointments to the Co-op Program shall be made per references (a), (b), and all laws and policies governing the employment, training, benefits, and other personnel matters pertaining to civilian personnel. Assistance and guidance shall be provided by servicing HROs.



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6. Responsibilities. Commanding officers are responsible for:

a. Promoting, implementing, and administering local Co-op programs.

b. Establishing procedures to ensure that requests for personnel actions to recruit or hire Co-op students are reviewed by the official responsible for resource management or a position management board to determine if the activity has sufficient funds for students' salaries and available endstrengths for conversion upon completion of the program.

c. Assuring that all applicants receive consideration for employment without regard to race, color, creed, religion, national origin, sex, age, disability, or political or personal favoritism.

d. Assuring that the appointment of sons and daughters of Medical Department or other Navy employees (civilian or military) under the Co-op Program comply with reference (c). Reference (c) does not prohibit the employment of sons and daughters or any relative, but establishes restrictive procedures to ensure that a public official does not abuse his or her position to influence the employment of a relative. Medical Department employees, civilian or military, shall not advocate either orally or in writing, a relative's appointment, employment, promotion, or advancement anywhere in the official's own activity or in an activity over which the official exercises jurisdiction or control.

e. Assuring that interservice support agreements contain provisions for the HRO to assist the activity in the recruitment and employment procedures pertaining to Co-ops.

f. Appointing a Co-op coordinator and ensuring that person is trained and knowledgeable of civilian personnel issues involved in employing a student in the Co-op Program (recruitment, employment procedures, training, benefits, leave without pay, return to duty, individual development plans, performance appraisals, etc.). The coordinator may be a military or civilian employee of the activity or a representative of the servicing HRO. It is preferable that a representative of the servicing HRO function as the coordinator. The managers or supervisors shall make all requests for Co-ops through the appointed Co-op coordinator.

g. Establishing working agreements with the educational institution before appointing students to Co-op positions.

h. Ensuring prudent and equitable judgement in the allocation and use of funds, whether of the local activity or those provided by CCEP.

7. Working Agreement with Educational Institutions. Commanding officers are responsible for establishing written working agreements (although he or she may delegate this responsibility) between activities and educational institutions. Written working agreements discuss work schedules, program criteria, and requirements for noncompetitive conversion into the competitive service. In addition, working agreements develop mutual understanding and respective responsibilities between the activity and educational institution, enclosure (1). This ensures that all parties understand their responsibilities to the program. These working agreements shall be established only with educational institutions that have the authority to administer requirements, standards, and credits necessary to award degrees, diplomas, and certificates. These educational institutions shall have an established Co-op Program; have appropriate administrative and faculty support to coordinate the program; foster a close relationship between study and work; and support a working agreement with the Department of the Navy. Once an agreement is established, the educational institution's Co-op counselor or coordinator can refer students to the activity. Students shall not be appointed until a written agreement is established. Forward a copy of established working agreements to the Human Resources Office-Washington, BUMED Command Services Office, (Code 00M), Washington Navy Yard, 901 M Street SE, Building 200G, Washington, DC 20374-5050.

8. Student Eligibility. Activities may select students who:

a. Are enrolled in a qualifying educational institution's Co-op Program, other than by correspondence.

b. Are enrolled in:

(1) A graduate or professional degree program.

(2) A baccalaureate's degree program.

(3) An associate degree program of not less than 2 academic years.

(4) An undergraduate certificate or diploma program of not less than 1 academic year, that is part of an accredited college-level, technical, trade, vocational, or business school curricula.

(5) A high school diploma program.

- c. Are in good academic standing.
- d. Are enrolled in a field of study related to the work to be assigned.
- e. Meet the qualification requirements of reference (d).

9. CCEP Eligibility. Per reference (b), students enrolled in a graduate or professional degree program are not eligible for CCEP.

10. Recruitment

a. Students may be recruited from any accredited educational institution that meets the criteria set forth in paragraph 8 above. Students shall not be recruited from out-of-State educational institutions unless the list of highly qualified students from local colleges or universities have been exhausted. Recruitment may begin once a working agreement is established between the activity and qualifying educational institution.

b. Before visiting an educational institution for on-site recruitment, it is advisable to advertise the positions, qualification requirements, and the location of recruitment discussion sessions. The recruitment team should consist of an activity subject matter expert for the positions to be filled, and a representative from the activity's servicing HRO. Forward all applications and a list of college courses to the servicing HRO for review of basic eligibility and qualification determination. The HRO can provide advice on establishing selection criteria and developing interview questions.

c. As stated in paragraph 6d, the employment of relatives is not a prohibited practice as long as restrictive procedures are followed. The Medical Department's policy is to ensure that political or personal favoritism or the appearance of favoritism does not exist. Therefore, before appointing a family member or relative of a BUMED or other Navy employee, civilian or military, the activities should have documentation (enclosure (2)) to show that fair consideration was given to other students at the same educational institution and justification for the selection of this student over others.

11. Pre-Employment Physical. Students hired into health care positions (nursing, pharmacy, industrial hygiene, physical therapy, etc.) are required to have a physical examination and be certified for hire by the activity's occupational health physician before appointment.

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12. Placement Assistance. Notify the CCEP Program Manager, Office of Civilian Personnel Management (OCPM), and HRO-W, (Code-00M) if an activity is unable to place a Co-op student who is eligible for noncompetitive conversion to a career-conditional appointment. Co-op students shall be converted within 120 calendar days of graduation. If a student is not converted within that timeframe, the student shall be terminated from the Co-op Program.



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SAMPLE  
COOPERATIVE EDUCATION PROGRAM WORKING AGREEMENT

between

\_\_\_\_\_  
(Federal Agency)

\_\_\_\_\_  
(Educational Institution)

This agreement is the basis for developing mutual understanding and respective responsibilities between a Federal agency and qualifying educational institution in the employment of cooperative education students. The Co-op Program is a planned, progressive education program that provides for the integration of a student's academic studies and Federal work experience with the potential of noncompetitive conversion into the Federal career service. The attachment to this agreement further describes general responsibilities of Federal Co-op Program participants.

A. Student Eligibility. A prospective Co-op student shall:

1. Be at least 16 years old.
2. Be a United States citizen or national (permanent resident, in absence of qualified citizen).
3. Meet the agency's policy on nepotism.
4. Meet security or fitness requirements.
5. Other: \_\_\_\_\_

B. Selection. An agency may appoint students who:

1. Are enrolled in and recommended by the school's Co-op Program.
2. Are in good academic standing.
3. Meet qualification standards of the position.
4. Other: \_\_\_\_\_

C. Pay and Benefits Information

1. Students are paid following established pay schedules.

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2. Benefits for which students may be eligible include:
    - a. Retirement.
    - b. Life and health insurance.
    - c. Vacation, sick, and holiday leave.
    - d. Tuition assistance.
    - e. Travel and transportation payment.
  3. Other: \_\_\_\_\_
- 

D. Work Schedules

1. Each work experience shall be planned consistent with the student's academic studies or career goals and be designed to meet the minimum study-related work-hours required for conversion.

2. Schedules may be:
  - a. Full-time or alternating.
  - b. Part-time or parallel.
  - c. Combination of both.

3. Part-time students shall work a minimum of about 16 hours per week with at least a half-time academic course load.

4. Alternating students are required to have two work experiences.

5. Work schedules may not be confined to summer or vacation periods exclusively, unless the Federal agency experiences a shortage of qualified candidates.

6. Students may work up to 2,600 work-hours in a 2-year period.

7. Other: \_\_\_\_\_
- 

E. Performance Appraisal

1. Performance appraisals are required for Co-op students consistent with the agency's appraisal system. Results should be shared with schools.

2. If a student's performance falls below fully successful, he or she may be given an opportunity to improve or will be separated from the program.

3. Other: \_\_\_\_\_

F. Employment After Completion of Co-op Program Requirements

1. Within 120 calendar days after completing educational requirements, the employing agency may noncompetitively promote and convert a student to a career or career-conditional appointment.

2. Students shall have satisfactorily completed study-related work-hour requirements of the Federal Co-op Program that is, 1,040 work-hours for baccalaureate and associate degree students, and 640 work-hours for all other Co-op students.

3. Students shall meet citizenship and employment of relatives' requirements by the date of conversion.

4. Trainees disqualified from continuing in the Co-op Program or not converted shall be terminated.

Full consideration shall be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, disability, or political or personal favoritism.

For Educational Institution:

For Federal Agency:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

RESPONSIBILITIES IN FEDERAL CO-OP

1. The Federal Agency's Role

a. Designates a staff member as Co-op Program coordinator to maintain liaison with the educational institution.

b. Informs school of work experience opportunities and provides adequate job descriptions promptly.

c. Establishes work schedules consistent with the school's academic calendar that enable students to complete the Co-op Program.

d. Orients the student to the agency's mission, policies, and procedures.

e. Selects appointee referred by schools per equal employment opportunity (EEO) principles.

f. Processes all personnel actions and keeps necessary records related to student employment.

g. Provides quality work assignments related to the student's academic studies or career goals where he or she can learn and be productive. Provides progressive and diversified Co-op experiences to prepare student for occupations in which he or she has an interest.

h. Conducts appraisals and counsels the student about performance, completion of necessary forms, and shares progress reports with schools.

i. Notifies schools of any change in a Co-op student's status.

2. The School's Role

a. Designates a representative to work with the Federal agency Co-op coordinator.

b. Informs eligible students of Federal Co-op opportunities, identifying potential employers.

c. Refers interested and qualified candidates to agencies without discrimination, including veterans discharged under honorable conditions.

d. Correlates work and study in a manner that will expand the student's educational development.

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e. Furnishes the agency with requested information related to the student's field of study and academic standing.

f. Monitors academic progress.

g. Informs the Federal agency of any change in a Co-op student's status, including reports on a student's progress and performance.

3. The Student's Role

a. Adheres to the agency's work schedule and Co-op policies and procedures.

b. Assumes personal and professional responsibilities for actions and activities.

c. Uses a courteous, enthusiastic, and professional approach to policies and procedures within the occupation and organization.

d. Meets academic, performance, and conduct standards set forth by the school and Federal agency.

e. Provides the agency and school Co-op coordinators with periodic progress reports on the quality of work and study assignments.

f. Works effectively with peers and superiors.

g. Notifies the school or Federal agency of changes in status.

SUGGESTED FORMAT FOR DOCUMENTATION  
OF STUDENTS CONSIDERED FOR COOPERATIVE EDUCATION PROGRAM (CO-OP) POSITIONS

POSITION: \_\_\_\_\_

STUDENT NAME (*) (**)	EDUCATIONAL LEVEL	REMARKS (EXPERIENCE, SKILLS, BACKGROUND)

STUDENT NAME: Use (\*) or (\*\*) to show if a student is a family member or relative of a Navy (military or civilian) employee.

- (\*) Family member or relative of a military or civilian Medical Department employee.
- (\*\*) Family member or relative of a military or civilian employee of another Navy activity.

SELECTION: \_\_\_\_\_ SELECTING OFFICIAL: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_