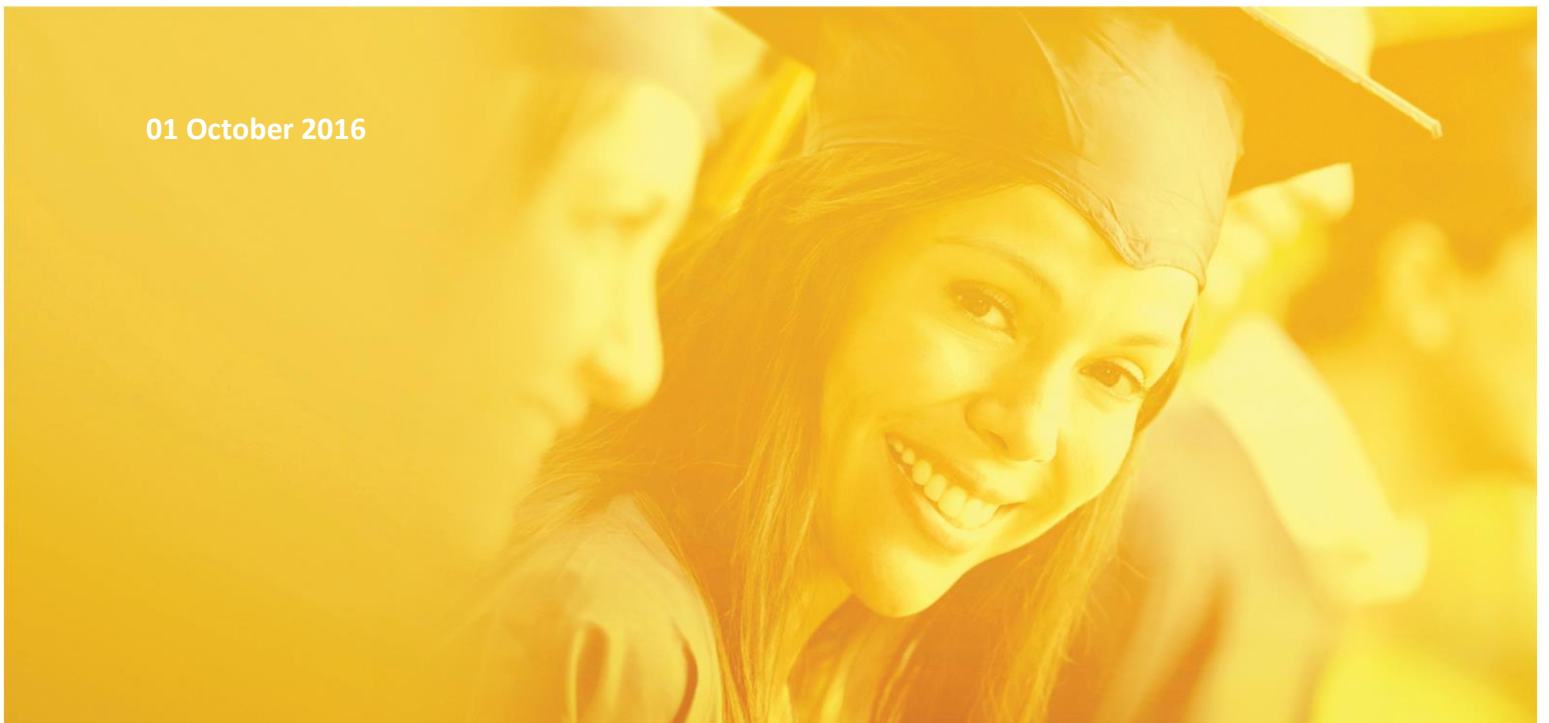




Army Educational Outreach Program
FY 17 SEAP – CQL Stipend Policy



01 October 2016





The purpose of the SEAP-CQL stipend policy document is to provide participating Army laboratories guidelines on how to determine the rates of educational stipends for program participants in the Army Educational Outreach Program’s SEAP and/or CQL programs. Participants in AEOP’s SEAP and CQL programs must meet the minimum criteria outlined in DODI 3218.1. Additionally, this policy document will provide AEOP’s current program administrator of SEAP-CQL, the Academy of Applied Science (AAS), a guiding document to help determine the payment/non-payment of stipend requests. AEOP’s SEAP and CQL operates under the authority of Title 10 U.S.C. Section 2192.

Stipend Policy

Stipends provided to SEAP and CQL participants must align with the standard program stipend scale. A request for a stipend payment that is not in accordance with the stipend scale will result in non-payment. Any missing documentation and information required for payment through program administrator can result in delayed stipend payments to program participants. It is the responsibility of the local program coordinators (LPCs) to ensure that their participants’ stipend rates are appropriately calculated and enforced across the organization. LPCs are expected to validate all stipend requests for SEAP-CQL participants prior to submission to program administrator (AAS).

Often times prospective SEAP and CQL students must choose between a summer job and a summer research experience. A modest stipend allows these students and their families to take advantage of AEOP educational opportunities while mitigating any financial burden associated with their participation.

Rate Determination

A student stipend rate is determined by the student’s year in school, number of credit hours completed, relevant work or research experience, and academic achievement. Stipends are not calculated based on actual hours worked each month. Stipend rates are established at the onset of the apprenticeship and paid equally each month. A pro-rated stipend can be offered to a student, if he/she starts or ends the internship in a partial month or returns for a short period of time (i.e. spring break or winter holiday, they may receive a partial month stipend). Students are eligible for an increase in stipend rate each year, based on any additional experience or credit hours earned. Please refer to the guidelines below and stipend scale tables.

Stipend Rate Table Meets minimum qualifications	0 points	Basic Monthly Rate for designated level
Significant relevant work/research experience OR GPA of 3.5 or more	+5 points	Mid-Level Rate for designated level
Significant relevant work/research experience AND GPA at or above 3.5	+10 points	High-Level Rate for designated level



Application of the Stipend Scale

The application of the stipends scales will follow the basic, mid-level, or high-level rate;

Basic Rate: Standard rate that applies to all students and teachers unless they qualify for a higher rate in accordance with respective criteria.

Mid-Level Rate: Available to students that possess either extensive prior work experience related to the assignment (as determined by Lab Coordinator and/or Mentor) OR great academic achievement (3.5 GPA or above).

High-Level Rate: Available to students that possess BOTH extensive prior work experience related to the assignment (as determined by Lab Coordinator or Mentor) AND great academic achievement (3.5 GPA or above).

It is the responsibility of the LPC to ensure the stipend scale is appropriately and fairly applied throughout the program. The LPC should request documented proof of academic achievement and extensive work experience (i.e. review of transcripts, narrative from mentor, letter of reference from teacher, etc) before adjusting stipend rates accordingly. Request for payment and validation of SEAP and CQL stipends must be completed by Government personnel from participating site.

Safety/Educational Equipment Supplement for SEAP and CQL Students

A one-time advance of \$300 is available for SEAP and CQL students required to purchase expensive safety or educational equipment prior to their first day at the lab (i.e. safety/steel-toed boots). This stipend will be sent to the student by AAS two weeks prior to the student start date. The student's stipend funds must be covered by the laboratory and be obligated on the cooperative agreement at the Army Contracting Command Edgewood Contracting Division before this supplement can be issued to the student. Therefore, LPCs are encouraged to send the funding to Army Contracting Command Edgewood Contracting Division 60+ days prior to the date this check is needed. Funding Transfer Procedures can be requested through the AEOP Cooperative Agreement Manager (CAM).



SEAP & CQL Stipend Scale

Educational stipend rates for program participants are based on education, experience, and program participation. At the discretion of each Army laboratory, locality pay may be factored into stipend rates for SEAP and CQL students. If the respective Army laboratory decides to apply locality pay to stipend rates, this practice must be implemented consistently in a fair and equitable manner so that all SEAP/CQL students at the respective organization/site receive this stipend augmentation. In determining locality pay, please refer to the OPM website:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/>.

SEAP and CQL are programs that provide students an educational opportunity and research experience that enhances their field of study in STEM. It is critical to avoid any perception of SEAP and/or CQL replacing or substituting a hiring action.

Program	Academic Year Completed	Basic Monthly Rate	Mid-Level Monthly Rate (+5 points)	High-Level Monthly Rate (+10 Points)
SEAP	High School – Completed Sophomore Year	\$ 1,200	\$1,400	\$1,600
SEAP	High School – Completed Junior Year	\$ 1,300	\$1,500	\$1,700
SEAP	High School – Completed Senior Year	\$ 1,736	\$1,834	\$1,905
CQL	Undergraduate (≤29 semester credit hours)	\$ 1,895	\$ 2,020	\$ 2,146
CQL	Undergraduate (30-74 semester credit hours)	\$ 2,126	\$2,339	\$ 2,551
CQL	Undergraduate (75+ semester credit hours)	\$ 2,380	\$ 2,696	\$ 3,013

Distribution Statement: The AEOP Stipend Policy is an internal document for the use of AEOP SEAP/CQL Lab Coordinators, Government personnel, individual program administrator(s) (per AEOP cooperative agreement), and cooperative agreement manager. Please contact Christina Weber at christina.l.weber.civ@mail.mil or Brian Leftridge at Brian.m.lefridge2.ctr@mail.mil for other requests pertaining to this document.