



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350

IN REPLY REFER TO  
OPNAVINST 1755.3  
OP-156

14 SEP 1982

OPNAV INSTRUCTION 1755.3

From: Chief of Naval Operations

Subj: Cooperative Work Experience Guidelines for High Schools  
Operated by Department of Defense Dependents Schools.

Encl: (1) DOD Instruction 1342.11; Cooperative Work Experience  
Guidelines for High Schools Operated by Department  
of Defense Dependents Schools, 19 May 1982

1. Purpose. To implement the policy and guidance concerning the  
Cooperative Work Experience (CWE) programs in high schools operated  
by Department of Defense Dependents Schools (DODDS).

2. Discussion. The goal of the CWE educational program for  
high school students in DODDS is to help students experience and  
understand the world of work. CWE is coordinated training in  
an occupation, trade, business or profession undertaken as part  
of the requirements of a school course. Enclosure (1) outlines  
the policy and provides the guidelines for the implementation of  
this program.

3. Action. The policies pertaining to support by installation  
commanders contained in enclosure (1) shall be implemented immedi-  
ately by those installations hosting DODDS.

*Lando W. Zech Jr.*

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Deputy Chief of Naval Operations  
(Manpower, Personnel and Training)

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OPNAVINST 1755.3  
14 SEP 1982

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ASD(MRA&L)  
**Department of Defense Instruction**

Subject: Cooperative Work Experience Guidelines for High Schools Operated by DoD Dependents Schools

- References:
- (a) DoD Instruction 1342.11, "Work-Study Program Guidelines in Overseas Dependents High Schools," March 23, 1970 (hereby canceled)
  - (b) DoD Directive 1342.6, "Department of Defense Dependents Schools (DoDDS)," October 17, 1978
  - (c) Title 5, United States Code, Section 3111 (Supp. III 1979) and Chapter 81
  - (d) DoD 5000.12-M, "DoD Manual for Standard Data Elements," December 1980, authorized by DoD Instruction 5000.12, "Data Codes Standardization Procedures," April 27, 1965

**A. REISSUANCE AND PURPOSE**

This Instruction reissues reference (a) to supplement reference (b) by providing guidance concerning the establishment of cooperative work experience (CWE) programs in high schools operated by DoD Dependents Schools (DoDDS).

**B. APPLICABILITY**

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, and the Defense Agencies.

**C. DEFINITIONS**

1. Cooperative Work Experience. Coordinated training in an occupation, trade, business, or profession undertaken as part of the requirements of a school course.
2. Participating Agency. The private organization, U.S. Government agency, or other entity with which a trainer is affiliated.
3. Trainer. A person or organization that is approved by DoDDS and that provides training to a student enrolled in a DoDDS CWE program.

**D. POLICY**

It is the policy of the Department of Defense to establish CWE programs that are consistent with the following goals:

1. Provision of an ongoing educational program for high school students to help them experience and understand the world of work.

Enclosure (1)

2. Development of a cooperative school-community relationship.
3. Establishment of competent industrial and governmental agency supervision of CWE participants in coordination with the school.
4. Establishment of CWE opportunities for students at all levels of ability and achievement.

E. PROCEDURES

1. General

- a. A CWE program may be of three types:

(1) An inschool program for students interested and able to participate in CWE training situations within the school;

(2) A program using post and base facilities for students interested and able to participate in the program in the local military community; or

(3) A program for students interested and able to participate in programs in the local community's civilian industries.

- b. CWE programs shall contain the following basic elements:

(1) The occupations in which students are trained shall be suited to their abilities and interests and the time available for training.

(2) CWE programs shall be developmental in nature. Specific learning objectives shall be developed for each student.

(3) Each school conducting a CWE program shall have a CWE coordinator.

c. A representative advisory committee shall be formed in each school to provide guidance and to aid in the operation of CWE programs.

d. Each CWE student, trainer (appointed by the participating agency), parent of a CWE student, and CWE coordinator shall receive a copy of the agreement discussed in section G., below.

e. The CWE coordinator shall meet DoDDS position qualification requirements.

f. The CWE coordinator in each school shall be authorized adequate time to perform field supervision duties (subsection F.4., below).

2. Training locations shall be socially desirable, adequately equipped, and free of health hazards, and shall have a trainer.

### 3. CWE Students

a. Students shall be selected on the basis of appropriate age, school records, and interest. Handicapped students may participate in CWE programs on a comparable basis as nonhandicapped students, provided that, if necessary, a handicapped child shall be placed in a CWE situation adapted to his or her special needs.

b. Students shall be prohibited from performing hazardous tasks as part of their training.

c. Credit may be granted at the rate of one credit for a minimum of 200 minutes of satisfactory training per week pursued for a full school year. (This credit includes classroom instruction provided by the school in conjunction with this work experience.)

d. Pursuant to 5 U.S.C. 3111 (reference (c)), a student who is not an employee of the participating agency will not be considered a federal employee for any purpose other than for entitlement to compensation for work injuries under the provisions of 5 U.S.C. Chapter 81 (reference (c)).

### 4. CWE-Related Instruction

a. Schools adopting CWE programs shall include in the curriculum (and reflect in the master schedule) CWE-related instruction, including basic orientation, trainer-student relationship, analysis of the world of work, and the changing aspects of the professional and labor forces.

b. Such instruction shall be required of all CWE students and shall be taught or directed by the CWE coordinator. A minimum of 8 hours of instruction shall be provided each semester and shall be supplemented, when needed, by small group meetings devoted to vocational or professional interest areas.

5. Library of Materials. A supply of current instructional materials shall be maintained to meet the demands of the CWE program.

6. Evaluation. Occupational surveys and followup studies of former CWE students and other DoDDS students shall be conducted at each school at regular intervals to determine whether program changes are necessary.

## F. RESPONSIBILITIES

1. The Deputy Assistant Secretary of Defense (Military Personnel and Force Management), Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) shall monitor compliance with this Instruction.

2. The Secretaries of the Military Departments shall cooperate in the establishment and support of CWE programs.

3. The Director, DoD Dependents Schools, and his subordinate organizational structure (including the DoDDS regional directors), shall:

a. Organize, administer, and supervise CWE programs, in accordance with Military Department and individual base regulations, host-nation status of forces agreements, other treaties or agreements between the host nation and the United States, and laws of the host nation.

b. Evaluate the CWE programs on a continuing basis.

4. The CWE Coordinator shall provide field supervision of CWE programs. In discharging this responsibility, the CWE coordinator shall:

a. Evaluate individual CWE programs.

b. Ensure that the work product of the student does not become a primary objective of the training assignment.

c. Ensure that the student is not placed in a position that requires or permits supervision of a participating agency's employees.

d. Ensure that the student is not permitted to perform duties recognized by third persons as those of an agent of, or binding upon, the U.S. Government.

#### G. INFORMATION REQUIREMENTS

There shall be a written agreement (enclosure 1) among the student, trainer, parent, and school concerning, among other matters, the hours of training, hours in schools, wages, if any (which may not be paid from appropriated funds), and the length of the training period. When it is not intended that the student become an employee of a participating agency, this agreement shall include a declaration that the student will not be considered, by reason of such training, an employee of the U.S. Government.

#### H. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.



**Lawrence J. Korb**  
**Assistant Secretary of Defense**  
**(Manpower, Reserve Affairs & Logistics)**

Enclosure - 1

Cooperative Work Experience Program Agreement

COOPERATIVE WORK EXPERIENCE PROGRAM AGREEMENT

I, the undersigned parent or sponsor, hereby acknowledge that I fully understand that my legal dependent named below is participating in the \_\_\_\_\_ high school cooperative work experience program on a voluntary basis and for academic credit in accordance with DoD Instruction 1342.11, "Cooperative Work Experience Guidelines for High Schools Operated by DoD Dependents Schools." As such, I am aware that my dependent will receive no pay, unless specifically appointed to a nonappropriated fund position that provides otherwise, nor will my dependent receive other fees, stipends, gratuities, or privileges from participation in this program. Furthermore, I am aware that my dependent is not an employee of the participating agency and will not be considered a federal employee for any purpose other than for the purpose of entitlement to compensation for work injuries under the provisions of Title 5, United States Code, Chapter 81. Even though my dependent will not be an employee of the U.S. Government or host nation government, unless specifically appointed otherwise, I realize that the training may be under supervision on U.S. or host nation military posts and facilities, commercial facilities, or DoDDS facilities, and when so engaged, he or she is subject to, and required to obey, the rules and regulations applicable to all other military, civilian, commercial, and educational personnel, as the case may be. I am aware that the nature of the cooperative work experience program is such that educational demands may make alterations in my dependent's cooperative work experience program necessary and that my dependent's participation may cease or be otherwise stopped because of this or other reasons, such as unsatisfactory training or classroom performance, or violation of rules and regulations, including safety directives, at the discretion of the appropriate school official or employer.

1. Name (Last Name, First, Middle Initial)\*\* of Dependent \_\_\_\_\_
2. Cooperative Work Experience Job Title \_\_\_\_\_
3. Hours or Time of Training\* \_\_\_\_\_
4. Location of Training\* \_\_\_\_\_
5. Wages (If any) \_\_\_\_\_
6. Name (Last Name, First, Middle Initial)\*\* of Trainer \_\_\_\_\_
7. Length of Cooperative Work Experience \_\_\_\_\_

Therefore, I have executed this agreement as of the date written below. I state that I sign this agreement willingly and without coercion.

\_\_\_\_\_  
Date (YYMMDD)\*\*

\_\_\_\_\_  
Signature of Parent or Sponsor

We concur and join in this agreement, as of the date written above.

Signature of Student \_\_\_\_\_

Signature of Participating Agency Official \_\_\_\_\_

Signature of School Official \_\_\_\_\_

\*Shall be changed by the CWE coordinator or trainer with the approval of the other.

\*\*General Note for Personnel Processing This Information Requirement. These items have been registered in the DoD Data Element Program. Additional information concerning standard data elements is contained in DoD 5000.12-M (reference (d)).