



NASA Langley Research Center
Hampton, VA 23681

NASA Langley Research Center (LaRC) Pathways Intern Employment Program (IEP) Policy

- An Intern must be able to complete 640 hours of work experience before completing the requirements for their degree.
- LaRC may grant credit for up to 320-hours of work experience for comparable non-Federal internship experience [Reference: 5 CFR 362.204(c)(d)].
 - Creditable experience must be documented in writing by the student describing the dates worked, company or individual employer, how many hours worked, tasks or project worked and what practices, theories or skills were learned as a part of this work experience. The Pathway's Program Manager together with the supervisor will make the final determination if this experience (in whole or part) shall be credited and such determination become part of the student's file on record.
- An Intern must sign a Pathways Intern Participant Agreement which includes:
 - Entrance on Duty (EOD) Date
 - Work schedule
 - Length of appointment and termination date
 - Projected graduation date
 - Initial position title, series and grade
 - Initial pay
 - Intern responsibilities
 - Selecting Official/Manager's responsibilities
 - Description of duties
 - Requirements for continuation in and successful completion of the program
 - Mentorship opportunities
 - Training requirements
 - Performance evaluation
 - Minimum requirements for non-competitive conversion to term or permanent employment

- An Intern must show proof that he/she is maintaining a cumulative GPA of at least 2.9 on a 4.0 scale by providing the Pathways Program Manager with an official transcript after completing each semester, term or quarter of study. The official transcript should be provided within 30 days of the end of each semester, term or quarter of study.
- If a student falls below the cumulative 2.9 GPA threshold during the academic year, an academic improvement period to raise a GPA may be extended by the employing Center.
- An Intern's work schedule is determined by the selecting official/manager.
 - Consideration of the Intern's studies and the amount of time necessary for work associated with those studies will be of prime consideration. Adjustments to work schedule will be allowed during the work cycle but written request to the Pathways Program Manager documented with the selecting official/manager's concurrence will be required at least one pay period before the schedule will be adjusted.
- The selecting official/manager and the Intern may negotiate a minimum number of periods of work experience and/or rotational assignments the Intern must complete before completing their degree requirements.
 - Therefore, selecting officials/managers have the discretion to define the nature and content of the assignments and to tailor them to meet Agency-specific needs. The purpose and duration of the assignments should be mutually agreed upon by the supervisor and the student; however, managers have final authority to determine rotational assignments. Assignment objectives should be well defined in advance of the assignment. Documentation must provide a clear understanding of the expectations, goals, and timing of the assignment(s). An Intern may initiate a request for a rotational assignment but must first receive concurrence from his/her selecting official/manager before making contacts or agreements to start the rotation.
- At the Center's discretion, interns may telework on an other than full-time basis. Full-time telework arrangements are discouraged. Pathways interns are students employed to gain experience through close supervision, mentoring and on-the-job training.

Requests to telework should only be granted on a case by case basis with thoughtful consideration given to the intent of the pathways intern program, type of work to be performed, amount of supervision required, ability to work during core hours, adherence to information technology requirements, protection of intellectual property rights, ability to safe guard information, certification of a safe work environment, etc. The duty location advertised on the announcement should be the primary work location of the intern.

- LaRC does not offer tuition assistance to Interns.
- An Intern 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, employee, agent, consultant, contractor, general partner, teacher, or speaker. Accordingly, before engaging in certain outside employment activities, including employment with a NASA contractor, subcontractor, grantee, or other entity which has an agreement with NASA, the Intern must request and obtain administrative approval. [Reference 5 C.F.R. 6901.103]
- If an Intern elects to resign, a letter of resignation must be submitted to the Pathways Program Manager. The letter should include the effective date, reason for resignation, and a permanent mailing address.
- LaRC may terminate an Intern even if the Intern has completed educational and work requirements, and are within the 120-day conversion period for optional conversion; if unable to offer a position after graduation (e.g., due to funding, downsizing) without regard to Reduction-in-Force (RIF) regulations. IEP appointments may also be terminated for any of the following reasons:
 - Inability of the Agency, for administrative reasons, to retain the Intern in the job (e.g., reorganization, etc.).
 - Failure to follow or violations of the terms and conditions as identified in the Pathways Programs Participant Agreement.
 - Change in the academic status (including major) which will not qualify the Intern for the target position.
 - Lack of available work.
 - Budget reasons.
 - Misconduct.

- Performance issues.
 - Suitability.
 - Failure to receive a favorable recommendation for conversion at the end of the academic program.
 - Resignation.
 - Suspension, expulsion, or withdrawal from the educational institution.
 - The Intern must have 640 hours of work experience (before completion of, or concurrently with the course requirements) commensurate with degree completion in order to be eligible for a permanent or term appointment. Failure to complete the 640 hours does not meet the criteria for conversion.
- The IEP appointment allows for non-competitive (without further competition) conversion to a term, career, or career-conditional (permanent) appointment within 120 days after an Intern completes all required coursework in the educational program. The Intern must have 640 hours of work experience (before completion of, or concurrently with the course requirements) commensurate with degree completion in order to be eligible for a permanent appointment. The Center will confirm that the Intern has met all program and educational degree requirements for conversion. Once converted, individuals are governed by the rules and conditions of the new appointment. Term appointments may later be converted to permanent appointments non-competitively (without further competition). ***However, conversion to a term, career, or career-conditional (permanent) appointment is neither promised nor guaranteed.***
 - If you are applying for a position and you have a relative (*this includes: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and halfsister*) that works at LaRC, please notify the Pathways Program Manager.

PATHWAYS PROGRAM MANAGER:

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