



**Army Educational Outreach Program  
Gains in the Education of Mathematics and Science (GEMS)  
Resource Teacher (RT)  
Administered by the  
National Science Teachers Association**

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## **TERMS AND CONDITIONS OF APPOINTMENT**

The U.S. Army sponsors RTs as part of the Army Educational Outreach Program (AEOP)'s GEMS Program. This role is intended to provide individuals in the field of education with a meaningful mentor opportunity in an Army laboratory or facility. The goals of the experience are to encourage students participating in GEMS to pursue Science, Technology, Engineering, and Mathematics (STEM) careers and to broaden students' interest in STEM fields by participating in hands-on laboratory activities. Through training from Army scientists, engineers and laboratory coordinators, RTs expand their own educational knowledge and scientific fundamentals while learning valuable leadership, mentoring and communication skills. The agreement between National Science Teachers Association (NSTA) and the U.S. Army requires government-funded activities to follow Federal Guidelines. The following conditions are in accordance with government regulations.

### **Period and Place of Appointment**

The term of appointment and other pertinent information will be provided within the award letter. Participation in GEMS as a RT must take place on-site at the sponsoring laboratory or facility.

### **Requirements**

Participants must be a Citizen or Permanent Legal Resident of the United States.

### **Stipend**

RTs will receive stipend payments in the form of check which will be distributed monthly by the laboratory coordinator. Stipends will be distributed as outlined in the RT award letter. Stipend checks should be cashed immediately upon receipt. Stipends will not be reissued for any reason after May 31, 2019.

**Stipends will be distributed only after a completed Terms and Conditions packet and W-9 are submitted to the lab.**

A W-9 is attached to this form and must be filled out and submitted with these terms and conditions to the lab coordinator. **It is the responsibility of RTs to keep NSTA updated if their personal information changes.**

**Please Note:** *RTs are not Federal Government or NSTA employees and will be responsible for paying their own taxes for the calendar year. For more information, see attached Memorandum titled "Taxation of Your Summer Stipend."*

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### **Relocation and Travel Allowance**

There is no relocation, travel, or housing allowance provided for RT and they will need to make their own travel and housing arrangements for the summer.

**Exception:** *Depending on the geographic circumstances of the respective GEMS program (e.g. White Sands Missile Range, NM), transportation may be offered from a centralized location in the community to the respective Army GEMS site.*

### **Insurance**

Accident insurance will be covered under AEOP's Accident Insurance policy while participating in activities related to GEMS. Contact NSTA or Battelle if you would like to see a copy of the policy. Travel to and from AEOP activities is not covered. No other insurance will be provided.

### **Background Check/Security Clearance**

Due to the nature of the GEMS RT role, RTs may be required to complete a Child Care National Agency Check and Inquiries (CNACI) background investigation prior to the start of the program. If the sponsoring laboratory requires RTs to obtain security clearances, they will be contacted by their sponsoring laboratory coordinator with specific instructions or additional forms. Selected candidates will not be accepted as RTs until all necessary background checks are processed without any derogatory results. Background checks yielding derogatory information may be grounds for revoking a RT's participation in the program.

### **Supervision on Site**

RTs should report directly to the laboratory coordinator throughout the duration of their participation and are responsible for the safety of the student interns, daily tasks as assigned by the laboratory coordinator, oversight of the GEMS program and mentoring of the Near Peer Mentors (NPMs). The laboratory coordinator is the point of contact for disseminating important RT information, guidelines, and rules. All RTs should follow the guidance of the laboratory coordinator. **Failure to cooperate or adhere to the agreed upon RT guidelines, expectations, rules or duties assigned by the laboratory coordinator may result in the revocation of appointment and in a prorated stipend based on the actual period of participation.**



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### **Time and Attendance**

RTs are expected to participate full-time according to the schedule agreed upon between the RT and the laboratory coordinator. Excused absences (due to illness or personal matters) must be requested by the RT and approved by the laboratory coordinator prior to the absence. The laboratory coordinator may ask the RT to provide documentation verifying the legitimacy of the absence. **Unexcused absences or a pattern of excused absences are grounds for revocation of appointment and may result in a prorated stipend based on the actual period of participation.**

### **Ethics/Behavior**

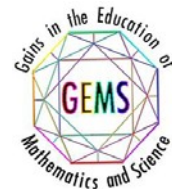
RTs will not exchange personal information with GEMS students, such as email addresses, phone numbers, and social media addresses/usernames. In addition, the use of inappropriate language, gestures, or clothing will not be tolerated and is grounds for revocation of appointment. Furthermore, consumption or use of alcohol or tobacco products during GEMS hours of operation is grounds for revocation of appointment. It is important to remember that RTs serve as a positive role model to GEMS students and NPMs and that their behaviors should reflect accordingly. RTs must follow all laboratory safety requirements, which may include having to wear protective clothing, such as safety glasses or proper foot protection. RTs will not put themselves or the program participants they are supervising at any unnecessary risk.

### **Dress Code**

Recommended dress code is business casual. Clothing cannot be baggy and must cover skin down to the ankle. Shoes must have closed toes and not have high heels. Shoulder-length or longer hair should be tied, pinned or otherwise restrained away from the face and hands. Jewelry and clothing that could get caught in machinery or hang into a work area should not be worn. Please contact your host lab for more details on dress code guidelines.

### **Intellectual Property**

RTs who invent or co-invent technologies have Intellectual Property rights to those inventions.



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**ACCEPTANCE OF TERMS FORM**

**I hereby accept this appointment to serve as a GEMS Resource Teacher within the AEOP. By accepting this appointment, I acknowledge the following:**

- I read and understand the terms and conditions of the appointment specified in the Terms and Conditions of Appointment
- I understand all appointments are subject to the availability of federal funds
- I understand that I must turn in a completed Terms and Conditions and W-9 before I start my appointment with the lab and/or receive stipends
- I am a Citizen or Permanent Legal Resident of the U.S.
- I agree, if required, to participate in a U.S. Government security clearance process and will provide all requested personal materials in a timely manner
- I understand that background checks yielding derogatory information may be grounds for revocation of my offer/acceptance
- I understand that the appointment is not a contract for services between me and NSTA or the U.S. Army.
- I read and understand the Memorandum titled "Taxation of Your Summer Stipend"
- I will read and complete all forms truthfully and to the best of my knowledge
- I agree to allow the U.S. Army or its contractors to contact me for program-related issues
- I agree that my appointment as a GEMS RT may be revoked at any time and for any reason; in which event, my stipend will be prorated based on the actual period of participation
- I agree to adhere to the dress code

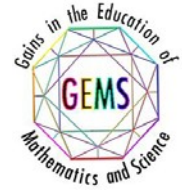
Signature of the RT: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate at which facility you will serve as a GEMS RT:

\_\_\_\_\_

**Please return completed and signed Terms & Conditions to your laboratory coordinator to be sent to NSTA. Failure to complete and return Terms & Conditions to your laboratory coordinator may result in revocation of appointment and forfeiture of stipend.**



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**MEMORANDUM**

**TO:** GEMS Resource Teachers

**FROM:** National Science Teachers Association

**SUBJECT:** Taxation of Your Summer Stipend

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**PLEASE READ CAREFULLY!**

With the passage by Congress of the Tax Reform Act of 1986 (Public Law 99-514), NSTA has sought advice of legal counsel with respect to the tax treatment of stipends received by Resource Teachers participating in GEMS.

Accordingly, you are advised of the following:

**NSTA will not withhold taxes from your stipend.** NSTA will provide you and the Internal Revenue Service (IRS) with the 1099-MISC Tax Form recording the amount paid to you during the tax year. Under current laws and regulations, independent contractors are responsible for submitting quarterly estimates of income taxes to the IRS and paying the amounts due. You may have a similar liability with respect to state and/or local taxes depending upon the state and/or locality where you reside.

**Appropriate IRS publications or your personal tax advisor should be consulted for clarification concerning your Social Security and other tax liability.**

**Please return completed and signed Terms & Conditions to your laboratory coordinator to be sent to NSTA. Failure to complete and return Terms & Conditions to your laboratory coordinator may result in revocation of appointment and forfeiture of stipend.**