



ENVIRONMENTAL MANAGEMENT PARTICIPATION PROGRAM

PARTICIPANT'S HANDBOOK
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Administered by



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

AEC Participant Handbook
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OVERVIEW

PURPOSE

The U.S. Army Environmental Command's (USAEC) Environmental Management Participation Program (EMPP) is designed to train scientists, engineers, and technologists for environmental programs, projects and activities on U.S. Army installations. It is administered by the Oak Ridge Institute for Science and Education (ORISE), which is operated by Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 86 colleges and universities and a management and operating contractor for the U.S. Department of Energy (DOE).

BACKGROUND

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 have a formal training program that includes both formal classes and structured field experience at Army installations worldwide. The participant's practical research activity includes field assignments and applied hands-on contribution to installations.

PROGRAM COMPONENTS

The 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 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 D). 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.

The 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 activities associated with USAEC or supported installation. 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 Environmental Management 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 (minimum GPA of 2.5) and be 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 science or engineering 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.

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.

PROGRAM HIGHLIGHTS

STIPENDS

As a participant in a program administered by ORISE, you receive monthly stipend payments from ORAU. A stipend schedule was developed by USAEC in cooperation with ORISE and stipend rates are based upon educational background with consideration given to related experience. Stipends for part-time appointments are prorated based on the percentage of full-time participation.

Stipend rates are evaluated for consistency during the annual renewal process. Upon evaluation, increases in stipend may be considered. All stipend increases are subject to approval by the USAEC ORISE Program Coordinator.

Stipends paid to you will be reported by ORAU to the Internal Revenue Service as Miscellaneous Income or as Fellowship Awards. However, no income taxes will be withheld by ORAU. It is the responsibility of each participant to determine what taxes need to be paid.

TRAVEL

Participants will be eligible for reimbursement for round-trip travel expenses to the ORISE/Army 101 Orientation Course, for travel to scientific meetings, and/or other travel related to their appointments. Reimbursement will be according to the ORISE Travel Policy. Travel Authorization Request (TAR) Forms (Appendix E) must be coordinated with the ORISE Maryland Office at least 10 days prior to the requested travel date.

All foreign travel requests for a participant must be coordinated with the ORISE Maryland Office at least 75 days prior to the planned travel. Outside of the continental U.S. (OCONUS) travel does not include Hawaii, Alaska, Puerto Rico, and the Midway Islands (to include Wake Island).

All travel must be approved by the mentor, USAEC, and ORISE.

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) An additional 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.

PARTICIPANT SCHEDULE

Appointments involve a full-time or part-time commitment to the program; therefore, participation must be conducted in a manner, according to the agreed upon time schedule, that meets the overall requirements of USAEC and the assigned location. The participant schedule is established by the participant and the mentor, and generally follows the operating hours of the facility where the participant is assigned. Periodic adjustments to the participant's schedule may be agreed to by the mentor and the participant. If a part-time schedule is needed, participant/mentor are required to complete a Participation Pattern Schedule Form (Appendix D) and forward the completed form to the ORISE Maryland Office, at least 10 days prior to the effective date of change to ensure your monthly stipend payment is accurately reflected.

The mentor and participant may agree to "unofficial compensatory time" but ORISE has no mechanism for awarding compensatory time or overtime.

ADMINISTRATION

IDENTIFICATION CARDS

Each participant should receive a civilian ID card from their host activity. The card may be issued in the form of “contractor status.” The Memorandum of Agreement number or contract number is 0969-0969-93.

APPOINTMENT PERIOD

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. Postdoctoral appointments may be renewed up to three additional years. Part-time appointments can also be made. All appointments are subject to the availability of funds and may be terminated at any time if funding is not available.

CONDITIONS AND OBLIGATIONS

All contingencies identified in the appointment offer must be met before a participant’s stipend check will be released. For example, if an appointment is offered to an applicant with a 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.

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

Participants are required to have health insurance coverage prior to, and during, their appointment. Health plans are available through ORISE for postgraduate appointments. Coverage is at the expense of the participant.

Participants are required to sign and abide by the appointment letter, the Terms of Appointment, which includes a disclaimer of liability, and other documents required by USAEC. Pursuant to Title 35 United States Code, Section 212, no provision of the ORISE Terms of Appointment or any other document required by USAEC to be completed by a participant may contain any provision giving USAEC any rights to inventions made by the participant.

ANNUAL/FINAL REPORT

Participants are expected to submit the Annual/Final Review Questionnaire Part I & II (Appendix B) to the ORISE Maryland Office no later than 30 days prior to the end of their renewal date. This review details the participant's accomplishments during the previous year. It also serves to acknowledge the support of USAEC, the host installations and their mentors. Publications and presentations that are related to the participant's accomplishments in the program should be attached and submitted along with the Annual/Final Review Questionnaire.

Participants should acknowledge support by the following statement: "This project was supported in part by an appointment to the Environmental Management Participation Program for the U.S. Army Environmental Command administered by the Oak Ridge Institute for Science and Education through an agreement between the U.S. Department of Energy and USAEC." Failure to comply with Appendix B will impact receipt of future stipend payments.

At the completion of the ORISE program, 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/Final Review Questionnaire (Appendix B), including an abstract of the research conducted during their appointment. **A copy of the abstract and the questionnaire must be provided to ORISE Maryland Office in order to authorize the release of the final stipend payment.**

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 documented in the Individual Development Plan (IDP), Appendix A. In cooperation with your mentor, you can establish a training program which would allow you to obtain a certain type of training, attend a professional meeting, or gain experience with a specific type of research. The IDP documents this program. It serves as an understanding between the participant, the host facility and USAEC. To ensure the best possible educational opportunity, all ORISE participants must have a formal training program that includes both formal classes and structured field experience. The participant's practical research activity includes field assignments and applied hands-on contribution to installations. **This plan must be received in the ORISE Maryland Office not later than 30 days following the first day of an appointment period.**

ORISE/ARMY 101 ORIENTATION COURSE

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 sponsored by USAEC. Participants will be on appointment during the training session and will receive stipends.

SHORT COURSES

Appropriate short courses are identified in the IDP and funded by the host facility, 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.

FACILITY EXPERIENCE

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

PROFESSIONAL CONFERENCES

During the participant's ORISE experience, the participant should be afforded the opportunity to attend a professional conference. It is recommended they be permitted to travel to at least one national/regional or state/local conference during their ORISE appointment. The experience in networking and continuous professional improvement, compliment the formal training in the ORISE program.

APPENDIX A

INDIVIDUAL DEVELOPMENT PLAN (IDP)
Example Format

1. Name: (ORISE-EMPP participant)
 - a. Installation and Address:
 - b. Telephone/Fax: (Commercial and DSN)
 - c. Training Assignment:
 - d. Mentor:
 - e. Entry date to this Command: (appointment start date)
2. Period Covered: (appointment period)
3. Purpose of IDP:
 - a. To identify training and developmental needs 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.	
b.	
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>Hr.</u>
a.		
b.		
6. Local Installation Training
 - a. Ethics
 - b. Security Awareness

7. Developmental Training Assignment Objectives:

- a.
- b.

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: ORISE Maryland Office ✦ P.O. Box 53 ✦ APG, MD 21010-0053 or Fax (410) 436-5811 ✦ NLT 30 days after the first day of the appointment period. ✦

APPENDIX B

ANNUAL/FINAL REVIEW PART I
Example Format

ACHIEVEMENTS FOR THE ORISE-EMPP PARTICIPANT

(1 Jul 03 – 30 Jun 04)

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

**ANNUAL/FINAL REVIEW FORMAT
PART II**

ORISE PARTICIPANT QUESTIONNAIRE

QUESTIONNAIRE INSTRUCTIONS: Please complete the questionnaire and give a copy to your mentor. Completed renewal paperwork (mentor and participant questionnaires) should be submitted by fax to the ORISE Maryland Office not later than thirty (30) days prior to renewal period, (410) 436-5811. If terminating your appointment, please fax completed questionnaire/summary at least two weeks prior to the termination date. If you have questions please contact us at (410) 436-4909 or ORISEMaryland@apg.amedd.army.mil.

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 through ten please rate.

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

Comments: _____

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 the ORISE Maryland Office.

(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, indicate reason:

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: _____

10. 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 as the Post Office will not forward this information.

(Signature)

(Date)

APPENDIX C

ORISE/ARMY 101 ORIENTATION COURSE

Each ORISE participant will attend a one-week ORISE/Army 101 Orientation Course. This orientation will include introduction to the Army mission and organization, the environmental program, and specific training related to the assignment. A sample syllabus for the orientation course:

Day 1

Your Army

Introduction & Overview

Military History

History of U.S. Army

Customs & Traditions

Day 2

Organization of The Army

Role of Army

Soldiers

Enlisted Soldiers

Noncommissioned Officers

Commissioned Officers

Customs & Courtesies

Tactical Units & Equipment

The Tactical Units & Staff

Tactical Command & Control

Training/Tactics

Military Tactics & Strategies

Brigade Fight

ORISE

Overview of ORISE

Procedures

Questions & Answers

Day 3

Tactical Sandbox Exercise

Installation Staff

Installation Staff Functions

Engineer Staff Functions

The Army Environmental Program

Training & the Environment

Sustainable Range Program (SRP)/

Integrated Training Area Management (ITAM)

Day 4

Natural Resources

Cultural Resources

Public Affairs

National Environmental Policy Act (NEPA)

Staff Exercise

Day 5

Staff Exercise Conclusion

**APPENDIX D
PARTICIPATION PATTERN SCHEDULE FORM
RESEARCH PARTICIPATION PROGRAM**

(Student's Name)

- PATTERN A:** 20% of Full-time (Ex: 1 eight-hour day per week)
PATTERN B: 25% of Full-time (Ex: 5 quarter days per week)
PATTERN C: 40% of Full-time (Ex: 2 eight-hour days per week)
PATTERN D: 50% of Full-time (Ex: 5 half-days per week)
PATTERN E: 60% of Full-time (Ex: 3 eight-hour days per week)
PATTERN F: 75% of Full-time (Ex: 5 six-hour days per week)
PATTERN G: 80% of Full-time (Ex: 4 eight-hour days per week)
PATTERN H: 100% of Full-time (Ex: 5 eight-hour days per week)

PLEASE INCLUDE DAYS/# HOURS OF PARTICIPATION FOR THE ENTIRE APPOINTMENT PERIOD

1. PATTERN CHOICE: ____ - *MON* ____ *TUES* ____ *WED* ____ *THURS* ____ *FRI* ____

TIME PERIOD: _____ to _____
mm/dd/yy mm/dd/yy

APPROVAL _____
Participant Mentor Program Coordinator

2. PATTERN CHOICE: ____ - *MON* ____ *TUES* ____ *WED* ____ *THURS* ____ *FRI* ____

TIME PERIOD: _____ to _____
mm/dd/yy mm/dd/yy

APPROVAL _____
Participant Mentor Program Coordinator

3. PATTERN CHOICE: ____ - *MON* ____ *TUES* ____ *WED* ____ *THURS* ____ *FRI* ____

TIME PERIOD: _____ to _____
mm/dd/yy mm/dd/yy

APPROVAL _____
Participant Mentor Program Coordinator

4. PATTERN CHOICE: ____ - *MON* ____ *TUES* ____ *WED* ____ *THURS* ____ *FRI* ____

TIME PERIOD: _____ to _____
mm/dd/yy mm/dd/yy

APPROVAL _____
Participant Mentor Program Coordinator