

College Program Guidelines for United Space Alliance

At United Space Alliance, we're determined to make a difference on Earth by expanding human experience and knowledge through the exploration of space. Our college programs allow qualified students an opportunity to be a part of this exciting journey.

INTRODUCTION

Through its support of the Space Shuttle and Space Station Programs, United Space Alliance (USA) has amassed an unrivaled combination of experience and capabilities in space and ground operations that are required for exploration beyond the Earth's orbit. We are the only company in the world with extensive experience in all aspects of processing, maintenance and operation of a reusable space transportation servicing system. The company possesses a broad range of capabilities including

- Mission, manifest and trajectory planning and analyses
- On-Orbit assembly, payload deployment and servicing
- Extravehicular activity planning and execution
- Rendezvous/proximity operations and docking
- Space logistics/supply chain management
- Space operations software engineering
- Ground system design engineering
- Advanced space flight technology
- Launch and recovery operations
- Launch vehicle and flight hardware processing
- Mission control operations
- Space systems training
- Sustaining engineering
- Flight crew equipment preparation and maintenance

USA is chartered to manage the operation and maintenance of multi-purpose space systems. These include systems associated with NASA's human space flight program, space shuttle applications beyond those of NASA, and other reusable launch and orbital systems beyond the space shuttle and space station. The company has approximately 10,000 employees in Texas, Florida, Alabama, and California.

As NASA's major partner in the Space Shuttle program, USA has continued to maintain safety and reliability as top priorities while successfully reducing the overall costs of operating the space shuttle fleet. Mission objectives—including preparation for flight, on-time launches, and safe landings—are consistently met under USA's management.

In addition, USA prides itself on employing an excellent business support staff that work in areas such as Finance, Human Resources, Contracts, Procurement, Audit, Facilities Management and Information Systems.

With experience gained in space shuttle and space station operations, USA has a workforce that stands ready to support the nation's Vision for Space Exploration as we venture to the Moon, Mars and beyond.

COLLEGE PROGRAMS

USA has two different programs for college students: the *Cooperative Education Program* and the *College Internship Program*.

Both programs give college students on-the-job training that supplements their academic knowledge and increases their ability to perform in a professional capacity upon graduation. Additionally, USA seeks qualified *entry-level college graduates* for full-time opportunities.

We offer a variety of opportunities for students and graduates in the following degree programs:

- Technical
- Engineering (all facets)
- Computer Science
- Mathematics
- Physics
- Professional
- Finance

- Human Resources
- Business Administration
- Information Management
- Other majors when requested by management

Cooperative Education Program (Co-Op)

Take your educational experience to a higher level as a valued member of the United Space Alliance team!

As the world's leading space operations company, USA's Cooperative Education program provides qualified college students with on-the-job training and hands-on experience related to your degree major.

To qualify as a Co-op you must:

- Be a full-time student in good standing and enrolled in a participating educational institution's Cooperative Education program
- Have completed 45 semester hours or 67 quarter units toward your academic degree
- Maintain a 2.8 or better grade point average on a 4.0 scale
- Work a minimum of 2 separate Co-Op terms prior to graduation
- Be at least 18 years of age at the beginning of the first work period

USA Co-ops can benefit from:

- Competitive salaries
- Flexible work schedules
- Company holiday and vacation pay
- Comprehensive employee benefits
- Reimbursement of Co-op fees
- Housing allowance and travel assistance
- Contingent upon USA staffing requirements at the time of your graduation, you may be offered a full-time position with USA

College Internship Program

Use your summer months to enhance your educational experience as a valued member of the United Space Alliance team!

As the world's leading space operations company, USA's College Internship program provides qualified college students with on-the-job training and hands-on experience related to your degree major for approximately three months during the summer.

To qualify as a College Intern you must:

- Be enrolled in an accredited four-year degree program or graduate program
- Maintain a 2.8 or better grade point average on a 4.0 scale
- Have successfully completed junior year requirements
- Be able to work a minimum of 10 weeks
- Be at least 18 years of age at the beginning of the first work period

USA Interns can benefit from:

- Competitive salaries
- Flexible work schedules
- Company holidays
- Housing allowance and travel assistance
- Contingent upon USA staffing requirements at the time of your graduation, you may be offered a full-time position with USA.

Entry Level College Graduates

As the world's leading space operations company, United Space Alliance is excited to offer employment opportunities to new college graduates in a variety of fields. Employment with USA allows recent college graduates the ability to make a difference by expanding human experience and knowledge through the exploration of space.

As a USA employee, you will work hand-in-hand with leading space industry experts to advance the Vision for Space Exploration.

New college graduates employed by USA can enjoy:

- Competitive salaries
- Comprehensive employee benefits
- Flexible work schedules
- Advancement opportunities
- An innovative and creative work environment

Co-Op and Internship Guidelines

Job Classification

Co-Op and Intern students will be hired into the salaried non-exempt classification of “Cooperative Student” or “Intern.” Students perform a variety of activities at varying levels of difficulty in these classifications.

Pay Rates

Pay rates for Co-Op or Intern students are determined by the specific job assignment, the student’s experience and educational achievement, and by applicable pay schedules in effect.

Screening Period for Co-Ops

The first work period is a screening period during which students are evaluated. Students are assisted in improving their performance if necessary and those who do not meet USA performance standards will not return for a follow-up term.

Reassignments for Co-Ops

Most organizations are responsible for a wide range of activities and have no difficulty in providing students with a variety of experiences, thereby minimizing the need for reassignment. However, reassignments will be considered if:

- The student changes to a different academic major.
- Performance and work progress indicate that a student is unable to make a satisfactory adjustment to the present assignment, but has demonstrated potential for other available positions
- The student has achieved advanced academic specialization within a major

field of study which is not specifically related to the work being done in the present position.

Academic Schedule Conflicts for Co-Ops

Academic scheduling limitations sometimes make it necessary for Co-Ops to attend classes for two consecutive terms. Changes prompted by such limitations must be resolved through coordination between the institution's Co-Op office and the USA College Coordinator.

Performance Evaluations

The Co-Op's work performance will be evaluated by supervisors during each work period; Interns for their one work period. These evaluations become a part of the Co-Op's or Intern's employment file. Supervisors will discuss evaluations with the Co-Ops and Interns to counsel them on overall performance.

Resignations and Separations

Co-Ops or Interns may voluntarily withdraw/resign from the program at any time. Co-Ops who decide to resign while at the work site should notify his or her supervisor, school coordinator and the USA College Coordinator.

The USA College Coordinator will give the student specific instructions to follow. If the student decides to resign while at school, the student should advise the school's coordinator and send a letter of resignation to the USA College Coordinator.

Separation from the program is required under the following circumstances:

- Failure of the student to maintain full-time acceptable academic standing.
- Failure of the student to return to work.
- Failure of the student to maintain a satisfactory level of work performance.
- Change by a student to an academic field unrelated to USA's staffing requirements.
- Failure to follow company rules

Conversion to Full-Time Position for Co-Ops

Contingent upon USA's staffing requirements and the student's academic and employment records at the time of graduation, an offer may be extended to convert from Co-Op status to full-time status in an entry-level, salaried-exempt position.

- The student must have successfully completed all of the requirements for a Bachelor's Degree, including any specialized courses required by the professional position for which the student has been training.
- Co-Op students are credited with full seniority for work periods and attendance at school; however, the maximum seniority that may be accrued while attending school is two years.

Full-Time Position for Interns

Contingent upon USA's staffing requirements and the student's academic and employment records at the time of graduation, an offer could be made to an Intern for full-time employment. Interns will have a new service date upon hire as a full-time employee. The student should have successfully completed all of the requirements for the Bachelor's or Master's Degree, including any specialized courses required by the professional position for which the student had been training.

CO-OP & INTERN RESPONSIBILITIES

Work Performance

Co-Op and Intern students will be assigned to work with a mentor who will give them normal day-to-day direction, supervision and guidance. The students are expected to demonstrate initiative in performing assigned duties. Duties may range from those requiring minimal skills/knowledge to those that may be more difficult and challenging, depending on the organization's requirements and the individual's readiness to accept responsibility for the assignment. The employee's willingness to accept constructive criticism is an important trait that can provide for additional learning opportunities. The Co-Op's and Intern's appearance, department and demeanor are essential considerations in gaining acceptance within the organization.

Work Reports

Co-Ops and Interns are responsible for preparing a written or oral report at the end of each work period. The report should include a concise but comprehensive description of work assignments completed or in progress during the period. Other comments concerning appropriateness of work assignments should be included. If the cooperative institution has a

prescribed format for a work report, a copy of that report is acceptable in meeting this requirement.

Returning to Work for Co-Ops

Co-Ops are expected to provide the USA College Coordinator with their expected return-to-work date at least three weeks in advance. This information enables the USA Staffing Office to initiate action to return the Co-Op to a paid status and initiate travel orders where appropriate. Students are expected to establish return-to-work dates in conjunction with their supervisor and advise the USA College Coordinator of this date. An official transcript must be submitted within 2 weeks of return-to-work. An updated Co-Op degree plan signed by the academic institutional Co-Op office may suffice, along with any further recommendation they care to convey.

Returning to School

When return-to-school dates are not established by the institution, students are expected to establish dates in conjunction with their supervisor and advise the USA College Coordinator of this date. The USA Staffing Office uses this information when initiating action to place students in a Leave Without Pay status during the academic period. Co-Ops will also be asked at this time to indicate their estimated return-to-work date.

Outside Employment for Co-Ops

In many instances, Co-Op students work part-time while in school. Even though the Co-Op is not physically at work at USA, he/she is still technically a USA employee. It is the responsibility of each Co-Op to inform the USA College Coordinator in writing of any conflict of interest involving a USA contractor or subcontractor.

Education Reimbursement

USA provides for educational reimbursement during Co-Op work terms under specific provisions

Vacation & Holidays

These are known as “time-away days.” Hours earned but not taken during the work term will remain on record until the Co-Op student returns to active employment status. If terminated, hours will be paid. Co-Op students are eligible to receive time-away days for holidays falling within their scheduled work periods.

Savings Plan (401K)

Co-Op students are immediately eligible to participate in a savings plan that allows employees to contribute a percentage of their base salary (subject to IRS regulations for highly compensated employees) in pre-tax, after-tax, or a combination of both, to the plan. USA matches a percentage for every dollar contributed, up to a percentage of base pay. Employees may choose from a variety of Vanguard Funds to invest their savings. Exchanges, allocation changes and increases or decreases in payroll deferral percentage can be made at any time. Vesting in the Company matching funds is gradual over five years of service, according to the following schedule:

Years of Service	Vesting
1	0%
2	25%
3	50%
4	75%
5	100%

Leave Without Pay

Leave without pay is the employment status of Co-Op students when they are in the approved academic phase of the program. Students are placed on a non-pay status the day after their last workday and keep this status until the day that they return to duty for another work period or terminate. Benefits may be continued during this leave period. The process for continuation may be obtained at the time of their leave request.

GENERAL PROVISIONS

License Plates and Driver’s Licenses

- **Florida Law** requires non-residents who are employed in the state to obtain a Florida driver’s license when operating a motor vehicle on Florida’s highways.
- **Texas and Alabama** have no similar requirement as long as the person is a student. Always have your student “ID” card in your possession.

Payment of Travel

USA will reimburse Co-Ops and Interns for land transportation costs if they attend participating institutions falling outside a 50-mile radius of their work site. Reimbursement will cover roundtrip airfare, or a combination of both

land transportation and airfare, depending on the particular situation. A car rental may be provided for up to three days after arrival. Lodging/Per Diem includes actual calendar days en-route to worksite and up to three calendar days after arrival at worksite.

Payment of School Expenses

USA will reimburse Co-Ops for required school Co-Op registration fees.

Housing

USA may provide a housing allowance toward temporary housing during the student's work assignment period. Students are free to choose their own housing, but may consult USA Staffing Services for a list of potential locations. Housing services (e.g. apartment rental services) are available at no cost.

Credit Union

Students are eligible to join a credit union, and as members may make loan applications.

Clearing Procedure

On the last day of the work period Co-Ops and Interns must "clear" or "process" out before leaving the worksite. Clearance forms and specific instructions may be obtained from the USA College Coordinator. Co-Ops and Interns should initiate the process with their supervisors and their administrative office several days in advance to assure ample time for internal clearance.

BUSINESS CONDUCT/ CONFLICT OF INTEREST

All employees, including Co-Op students and Intern students, are expected, without reservation, to undertake their assignments in accordance with the highest standards of business integrity and ethics. Co-Ops and Interns are also required to participate in the Ethics Training Program.

All employees are also required to disclose to the company any private interest that may involve present or proposed employment or business associations, gifts or gratuities, or undue influence on business decisions. Disclosure process and requirements are outlined on the USA intranet.

