



ENVIRONMENTAL MANAGEMENT PARTICIPATION PROGRAM

MENTOR'S HANDBOOK

Administered by



Oak Ridge Institute for Science and Education
Operated by
Oak Ridge Associated Universities

(A management and operating contractor for the U.S. Department of Energy)

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PROGRAM OVERVIEW

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.

The ORISE program offers an excellent opportunity for the Army to help develop the environmental education critical to technical infrastructure of the nation. Those who complete this program may be available for employment with Army organizations, Army contractors, and civilian agencies.

Under Executive Order No. 12821, Improving Mathematics and Science Education in Support of the National Education Goals, dated November 16, 1992, all departments and agencies that have a scientific mission and employ significant numbers of scientists, mathematicians, and engineers are directed to establish training and educational programs to advance science and mathematics to meet the National Education Goals. The EO specifically mentions DOE and encourages it to help in the development of these programs. These activities include the ORISE participation program, and DOE has indicated a willingness to assist other federal agencies to establish similar programs. The ORISE-EMPP is designed to meet these objectives.

The program includes technical training for future environmental professionals, both during the formal academic education and as postgraduates. To ensure the best possible educational opportunity, all ORISE participants must complete an Individual Development Plan (IDP) that documents a formal training program to include both formal classes and structured field experience. (Appendix C)

Student Environmental Management Participation Program provides high school (juniors and seniors), technical institute, college, or university (undergraduate and graduate) students the opportunity to participate in scientific and technical activities associated with USAEC or other Army installations. The program offers students the opportunity to enhance their educational development by gaining practical experience closely related to their academic pursuits. Because this initiative is directed at full or part-time students, it is set up to accommodate a variety of levels of participation. These levels are identified on the Participation Pattern Schedule Form (Appendix F). Suggested pattern changes are: (1) at the beginning of the Fall term, (2) at the beginning of the Winter (holiday) break, (3) at the beginning of the Spring term, and (4) at the beginning of the Summer term.

Postgraduate Environmental Management Participation Program provides recipients of associate's, bachelor's, master's, and doctorate degrees, or postdoctoral credentials in an appropriate science, engineering, or technology discipline the opportunity to participate in related research and development activities associated with USAEC or Army installations. The program is intended to enhance the participants' background and experience and allow them to contribute to their chosen field of study.

The Certificate Environmental Management Participation 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 experience closely related to their academic pursuits.

The Faculty Participation Program provides research opportunities for primary and secondary educators, as well as college and university faculty participants in areas of science, mathematics, engineering, and other technically related fields. Faculty members receive a monthly stipend based on their regular salaries. Participants with sabbatical leave appointments are expected to have at least one-half of their salary paid by their home institutions. These appointments can be for 10 to 12 weeks during the summer, for a semester during the school year, or in the case of a sabbatical, for a period up to a year.

ELIGIBILITY

Student applicants must be in good academic standing (maintaining a minimum GPA of 2.5) and currently enrolled in a high school, college or university taking a minimum of 12 credit hours per academic year.

Postgraduate applicants should have received a degree in an appropriate math, science, engineering, or technology discipline within three years of the desired starting date or expect to complete all requirements for such a degree prior to the desired starting date.

Certificate applicants are considered eligible if the following conditions are met: (1) Applicant holds a bachelor's or higher degree in a math, science or engineering discipline, (2) Certificate Program is related to or complements prior degree, and is also in a math, science or engineering discipline, (3) Certificate Program must be offered by an accredited academic institution, (4) Credits must be earned through on-campus instruction or high quality distance learning medium with instructor, (5) Certificate must require a minimum of 30 semester credit hours or the equivalent, (6) Certificate must have been earned within one year of start date in research participation program. Applicant may start in research participation program if he/she has completed at least half of the certificate course work and takes at least 12 credit hours per academic year to finish the certificate while an ORISE participant.

This is an equal opportunity program open to all qualified U.S. citizens without regard to race sex, religion, color, age, physical or mental disability, national origin, or status as a disabled veteran or veteran of the Vietnam era.

RESPONSIBILITIES

ORISE Representative:

The ORISE Representative at USAEC is responsible for the day-to-day management of the Environmental Management Participation Program.

- (1) Coordinate the Environmental Management Participation Program with USAEC/DOE.
- (2) Advertise the opportunities made available by the program to installations.
- (3) Receive requests for participants from installations.
- (4) Coordinate availability of candidates.
- (5) Forward potential candidates' applications and supporting information to installation selecting official for review.
- (6) Coordinate appointments with ORISE and installations.
- (7) Review and recommend stipend rates to installation selecting official.
- (8) Provide assistance to installation selecting official in preparing cost estimates.
- (9) Provide liaison resolving issues which arise between ORISE, installations, and USAEC.
- (10) Conduct follow-ups with participants.
- (11) Provide program analysis and future projects as requested.
- (12) Schedule the necessary basic level environmental training for participants.

PROGRAM Coordinator

The Program is the Army official responsible for the Army Program.

USAEC, Resource Management Division:

- (1) Coordinate and accept funding transfers from installations.

- (2) Prepare funding transfers to DOE.
- (3) Provide cost analysis information for official funding reports (i.e. 218 report).

INSTALLATION SELECTING OFFICIAL:

The selecting official is the Army official responsible for requesting support from ORISE.

- (1) Provide the Request for ORISE Support Form, to include a project description, to the ORISE Office. (APPENDIX A). If identifying a need for auto insurance, also complete the forms in Appendix G.
- (2) Provide a Military Interdepartmental Purchase Request (MIPR), DD Form 448 to Commander, U.S. Army Environmental Command, ATTN: IMAE-FHB, 5179 Hoadley Road, Aberdeen Proving Ground, MD 21010-5401, DSN 584-1642, Commercial (410) 436-1642, Fax (410) 436-2008.
- (3) Review candidate applications and identify candidates for appointment.
- (4) Determine the stipend rate for the candidate based upon stipend guidelines for the assigned location. Consider assistance to offset relocation expenses for participants.
- (5) Appoint a mentor to selected candidate (must be a government employee).
- (6) Inform the ORISE Office of any anticipated changes to a participant's status (i.e., mentor and/or selecting official change, schedule modifications, etc.).
- (7) Provide oversight to the selected participant, e.g., orientation, compliance with IDP, project assignments, project evaluations. Assign meaningful research project(s) that relate to the participant's field of study.

MENTOR

The key Army person in the ORISE-EMPP is the participant's mentor. The host organization and/or selecting official will identify a mentor for each program participant. The mentor may be the first line official or an action officer in the same group. The mentor will provide much of the technical hands-on training and assist the participant with the logistics of getting settled in a new location. Mentors must be government officials.

Mentors should be volunteers with a sincere interest in directing the participant through their research project.

- (1) Inform the ORISE Representative of any anticipated changes to a participants' status.
- (2) Prepare IDP (see Appendix C) for participant's project description within 30 days of assignment and forward to the ORISE Office, P.O. Box 53, APG, MD, 21010-0053. ORISE will obtain Program Coordinator approval and return approved copy for your records.
- (3) Provide a copy of the project description to the participant.
- (4) Provide participants with appropriate orientation and environmental, safety, and health training pertaining to individuals assigned to Army approved installations. Assist them in becoming established as functional members of the group to which they are assigned by providing appropriate office and laboratory space, facilities, technical and clerical support, access to necessary equipment, computer and/or building access, ID card, etc.
- (5) Provide much of the technical hands-on training of the participant, provide guidance in day-to-day activities, and generally help the participant with the logistics of getting settled in a new location.
- (6) Coordinate with the ORISE Office if government auto insurance is required.

In conjunction with the Installation selecting official, the mentor may be required to:

- (1) Provide USAEC with information on the types (students, postgraduates, faculty) of appointments desired and the amount of funding available for each. (Appendix A)
- (2) Assist ORISE Representative at USAEC in finalizing project description for newly identified research assignments.
- (3) Provide a Military Interdepartmental Purchase Request (MIPR), DD Form 448 to Commander, U.S. Army Environmental Command, ATTN: IMAE-FHB, 5179 Hoadley Road, Aberdeen Proving Ground, MD 21010-5401, DSN 584-1642, Commercial (410) 436-1642, Fax (410) 436-2008 (see Appendix B). **Funding must be provided to USAEC in a timely manner to ensure recommended start dates are possible.**
- (4) Review candidates' application and identify candidates for appointment.
- (5) Determine the stipend rate for the candidate based upon stipend guidelines for the assigned location.

RECRUITING

Recruiting of potential participants can be accomplished by the host organization, ORISE, or the USAEC. The determination of eligibility and appointment of the participant will be made by ORISE. Inbound travel may be authorized for postgraduate participants moving outside a 60-mile radius of a facility. Student participants are **only** eligible for mileage reimbursement.

APPLICATION & SELECTION PROCEDURES

The USAEC and ORISE will advertise the program. The USAEC will coordinate the program with other U.S. Army installations. Requests for participants along with recommendations of individuals for participation will be collected by USAEC from other Army installations and sent to ORISE for action. The ORISE Office will solicit applications from technical colleges, universities, community colleges, minority institutions, and accredited schools. Applications will be collected, processed, and reviewed for eligibility and completeness by ORISE. All eligible applications will be submitted to the installation for review. The final approval of participants will be made by USAEC and ORISE based upon the host installations recommendation in cooperation with ORISE. Those selected will be offered appointments by ORISE.

Consideration should be given to a variety of factors to include, but not limited to: (1) scientific and technical background and experience; (2) academic records; (3) recommendations; (4) compatibility of the applicant's background with the interests of the installation; and (5) the availability of funds, programs, staff, and facilities.

CONDITIONS & OBLIGATIONS

All contingencies of an appointment offer must be met before a selected applicant can begin an appointment. For example, if an appointment is offered to an applicant with an associate degree, the college must present acceptable evidence that the applicant has completed all the formal academic requirements for such a degree before an appointment can begin. **All contingencies identified in the appointment offer must be met before a participant's stipend check will be released.**

In cases where assignments require a security clearance, the security office of the selecting activity will be responsible for obtaining clearances for participants.

Participants will become administratively associated with ORISE through an offer letter and the Terms of Appointment. **Only ORISE can authorize a participant to begin an appointment.** Mentors and installation officials must ensure the participant have written authorization to begin their appointment. Participants will receive appointment offers at Army installations and will not enter into an employer/employee relationship with USAEC, the host installation, ORAU, ORISE, DOE, or any other office or agency.

Initial appointments will be for a period of up to one year. Student appointments are renewable yearly upon verification of eligibility (i.e., 12 credit hours per academic year, minimum GPA 2.5). Postgraduate appointments may be renewed up to two additional years. Postdoctorate appointments may be renewed up to three additional years. Part-time appointments can also be made. All appointments are made subject to the availability of funds and may be terminated at any time due to lack of funding.

In order to assure that participants have a common understanding of the Army and its mission and to provide advanced training in specific environmental technologies, all participants are required to attend a technical orientation course (ORISE/Army 101 Orientation Course) at USAEC. The training curriculum (APPENDIX E) is at the discretion of USAEC. Participants will be on appointment during the training session and receive stipends. The course registration fee and travel is funded by USAEC.

TRAINING PROGRAM

The training program is the cornerstone of the ORISE program. This training includes the ORISE/Army 101 Orientation Course, formal short courses, continuing hands-on training, and professional conferences. The training program is outlined in the IDP, which serves as an understanding between the participant, the host organization and USAEC. The intent of the IDP is to ensure that the participant has the best learning opportunity possible, and that the host Army organization benefits to the maximum extent possible from the knowledge, skill, and abilities of the participant during the appointment period.

ORISE/ARMY 101 ORIENTATION COURSE

Each ORISE participant will attend a one-week orientation course (see syllabus Appendix E) at the USAEC as soon as practical, but always in the first year. This orientation will include introduction to the Army mission and organization, the environmental program, and specific training related to the assignment.

SHORT COURSES

Appropriate short courses will be identified in the IDP and funded by the host installation, subject to available funding. These short courses may be government-sponsored courses or commercially available courses. The participant is expected to satisfactorily complete each sponsored course.

PROFESSIONAL CONFERENCES

During the participant's ORISE experience, the participant should be afforded the opportunity to attend professional conferences. It is recommended they be allowed to travel to at least one national/regional or one state/local conference.

FACILITY EXPERIENCE

The field training associated with technical training experience is the major benefit to both the participant and the Army organization. Field training should center as much as possible around the stated goal of the IDP.

ACADEMIC PARTNERING

Installations are encouraged to partner, where appropriate, with institutions of higher learning to provide additional mentors to help develop the participant's required research project. This help could result in publishable research which will provide the participant with tangible enhancement to his/her vita and enhance the participants opportunities for further graduate study while advertising the quality of the Army's environmental program to the academic and scientific communities.

ADMINISTRATION

STIPEND

The participants are not employees of the government USAEC, DOE, ORISE/ORAU, etc. They are appointed to facilities through the ORISE Program to participate in the research and development activities of the host installation and receive a stipend. The stipend range for participants is as follows:

Student (GS-3 to GS-5) step 3
Associate (GS-4) step 3
Bachelor (GS-5 to GS-7) step 3
Master (GS-7 to GS-9) step 3
Doctorate (GS-9 to GS-11) step 3

Stipend rates are evaluated for consistency during the annual renewal process. Upon evaluation, increases in stipend may be considered. Increases outside the annual cycle will be considered on a case-by-case basis. All stipend increases are subject to approval by the USAEC ORISE Program Coordinator. The locality rate in effect at the assigned location is authorized.

ABSENCES

Since participants are not employees, they do not formally earn annual or sick leave. Recognizing that "breaks" in academia calendars is desirable and routinely observed by colleges and universities, the following guidelines are established for full-time participants:

- (1) Up to 13 days per year of absence, excluding weekends and scheduled holidays (e.g. Federal holidays) observed at Army installations, are permitted without reduction in the participant's stipend.
- (2) Up to 13 days per year of absence are permitted for illness without a reduction in the participant's stipend.
- (3) Emergency leave for serious family illnesses, death, etc., are to be handled on a case-by-case basis.

These absences are at the discretion of the participant's mentor. Proportional adjustments in the granting of absences are to be made for appointments of more or less than 12 months.

PARTICIPATION SCHEDULE

The participation schedule is established by the participant and the mentor and generally follows the operating hours of the facility where the participant is assigned. Since the participant is not an employee, no provisions are made for overtime pay. Periodic adjustments to the participant's schedule may be agreed to by the mentor and the participant. If a schedule change is needed (i.e., full-time to part-time or part-time to full-time), the participant and mentor should complete a Participation Pattern Schedule Form (Appendix F). Schedule changes should be submitted to the ORISE Office at least 10 days prior to the effective date of the change.

AWARDS

Participants are eligible to receive certificates and monetary awards for scientific and/or technical contributions. Mentors must provide to the ORISE Office a justification to include the participant's name, contribution and impact, the recommended amount and MIPR to be charged, and what address the award check should be forwarded. Awards may be mailed to the participant's home or installation address for the mentor's presentation. Please allow 30 days for processing. Awards may only be given to active participants.

TERMINATION

Participants can be terminated from the program at the discretion of the selecting official at the host organization. The selecting official/mentor is encouraged to treat the participant with the same due process and counseling given to Federal employees. The selecting official should notify USAEC of the potential termination of the participant. The contact can be made via fax to the ORISE Representative.

REPORTING

Individual Development Plan. As stated before, the keystone of the ORISE Program is the training program, as described by the IDP. The ORISE Representative can assist sponsoring organizations in preparing the IDP. The IDP will be submitted to USAEC within 30 days of assignment to the host organization. The IDP will be reviewed at least annually or as required. Changes to the IDP during the annual review are expected to reflect the progress and needs of each participant. Sample IDP is included as APPENDIX C.

Annual Review. The sponsoring organization will complete an Annual Review of the participant's progress (Appendix D Part III). This review will include progress in achieving the IDP, and a summary by the participant describing the accomplishments achieved by the participant.

Final Review. At the completion of the ORISE appointment, the mentor is encouraged to prepare a Letter of Recommendation describing the participant's overall knowledge, skills, abilities and performance. The original will be given to the participant for future employment searches. In addition, the participant is expected to complete the Annual Review and/or submit a final report to the facility, including an abstract of the research conducted during their appointment (APPENDIX D Part I & II). This report will be used by USAEC and ORISE to evaluate the effectiveness of the program. A copy of this report must be provided to ORISE in order to authorize the release of their final stipend payment.

APPENDIX A

REQUEST FOR ORISE SUPPORT

MEMORANDUM FOR Commander, U.S. Army Environmental Command, ATTN:
IMAE-FHB, Aberdeen Proving Ground, MD 21010-5401

SUBJECT: Request for ORISE Support

1. Request your support in appointing Oak Ridge Institute for Science and Education (ORISE) participants to the ____ (div/ofc)____, ____ (branch)____, of this organization.
2. The following information is provided:
 - a. Project Area: (i.e., Environmental, Natural Resources, Cultural Resources, Remediation, Pollution Prevention, etc). Will participant be providing research on a specific project to gain specific experience, or will the participant be providing research on a variety of projects to gain general experience?
 - b. Number of participants desired
 - c. Educational background required (i.e. degree disciplines and level of degrees)
 - d. Selecting Official: Name, phone number, fax number, and email address
 - e. Mentor: Name, phone number, fax number, and email address
 - f. Complete mailing address (include building number and **county**)
 - g. I do/do not have a candidate in mind for appointment (If so, please name.)
3. Brief description of required project: (This information will be used to develop a project description. The description is used in advertising, if required. A draft will be forwarded for your review/approval prior to finalization.)
4. Automobile insurance information is/is not requested. If known at this time, please indicate if the individual selected for an appointment should be covered under this insurance. (This insurance is for liability coverage for government vehicles. The candidate must meet insurance carrier requirements.)
5. Was MIPR submitted to USAEC? (Allow ten working days for USAEC to complete, approve, and reissue MIPR to DOE.) If not submitting a MIPR, please identify your funding source.
____ Yes, already submitted (include date submitted) _____ Being prepared.
Provide an information copy to Donna Laird, Fax (410) 306-9306.
6. My signature represents that I will comply with the program guidelines as mentioned in the Mentor Handbook. I understand that the selected individual will not begin in the program until the participant receives an official offer letter from ORISE.

/s/

Signature Block

Submit request to ORAUMaryland@orau.org, Fax (410) 306-9306, or to the address listed above.

APPENDIX B

PREPARATION OF MIPR, DD Form 448

PROCEDURE:

To ensure that DD Form 448's (MIPR) are processed in a timely and correct manner, adhere to the following procedures:

- 1) Installation selecting official will request ORISE Program Representative to provide cost estimate for program participants. Estimate will include a 4% fee to cover training costs for Orientation Course offered at USAEC. The 4% fee is charged for the first year only. Renewals beyond the first year and seasonal assignments are not assessed this fee.
- 2) All DD Form 448's will be approved and initiated by the installation selecting official. The MIPR will be prepared and accepted as a reimbursable order.
- 3) The funding document will be forwarded to the address below. [**Allow 10 working days for completion, approval, and re-issue of the MIPR to DOE.**]

ADMINISTRATIVE DATA FOR THE PREPARATION OF MIPR, DD Form 448

MIPR should be sent to:

**Commander
U.S. Army Environmental Command
ATTN: IMAE-FHB (Maggie Daniel)
5179 Hoadley Road
Aberdeen Proving Ground, MD 21010-5401
Telephone: (410) 436-1642/DSN 584-1642
Fax: (410) 436-2008/DSN 584-2008**

SUGGESTED WORDING FOR MIPR:

Funding is provided for the appointment of a research participant through the Oak Ridge Institute for Science and Education.

BREAKOUT FOR USE OF THE FUNDING:

(i.e. \$ _____ stipend rate; \$ _____ relocation, if applicable; _____ AEC administration; _____ ORISE burden).

USAEC suggests using a stipend rate which would be commensurate with the candidate if they entered Federal Service (Bachelor's - GS-5/7, Master's - GS-7/9), at the step 3 rate based upon the installation's locality rate (if applicable).

Example:

Stipend	\$26,064	(\$2,172/mo)
Relocation	<u>0</u>	
Sub-total	\$26,064	
ORISE burden	6,777	(26 %, provisional)
*AEC admin	<u>1,043</u>	(4 %)
Total	\$33,884	

The USAEC administrative costs will be used to pay travel costs associated with your candidate to attend their EMPP ORISE/Army 101 Orientation Training Course.

The remaining statements included on the MIPR are standard (i.e., Economy Act Statement, date of expiration, etc.)

If you have any questions, please call Ms. Maggie Daniel at (410) 436-1642, or Ms. Donna Laird at (410) 306-9200.

Please furnish a copy of the MIPR by fax to:

Ms. Donna Laird
Fax: (410) 306-9306

APPENDIX C

**INDIVIDUAL DEVELOPMENT PLAN (IDP)
Example Format**

1. Name: (ORISE-EMPP participant)

a) Installation and Address: U.S. Army Environmental Command,
ATTN: IMAE-TSP, Aberdeen Proving Ground, MD 21010-5401

b) Telephone/Fax: DSN-863-5422/ DSN-863-1234

c) Training Assignment: Natural Resources Program

d) Mentor: John Doe

e) Entry date to this Command:

2. Period Covered: 1 Jul 01 through 30 Jun 02

3. Purpose of IDP:

a. To identify training and developmental needs that are required to successfully complete my research as a participant in the ORISE Environmental Management Participation Program.

b. To develop a training program that will enhance my current areas of technical expertise and develop technical expertise in other areas.

4. Formal Courses Received to Date: (Applicable to Program)

	<u>Date Received</u>
a. Environmental Planning	Jun 01
b. Computer Mapping and Graphics	Apr 02

5. Formal Courses Required: (Listed below in priority with emphasis given to providing 120 hours of training each fiscal year.)

	<u>Date Requested</u>	<u>Hrs.</u>
a. General GIS Courses	Jun 02	16
b. Management Practices of GIS	Jun 02	24

6. Local Installation Training:

- a. Ethics
- b. Security Awareness
- c. Contracting for Scientist & Engineers

7. Developmental Training Assignment Objectives:

- a. Acts Database Training
- b. Natural Resources Impact Training

8. Concurrence:

- a. ORISE Participant: _____ Date: 00/00/00
Signature
- b. Mentor: _____ Date: 00/00/00
Signature
- c. ORISE Program Coordinator: _____ Date: 00/00/00
Paul R. Thies, Ph.D.

PLEASE FORWARD TO:
Ms. Evelyn Rychwalski
ORISE, 4692 Millennium Drive, Suite 101, Belcamp, MD 21017 or Fax (410) 306-9306
NLT 30 days after the first day of the appointment period.

APPENDIX D

ANNUAL REVIEW PART I
Example Format (To be completed by the Participant)

ACHIEVEMENTS FOR THE ORISE-EMPP PARTICIPANT
(21 Jul 01 - 30 Jun 02)

ACCOMPLISHMENTS:

In Lieu of an itemized list of accomplishments a report on your research project may be submitted

- Participated in the preparation of the RCS-1383 Report
- Participated in a noise survey at the small arms range
- Participated in the reviewed of the ISCP and SPCCP
- Prepared After Action Reports following my training classes
- Participated in the development of an Asbestos Management Plan
- Participated in the development of the installation R&D needs report to the MACOM
- Participated in preparation of Environmental Quality Control Committee meetings
- Participated in preparation for the Environmental Compliance Assessment System (ECAS) external on-site assessment

OTHER:

- Received Spill and NOV information and answered questions on Spill/NOV from AEO
- Assisted Installation personnel by providing information in the following areas:
 - a. Recycling information
 - b. Army Compliance Tracking System (ACTS) information
 - c. NOV/SPILL Reporting information

REMARKS:

CONCURRENCE:

- a. ORISE: Participant _____ Date: 00/00/00
Signature
- b. Mentor: _____ Date: 00/00/00
Signature

APPENDIX D

Continued

**ANNUAL/FINAL REVIEW FORMAT
PART II**

ORISE PARTICIPANT QUESTIONNAIRE
(To be completed by the participant)

QUESTIONNAIRE INSTRUCTIONS: Please complete the questionnaire and give one copy to your mentor. Completed renewal paperwork, mentor and participant questionnaires, should be submitted by fax, (410) 306-9306 NLT thirty (30) days prior to renewal period. If terminating your appointment, please fax completed questionnaires/summary at least two weeks prior to the termination date. If you have questions please call Ms. Evelyn Rychwalski at (410) 306-9200.

Name: _____ Date: _____

Check one:

- Requesting Renewal**
 Terminating (If terminating, please give effective date of termination)
(_____)

1. Did your research appointment meet your expectations? (Circle One) On a scale from one to ten please rate.

Did not meet expectations 1 2 3 4 5 6 7 8 9 10 Met expectations

Briefly describe the research you conducted as a participant during the past year.

2. What formal training did you receive during the past year? Please describe and list any courses and hours per course.

3. What types of informal training did you receive during the past year? From whom?

4. Did you earn a degree during the past year? ____ Yes ____ No. If yes, what degree?

(Circle One) AS BS MS Ph.D. Other: _____

What discipline? _____

5. Please rate the quality of administrative support you received from ORISE.

(Circle ONE)

Low 1 2 3 4 5 6 7 8 9 10 High

Comments:

6. If you are requesting a renewal of your appointment, please indicate the following:

a. For what length of time are you requesting renewal (maximum 12 months)? _____

b. What research do you propose doing during your renewal period?

7. Please comment on the overall research experience you received as it relates to your objective. _____

8. Has this appointment contributed to your objective? Please Rate.

(Circle ONE)

Low 1 2 3 4 5 6 7 8 9 10 High

9. If you are terminating your ORISE appointment, please indicate why:

___ **Return to school.**

What school? _____
Pursuing what degree? _____
In what discipline? _____

___ **Employment**

Name of employer? _____
Is this a government position? Yes or No
If so, indicate: ___ Federal ___ State
Job Title? _____
Retained Under Contract (at current facility) ___ Yes ___ No

___ Armed Services

___ 3-Year Limit

___ **Other reason.** Please specify: _____

If you are terminating, please indicate the preferred method of payment:

___ Electronically Direct Deposit, **OR**

___ Address to which you want final stipend check sent:

Permanent address (indicate address where your 1099 Form should be mailed at the end of the current tax year. Please remember to update this address if it changes).

(Signature)

(Date)

APPENDIX D

ANNUAL/FINAL REVIEW FORMAT
Continued
PART III
MENTOR QUESTIONNAIRE

QUESTIONNAIRE INSTRUCTIONS: Your ORISE participant will give you a completed ORISE Participant Questionnaire when requesting renewal or terminating from the program. Completed renewal paperwork, mentor and participant questionnaires, should be submitted by FAX, (410) 306-9306. If you have questions about the renewal or termination process, please call Ms. Evelyn Rychwalski at (410) 306-9200.

Participant Name: _____

Requesting Renewal _____ (If requesting renewal, what is desired length of renewal period?
#_____ months, maximum 12 months)

Recommended stipend amount for renewal period: \$_____ per month

Terminating _____ (If terminating, what is the effective date of termination)

MIPR submitted to AEC? (Please allow ten workdays for USAEC to complete, approve, and reissue MIPR to DOE)

_____ Yes, already submitted (Please include date submitted), _____ being prepared
_____ Provide an information copy to Donna Laird, Fax (410) 306-9306.

Why do you wish to renew this participant's ORISE appointment? _____

How effective was this ORISE participant at conducting research under your mentorship?

Evaluate the contribution of the participant to your specific research project.
(On a scale from 1 to 10 please rate by circling the number that corresponds)

Low 1 2 3 4 5 6 7 8 9 10 High

Comments: _____

How effective was your relationship with the participant in enhancing his/her skills or knowledge?

(Circle One)

Low 1 2 3 4 5 6 7 8 9 10 High

Comment: _____

Please rate the quality of ORISE administrative support:

(Circle One)

Low 1 2 3 4 5 6 7 8 9 10 High

Comments: _____

(Signature)

(Date)

APPENDIX E

COURSE SYLLABUS

Day 1

Your Army

Introduction & Overview

Organization of the Army

Role of Army

Civilian Leadership Army Staff

Major & Unified Commands

Conservation

Introductory Remarks

ORISE

Overview of ORISE

Procedures

Questions & Answers

Day 2

Military History

History of U.S. Army

Customs & Traditions

Equipment Display

Hands-on demonstration of field gear

Tactical Army Units & Equipment

The Tactical Units & Staff

Soldiers

Enlisted Soldiers

Noncommissioned Officers

Commissioned Officers

Customs and Courtesies

Day 3

Tactics

Military Tactics and Strategies

Brigade Fight

Training

TRADOC & Service Schools

Training Units

Day 4

Installation Staff

Installation Staff Functions

Engineer Staff Functions

Sustainable Range Program (SRP)

Integrated Training Area Management (ITAM)

Army Environmental Program

National Environmental Policy Act (NEPA)

Natural Resources

Cultural Resources

Public Affairs

Staff Exercise

Day 5

Staff Exercise Conclusion

