FRC EAST INSTRUCTION 12410.21

From: Commanding Officer

Subj: Engineering Development Assistance Program

Ref: (a) 5 CFR 213.3202 (b) FRCEASTINST 12410.12, Training and Employee Development (c) FRCEASTINST 12335.1, Merit Promotion Selections

1. Purpose. To establish a policy and procedures for managing the Engineering Development Assistance Program (EDAP) in accordance with references (a) through (c) for the Fleet Readiness Center (FRC) East.

2. Cancellation. This instruction is new and should be reviewed in its entirety.

3. Background. There is a continuing need to develop highly qualified engineers and scientists to perform many specialized functions within FRC East. This program provides for the Command’s future personnel resource requirements through the systematic development of highly motivated employees. Selectees will be placed in engineering technician (student training) positions in which they will receive work assignments and experience of a professional nature while pursuing a four year degree in an engineering or scientific curriculum at a local college or university.

4. Policy and Procedures. This instruction details the EDAP program for employees of FRC East.

   a. EDAP qualification requirements, procedures and training plans will be followed for this program.

   b. Selections for EDAP and promotions while in EDAP will use the merit promotion procedures in accordance with reference (c). Applicants must meet basic qualification requirements for engineering technician (student training) positions as announced in a Job Announcement published by the Human Resource Service Center East (HRSC-E) Offices when a need arises.

   c. Applicants must be enrolled in a four year professional engineering or scientific curriculum and demonstrate the ability to succeed as evidenced by completion of at least
one semester/term each of calculus, chemistry, physics and Introduction to Engineering courses that are applicable to the main degree program, with grades of “C” or better.

d. Participants will fill special engineering technician (student training) positions in AIR-4.0 Competencies while in this Program as defined in paragraph 7.a.

e. Participants will be allowed flexibility to work a 40 hour week or to work part-time (16 to 32 hours per week) in order to pursue formal education leading to professional qualification as engineers or scientists. The participant and supervisor will determine the work schedule at the beginning of each semester/term.

f. Standard procedures will be used for obtaining authorization for specific program resources such as hours and ceiling costs. Tuition assistance for the EDAP program will be in accordance with reference (b) and this instruction.

g. Participants are paid based upon appropriate pay level and pay band along with holiday pay according to Federal law and administrative action. Overtime during the course of this program must be for work assignments and not for training.

h. Participants who fail to meet academic performance, who discontinue their education or are disqualified from continuing in the EDAP before completion of all degree requirements are subject to termination. An attempt may be made to place the participant in either an engineering technician position or to return the participant to previous position or similar position.

5. Objective. The specific objective of EDAP is a Bachelor of Science degree from a college or university that is accredited by an accrediting agency approved by the United States Department of Education and conversion to a YD pay schedule. The program objective will have been met and program development assistance will cease when the EDAP participant has successfully completed a full professional curriculum and been awarded a Bachelor of Science degree with an average grade of “C” or better in an engineering or scientific discipline.

6. Action.

a. AIR-4.0 Competencies will disseminate information concerning the EDAP Qualification Requirements, Procedures, and Training Plan.

b. HRSC-E will issue a Job Announcement with specific information for all FRC East employees when the AIR-4.0 Competencies wish to recruit for EDAP participants.

7. General Qualification Requirements.

a. To be eligible to compete for EDAP, candidates must meet the Standards provided in reference (a) for one of the following engineering technician (student training) positions:
(1) Aerospace Engineering Technician (Student Training), YP-0899-1.
(2) Materials Engineering Technician (Student Training), YP-0899-1.
(3) Mechanical Engineering Technician (Student Training), YP-0899-1.
(4) Electrical Engineering Technician (Student Training), YP-0899-1.
(5) Electronics Technician (Student Training), YP-0899-1.
(6) Industrial Engineering Technician (Student Training), YP-0899-1.
(7) Physical Science Technician (Student Training), YP-0899-1.
(8) Environmental Protection Specialist (Student Training), YP-0899-1.

b. Candidates may apply for one or more of these positions when EDAP vacancies are announced.

c. Applicants will be ranked according to job elements specific to the job being filled. These elements will be detailed in the Job Announcement that advertises EDAP positions. To be placed in the “highly qualified” category, applicants must present evidence that predicts their academic success in a four-year professional engineering or scientific curriculum. Such evidence shall consist of:

   1. Acceptance into an engineering or scientific curriculum at a four-year college or university accredited by an accrediting agency approved by the United States Department of Education.

   2. Completion of at least one semester/term each of college freshman-level calculus, chemistry, physics and Introduction to Engineering courses with an academic grade of “C” or better that are transferable to the main degree objective at a college or university accredited by an accrediting agency approved by the United States Department of Education.

8. **Selecting Participants.** Selection of EDAP participants will be accomplished in accordance with merit promotion principles and without regard to race, sex, religion, national origin, age or physical disability. Further specific details will be included in the announcement of the vacancies.

   a. Applicants are required to submit transcripts, or copies thereof, of all college-level education taken and a resume as past academic history will be used to predict future success in an engineering or scientific curriculum.

   b. Rating and ranking of EDAP applicants will be accomplished by AIR-4.0 personnel.
c. A Selection Committee comprised of AIR-4.0 competency managers and other appropriate managers who have EDAP vacancies will make candidate recommendations to the selecting official(s).

d. Selectees will be reassigned to National Security Personnel System (NSPS) engineering technician (student training) positions.

e. Selectees to the engineering technician (student training) positions will be granted pay retention, if they meet eligibility requirements in accordance with OPM guidance.

9. General Plan of Training. EDAP is a work-study program that will allow the participant to work either flexible hours in order to attend classes and complete a 40-hour work week or a part-time schedule in order to attend classes and complete a 16 to 32 hour work week. Specific provisions of the programs are:

a. Participants will take courses at local colleges and universities accredited by an accrediting agency approved by the United States Department of Education according to schedules approved by their competency managers or supervisors. Educational institutions that provide quality education at competitive costs shall be given priority consideration by EDAP participants and their competency managers or supervisors. Courses taken must qualify as part of the participant's degree program to qualify for flex time or part-time.

b. A grade of “C” or better for each course is necessary for satisfactory academic performance. Any class for which a grade less than “C” is received must be retaken. Grades lower than “C” in a class retaken is sufficient cause for removal from EDAP. There is no tuition reimbursement for a class where a grade lower than “C” was received. Failure to sustain satisfactory academic performance may result in removal from the program. Participants who fail to meet academic performance, who discontinue their education or are disqualified from continuing in the EDAP before completion of all degree requirements are subject to termination. An attempt may be made to place the participant in either an engineering technician position or to return the participant to their previous or similar position.

c. EDAP participants are eligible for tuition assistance by the command with evidence of a grade of “C” or better in accordance with reference (c) and this instruction.

d. Book expenses are the responsibility of the participant. These costs will not be reimbursed by the command.

e. Miscellaneous expenses, including parking fees, transportation costs to and from school, supplies, computer or computer software costs and special payment method fees are the responsibility of the participant. These costs will not be reimbursed by the command.
f. Registration and admission to the college or university is the responsibility of the participant and will be accomplished on the participant's own time.

10. **Forms Required**. The following forms are available on Naval Forms Online:

   (1) EDAP Participant Progress Report (FRC EAST 12410/61).
   
   (2) EDAP Participant Feedback Report (FRC EAST 12410/62).
   
   (3) EDAP Participant Work Schedule (FRC EAST 12410/63).

   (a) Records of training activities and expenditures will be maintained by the Career Development Division (Code 7.3.3) for at least 5 years for audit purposes; 2 years within their office and three additional years in an archive area.

   (b) EDAP Participant Progress Report (FRC EAST 12410/61), EDAP Participant Feedback Report (FRC EAST 12410/62), and EDAP Participant Work Schedule (FRC EAST 12410/63) shall be maintained by the AIR-4.0 EDAP Program Coordinator. These records shall be maintained for the length of time required for the participant to complete the program.

11. **Assessing Selectees' Needs**

   a. An Individual Development Plan (IDP) in the Training Management System (TMS) will be prepared for each EDAP participant following an interview with a college or university engineering or science advisor or counselor. The IDP will be prepared jointly by the EDAP Coordinator, the EDAP participant and his or her competency manager or supervisor, and shall have a declared specialty as a goal.

   b. Declared specialties will be in one of the following occupations:

   (1) Aerospace Engineer, YD-861.
   
   (2) Chemical Engineer, YD-893.
   
   (3) Chemist, YD-1320.
   
   (4) Computer Engineer, YD-854.
   
   (5) Civil Engineer, YD-810.
   
   (6) Electrical Engineer, YD-850.
   
   (7) Electronics Engineer, YD-855.
   
   (8) Environmental Engineer, YD-819.
(9) General Engineer, YD-801.

(10) Industrial Engineer, YD-896.

(11) Materials Engineer, YD-806.

(12) Mechanical Engineer, YD-830.

(13) Physicist, YD-1310.

12. **Promotion of Participants**
   
a. Promotion of EDAP participants while in the program will be accomplished in accordance with established merit promotion principles.

   b. Upon completion of this program, the participant will be reassigned to the target professional series at the YD-1 level with a Full Performance Level (FPL) of YD-2, where applicable.

13. **Program Coordination and Participation Responsibilities (AIR-4.0)**
   
a. The AIR-4.0 EDAP Program Coordinator will:

   (1) Establish a system to file and maintain all EDAP records for each participant, including the EDAP Participant Progress Report (FRC EAST 12410/61), EDAP Participant Feedback Report (FRC EAST 12410/62), and EDAP Participant Work Schedule (FRC EAST 12410/63), the participant’s grades and transcripts.

   (2) Monitor EDAP and make recommendations to improve the program when it is considered that program objectives are not being met. This includes evaluating and monitoring the EDAP Participant Feedback Report (FRC EAST 12410/62) and taking action on the comments as appropriate.

   (3) Assume responsibility to coordinate a review and update of this instruction annually after the promulgation date of this instruction.

   (4) Coordinate with CHRO to review the EDAP recruitment procedures, processes, and crediting plans routinely to ensure they are current.

   (5) Coordinate additional EDAP requirements with cognizant FRC East competencies. Upon availability of EDAP positions in AIR-4.0, coordinate with HRSC-E and CHRO who will issue the Job Announcement for new EDAP participants with concurrence of the AIR-4.0 competency. Announcements, applications and selection procedures should be timed to enable selectees to enter colleges and universities at the beginning of the semester/term.
(6) Monitor EDAP participants' progress semiannually, including grade transcripts supplied by students, EDAP Participant Progress Report (FRC EAST 12410/61) and EDAP Participant Feedback Report (FRC EAST 12410/62) supplied by the competency managers or supervisors of EDAP participants.

(7) Meet with respective competency managers or supervisors of the EDAP participants annually during the month of August (prior to fall semester/term), or more upon evidence of an academic problem, to discuss each EDAP participant's progress in the program.

(8) Process an SF 182 to Code 7.3.3, Career Development, for tuition assistance for each participant each semester/term. Ensure that an obligation email is also sent to Code 10.2, Accounting.

b. AIR-4.0 Competency Managers and Supervisors of EDAP participants will:

(1) Be responsible for the implementation of EDAP and ensure that each participant meets EDAP program requirements.

(2) Identify engineering and scientific positions within their Competencies that can be filled by EDAP participation. Coordinate with the EDAP Coordinator for appropriate recruitment.

(3) Ensure widest dissemination of EDAP information to all eligible employees.

(4) Ensure EDAP position descriptions are adequate and current.

(5) When assigned, act as the selecting officials for the EDAP selection process within their Competencies; ensuring selection is accomplished in accordance with merit promotion principles and without regard to race, sex, religion, national origin, age or physical disability.

(6) Ensure an adequate budget is provided to support each EDAP participant in the competency and applicable team through program completion.

(7) Work with EDAP participants to allow flexible or part-time work hours to accommodate class study time. Homework and class study time will be accomplished on the participant's own time. The work schedule should be documented before the beginning of each academic semester/term on the EDAP Participant Work Schedule form (FRC EAST 12410/63). If the participant chooses to work part-time, ensure that a Request for Personnel Action (RPA) is submitted noting the change in work schedule. An RPA will be required each time there is a change in the participant’s work schedule.

(8) Prepare an IDP for each EDAP participant following his or her interview with a college or university engineering or science advisor or counselor. The IDP will be
prepared jointly by the competency manager or supervisor, the EDAP participant and EDAP Coordinator, and shall have a declared specialty as a goal.

(9) Monitor EDAP participants' progress semiannually using the EDAP Participant Progress Report (FRC EAST 12410/61) and grade transcripts supplied by students. Ensure that the EDAP Program coordinator receives these forms.

(10) Process necessary tuition assistance applications to ensure timely reimbursement to EDAP participants in accordance with reference (b) and this instruction.

(11) Resolve or coordinate resolution of conflicts that arise during the participants' involvement with EDAP.

(12) Counsel participants who are not meeting academic requirements, and determine if their continued involvement with the program would be beneficial for both the command and the EDAP participants.

(13) Coordinate with the EDAP Program Coordinator on all program related issues.

(14) Coordinate promotion of EDAP participants while in the program in accordance with established merit promotion principles.

(15) Upon completion of the program, reassign the participant to a target professional series Full Performance Level (FPL) of YD-2, where applicable. Reassignment will occur when the participant meets program specific objectives.

c. EDAP participants will:

(1) Sign a contractual “Continued Service Agreement” to remain employed within the Department of Defense (DoD) for a period equal to three times the official time spent in attending classes. HRO will provide this agreement to the participant upon selection in the EDAP Program.

(2) Coordinate with a college or university engineering or science advisor or counselor to develop an academic program leading to graduation in a declared specialty identified in this instruction. This academic program should identify the required curriculum for graduation beginning to end. Provide this academic program to the appropriate AIR-4.0 competency manager or supervisor for development of an IDP.

(3) Weekend and after-hours work schedules may be arranged with the participant's competency manager or supervisor to meet work demand. Class study time will be accomplished on the participant's own time. The participants work schedule will be documented in the EDAP Participant Work Schedule Form (FRC EAST 12410/63) and reevaluated each semester/term.

(4) Attend scheduled classes, even though the school day is a Federal holiday.
(5) Maintain a grade of “C” or better for each professional curriculum academic course taken and an overall GPA of 2.0 or better.

(6) Retake any class for which a grade of less than “C” was received. When grades less than “C” are received, the participants will notify their competency manager or supervisor for program counseling and best course of action. Retaking the class should be accomplished at the earliest opportunity in order to clear the deficiency before a subsequent grade deficiency would cause removal from the program. Participants will not be reimbursed if a course needs to be retaken.

(7) Report to work or charge leave on days normally scheduled for classes when classes are not held; for example, school holidays that are not Federal holidays and school vacation periods.

(8) Charge sick leave on school days when physically incapacitated to attend classes or work.

(9) Provide a copy of the grade transcripts for each completed semester/term to the EDAP Program Coordinator and competency manager or supervisor, and request tuition assistance in accordance with reference (b) and this instruction.

(10) Provide to the EDAP Program Coordinator the EDAP Participant Feedback Report (FRC EAST 12410/62) semiannually.

(11) Maintain an NSPS performance rating level of “3” in the assigned engineering technician (student training) position at FRC East.


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