

US Army Environmental Command's Environmental Management Participation Program ORISE Internships



O R I S E

Oak Ridge Institute for Science and Education

The U.S. Army Environmental Command (USAEC) has established a formal Memorandum of Agreement with the U.S. Department of Energy (DOE) for participation in the Oak Ridge Institute for Science and Education (ORISE) programs. ORISE internships provide college students and new graduates an opportunity to enhance their education with hands-on practical experience. The ORISE also provides Army installations with fresh ideas and state-of-the-art processes direct from academia, normally at less than 60% of contractor cost.

Although primarily used in the environmental area, ORISE interns can be assigned to various activities throughout the installation where a science, engineering or technology background is beneficial. In the last 10 years, USAEC has placed over 1000 interns on 60 Army installations worldwide.

POSTGRADUATE INTERNSHIP PROGRAM

Is the primary program. It provides individuals with an associate's, bachelor's, master's, or doctorate credential in an appropriate science, engineering, or technology discipline and practical working experience. This program is intended to enhance participants' background and experience in their chosen field of study.

STUDENT INTERNSHIP PROGRAM

Provides high school juniors or seniors, undergraduate students, and graduate students the opportunity to participate in learning at an Army installation. The program is intended to enhance the student's education development by providing practical experiences closely related to their academic pursuits.

CERTIFICATE PROGRAM

Provides individuals who are currently pursuing, or have received within one year of start date, a certificate in an appropriate science, engineering, or technology discipline. This program allows postgraduates to enhance their educational development by gaining practical experiences closely related to their academic pursuits.

GUEST LECTURER PROGRAM

Provides travel support and honoraria to consultants from the academic community and the private sector so that they can present technical seminars and colloquia. The honorarium rate is based on the individuals credentials. The program is intended to enhance the interactions among Army technical staff, the academic community, and the private sector; support technology transfer; and provide learning experiences for the ORISE program participants.

FACULTY PARTICIPATION PROGRAM

Provides field opportunities to college and university faculty in the areas of science, mathematics, engineering and other technical fields. Faculty members receive a monthly stipend based on their regular salaries.

KNOWLEDGE PRESERVATION PROGRAM

Provides opportunities for retired professionals to assist in avoiding the critical shortages in technical expertise as large numbers of professionals retire. The individual will be paired with postdoctorates, junior researchers, and other staff in order to preserve the knowledge that is critical in meeting current and future program commitments.

To initiate this program, organizations should identify educational requirements and provide an overview of the project.

Call or submit your request to the Program Coordinators.

Please Visit our Website
www.ORAU.org/Maryland

Ms. Joanne Rasnake
ORISE Program Coordinator
Commercial (410) 306-9206
Joanne.Rasnake@ORAU.org

Dr. Paul R. Thies
USAEC Program Coordinator
DSN: 584-3206
Commercial (410) 436-3206



<http://www.aec.army.mil>



US Army Environmental Command's ORISE INTERNSHIP INFORMATION



ORISE INTERNSHIP PROGRAM AT USAEC

The training program is the cornerstone of the internship. This training includes the orientation course, formal short courses, hands-on training and professional conferences. The mentor outlines the training in an Individual Development Plan (IDP). The intent of the IDP ensures that the participants have the best learning opportunity possible, and that the host Army organization benefits from the knowledge, skill, and abilities of the participants during their appointment.

USAEC RESPONSIBILITIES

The USAEC Program Coordinator serves as a liaison resolving issues that arise among USAEC, DOE and ORISE. Some of the coordinator's other duties include approving certification and selection forms for USAEC, establishing guidelines for estimating costs, and ensuring that adequate training experience opportunities are provided to all USAEC participants.

The ORISE Maryland Program Representatives are responsible for coordinating the funding transfers between USAEC and DOE/ORISE, finalizing USAEC intern program descriptions, reviewing and recommending stipend rates to the selecting officials, as well as other duties.

Selecting Officials are responsible for identifying their program needs in terms of educational level and field of study and providing a program description and funding source to the ORISE Maryland Program Representative. Other duties include reviewing ORISE candidates' applications and identifying candidates for appointments, determining stipend rates, appointing mentors for candidates, and endorsing requests for the renewal of appointments.

Mentors are appointed by the Selecting Official. The Mentor provides much of the hands-on technical training, day-to-day guidance, and intern support, and helps the participants settle into their new location.

- ✦ Participants in ORISE programs at USAEC are not employees. Participants are appointed to gain hands-on experience by conducting research. The USAEC Program Coordinator provides oversight of the ORISE program to ensure appropriate training and research experiences for participants. U.S. citizenship is required.
- ✦ Certain travel and relocation expenses may be reimbursed by the ORISE program to participants who submit appropriate documentation. The Selecting Official may set a limit at the time of selection. The first year overhead rate is budgeted at 30%. Subsequent years will be estimated at 26% and charges will not exceed this rate.
- ✦ The appointment period for postgraduate research participants is limited to three one-year appointment periods. Postdoctorates are limited to four one year appointments. Participants may be assigned to locations internal and external to USAEC.
- ✦ Faculty appointments can be made during the summer or academic year; full-time and part-time appointments are available.
- ✦ Participants must have health insurance coverage prior to appointment; coverage is at the expense of the participant. Health plan coverage is offered to post-graduate participants.
- ✦ Payments to the participant are considered stipends and not salaries. The Selecting Official generally sets a stipend rate commensurate with the salary for an individual entering federal service with a similar education background.
- ✦ Selecting Officials may provide tuition assistance for participants' continuing education but are not required to do so. Participants are eligible to receive monetary awards.
- ✦ 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.
- ✦ Since the interns are not employees of the Center, they do not formally earn annual or sick leave. Recognizing their "breaks" in academic calendars are desirable and routinely

observed by colleges and universities, the following guidelines are established for participants under a 12-month appointment.

- ✦ Up to 13 days per year of absence, excluding weekends and scheduled holidays observed at USAEC without a reduction in the participant's stipend.
- ✦ Up to 13 days per year of absence are permitted for illness without a reduction in the participant's stipend.
- ✦ Emergency leave for serious family illnesses, death etc., is to be handled on a case-by-case basis.
- ✦ These absences are at the discretion of the participant's mentor. Proportional adjustments in granting absences are to be made for appointments of more or less than 12 months.
- ✦ The Selecting Official and/or the Mentor and participant may agree to "unofficial compensatory time," but ORISE has no mechanism for awarding compensatory time or overtime. (This is a USAEC guideline.)
- ✦ At the completion of each appointment period, participants are required to complete a questionnaire for ORISE that includes an abstract of the research conducted during their appointment. The Mentor is encouraged to prepare a letter of recommendation describing the overall knowledge, skills, abilities, and performance of the participant. The Mentor should give the original to the participant for their future employment searches.

CONTACT US

ORAU Maryland
4692 Millennium Drive
Suite 101
Belcamp, MD 21017

FAX (410) 306-9306
www.ORAU.org/Maryland
ORAUMaryland@orau.org