WELCOME TO THE GODDARD SPACE FLIGHT CENTER

The National Aeronautics and Space Administration (NASA) is the central civilian agency for the direction of the United States space program. NASA began its operation on October 1, 1958, as a result of the National Aeronautics and Space Act of 1958. Although NASA activities are integrated with other scientific and technological efforts, it is an independent organization with the primary mission being the peaceful exploration of space for the benefit of mankind.

NASA conducts its work in four principle organizations, called mission Directorate s:

- **Aeronautics**: pioneering and proving new flight technologies that improve our ability to explore and which have practical applications on Earth.
- **Exploration Systems**: creating new capabilities for affordable, sustainable human and robotic exploration
- **Science: exploring the Earth, moon, Mars and beyond**: charting the best route of discovery; and reaping the benefits of Earth and space exploration for society.
- **Space Operations**: providing critical enabling technologies for much of the rest of NASA through the space shuttle, the international space station and flight support.

The Agency headquarters is in Washington, D.C., and has approximately 19,000 employees divided among the nine field Centers listed below.

Ames Research Center	Moffett Field, CA
Dryden Flight Research Facility	Edwards, CA
George C. Marshall Space Flight Center	Huntsville, AL
Goddard Space Flight Center	Greenbelt, MD
John C. Stennis Space Center	Stennis Space Center, MS
John F. Kennedy Space Center	Kennedy Space Center, FL
Langley Research Center	Hampton, VA
John Glenn Research Center	Cleveland, OH
Lyndon B. Johnson Space Center	Houston, TX

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GSFC employs almost 3,400 civil service engineers, scientists, technicians, managers, and administrative support personnel. Goddard manages facilities in Greenbelt, MD; Wallops Island, VA; Fairmont, WV; and in New York City, NY. In addition, there are over 6,000 contractor personnel who work at GSFC. The majority of personnel are located on the Center's original 1100-acre site in Greenbelt, Maryland.

In the mid-1960's, GSFC's Co-operative Office Experience Program (Co-op) was implemented and since that time has developed into a major student program. Today, the Co-op Program is one of the primary sources of entry level employment for the Center.

This handbook is intended as a reference guide to acquaint one with services, procedures, and some of the regulations which pertain to Co-op employment. The subjects covered include work hours, insurance benefits, training, employee development, recreational activities and many other topics. As a Federal employee, you have a responsibility to become familiar with the various rules and regulations pertaining to your employment, so we encourage you to give this document a thorough review.

The Co-op Program at the GSFC receives a significant amount of management attention and support, and it is our intent to help continue this tradition. If you have any questions as you review this handbook, please ask the staff of the GSFC Student Programs Office. We will be glad to assist you in any way possible.

Welcome to the Center!

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UNDERSTANDING GODDARD

Goddard is organized by Directorates. Within each Directorate are major Sub-organizations identified as divisions (referred to as "engineering centers" within Code 500), offices, laboratories, or projects. These, in turn, are divided into branches and sections. The numerical system is used primarily as an internal mail code and as a convenient means to identify each organizational segment. The following is an example of one such organization broken down into its component parts:

Directorate name and code	-Applied Engineering and Technology Directorate - Code 500
Division center within the Directorate	- Mechanical Systems Center - Code 540
Branch within the Division/center	- Thermal Engineering Branch - Code 545

The functions of each major GSFC Directorate are defined below:

Office of the Director, Code 100	Provides overall management and coordinates control over the diversified activities of the Center. Coordinating the Center's space science program activities is the Associate Director for Space Science Programs. The office of Earth Science Systems Programs, coordinated by the Associate Director of Earth Science Systems Programs, will lead NASA in its goal to advance the understanding of the entire Earth system on a global scale. Supporting the Center's organizational and programmatic responsibilities are the Office of Human Capital Management, Office of the Chief Financial Officer, the Equal Opportunity Office, Chief Information Officer (CIO), Office of Public Affairs, and Office of Chief Counsel.
Office of Human Capital Management, Code 110	The Office of Human Capital Management (OHCM) provides strategies, solutions and services that support the achievement of NASA Goddard's mission, by planning for and providing the right talent, in the right way, at the right time to ensure mission success. OHCM offers employees, managers, and executives alike, consultation and services that position the Goddard Space Flight Center to optimize its most critical resource – the dedicated individuals who choose to work here.
Office of the Chief Financial Officer, Code 150	The Office of the CFO provides leadership in the development, implementation and administration of Goddard's system of resources management and financial control. The Office of the CFO is the central focal point through which Center-level financial management and resources decisions are developed and executed activity.
Office of Mission Success, Code 170	The Office of Mission Success oversees and reviews flight project engineering activities and independently verifies the readiness of Goddard missions.
Management Operations Directorate, Code 200	This Directorate provides business and institutional support and services necessary for the successful accomplishment of the Center's Earth science, space science, and technology management activities.
Office of System Safety and Mission Assurance, Code 300	Responsible for safety, reliability and quality assurance programs to ensure flight mission success. This includes the control of electronic parts, materials and processes. The Directorate also is responsible for independent design reviews of technical and flight safety aspects of spacecraft and instruments.
Flight Programs and Projects Directorate, Code 400	Plans, organizes, and directs the management of the Center's major flight projects, new start studies, international projects, and the small, and medium class expendable launch vehicles.
Applied Engineering and Technology Directorate, Code 500	Provides discipline expertise for science conceptualization, end-to-end mission development and space communications support. Develops advanced technology to meet current and future science needs.

Sciences and Exploration Directorate, Code 600	Plans, organizes, implements, and evaluates a broad program of scientific research, both theoretical and experimental, in the study of the Earth-Sun system, the solar system and the origins of life, and the birth and evolution of the universe. The program ranges from modeling and basic research, to flight experiment development, and to data analysis and communication of results.
Information Technology and Communications Directorate, Code 700	This Directorate provides the essential underlying IT infrastructure to enable the Center's science, research, and flight project activities, while supporting the goals and objectives defined in the NASA Strategic Plan, the GSFC Implementation Plan, and the NASA Information Resources Management Strategic Plan.
Suborbital and Special Orbital Projects, Code 800	Responsible for the overall management, operation and support of NASA's sounding rocket and balloon programs and the conduct of aeronautical research. This function is located primarily at the Wallops Flight Facility, Wallops Island, Virginia.

CO-OPERATIVE EDUCATION PROGRAM RELATED TOPICS

This section deals primarily with subjects that pertain to your involvement as a Cooperative (Co-op) Education Student at GSFC.

This program is designed to assist Co-op's with the transition from student to employee within the Goddard work force and to provide key information they may find useful. This program will provide Co-op's an opportunity to interact with other Goddard employees from various offices and to meet and establish a positive working relationship with other new Co-op students in a less formal setting. Achievement and continued growth are a testament to the overall success of the Co-op Program.

Appointments to the Program

Co-op students are given schedule B appointments in the Excepted service. This type of appointment makes possible non-competitive conversions to full-time employment after graduation. A student's level of academic achievement completed determines the appointment grade level. The following standards serve as the basis for appointment grade levels as well as promotion eligibility.

Grade*	Level of Education	# of Credit Hours Completed
GS-4	Sophomore	30
GS-5	Junior	60
GS-6	Senior	90
GS-7	Acceptance to Master Program or College Graduate	120
GS-9	• Doctorate Program or • Completion of 1 Year of Masters Level Study (at least 18 credits) **and** 1 year (2,080 hours) specialized experience at the GS-7 level	
GS-11	• Acceptance to Doctorate Program (Research)** or • Completion of 1 year Doctorate Level Study or • Completion of 1 Year of Masters Level Study (typically 18 credits) **and** 1 year (2,080 hours) specialized experience at the GS-9 level	
GS-12	• Completion of 1 year Doctorate Level Study (Research or Non-Research) **and** 1 year (2,080 hours) specialized experience at the GS-11 level	

*Specific salary amounts can be found by accessing the OPM's Salary Table website at www.opm.gov
**Only applicable when target position is a research position

Promotions

Promotion eligibility from one grade to another is based upon the Co-op student's successful completion of additional academic progression, satisfactory performance ratings, and their supervisor's discretion. Promotions will be processed at the earliest possible pay period following receipt of transcripts and the appropriate paperwork from the supervisor.

Promotion of Graduate Co-ops is limited to one grade below the Project Promotion Potential (PPP) of the target position.

Students must submit an official transcript to the GSFC Student Programs Office each time they complete a semester. The transcript is used in determining promotion and program eligibility.

Performance Evaluations

At the completion of each work period, a determination will be made whether students have made satisfactory progress at work. Co-op Supervisors will discuss with students their performance at the end of these work periods. A copy of the supervisory evaluation form will be sent to the college Co-op coordinator upon request, with the original being retained in the organization where the Co-op resides. An unsatisfactory performance rating is a basis for termination. Supervisors are encouraged to discuss performance related matters at any time throughout the student's work cycle.

Change in Academic Major or School

Co-op's who anticipate a change in either their academic major and/or school should seek the guidance of the GSFC Student Programs Coordinator as to the impact on the student's academic and work future.

Leave Without Pay (LWOP) Process

Before the end of each work period, students must obtain a clearance procedure package from the Student Programs Office. Students should read through this information to become familiar with the procedures to follow in checking out of GSFC on their last day of work. Students must notify the Student Programs Office at least 2 weeks before their last workday to schedule a checkout appointment.

LWOP requests for less than 30 days do not require an official personnel action, and therefore no clearance procedure is necessary

Return to Duty (RTD) Process

Students will receive return to duty information package approximately 5 to 6 weeks before his/her return to pay status at GSFC. The package will contain a form, which he/she must complete and return to the GSFC Student Programs Office as well as their supervisor to record the date upon which he/she intends to return. If this information is not received the student cannot report to work. Students are encouraged to choose a Monday as their first day back to work.

Academic Standing

Students **must** maintain a 2.9 or higher overall (cumulative)* grade point average (GPA) in order to continue participating in the GSFC Co-op Program. Students whose GPA falls below 2.9 may be placed on "academic probation" and given one academic period to improve their grades to a 2.9 or higher GPA. Those students placed on academic probation **must** provide appropriate documentation indicating such an improvement by submitting an official transcript (which must show the current overall GPA) at the end of the following academic term regardless of being in a pay or non-pay status.

Permanent employment with NASA is highly competitive. Although the Co-op program provides an opportunity for work experience, those students whose GPA falls below a 2.9 risk losing their competitive edge for being considered for employment after graduation.

**Cumulative is defined as the comprehensive grade point average recognized and acknowledged by the institution where the degree is being sought.*

Reassignments

Placement of students in specific work areas at GSFC is given careful consideration. Co-op's are placed in organizations which should provide them with practical experience as a supplement to their classroom instructions. However, they do have the opportunity at the end of each work tour to explore other areas at the Center where they may be interested in working upon return. Any Co-op interested in a new assignment is encouraged to network and make appropriate contacts. Co-op's seeking a reassignment must contact the GSFC Student Programs Office.

Resignation Procedures

Students electing to resign must submit a letter of resignation to the GSFC Student Programs Office and inform their school Co-op office. The letter should include reason for resignation and permanent mailing address.

Terminations

A Co-op appointment may be terminated at any time for any of the following reasons:

- Change in the academic major which will not qualify him or her for the position
- Suspension, expulsion, or withdrawal from school
- Unsatisfactory work performance
- Failure to maintain a 2.9 overall (cumulative) GPA
- Lack of available work, manpower, or budget reasons to retain the Co-op in the job
- Unacceptable performance or conduct

Travel Reimbursement Information

GSFC does pay travel expenses from the Center to school and for the return trip. The initial trip to Goddard is not paid. However, travel and relocation expenses are paid for those students who convert to full-time positions.

- Co-op students who fly back to school will be provided an airline ticket and will be reimbursed for transportation to and from the airport and for any excess baggage. Flight reservations for trips can be made by the Co-op through CI travel at 1-866-461-5511 or by email at gsfc@citravel.com.

- Co-op students traveling by personal automobile may be reimbursed transportation (mileage and tolls) and per diem on lodging cost plus meals not to exceed the total stated limits on their travel orders if those orders reflect that it is advantageous to the government for the Co-op to drive his-her automobile. Students must travel at least 300 miles a day to be eligible for per diem. Receipts are required for tolls and lodging. Gasoline is reimbursed as part of the mileage rate.

Orders are prepared and paid for by the organization that the student currently supports. Routine travel orders should be initiated at least 30 days before trip commencement. Payment for travel is based on a student's return for his/her next work period. Students who choose not to return for their next work period will be asked to reimburse NASA for any monetary advances previously forwarded to them.

Housing

Periodically, the Student Programs Office will have a viable list of established Co-op housing opportunities for referral to new or returning out-of-state students. The types of housing can range from apartments, rooms, or private homes (often Goddard employees). If you need a referral, please let the Student Programs Office know 5 to 6 weeks before your work tour begins. An indication of such a request can be sent to the Student Programs Office at the time the return to duty form is returned. The Student Programs Office does not screen housing referrals; Co-op's are to use their own judgment when seeking housing.

Dress and Appearance

Goddard does not issue any specific instructions on appearance; however, we hope that you will use good judgment and take pride in the Center. Dress styles will vary among different work groups and types of work (e.g., laboratory versus office setting). Formal business attire may not be required for normal workdays; however, special occasions may make them appropriate. Please represent the Center, the Co-op Program, and yourself in the most favorable manner.

CONVERSION REQUIREMENTS FOR EMPLOYMENT AFTER GRADUATION

Each year, the Center attempts to offer full-time employment to students who have successfully completed all academic requirements for graduation and who meet NASA qualification requirements for a targeted position and the conversion requirements noted below. Obviously, offers are contingent upon job performance, availability of positions, and salary monies at the Center. Conversions must occur during the 120 days following graduation.

Conversion to full-time employment may come in the form of a permanent (perm) position or a term position. A term employee has a not to exceed date on their employment; a perm employee does not. Both perm and term employees are entitled to full benefits.

Conversion to full-time employment is not guaranteed.

A Co-op is eligible for conversion to a full-time position upon graduation if he/she has served in a work status for at least 16 weeks (640 hours), has a GPA of 2.9 or higher, and has obtained a degree commensurate with the position the student has been a Co-op in.

Conversion to Graduate Co-op Program

After completing the undergraduate program, students may apply and be converted to the Graduate Co-op Program. In order to satisfy the requirements for conversion to the Graduate Co-op Program, a Co-op must have maintained acceptable work performance. They must also provide an acceptance letter from the Graduate School and proof of a 2.9 GPA or higher from their undergraduate program. **Students are to discuss the conversion with their supervisor and obtain their approval.**

With this new appointment, students are required to complete an additional 16 weeks (640 hours) in order to meet eligibility for non-competitive conversion to full-time employment, as well as maintain a 2.9 or higher GPA. Graduate Co-op students are eligible for tuition assistance, with the same tuition assistance parameters outlined in the Tuition Assistance section of this guide.

PERSONNEL POLICIES AND BENEFITS

This section describes Federal employment policies and benefits that pertain to you as a GSFC employee.

Alternative Work Schedule/Flexitour Hours of Work

Goddard employees work 40 hours a week using one of two basic work requirements:

a. Flexitour – 8 hours per day and 40 hours per week

b. Maxiflex –
   (1) 80 work hours in a biweekly pay period
   (2) 30 hours minimum, 50 hours maximum per week
   (3) Maximum of 12 regularly scheduled work hours per day (Maximum of 3 consecutive 12-hour work days)

All employees are responsible for establishing, **with supervisory approval,** a basic work schedule that includes arrival, lunch (if applicable), and departure time.

Leave options are available to employees for emergency and personal reasons. Some examples of leave options are annual leave, sick leave, military leave, and leave-without-pay (LWOP).

Part Time Work Schedule

A part-time schedule may be used when an employee requests such scheduling and such request can be accommodated without adversely affecting the organization's accomplishment of its mission. A part-time schedule for a permanent employee consists of a fixed workweek not to exceed 32 hours. Like a full-time schedule, all employees are responsible for establishing, with supervisory approval, a basic work schedule that includes arrival, lunch, and departure time.

Annual Leave

Co-op's receive annual leave while in pay status according to their creditable service.

- Employees with less than 3 years of Federal service earn 4 hours of annual leave each pay period 80 hours are worked.
- Employees with 3 to 15 years of Federal service earn 6 hours of annual leave each pay period 80 hours are worked.

Annual leave may be used for vacations, personal, and emergency purposes. Co-op's must notify their supervisors and get approval before annual leave can be taken. All leave is subject to supervisory approval. Absence Without Official Leave (AWOL) is any unauthorized absence from work. Remember, you must always obtain approval from your supervisor if you are unable to report to or must be off from work.

Additionally, at the end of each work tour students are given the opportunity to be paid for the remaining balance of their annual leave and must inform the coordinator of their intent to do so. If a Co-op transfers to or from GSFC and another NASA Center or Federal agency, all earned annual leave will be transferred. Co-op's separating from GSFC are entitled to a lump-sum payment for any unused annual leave.

Co-op's may only use what annual leave has been accrued during their work tour; no advanced annual leave will be granted.

Sick Leave

Co-op's in a pay status earn sick leave at the rate of 4 hours each pay period 80 hours are worked. Sick leave may be used for absences due to illness or visits to a doctor, as well as to take care of family members or bereavement. When sick leave is taken due to illness, Co-op's should contact their supervisor in the morning on the first day of absence. Sick leave for medical, dental, or optical examinations should be requested in advance. If a Co-op transfers to or from GSFC to another NASA Center or Federal agency, all earned sick leave will be transferred. Upon separation from GSFC, Co-op's are not entitled to any payment for unused sick leave.

Leave Without Pay (LWOP)

Co-op's are placed in a leave without pay status when they return to school for full time studies. If an emergency arises, a student may take LWOP during a work tour if his or her supervisor approves it.

Military Leave

Co-op's who are members of the National Guard, Reserves of the Army, Air Force, Coast Guard, or Marines are eligible for up to 15 days military leave with pay during each fiscal year. Co-op's must be in pay status to be eligible for military leave.

Holidays

Co-op's in pay status will be paid for the following Federal holidays:

New Year's Day	-	January 1
King's Birthday	-	third Monday in January
President's Day	-	third Monday in February
Memorial Day	-	last Monday in May
Independence Day	-	July 4
Labor Day	-	first Monday in September
Columbus Day	-	second Monday in October
Veteran's Day	-	November 11
Thanksgiving Day	-	fourth Thursday in November
Christmas Day	-	December 25

Students on LWOP are eligible for holiday pay if they are in a pay status the entire day preceding or a day after a holiday.

Overtime

Some GSFC organizations need their Co-op's to work overtime due to heavy organization workloads. Co-op's are eligible to work overtime if requested by their organization. They will be paid the overtime rate according to their GS grade for any overtime worked, in addition to regularly scheduled work hours.

***Electronic* Official Personnel Folder**

eOPF, *electronic* Official Personnel Folder, (also known as the Official Personnel Folder or "201 file") is an electronic system that transitions OPM (Office of Personnel management) personnel records and future personnel actions to an easily accessible and searchable format. An OPF is created when an employee begins Federal service and is maintained throughout the employee's career in accordance with OPM regulations. The eOPF systems provides electronic, web-enabled access for all employees to view eOPF documents and will notify employees when a document is added to their eOPF.

Retirement Coverage

All Co-op's are covered under the Federal Employees Retirement System (FERS). This three-tier system combines social security, a basic annuity plan, and a thrift savings plan. The combination of these three tiers makes the retirement plan very attractive. The cost of the thrift plan is dependent on the employee's contribution. The contributions that a Co-op makes to the basic annuity plan and the thrift plan may be returned to the student who chooses not to work for NASA on a full-time basis, although penalties for withdrawing funds may apply, you are encouraged to contact the Retirement Office at (301) 286-4709.

Thrift Savings Plan

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. Employees covered by the Federal Employees' Retirement System (FERS) can contribute to the TSP. Please contact the Benefits Office at (301) 286-8208 for further information.

Outside Employment

An employee who wishes to engage in outside employment or other outside activities must comply with appropriate regulations, policies and procedures. Outside employment means any form of compensated or uncompensated non-Federal employment or business relationship involving the provision of personal services by the employee. It includes, but is not limited to, personal services as an officer, director, employee, agent, attorney, consultant, contractor, general partner, trustee, teacher, or speaker. A NASA employee shall request and obtain administrative approval before engaging in outside employment activities outlined in 5 CFR 6901.103. A NASA employee shall not engage in outside employment with a NASA contractor, subcontractor, or grantee in connection with work performed by that entity for NASA or a party to a Space Act agreement, Commercial Launch Act agreement, or other agreement to which NASA is a party pursuant to specific statutory authority.

Co-op's wishing to engage in outside employment must fill out GSFC form 17-60, "Permission to Engage in Outside Employment." The **form** can be downloaded electronically from OHCM's website, or contact the Student Programs Coordinator with any questions or for further information.

INSURANCE COVERAGES

There are a number of health and life insurance programs available to government employees. Co-op's may participate in these programs if they choose.

Health Insurance

The Federal Employees Health Benefits (FEHB) Program offers a wide range of insurance plans from which to choose. Co-op's may elect any plan under this program, within 60 days of initial appointment.

The cost of the health benefits is shared by the employee and the Government as employer. The government subsidizes approximately 2/3 of this cost for full-time employees. If you are a part-time employee, your employee contribution will be calculated at a higher rate, based on the number of hours you work. The Co-op's share of the cost will be made through payroll deductions. Health insurance coverage will continue for up to 365 days in a non-pay status. When your LWOP status begins, you may elect to 1) pre-pay the employee's portion of FEHB coverage; 2) pay the share of the cost by making payments either while on LWOP **or** when you return for another work tour. The Student Programs Office will send you information in your LWOP package regarding your election options. If you elect to terminate your FEHB, it will be effective the pay period date after receipt of appropriate documentation. Upon returning to work, you have the opportunity to re-elect FEHB coverage within 60 days. If you elect to continue your FEHB, you may coordinate with the Payroll Office to set up a payment schedule.

If Co-op's elect not to enroll or cancel their health benefits, they must wait for an "open season," usually each November, to enroll or reacquire health benefits and must be in a pay status for it to become effective. Alternatively, employees may sign up for health benefits anytime if they have a life qualifying event (e.g., marriage, childbirth, etc.). It is particularly <u>important</u> for graduating students to choose and enroll in a plan the open season before they graduate even though the plan remains inactive until their return. Students are not eligible for enrollment solely because they are converting to a full-time position. Often times students lose coverage from family policies upon graduation but do not convert for 2 or 3 months. Loss of coverage from another health plan is considered a life qualifying event. If you provide proof that your coverage was lost, you may elect health coverage at that time. Graduation, in and of itself, is **not** an event which permits the election of health coverage.

Co-op's wishing to cancel health insurance coverage while in a nonpay status should contact the GSFC Student Programs Office and request a Standard Form 2809, then complete and return the form as soon as possible.

Life Insurance

Co-op's are automatically covered under the Federal Employees' Group Life Insurance Program (FEGLI) for Basic coverage upon appointment. This equate to 1 multiple of your salary. You may elect additional optional coverage within 31 days from appointment.

Co-op's who do not wish to participate may waive coverage at any time; however, payroll deductions will continue until Standard Form 2817 has been submitted waiving the coverage. If employees waive the life insurance coverage and decide at a later date to seek coverage, they will have to: 1) wait 1 year from the effective date of the waiver and also undergo a physical exam before reacquiring coverage; 2) have a qualifying life event, or 3) sign up during an open season, which are typically held every 4-6 years.

The cost of the basic insurance is shared by the Co-op (1/3) and the Government as employer (2/3). The entire cost of the optional insurance must be paid by the Co-op, since the Government does not contribute toward the cost of optional insurance. The Co-op's share of the cost will be made through payroll deductions. Co-op's remain covered under the FEGLI without cost while in a nonpay status for up to 12 months; after 12 months, the insurance is cancelled. If coverage is lost due to expiration of 12 months in a nonpay status, coverage will be restored upon a Co-op's return to work.

Also, Co-op's may elect to participate in the NASA Employees Benefit Association (NEBA) Group Life Insurance Plan. You are covered for the first 30 days of your employment at no charge to you. During this time, you have the opportunity to maintain Basic coverage and elect additional optional insurance. The amount of life insurance available is based on annual earnings. The cost of the premiums is based on age and amount of insurance. Premiums may be paid through payroll deductions while in a work status, but must be paid quarterly while on leave-without-pay. Payment notices are mailed to home addresses. Insurance coverage will continue while the Co-op is in nonpay status for up to 12 months, as long as the quarterly payments are made.

TRAINING

NASA has a commitment to provide quality opportunities for its employees. A number of programs are designed to provide employees with the training and experience they need to develop and excel in their chosen careers. Co-op students are eligible to participate in Goddard's on-site training programs with permission and authorization of their supervisor.

Tuition Assistance

Tuition assistance is offered to undergraduate and graduate students if he or she has maintained a 2.9 GPA. and has received a work rating of "meets or exceeds expectations" or better in their latest work period. Co-op's who meet this criterion are eligible for payment of tuition, matriculation and laboratory fees up to $2,500 per semester or $1,625 per quarter per degree, with a total cap of $10,000. Co-op's in a work status may be eligible to attend night courses at a local university and/or may participate in various on-site training courses. A SATERN training request (https://satern.nasa.gov) and a Service Obligation form is to be filled out to request tuition assistance.

Co-op's requesting tuition assistance are required to submit their SATERN training request forms and Service Obligation form **PRIOR** to their course start date in order to be considered for tuition assistance. Those courses covered by financial aid or other loans cannot/will not be covered through the tuition assistance program.

Co-op's receiving tuition assistance will incur a service obligation to remain with NASA for a period equal to three times the length of the Government-funded training. For example, a course that begins January 5 and ends May 12 comes to 127 days. Your obligated service time will be calculated as follows:

- **127 days x 3 = 381 days (or 1 year and 2 weeks) of obligated service**

The service obligation will be reduced by any time subsequently worked, including time completed in a Co-op status, beginning with the first day the course ended. Students who receive a grade(s) below a "C" in a course while receiving tuition assistance, must reimburse GSFC for that course. Reimbursement does include those courses in which a student receives an Incomplete "I".

An employee who fails to fulfill the service obligation or who is terminated for unacceptable performance will be required to repay to GSFC the remaining balance of training expenses. However, in cases where GSFC does not offer graduating students full-time positions, any tuition monies due are not subject to repayment.

More information on Tuition Assistance and service obligation may be found in the Tuition Assistance Package given to you with this handbook.

On-Site Training Courses

Co-op's may participate in on-site training courses offered by the Office of Human Capital Management. For a listing of training opportunities, visit the OHCM website at: http://ohcm.gsfc.nasa.gov. Courses are usually a few days in length and include communication skills, administration, and scientific and technical training. Co-op's should discuss which courses they are interested in with their supervisor.

Learning Center (LC)

The Learning Center in Building 1 houses a wide variety of individualized learning materials. Using audio, video and computer assisted training materials, learning opportunities are available to Co-op students in computer, scientific, technical, human relations, language, math, management, and technical writing subjects.

Technology Based Learning

The Goddard Training Office makes an effort to collaborate with outside parties to bring new learning vehicles to GSFC employees. As new technologies allow, these learning vehicles are offered to all employees. The Office of Human Capital Management website (http://ohcm.gsfc.nasa.gov) maintains a current listing of Technology Based Learning programs.

EMPLOYEE SERVICES

Both the Greenbelt site and Wallops Flight Facility in Virginia offer employees many services which are located on-site. Co-op's are encouraged to utilize the services which meet their needs.

Cafeterias

There are two cafeterias on the Greenbelt site; one in Building 1 and one in Building 21. They offer sandwiches, soups, chips, sodas, ice cream, and plate lunches. Many buildings are also equipped with vending machines containing sandwiches, sodas, candy, etc. The cafeteria at Wallops is located in Building E2. At IV&V in West Virginia, there is a place to eat your lunch but you must provide your own.

Health Unit

The GSFC Health Unit is located in Building 97; at WFF it is located in Bldg F16. Both are available to all employees for emergency treatment of illness or accidents. Both Health Units also provide an annual physical exam, which is usually scheduled some time near the employee's birthday and are optional. The Health Unit automatically schedules the appointments and informs the employee of the date and time. Co-op's not in the area at the time of their birthday should contact the Health Unit for rescheduling when they return.

NASA Credit Union

NASA Credit Union (http://www.nasafcu.com/) membership is available to all GSFC employees. The Credit Union offers a full range of financial services such as checking accounts, saving accounts, and low-cost loans. The Credit Union is located in Building 21 right next door to the cafeteria (there is also off-center locations in Annapolis, Columbia, Greenbelt and Bowie, Maryland). ATM machines are available in Building 1, 21, and 32. There is also a branch of the NASA Credit Union at the Wallops Flight Facility in Building N133.

GEWA/WEMA Exchange Store/ U.S. Postal Office

At the Greenbelt site, next to the cafeteria in Building 1 is the Goddard Employees Welfare Association (GEWA) store where employees may purchase gifts, NASA mementos, discount tickets to area activities, etc. Discount sales books, jewelry, souvenirs, flowers, are also a large part of its service. Also located in Building 1 is a U.S. Post Office that offers limited postal services.

At Wallops the Wallops Exchange and Morale Association store is located near the cafeteria in Building E2. The post office is located in Building E7

Employee Assistance Program

The Employee Assistance Program (EAP) deals with a wide range of problems that might be affecting your job performance or overall sense of well being including: alcohol or drug problems; marital or family problems; mental illness; interpersonal job-related problems; situational problems (death of relative or friend, end of relationship, etc.), or financial and/or legal problems 6-4600 or 1-888-4600

Fitness Facility

The Fitness Facility offers an array of services that include fitness assessments, individual exercise programs, monitoring of blood pressure, body fat evaluations and special programs. In addition, the Fitness Facility features a variety of physical fitness equipment including Monarch bicycles, a cross-country ski machine, concept rowers, sit-up boards, treadmills, a Universal-type weight station, free-weights, and dumbbells. At Wallops there is a fitness club and you can get a card by calling 7-1624.

The Fitness Facility is available to all Goddard employees who have had an EKG and physical examination within the prior 6 months.

Club Activities

A listing of GSFC clubs (social, athletic, etc.) with their presidents and phone numbers can be found in the GSFC telephone directory. They are also available on-line at http://gewa.gsfc.nasa.gov/clubs/ for GEWA (Greenbelt) and http://www.wff.nasa.gov/wemamac/ for WEMA (Wallops).

GEWA Recreation Center

The Recreation Center (Rec Center) is located across Soil Conservation Road near Goddard's antenna range. It is a winterized pavilion with kitchens and barbecue pit and is available to all employees for work-related functions of Goddard organizational elements such as office parties; functions related to GEWA support clubs; retirement parties; and Music and Drama Club dinner theater activities.

Technical Library

The Homer E. Newell Memorial Library provides scientific and technological information gathered and recorded by NASA Headquarters, all NASA field installations, and contractors. There are branches of the library at both GSFC and WFF. The library at GSFC is in Building 21 and at WFF it is in Building E105. The library is open to all employees for reference work and for circulation of materials. The hours are from 8 a.m. to 5 p.m., Monday through Friday.

Condensed Goddard Telephone Directory

		Goddard	Wallops
Co-operative Education Office		6-9951	
Blood Donation		6-7409	
Cafeterias	Bldg. 1	6-5078	
	Bldg. 21	6-6730	
	Menu Update	6-4899	
	Bldg. E2 at Wallops		7-1457
Credit Union		301-249-1800	7-2380
Day Care		6-8588	
Emergencies		911	
Employee Assistance Program		6-4600	
Equal Employment Opportunity Office		6-7348	7-1412
Gatehouse		6-7211	7-1319
GEWA Store		6-8498	
Goddard NEWS		6-6397	
GSFC Operator		0/6-2000	0
Health Insurance		6-8208	
Health Unit		6-6666	7-1266
Inspector General Office		6-0497	
Keys and Locks		6-3425	7-2536
Learning Center		6-7285	
Leave and Absences		6-0023	
Library		6-7218	7-1065
Life Insurance		6-8208	
Lost and Found		6-8661	
Mail Services		6-5159	
NEBA Life Insurance		6-9059	6-9059
Payroll		6-5141	
PIP Coordinator		6-8852	
Post Office		6-2349	7-1243
Public Affairs Office		6-8955	7-1584
Recreation Center		6-8440	
Security		6-7233	7-2536
Thefts		6-6784	
Thrift Savings Plan		6-8208	
Training		6-9122	
WEMA Exchange			7-2020

Contact for Information

For any questions concerning the Co-operative Program at the NASA/Goddard Space Flight Center, please contact:

NASA/Goddard Space Flight Center
Student Programs Office
Mail Code 112
Greenbelt, MD 20771

Telephone	(301) 286-9951 or (301) 286-3219
TDD (Hearing Impaired)	(301) 286-1972
Facsimile	(301) 286-0845

NASA GODDARD SPACE FLIGHT CENTER Co-op PROGRAM AGREEMENT

GSFC will:

1. Maintain liaison with the educational institution through its Co-op Coordinator.

2. Keep the educational institution informed of work experience opportunities in a timely manner.

3. Select appointees from among those recommended and referred by the educational institution. Such selection shall disregard race, religion, sex, physical handicap or age.

4. Process all personnel actions relative to the employment of Co-op students.

5. Ensure that work assignments are related to the academic majors being pursued by students, and collaborate with the institution in setting up work schedules to accommodate them.

6. Furnish the educational institution upon request, supervisory evaluations of its students' work performance.

7. Notify the educational institution of any proposed action to terminate a student's appointment because of failure to perform at an acceptable level or because of misconduct.

8. Maintain records on student performance and other administrative matters, including promotions and similar actions.

Continuation in the Center's Co-operative Education Program is contingent on the student meeting the following requirements. Therefore, as a participant in the Co-op program:

- I understand that there is no guarantee of full-time employment with NASA upon graduation. If NASA is able to convert me to either a term or career-conditional appointment upon graduation, I must meet all qualification requirements for the targeted position for which I am being considered.

- I understand that, if I am an AST Co-op student, upon conversion to a term or career-conditional appointment, I must meet one of the requirements for the GS-7 level as listed in NASA Publication NN-100 (copy provided upon request) and time in grade requirements apply.

- I must notify the GSFC Student Programs Coordinator IN WRITING (or email) of my expected date of return to duty (RTD), at least one month in advance of my return. The signature of my School Co-operative Education representative must be included or accompany the RTD letter. My return date must be a Monday unless the nearest Monday is a Federal Holiday or unless I come back in a part-time status and Monday is not a normal workday.

- I must notify the GSFC Student Programs Coordinator IN WRITING (or email) of my expected last working day at least one month in advance.

- In order to document my academic progress, I must submit an OFFICIAL transcript upon completion of each semester or quarter. I further agree to provide these transcripts within two weeks of returning to duty.

- If I receive a grade below a "C" or overall GPA lower than a 2.9 on a 4.0 scale, or equivalent, I will immediately notify the GSFC Student Programs Coordinator.

- I will promptly notify the GSFC Student Programs Coordinator IN WRITING of any changes to my projected graduation date, major, or school.

- I understand that changes in the work/school schedule are not to be made unless there is an academic scheduling problem during my senior year. I will provide written documentation from

my school adviser stating the necessity of changing schedules well in advance of the requested change.

- I will enroll with the Student Programs Office at the university I attend prior to returning for my next scheduled work phase, and provide proof of enrollment.

- If I elect to have Federal Health Benefits (FEHB), I fully understand that I am obligated to pay my portion of the premium every two weeks while in a Leave Without Pay status. While on LWOP, I have the option to incur a debt for FEHB premiums. If I choose to incur a debt, I fully understand that an additional automatic deduction will be made from my pay when I return to duty. The amount that will be deducted from my pay will be sufficient to cover my indebtedness during my work phase. If I resign from the Co-op Program while at school I understand my responsibility to repay my portion of benefits premiums.

- I will maintain a student status full time or part time while on Leave Without Pay (LWOP). If circumstances arise that prevent me from taking a classes while at school, I will notify the GSFC Student Programs Coordinator IN WRITING.

- If I plan to resign, I will notify the Student Programs Coordinator IN WRITING prior to my resignation. In the letter I will include the effective date of my resignation.

- I understand if I resign from the program while at school and have received travel payment for my return trip I am obligated to repay those expenses to NASA/GSFC in accordance with (NASA, Financial Management Manual 9742-16g.)

- I understand that promotions are based on the supervisor's recommendation, my performance at work, and my documentation of academic performance by way of providing official college transcripts. Promotions will be made effective within the Center's processing requirements and established deadlines.

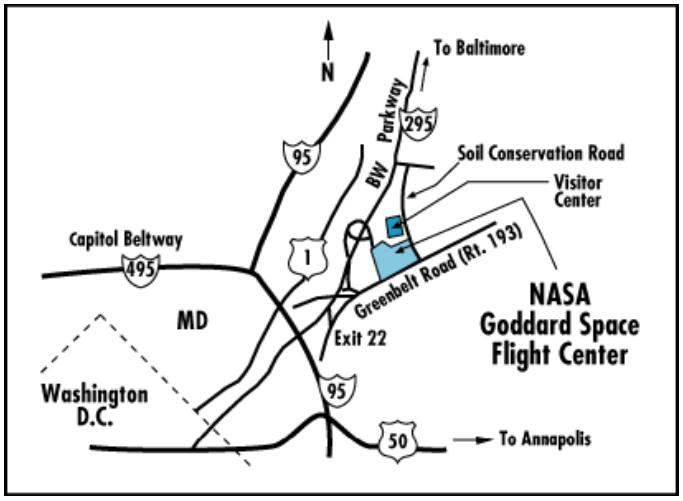
- I have received the NASA/GSFC Co-operative Education Handbook and understand the policies and requirements set forth within the document.

- Failure to meet the requirements of the Co-op Program may result in termination at any time during a work or school period.

_____	_____	_____
Printed Name	Signature	Date

_____	_____
Student Programs Coordinator	Date

GSFC AREA MAPS

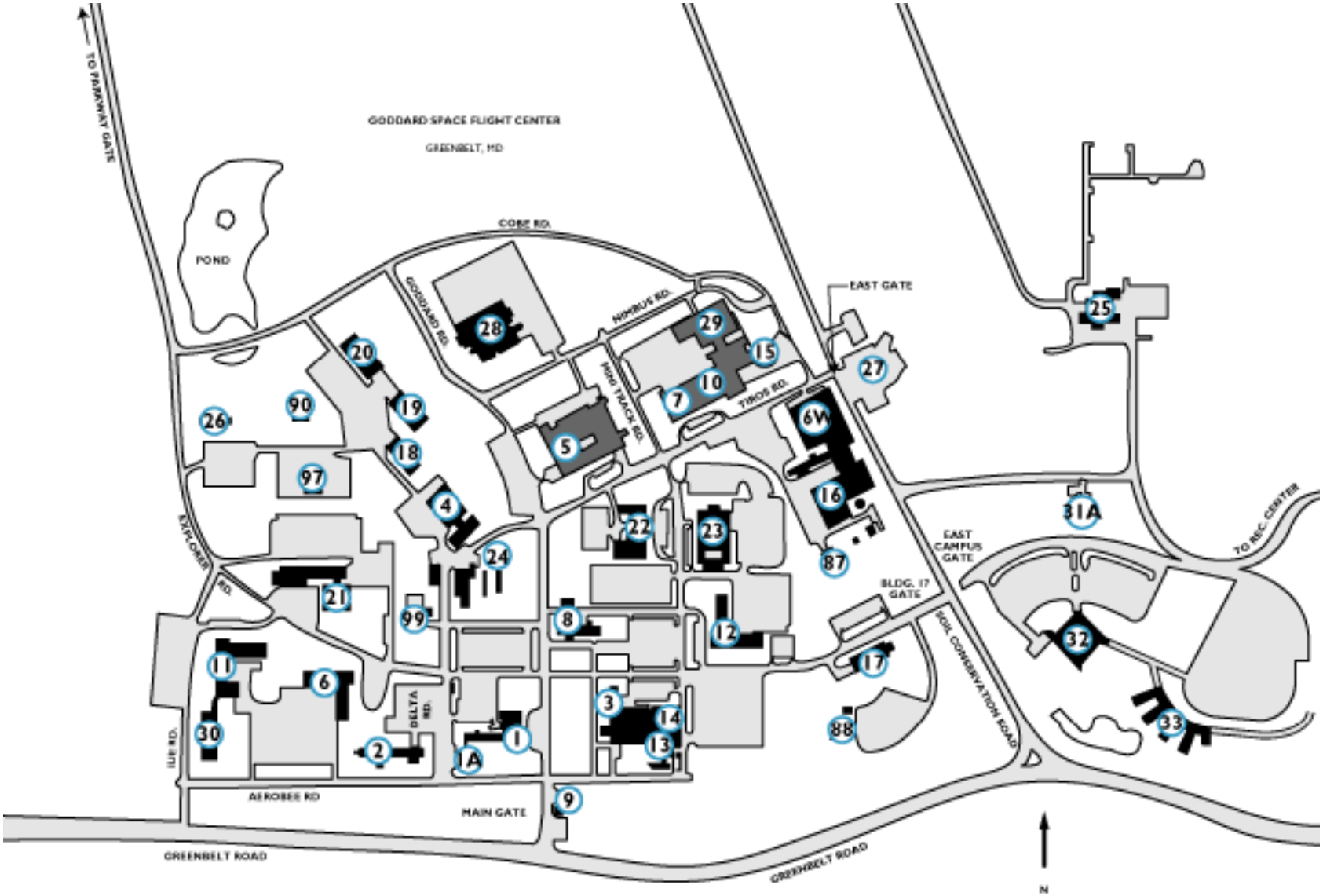
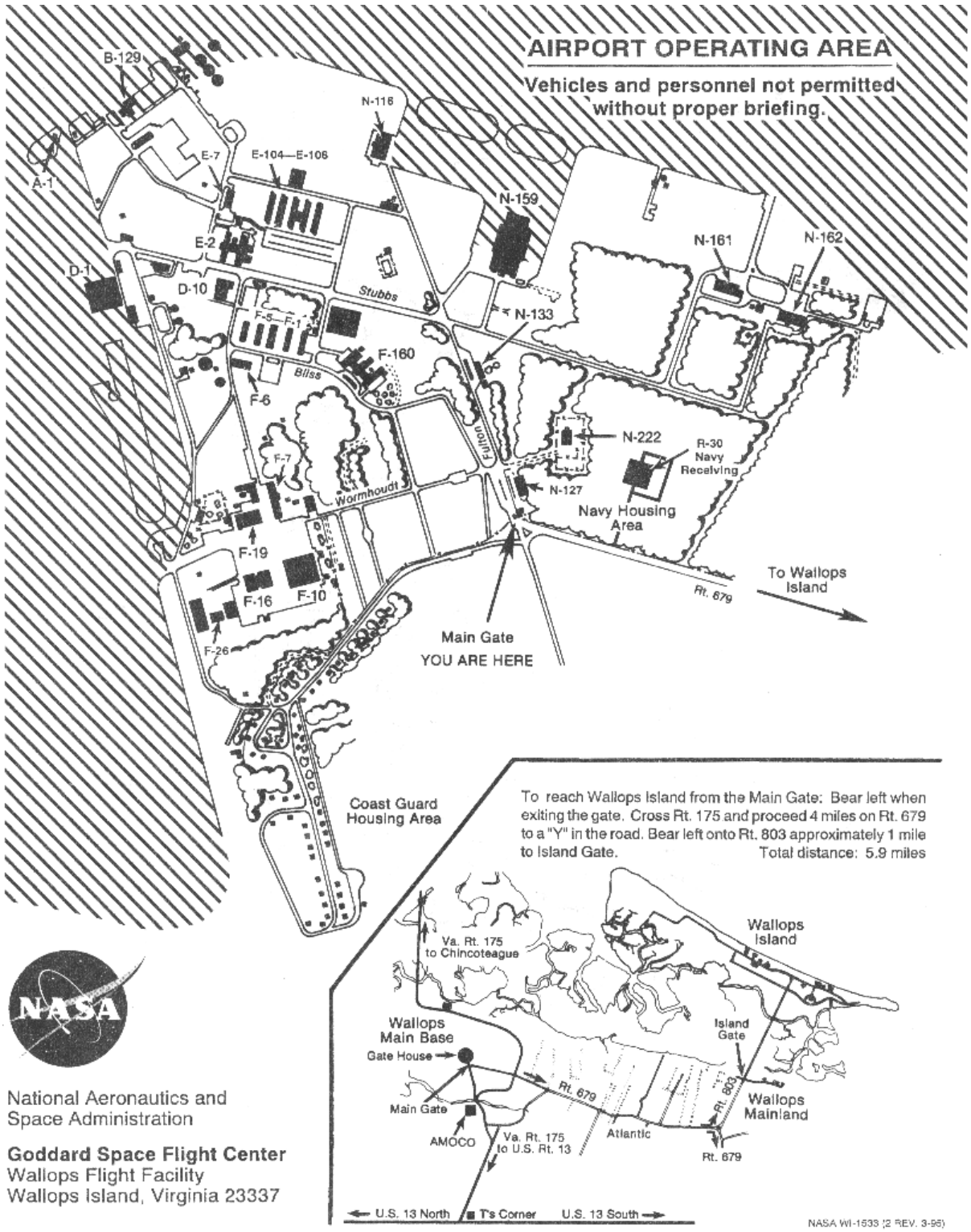


Greenbelt, MD

WFF
Wallops Island, VA

IV&V
Fairmont, WV

GSFC Greenbelt Facilities Map



GSFC Wallops Flight Facility Map