

## SEEP Working Agreement

### Performance Appraisal

Performance appraisals are required for SEEP students in accordance with the NAWCWD appraisal system.

Results should be shared with schools.

If a student's performance falls below Fully Successful, he/she may be given an opportunity to improve or may be separated from the program.

### Student Responsibility

1. Adhere to NAWCWD's work schedule and SEEP policies and procedures.
2. Meet academic, performance, and conduct standards set forth by the school and NAWCWD.
3. Provide NAWCWD and SEEP Coordinator with regular progress reports on the quality of work and study assignments.
4. Notify the NAWCWD SEEP Coordinator and Supervisor of changes in status.

### Employment After Completion of SCEP Program Requirements

Within 120 calendar days after completing educational requirements, participants may noncompetitively convert to a career-conditional appointment.

Students must have satisfactorily completed study-related work hour requirements of the SCEP Program, which is 640 work hours for baccalaureate or associate degree students.

Students must also meet citizenship and employment of relatives requirements by the date of conversion.

### Required Documentation:

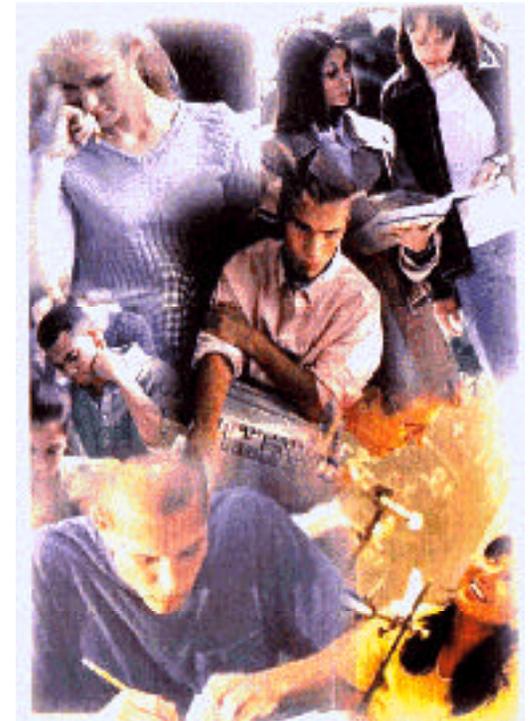
- a. Verification of eligibility to graduate or verification of completion of all academic requirements for graduation.
- b. Official transcripts of grades, sufficient to calculate overall GPA, GPA in major, and the last 2 years' GPA.
- c. Resume which reflects relevant, related experience.

### For more information, contact:

Christine DeLaRosa  
(Code 733000E)  
Naval Air Warfare Center Weapons Division  
Point Mugu, California 93042-5001  
(805) 989-3995  
e-mail: delarosac@navair.navy.mil

*NAWCWD Administrative Publication 110, published by the Technical Information Division. First printing, September 1999, 500 copies. Reviewed and approved for publication by N.D. Elson, Director of Technical Information. Approved for public release; distribution is unlimited.*

## Student Educational Employment Program



**NAWCWD**  
**China Lake/Point Mugu**

NAWCWD (the Naval Air Warfare Center Weapons Division) is the Navy's premiere facility for research, development, test, evaluation, and in-service engineering. Our two sites in California - China Lake, 150 miles northeast of Los Angeles, and Point Mugu, on the coast in Ventura County - offer a creative and challenging work environment.

We recruit most of our new employees from the disciplines of mathematics, engineering, and the physical sciences. However, participation in the Department of the Navy Student Educational Employment Program, (formerly named Co-operative Education Program) may be offered to students in other areas of study.

SEEP is comprised of two components - the Student Career Experience Program (SCEP) and the Student Temporary Employment Program (STEP). Both programs are available to all levels of students, high school, vocational, technical, associate, baccalaureate, graduate, and doctorate. SCEP is a planned career development program that integrates classroom theory with related, paid work experience within NAWCWD. The program offers students valuable work experience directly related to their academic field of study. STEP provides flexibility to both students and the employer by providing temporary employment to students in areas which may be unrelated to their academic program.

### **Eligibility Requirements**

1. Be at least 16 years old.
2. Be a U.S. Citizen
3. Meet security and/or fitness requirements.
4. Be enrolled or accepted at an accredited college/university or other educational institution.
5. Be enrolled or accepted in a program and pursuing a degree/certificate in a career field utilized by NAWCWD (SCEP only).
6. Meet the college/university Student Career Experience Program requirements (SCEP only).
7. Be in good academic standing (must enter with and maintain a grade point average of 2.8).
8. Sign an agreement to remain employed with NAWCWD for a minimum of 1 year upon graduation (SCEP only).

### **Selection**

Students are selected on the strength of academic accomplishments, career goals, and the current staffing needs of NAWCWD.

### **Benefits**

- Supplemental income.
- Tuition and Textbooks Assistance (SCEP Only)
- Life and Health Insurance
- Vacation, Sick, and Holiday Leave
- Plus other optional benefits

### **Work Schedules**

1. Each work experience must be planned consistent with the student's studies or career goals and must be designed to meet the minimum study-related work hours required for conversion (640 work hours for baccalaureate or associate degree students).
2. Students who alternate periods of study and employment must carry a full-time academic course load (12 semester/15 quarter hours). Students may work full time when school is not in session.
3. Part-time students must work a minimum of 16 hours per week with at least a half-time academic course load as defined by the school.
4. Students who fail to meet minimum academic course load requirements and GPA of 2.8 will be terminated from the program.

### **Application Process**

Applications will be referred for employment based on the student's major field of study and job interest. To be considered, students must submit the following:

- Resumé
- Copy of current transcripts clearly identifying major or course of study and anticipated date of completion.

### **Submit applications to:**

Submit your resume in the body of an e-mail to: [swseepjobs@navair.navy.mil](mailto:swseepjobs@navair.navy.mil)  
DO NOT send an attachment.

Full consideration will be given to all qualified applicants in accordance with Equal Employment Opportunity principles.