SEAP-CQL Roles and Responsibilities

Deputy Assistant Secretary of the Army, Research & Technology (DASA R&T). The Army Educational Outreach Program Office at DASA R&T establishes program policies to ensure SEAP-CQL programs are planned and executed in alignment with Army, DOD, and Federal STEM Strategic Plan.

Cooperative Agreement Manager (CAM). The CAM has overall technical management and fiscal responsibility of AEOP, and also provides support to LPCs for efficient and effective program execution. The CAM gives the IPA, CLCs and LPCs formal direction. Army personnel who wish to make significant program changes or expand the program scope must submit their request to the CAM for approval. The CAM also manages the obligation of all program funding through the AEOP Cooperative Agreement.

The AEOP Cooperative Agreement (CA) Consortium. The Consortium, formed by the AEOP CA and hereafter referred to as "the Consortium," supports the AEOP in its mission by engaging non-profit, industry, and academic partners with aligned interests. The Consortium centrally manages and oversees the Army's STEM portfolio, collectively markets the portfolio among members, leverages available resources, and evaluates program outcomes to ensure the greatest return on investment in achieving the Army's STEM goals and objectives.

Lead Organization (LO). The LO is responsible for communicating, capturing and reporting program effectiveness by providing program assessment and communications expertise, as well as overall management of the consortium.
- Provides direction on program evaluation efforts and coordinates the conduct of program assessments through IPA; trains IPA to collect relevant program data.
- Coordinates through IPA to ensure SEAP-CQL communications efforts are synchronized with overall AEOP marketing and communications guidelines.
- Receives and distributes program funding.
- Provides accident insurance policy for program participants.

Individual Program Administrator (IPA). The SEAP-CQL program is administered by an IPA, who is a designated member of the Consortium, on behalf of AEOP. The IPA closely works with each participating Army site and the respective LPC to deliver support for the full conduct of every aspect of the program. The IPA's areas of responsibility include:
- Program administration: Assists LPCs and CLCs with program planning and outreach; developing and updating program content for AEOP website; managing application cycles; collecting signed Terms & Conditions in accordance with AEOP Personal Identifiable

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[Information (PII)](#) Guidance sending participants award notifications; facilitating communications & marketing and other.

- Program evaluation: Coordinates and facilitates the assessments of SEAP-CQL programs with LO and LPCs; provides evaluation training when necessary; distributes evaluation instruments and instructions to the LPCs and shares evaluation results across sites through LPCs.
- Fiscal management: Tracks, accounts for SEAP-CQL funding transfers and disbursements; ensures use of effective accounting practices; coordinates, approves and processes stipend payments for all participants.
- Coordinates with CAMs, CLCs, LPCs to ensure successful execution of SEAP-CQL.

Command Level Coordinator (CLC). CLCs provide program and policy oversight for the Army laboratories within their command. CLCs relay the strategic direction, policy updates and changes as well as program timelines to the laboratories within their command to ensure the seamless implementation of the SEAP-CQL programs.

- Serves as a liaison between CAMs, LPCs and IPA to communicate the programmatic and strategic direction of SEAP-CQL and to address concerns and issues with program planning and implementation.
- Ensures Command takes a coordinated approach in the planning, execution and reporting of SEAP-CQL programs.
- Coordinates all major data calls, programmatic or budget changes, and program issues through the CAM.

Local Program Coordinator (LPC). LPCs are responsible for the local management and oversight of SEAP-CQL programs, while regularly coordinating with the IPA and the CLC. LPCs plan and execute programs in alignment with AEOP's strategic and programmatic direction provided through their CLC. The IPA provides resources as well as programmatic and administrative support to help LPC streamline the application, implementation, evaluation and communications processes of their programs.

- Ensures the laboratory is in compliance with Army Program Policies and all relevant regulations ensures the laboratory is in compliance with this SOP document.
- Shares program information (dates, location, grade level, topic, capacity) with IPA and CLC by December and ensures that program application shell(s) and AEOP website reflect accurate program information.
- Solicits Army STEM professionals to serve as mentors.
- Ensures Army S&Es are appropriately trained and vetted prior to participation and have background checks completed as appropriate and required per [AEOP Background Check Guidance.](#)

- Conducts local outreach to target audience in surrounding communities and refers potential program participants to centralized AEOP website and application.
- Selects diverse pool of SEAP-CQL program participants in alignment with [AEOP Priorities & Objectives](#)**.**
- Collects Terms & Conditions containing PII from participants and transfers signed copies to IPA in accordance with AEOP PII Guidance.
- Prepares stipend verification forms in alignment with [SEAP-CQL Stipend Policy](#) and submits them to the IPA.
- Coordinates with budget/resource management staff to effectively accept, manage, transfer and/or spend funds in support of the SEAP-CQL program.
- Disseminates important information in preparation for the program to participants (e.g. safety guidelines and rules, laboratory protocols, program assessments, etc.) and coordinates participant in-processing to include any background or security check requirements.
- Facilitates program evaluations/assessments in coordination with LO through CLC to measure outcomes of SEAP-CQL and ensure data-driven decision-making.

SEAP/CQL Mentor. SEAP and CQL mentors are Army S&Es who engage high school students and/or college students in meaningful STEM projects in an Army laboratory setting.
- Must be appropriately trained and vetted prior to participation in SEAP or CQL
- Assigns real-world STEM project to student, provides project supervision and on-the-job instruction; ensures student familiarity with laboratory, safety and security protocols.
- Educates SEAP-CQL students about AEOP programs and future STEM career pathways in the Army.
- Ensures work assigned to apprentices is meaningful to both the apprentice and the sponsoring agency, tailoring the project to the interests and capabilities of the apprentice, and providing a personally rewarding learning experience for the apprentice.
- Encouraged to facilitate the involvement of apprentices in science fairs, meetings, and exhibitions to provide them with learning opportunities beyond their specific work assignments and give them broader exposure to scientific and engineering fields.
- Coordinates with LPC to ensure SEAP/CQL stipend funds are obligated to the AEOP COA.
- Register as "STEM Professional / Volunteer" (i.e. SEAP-CQL mentor) via the centralized AEOP application.