

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Personnel

370 DM Addition to FPM

Chapter 308 Youth and Student Employment Programs

370 DM 308,1.1

Subchapter 1. General Provisions.

1.1 Purpose. This Chapter contains Departmental guidelines and instructions for student employment and work study programs. The Chapter and its appendices are the Department's authoritative guide for the implementation of the youth and student employment program.

1.2 Responsibilities.

A. Role of the Office of Personnel. The Office of Personnel has primary responsibility for:

- (1) Planning and coordinating Departmentwide student employment and work-study programs.
- (2) Providing technical guidance and assistance to bureaus.
- (3) Coordinating relationships with schools, colleges and universities as sources of recruiting qualified students.

B. Bureau Responsibilities. Bureaus are responsible for planning and operating student employment programs designed to meet the bureaus program objectives and staffing needs.

1.3 Authority. Executive Order 12015, dated October 26, 1977, authorizes the establishment of career-related work study programs to permit noncompetitive conversions of eligible students into career-related occupations in the Federal government. The Civil Service Reform Act of 1978, P.L. 95-454, establishes programs designed to provide educationally related work assignments for students in nonpay status, effective January 11, 1979.

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370 DM 308,2.1

Subchapter 2. Cooperative Education and Baccalaureate Students.

2.1 Purpose and Objectives. This Subchapter provides instructions and guidelines for employment of baccalaureate students in the Department under the Cooperative Education Program.

2.2 Working Agreements.

A. General Requirements. Each bureau employing cooperative education students is responsible for entering into a written working agreement with the educational institution providing students. The administrative level at which agreements are executed may be determined by the bureau. The bureau headquarters' office is responsible for assuring that all agreements are in line with established policy and regulations. A copy of each agreement must be maintained on file in the bureau headquarter's office. Before entering into an agreement, the bureau must assure that the educational institution's Cooperative Education Program meets the requirements for participation as described in FPM Chapter 308, Subchapter 2-2(3).

B. Agreement Provisions. Appendix D to this Chapter provides a sample Cooperative Education Working Agreement which may be used as a format for entering into agreements with educational institutions for employment of baccalaureate students.

2.3 Appointments. Each student should be made aware of the conditions of employment under the Cooperative Education Program, as well as the conditions for non-competitive conversion at the completion of the program. Students should be briefed at the time of initial appointment, and should receive a copy of the signed Cooperative Education Agreement with the educational institution. Bureaus may also consider using a statement of understanding for students. Appendix E to this Chapter provides a format that may be used for this purpose.

2.4 Program Implementation.

A. Program Responsibility. A member of the personnel staff of the Office of Personnel will be designated to serve as Program Coordinator. Each bureau personnel officer should designate a member of the headquarters' personnel staff to act as Coordinator for the Cooperative Education Program, and should advise the Office of Personnel of the person serving in this capacity.

B. Field Advisory Service. Bureau regional and field installations responsible for employing students should designate program coordinators.

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370 DM 308,2.4C

C. Mentors. Bureaus should consider the designation of mentors for students, especially at remote locations and other locations where a program coordinator is not physically located. Mentors should be individuals who have a thorough knowledge of the bureau, the division to which the student is assigned, and type of position in which the student will be working. Their close contact with students could result in identifying problem areas before they become serious and could reduce or eliminate dropouts. Mentors should work closely with program coordinators, but should not assume the role of coordinators.

2.5 Program Evaluation. The Office of Personnel will conduct periodic reviews and evaluation of all cooperative education activity to assure that program requirements are being met, and to determine program effectiveness. In addition, bureaus' headquarters offices must periodically evaluate all cooperative education activity at regional/field locations.

2.6 Reporting. Bureaus shall send to the Office of Personnel, by November 15 of each year, a consolidated report of cooperative education activity during the previous fiscal year. (Report format is contained in FPM Chapter 308, Appendix A, Report Control Symbol 1051-OPM-AN.) In addition, bureaus are required to report on youth and student employment by sex and ethnic group. This information will be submitted on Form DI-4 to the Office of Personnel in November of each year (see Illustration 1 to this Chapter). Copies of Form DI-4 are available from the Division of Employment.

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370 DM 308,3.1

Subchapter 3. Cooperative Education Programs for Graduate Students.

3.1 Purpose. This Subchapter provides instructions and guidelines for employment of graduate students in the Department under the Cooperative Education Program.

3.2 Working Agreements. Before entering into an agreement to employ students under the Graduate Cooperative Education Program, bureaus must assure that the educational institution meets the requirements for participation as described in FPM Chapter 308, Subchapter 3.2(3). (Also reference 370 DM 308, 2.2.)

3.3 General. Guidelines for program implementation, student briefing, student status while attending school, program evaluation, and reporting requirements are described in 370 DM 308,2, Cooperative Education Program for Baccalaureate Students.

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370 DM 308,4.1

Subchapter 4. Cooperative Education for Students Pursuing Associate Degrees.

4.1 Purpose. This Subchapter provides instructions and guidelines for employment of associate students in the Department under the Cooperative Education Program.

4.2 Appointments.

A. Nature and Type of Appointments. Students employed under Schedule B will be carried on leave-without-pay status when they have returned to school for a study period.

B. Initial Briefing. Each student should be made aware of the conditions of employment under the Cooperative Education Program, as well as the conditions for noncompetitive conversion at the completion of the program if appropriate. Students should be briefed at the time of initial appointment, and should receive a copy of the signed cooperative education agreement with a statement of understanding for students. Appendix E to this Chapter provides a format that may be used for this purpose.

4.3 Working Agreements. Bureaus should follow guidelines contained in 370 DM 308,2.2, and the agreement in Appendix D to this Chapter when entering into Cooperative Education Agreements with educational institutions to employ students under Schedule B. Appendix F to this Chapter contains a Cooperative Education Working Agreement that can be used when employing Cooperative Education students under Schedule A 213.3102(g) or (q) authorities.

4.4 Program Implementation and Evaluation. Guidelines on program implementation and evaluation, as well as reporting requirements as they apply to all Cooperative Education Programs, are outlined in 370 DM 308,2.5 and 2.6.

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370 DM 308,5.1

Subchapter 5. Cooperative Education for Students in High Schools.

5.1 Definitions. Before entering into a Working Agreement with a high school, bureaus must assure that the educational institution's program meets the requirements for cooperative education, as outlined in FPM 308, Subchapter 5.2(3).

5.2 Working Arrangements. It is the responsibility of each bureau employing students under the provisions of this Subchapter to assure that there is a working agreement between the bureau and the educational institution providing students. Appendix F to this Chapter contains a Cooperative Education Working Agreement that can be used for this purpose.

5.3 Program Evaluation and Reports.

A. Each bureau must designate a member of its personnel staff at its central and major subordinate organizations to act as coordinator for the program. Generally, this may be the same person serving as coordinator for the Cooperative Education Program for associate, baccalaureate, and graduate students.

B. The Office of Personnel will conduct periodic scheduled reviews and evaluations for all cooperative education activity.

C. While a formal report on employment of high school students under cooperative education is not required, bureaus should maintain records on the total number of high school cooperative education students, to be provided to the Office of Personnel and/or the Office of Personnel Management upon request.

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370 DM 308,7.1

Subchapter 7. Acceptance of Volunteer Service.

7.1 General Guidance. Bureaus are authorized to develop student volunteer programs best suited to meet their own needs, and are responsible for assuring that there is a written agreement or letter of understanding with educational institution providing students. A recommended format for written agreements is contained in Appendix C to this Chapter.

7.2 Program Evaluation. The Office of Personnel will periodically review bureaus' use of the Student Volunteer Program. Bureaus should conduct their own internal evaluation as the basis for establishing future program objectives.

7.3 Program Implementation. Each bureau should designate a member of the personnel staff to act as Coordinator for the Program. Regional/field installations should also designate individuals to carry out program responsibilities.

7.4 Reporting. Bureaus are responsible for submitting an annual report to the Office of Personnel in November of each year to be consolidated to submit to the Office of Personnel Management. Guidance needed in order to prepare the report will be provided through PMB issuance. (This report has been assigned Report Control Symbol 0270-OPM-AN.)

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370 DM 308,8.1

Subchapter 8. The Federal Junior Fellowship Program.

8.1 Referrals. Bureaus in the Washington, D.C. area will recruit directly from local high schools. Application packages must be obtained from the Washington Area Office (five for each vacancy) and bureaus must provide schools with specific job information. Nominations will be solicited from those students meeting the eligibility criteria who are planning to major in an academic area related to the job. The schools will nominate students directly to the bureau.

8.2 Record Keeping. Detailed records of recruiting efforts will be subject to review by the Office of Personnel and the Office of Personnel Management.

8.3 Role of Bureau Coordinator. Bureaus should designate a program coordinator. Since the program is similar to the Cooperative Education Program, the coordinator for that program would be a logical choice to coordinate the Federal Junior Fellowship Program.

8.4 Personnel Ceilings. The Office of Personnel Management allocates special ceilings for the Federal Junior Fellowship Program to the Department. The Office of Personnel is responsible for reallocating the ceilings to bureaus. Bureaus should designate a Coordinator who will be responsible for monitoring the Program to assure that appointments do not exceed the special ceilings allocated for this purpose. Bureaus who make appointments in excess of their allocations may be required to charge such appointments against their regular ceiling.

8.5 Program Evaluation. Bureaus are requested to monitor the program closely and to ensure that actions are coded properly for input into the Department's personnel data base.

8.6 Reporting. Annual reports are due in the Office of Personnel no later than November 15 of each year. The format to be used is found in Appendix A, FPM Chapter 308.

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370 DM 308,9.1

Subchapter 9. The Stay-in-School Program.

9.1 Personnel Ceilings. The Office of Personnel Management allocates special ceilings for the Stay-in-School Program to the Department. The Office of Personnel is responsible for reallocating the ceilings to bureaus. Bureaus should designate a Coordinator who will be responsible for monitoring the Program to assure that appointments do not exceed the special ceilings allocated for this purpose. Bureaus that make appointments in excess of their allocations may be required to charge such appointments against their regular ceiling.

DEPARTMENT OF THE INTERIOR
REPORT ON YOUTH AND STUDENT EMPLOYMENT
BY SEX AND ETHNIC GROUP

1. Provide information by ethnic groups and sex on the number of students enrolled in each of the three components of the Cooperative Education Program and the Federal Junior Fellowship Program.

ENROLLMENT BY ETHNIC GROUP AND SEX

ETHNIC GROUP	PART I		PART II		PART III		PART IV	
	GRADUATE		BACCALAUREATE		ASSOCIATE		FELLOWSHIP	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
BLACK								
HISPANIC								
ASIAN/PAC AMER								
AMER INDIAN								
NONE OF THESE								
TOTALS								

2. Provide information by ethnic groups and sex on students who completed the program and were converted noncompetitively to a career-conditional appointment.

CONVERSION BY ETHNIC GROUP AND SEX

ETHNIC GROUP	PART I		PART II		PART III		PART IV	
	GRADUATE		BACCALAUREATE		ASSOCIATE		FELLOWSHIP	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
BLACK								
HISPANIC								
ASIAN/PAC AMER								
AMER INDIAN								
NONE OF THESE								
TOTALS								

3. How many students with physical disabilities were employed under each of the programs? How many completed the program and were converted noncompetitively to a career-conditional appointment? Identify disability codes.
4. Outline plans for participating in each of the components of the Cooperative Education Program and the Federal Junior Fellowship Program for the next fiscal year, giving number of positions to be filled and occupational series.

Following is a sample that may be used by bureaus as written agreement or letter of understanding for the acceptance of student volunteers.

**STUDENT VOLUNTEER PROGRAM AGREEMENT
BETWEEN**

_____ AND _____
(Educational Institution) (Bureau)

This Agreement (or letter) is for the purpose of setting conditions for the acceptance of students in a nonpay status for educationally-related work assignments in compliance with the provisions of 5 U.S.C. 3111.

The following conditions apply to this Agreement:

1. Participant must be a student who is enrolled not less than half-time at the institution.
2. Volunteer service is with the permission of the institution in which the student is enrolled.
3. Service under this Agreement will not be compensated by the bureau.
4. Volunteer service should be in accordance with appropriate Federal, State, and local regulations, regarding employment of minors.
5. Students will not be used to displace any employee.
6. Students are not considered to be Federal employees for any purpose other than the following:
 - a. Compensation for injuries sustained during the performance of work assignments, in accordance with the provisions of 5 U.S.C. Chapter 81.
 - b. Federal Tort Claims provisions of 28 U.S.C. 2671 through 2680.
7. The bureau agrees to provide attendance and performance records to the institution as reasonably required in order for the experience to be properly credited.
8. The Institution agrees to refer students without regard to race, creed, color, age, sex, physical handicap, or other nonmerit factors.
9. The bureau agrees to endeavor to make the assignment beneficial to the academic aims of the student and the institution.

Each Agreement or letter of understanding should contain information concerning specific assignments, e.g., name of student, his/her academic status and major, period of assignment, and a brief description of the assignment.

All parties involved, including the student, should sign the Agreement or letter of understanding.

COOPERATIVE EDUCATION AGREEMENT
BETWEEN

(Educational Institution)

AND
U.S. DEPARTMENT OF THE INTERIOR

(Bureau)

This Agreement provides a basis for mutual understanding between the above parties in matters relating to Federal employment of cooperative education students who are enrolled in (associate baccalaureate, graduate) curricula related to the positions to which appointed. Students will work at the Bureau's Headquarters' Office or regional/field installations, depending on position to which assigned.

Positions Covered.

This Agreement applies to students pursuing degrees in subject areas which will qualify them, under Federal standards, for entry level occupations in administrative, professional and/or technical fields.

Bureau Responsibilities.

The _____ will:
(Bureau)

1. Designate a staff member to maintain liaison with the educational institution and inform the school of available work opportunities.
2. Establish work schedules which accommodate the academic calendar of the institution and enable students to meet the requirements of both the institution and the bureau for completion of the program.
3. Make final selection of student(s) referred by the school without discrimination on the basis of race, creed, color, age, sex, handicap, or any nonmerit factor.
4. Maintain the necessary administrative records and process all personnel actions relating to the employment of students.
5. Respond promptly to referrals of students by colleges.
6. Place students under competent supervisors; relate work assignments to students' major areas of study; and orient them to work setting, occupation, and requirements governing entry into the Federal Service.
7. Conduct periodic appraisals of each student's performance and provide counseling that will improve performance.

8. Furnish supervisory evaluations of each student's performance to the institution at reasonable intervals.
9. Notify both the student and institution as far in advance as possible of the bureau's intent to terminate a student's employment. A report of reasons will be provided to both parties.
10. Provide each student employed under this agreement with a copy of the signed agreement.

Institution Responsibilities.

The _____ will:
(Educational Institution)

1. Designate a staff member to work with bureau liaison officer, and inform all student candidates of the bureau's cooperative education opportunities.
2. Refer all interested and qualified students, (including honorably discharged veterans), to the bureau without discrimination.
3. Correlate work and study to insure a close relationship and maximum learning on the part of the student for completion of the program.
4. Furnish the bureau with requested data about student's field of study and academic standing which the school is authorized by student to release.
5. Notify the bureau of change in student status, including termination of study, change in enrollment, (full-time/part-time), change in major area of study, and failure to maintain required standard of the school or bureau.
6. (Graduate Program only) - Require the work-study assignment and/or appropriate course credit for such assignments.

Student Eligibility Requirements.

A student must:

1. Be enrolled in a school's cooperative education curriculum and recommended to the bureau for a cooperative assignment by an appropriate staff member of the educational institution.
2. Be attending the institution on a full-time basis as defined in FPM Chapter 308, Subchapter 2.2 and be enrolled in a curriculum leading to a degree in a major field of study related to the job for which considered.
3. Meet qualification requirements for initial appointment, except for written test. (Note: Graduate students must have passing scores on written tests if required by qualification standards, unless they meet the "Outstanding Scholar" provision.)

4. Be a student in good standing and have a record as a student that is in all respects predictive of graduation. (Note: Baccalaureate and Associate degree students must maintain at least 2.0 overall average on a 4.0 scale or the equivalent and maintain an average grade of C at all times in the major field of study.)
5. Be a citizen of the United States or native of a country which owes permanent allegiance to the United States as defined in FPM Chapter 338, Subchapter 1.
6. Not be a son or daughter of an employee of the Department of the Interior. (Federal regulations allow for limited exceptions. Eligibility will be determined by bureau).
7. Meet medical and security requirements.
8. Must have completed freshman year. (Applies to Baccalaureate students.)

Appointments

Students will be appointed under excepted Schedule _____
(Authority(s))

1. Appointments are excepted-conditional, and must be for the full period beginning on the date of the first appointment and ending at the close of business on the 120th day after graduation. If graduation or the awarding of the degree is delayed more than 15 days after completion of academic requirements, the 15th day after completion of such requirements represents the beginning date for the 120-day period.
2. An appointment may be terminated at any time for any of the following reasons:
 - a. Resignation
 - b. Change in curriculum which will not qualify student for position
 - c. Suspension, expulsion, or withdrawal from school
 - d. Unsatisfactory work performance, or failure to maintain academic standards
 - e. Physical unfitness for duty
 - f. Inability of the bureau to maintain employment of student for administrative reasons.

A student who has previously participated in a Cooperative Education Program and received a degree cannot be appointed again as a cooperative education student if he/she returns for an additional degree.

Compensation and Benefits.

Pay - Students will be paid at the current rate authorized by the Classification Act or Federal Wage System, and will receive any authorized payment for overtime. The rate of pay will depend upon the grade to which appointed. When not in pay status, students will be placed on leave without pay.

Leave - During work periods, students are entitled to earn sick leave at the rate of four hours per day period and annual leave at the rate commensurate with their total Federal Service, including military service. They are entitled to use earned leave on the same basis and subject to the same rules and regulations as other Federal employees.

Holidays - Students will be paid for legal holidays which fall within the periods of work providing they meet the requirements under appropriate regulations for receiving such pay.

Work Schedules.

1. Work schedules will involve alternating periods of full-time study and full-time work. Part-time schedules may be arranged at the bureau's option for graduate students if situations related to the assignment require them. The appropriate work schedule, as it relates to each student will be determined by both parties to the Agreement and the student, and a copy of the schedule will be provided to the student.
2. Work periods may include summers, but must not be confined to summers.
3. Work periods will be scheduled to enable the students to complete the number of required periods and hours of work required to be eligible for noncompetitive conversion to a career-conditional appointment during the 120 days after graduation.

Retirement, Health and Life Insurance.

1. Students holding appointments which exceed one year, participation in the Federal Retirement System is mandatory. In unforeseen situations in which the appointment is less than one year, students will be covered under FICA.
2. If students are expected to be in pay status for at least one-third of the time of their appointment, they will be covered by regular life insurance unless they waive it.
3. Students holding appointments which exceed one year are eligible to participate in the Federal Employees Health Benefits Program (FEHB). Students are responsible for paying the employee's share for their continuing enrollment during both pay and nonpay status. Generally, coverage may continue for up to one year of continuous nonpay status. For every pay period in which there is no salary withholding for health benefits, the student may either pay the premiums directly to the bureau during nonpay status, or have the past due premiums withheld from pay upon return to pay status. The regulations on FEHB state that the employee is deemed to consent to withholding of the past due premiums from salary or from any other amounts payable by the Federal Government.

Grade Levels (Check appropriate blocks)

1. Associate Students - Students will be assigned to positions at GS-2 and GS-3 or comparable wage grades, irrespective of any prior work experience which students may have that qualify them for a higher grade.

2. Baccalaureate Students - Students may be appointed in positions at grades GS-2 through GS-4. Basic qualification requirements are as follows:
- a. For grade GS-2 - High school graduate or equivalent
 - b. For grade GS-3 - one full academic year of study (30 semester hours)
 - c. For grade GS-4 - two full academic years of study (60 semester hours)
 - d. For grade GS-5 - Completion of 3/4's of the total number of periods of study required for a bachelor's degree and one period of employment under a Cooperative Education Working Agreement as a GS-4; or completion of two and a half years of academic study plus six months of work experience under a Cooperative Education Working Agreement at the GS-4 level. Students who meet qualifications and work performance requirements will be provided the opportunity for upward progression. Although promotion is at the discretion of the bureau, students are usually moved through grades so that they qualify for at least GS-5 upon graduation, and students are not kept in grade for more than 24 months.

3. Graduate Students - All initial appointments to positions will be made at GS-5 or GS-7 for graduate students pursuing a master's degree and GS-9 for doctoral degree candidates who have completed requirements for a master's degree or who otherwise meet established experience requirements (bureau representative will make such requirements available to college representatives and students).

Trial Period and Performance Appraisal

The student's first work period is a screening period. Work performance will be appraised in the following manner:

1. Initial performance review - Prior to the end of the screening period, the supervisor, preferably with at least one other career staff member who has worked with the student, must review the student's performance, and rate the student on the following items and any additional aspects of performance which the bureau determines are job related:
 - a. The degree of competence with which assigned tasks were performed.
 - b. The extent to which tasks were completed on time when the student had control over the time factor.
 - c. The ability to accept and follow directions and adhere to established regulations in the performance of the job.
 - d. Demonstrated ability to win the respect and confidence of others in the performance of assigned tasks.
 - e. Demonstrated ability to assume a leadership role in assigned tasks.
 - f. Demonstrated physical fitness to perform the job adequately.

2. Discussion of review with the student - Following the review, a conference shall be held with the student to:
 - a. Discuss the performance rating, get reactions, and learn of any factors that may have affected performance negatively.
 - b. Consider approaches to performance improvement in needed areas.
 - c. Determine the interest of the student in future employment with the bureau.
 - d. Indicate that official notice will be sent to the student and to the school regarding the student's acceptance for future work periods.

3. Recommended retention or release - On the basis of the rating of the student's job performance, interest, fitness, and conduct, the supervisor shall transmit to the appropriate authority within the bureau either of the following:
 - a. A recommendation for retention of the student; whether a promotion is indicated; and what action is planned for strengthening performance, or correcting deficiencies.
 - b. A recommendation that the student not return for another work period.

Subsequent performance appraisals will be made toward the end of each period in accordance with procedures prescribed above. All appraisal information will be shared with college coordinators and made a part of the student's personnel folder. The final appraisal will include a recommendation regarding conversion.

Employment After Graduation

Within 120 days after graduation, students are eligible for noncompetitive conversion to career or career-conditional appointment providing eligibility requirements are satisfied. (NOTE: The conditions for conversion differ for each of the three programs.)

(Check the appropriate block(s) for students covered by this agreement.)

1. Associate Students - May be noncompetitively converted to appointments on the career staff at GS-4 or, in the case of trade occupations, the grade level will be determined under appropriate bureau qualification standards, but in no case exceed the WG-7 level, and must meet the following requirements:
- a. Successfully completed all requirements for an associate degree in the area in which the student completed co-op work. A statement from the school which indicates completion is acceptable in place of a diploma.

- b. Meets all qualification standards for target position, except for test requirements.
- c. Has completed before graduation in the bureau recommending conversion one or more work periods totaling 26 weeks (1040 hours) cooperative education experience in pay status all in an occupational series which was approved for Schedule B appointment prior to the student's graduation date.
- d. The student meets the citizenship requirements at the time of conversion.

2. Baccalaureate Students - For GS-5:

- a. Meets qualification standards for positions at the GS-5 level, except for any written test.
- b. Meets citizenship requirements on the date of recommendation.
- c. Has completed prior to graduation, at least two full-time periods of work, separated by a period of study, which totals 26 weeks, or 1040 hours. One complete work period must be completed during the first year a student is carried on the rolls. One work period must have been scheduled other than during a summer period, and one period completed within 18 months of graduation. All work must be performed in the same occupational area, related to a student's major field of study, and in the bureau recommending conversion.

For GS-7:

- a. Meets qualification standards for GS-7 position.
- b. Meets citizenship requirements on the date of recommendation.
- c. Has served at the GS-5 level as a cooperative education student for 12 calendar months, of which 60 days have been in work status.
- d. Meets one of the following requirements:
 - (1) Has served in work status (i.e., excluding LWOP time) for a total of at least 52 weeks (2080 hours) between appointment and graduation; the work has included at least two separate periods prior to graduation with an intervening period of graduation with an intervening period of study; both periods were at least 60 days in length and one period fell within the 18 months immediately prior to graduation; at least one of the two periods counted for the purpose of conversion did not fall wholly within the established summer employment period; and periods were in the same field of work in which the student is seeking conversion,
 - or,
 - (2) Has completed 26 weeks in work status as required for noncompetitive conversion at the GS-5 level and has also met the Office of Personnel Management Superior Academic Achievement Provisions.

Cooperative education students who are eligible for conversion to grade 5 only will be advised that they may seek eligibility for grade 7 through the competitive process. However, this does not extend the time limit for conversion beyond the 120th calendar day after graduation.

3. Graduate Students - Students completing requirements for the advanced degree and who have satisfactorily performed work-study assignments in the bureau may be converted to career or career-conditional appointments provided:
- a. They received their advanced degree within the specified time period (i.e., 30 months for master's and 42 months for PhD degree from the date of enrollment in graduate school).
 - b. They have worked at least 16 weeks or 640 hours in career-related work-study assignments. (NOTE: Students may work up to 26 weeks or 1040 hours during a 12-month service year.)
 - c. They are recommended in writing by a bureau official knowledgeable of their performance; and
 - d. Conversion is effected within 120 days following completion of requirements for the degree.
 - e. They meet citizenship requirement on the date of recommendation.

Competitive Appointment

If for some administrative reason the bureau cannot convert a qualified student into the permanent workforce, or cannot convert at the grade for which the student is eligible, the student will be advised to seek eligibility through the competitive process. All students will be advised of their right to compete through examination for placement after graduation in the career service at any entry level for which they qualify.

Termination

Students disqualified prior to completion of the program and those not recommended for conversion must be terminated and may be reappointed only through competitive process. Students separated under those conditions are not covered by Federal adverse action procedures, except for preference eligibles who have completed one year of continuous employment.

Conditions of Agreement

1. The conditions of the Agreement are in general conformity with Federal regulations. At no time do they supersede, alter, or take the place of such regulations, and are subject to immediate change by new legislation or policy revisions. Each party reserves the right to cancel this agreement upon written notification to the other party at least 30 days prior to the proposed termination. Changes which are not required by new laws or regulations will be made only with mutual consent of the bureau and educational institution, and thereby made a part of the agreement.
2. This agreement becomes void if there have been no students from the educational institution employed by the bureau within the preceding 12 months.

U.S. DEPARTMENT OF THE INTERIOR
STATEMENT OF UNDERSTANDING
COOPERATIVE EDUCATION PROGRAM

The Statements below are to be addressed by each student at the time of appointment to a position under the Cooperative Education Program.

1. I have received a copy of the Cooperative Education Agreement between my academic institution and the _____.
2. My questions concerning the terms of the Agreement have been answered to my satisfaction.
3. I understand that my employment as a cooperative education student may extend the time necessary to complete degree requirements.
4. I agree to provide a copy of my current transcripts to the bureau program coordinator at the beginning of each work period.
5. I understand that I must maintain the academic and work performance standards as outlined in the Agreement, and that failure to do so may result in termination from the Program.
6. I must complete all required work periods prior to graduation.
7. This Agreement covers an academic program leading to an undergraduate degree and cannot be extended to include a graduate degree.*
8. I agree to the provisions of the Agreement which permit the sharing of appraisal information between the employing bureau and the academic institution. I understand my authorization is necessary in view of the Privacy Act of 1974 and that my failure to do so could result in disqualification for participation in the Program.
9. It is my understanding that although the employing bureau will make every effort to place a student in a position upon completion of the Program, there is no absolute obligation to do so.

Comments (if any):

Date

Signature of Student

*Applies to Baccalaureate and Nonbaccalaureate students only.

NOTE: This statement of understanding will be filed in the appointee's Official Personnel Folder.

COOPERATIVE EDUCATION AGREEMENT
BETWEEN

(Educational Institution)

AND THE
U.S. DEPARTMENT OF THE INTERIOR

(Bureau)

This Agreement provides a basis for mutual understanding between the above parties in matters relating to Federal employment of cooperative education students who are enrolled in community or junior colleges, high schools, or in other qualifying institutions, and who receive instruction in an occupational field by combining periods of study with periods of related paid employment. Students will work at the Bureau's Headquarters Office or regional/field installations, depending on position to which assigned.

Responsibilities of the Bureau

The _____ will:
(Bureau)

1. Designate a staff member to maintain liaison with the educational institution and provide information to the educational institution about cooperative education opportunities.
2. Make final selection of students referred by the school without regard to race, religion, color, age, sex, handicap, or any nonmerit factor.
3. Maintain the necessary administrative records and handle all personnel processing relating to the employment of the student.
4. Provide work assignments related to a student's major field of study.
5. Thoroughly orient the student to the occupation, work setting, and requirements governing entry into the Federal Service.
6. Furnish the educational institution, at reasonable intervals, supervisory evaluations of the student's performance on work assignments.
7. Provide counseling to students, advise them of any failure on their part to meet necessary requirements for advancement in grade, and give supervisory assistance in performance improvement.
8. Notify in writing both the student and the educational institution as promptly as possible when the determination to release a student has been made. A documented report as to the reason(s) of release will be provided to both parties.

Responsibilities of the Educational Institution

The _____ will:
(Educational Institution)

1. Inform prospective candidates of Federal cooperative education opportunities.
2. Refer eligible candidates including all honorably discharged veterans, without regard to race, religion, color, sex, age, handicap, or any nonmerit factor, who express an interest in being referred.
3. Furnish to the bureau any needed data and information about appointees which the educational institution is authorized to release.
4. Notify the bureau of a change in student status.
5. Coordinate the work and academic experience to insure a close relationship for completion of the program.

Student Eligibility Requirements

In addition to meeting basic eligibility standards imposed by Office of Personnel Management regulations, a student:

1. Must be attending a qualifying educational institution on a full-time basis.
2. Must be enrolled in the institution's cooperative education curriculum.
3. Must be recommended for assignment in the bureau by the appropriate staff member of the educational institution.
4. Must be a student in good standing and have a record as a student that in all respects is predictive of graduation.
5. Must be 16 years of age.
6. High school students must have completed their sophomore year.

Classification and Qualification Requirements

Students may be appointed in positions at GS-1 through GS-3, or comparable wage grades. Students must meet the education and experience standards (but not test requirements) applicable to comparable positions in the competitive service. Basic qualification requirements are as follows:

1. For grade GS-1 - High school junior or senior
2. For grade GS-2 - High school graduate or equivalent
3. For grade GS-3 - one full academic year of study or one year of experience or an equivalent combination.

A full academic year of study is defined as a period of study at college, equal in length to two semesters or three quarters.

Work Periods

Work periods will be determined by the bureau in cooperation with the school, subject to the following requirements:

1. Work must not be wholly scheduled during summers or school vacation periods.
2. Work periods should be planned so that they do not delay a student's graduation date.
3. All students must work on a schedule planned in advance, rather than on an intermittent or "when needed" basis.
4. No student will work more than 1040 hours in the bureau's cooperative education program in any 12-month period.

Compensation and Benefits

Pay - Students will be paid at the current rate authorized by the Classification Act or the Federal Wage System. The rate of pay will depend upon the grade to which appointed.

Leave - Students are entitled to earn sick leave at the rate of one hour for every 20 hours of work. Annual leave will be prorated in a similar manner at a rate commensurate with their total Federal Service, including military service. They are entitled to use earned leave on the same basis and subject to the same rules and regulations as other Federal employees.

Retirement - Students will be covered by FICA in accordance with Social Security requirements.

Performance Appraisals

Work performance will be appraised in the following manner:

1. Initial performance review. Prior to the end of the first work period, (or trimester or semester) the supervisor, preferably with at least one other career staff member who has worked with the student, must review and rate the student's performance on the following items and any additional aspects of performance which the bureau determines are job-related.
 - a. The degree of competence with which assigned tasks were performed.
 - b. The extent to which tasks were completed on time when the student had control over the time factor.
 - c. The ability to accept and follow directions and adhere to established regulations.

- d. Demonstrated ability to win the respect and confidence of others in the performance of assigned tasks.
 - e. Demonstration of initiative in assigned tasks.
 - f. Demonstrate physical fitness to perform the job adequately.
 - g. Identification of at least specific skills, knowledges, or abilities identified as being important to the target career job. If the assigned tasks did not allow for observation of some of the identified areas of competence, this fact should be noted in the record as an aid to the planning of future assignments.
2. Discussion of review with the student. Following the review, a conference will be held with the student to:
- a. Discuss the performance rating, get reactions, and learn of any factors that may have affected performance.
 - b. Consider approaches to performance improvement if necessary. Comments should include strengths as well as weaknesses.
 - c. Indicate that notice will be sent to the student and to the school regarding the student's acceptance for future work periods.
 - d. Determine the student's interest in future employment with the bureau.
3. Recommended retention or release. On the basis of the rating, the supervisor shall transmit to the appropriate authority within the bureau either of the following:
- a. A recommendation for retention of the student, and what action is planned for strengthening performance or correcting deficiencies.
 - b. A recommendation that the student be terminated. In this situation, a documented report of reasons should be provided the school and the student.

Subsequent performance appraisals will be made toward the end of each work period, trimester or semester in accordance with procedures prescribed above. All appraisal information will be shared with coordinators of the educational institution and made a part of the student's personnel folder.

Termination or Change of Agreement

Each party to this Agreement reserves the right to cancel it upon written notification to the other party at least 30 days prior to the proposed termination. Changes and modifications of the terms of the Agreement can be suggested by either party and will go into effect after they are agreed to in writing by both parties and thereby made a part of the Agreement.

This Agreement will be void if there have been no students from the school employed by the bureau for the previous 12-month period.

EDUCATIONAL INSTITUTION	U.S. DEPARTMENT OF THE INTERIOR
By: (Authorized Signature)	By: (Authorized Signature)
Authorizing Official: (Type or Print)	Authorizing Official: (Type or Print)
Title:	Title:
Date:	Date:
Cooperative Education Representative:	Cooperative Education Coordinator:
Mailing Address: (Include ZIP CODE)	Mailing Address: (Include ZIP CODE)
Telephone Number: AC ____ - _____	Telephone Number: AC ____ - _____