



USAMRICD

Fact Sheet



Internship Program at the United States Army Medical Research Institute of Chemical Defense

The Oak Ridge Associated Universities (ORAU) operates the Oak Ridge Institute for Science and Education (ORISE) for the U.S. Department of Energy (DOE). The ORISE was established to broaden the base of scientists and engineers and give participants a practical research experience in their related field of study. The ORISE offers programs in science and engineering education, training and management systems, medical sciences, and energy and environmental systems.

The U.S. Army Medical Research Institute of Chemical Defense (USAMRICD) has established a formal Memorandum of Agreement (MOA) with DOE for participation in the ORISE programs. This fact sheet addresses the ORISE programs at USAMRICD.

The Postgraduate Internship Program

The postgraduate Internship Program allows postgraduate students the opportunity for hands-on participation in research and development activities at USAMRICD. The program also promotes the transfer of technology between the academic community and USAMRICD. Postgraduate participants must have earned a degree (bachelor's or master's) from an accredited college or university within three years of the starting date.

The Student Internship Program

The Student Internship Program provides high school juniors and seniors, undergraduate students, or graduate students the opportunity for hands-on participation in research and development activities at USAMRICD. The program is intended to enhance the educational development of such students by providing practical experiences closely related to their academic pursuits. Because this initiative is directed at full-time or part-time students, it is set up to accommodate a variety of levels of participation. Student applicants must be in good academic standing (maintaining a minimum GPA of 3.0) and currently enrolled in school taking a minimum of 12 credit hours per academic year.

Responsibilities

The ORISE program coordinator at USAMRICD is appointed by the Commander to act as a liaison between ORISE and USAMRICD. Some of the coordinator's duties include coordinating funding transfers between USAMRICD and DOE/ORISE, reviewing and recommending stipend rates to the selecting officials, preparing cost estimates for selecting officials, processing certification/selection forms for USAMRICD, and negotiating overhead rates with ORISE.

The mentors are responsible for identifying their specific program needs in terms of educational level and field of study and providing a program description and funding source to Resource Management Branch, USAMRICD. Other duties include reviewing ORISE candidates' applications and identifying candidates for appointments.

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Some *facts* About ORISE at USAMRICD

- Participants in ORISE programs at USAMRICD are not USAMRICD employees. Participants are appointed to USAMRICD to gain hands-on experience by conducting research.
- An eligible candidate can usually be appointed within 2 to 3 weeks of USAMRICD's recommendations to ORISE.
- Limited travel and relocation expenses may be reimbursed by ORISE to in-bound participants.
- The appointment period for postgraduate participants is limited to a maximum of 3 years.
- Participants may be assigned to other locations (internal and external to USAMRICD).
- Participants *must* have health insurance coverage prior to appointment. Coverage is at the expense of the participant. Health plans are available through ORISE for the postgraduate internship participants.
- Stipend rates/ranges have been developed to be consistent with the salaries of Federal employees with the same educational background. Payments to participants are considered stipends not salary.
- Taxes *are not* withheld from the monthly stipend. The ORISE reports the stipend to the Internal Revenue Service as miscellaneous income, prizes and awards. Participants *must* file tax forms at the end of the year but should consider filing on a quarterly basis.
- The mentor and participant may agree to "unofficial compensatory time," but ORISE has no mechanism for awarding compensatory time or overtime.
- Full-time participants accumulate 8 hours of annual leave and 8 hours of sick leave per month. The participant and mentor maintain leave balances. (This is a USAMRICD guideline.)
- Participants observe all Federal holidays.
- Personnel from ORISE will visit USAMRICD periodically to assess the program and determine if participants' goals are being met.

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