

Army Educational Outreach Program

GEMS Essential Program Steps







Essential Program Steps

Army lab must formally appoint Local Program Coordinator (LPC) for **GEMS** program planning, execution and reporting

Site seek approval of ASA(ALT) through CAMs for the implementation of GEMS program (new sites) and/or submit program plan (existing sites) and budget in provided template for the fiscal year to CL. (December)

CLC submits the compiled command plan (broken down by laboratory) and budget request to CAM.(December)

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LPC solicits Army scientists & engineers to conduct GEMS sessions

LPC ensures safety and security measures are in place for students' entry into lab

LPC facilitates local outreach, conducts a centralized, competitive participant review/application process that ensures a diverse pool of students and teachers

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LPC determines participant eligibility and stipend rates based on the guidelines outlined in this document

LPC makes selection of NPM and/or RT and informs IPA. Initiate background checks

After LPC notifies IPA about selected participants, LPC (in conjunction with IPA) prepares notification packages for selected individuals

LPC ensures NPMs and RTs receive orientation and training before program start date

LPC ensures GEMS participants receive their stipends

LPC facilitates GEMS program evaluation led by LO





Program Timelines

GEMS	
November	CAMs will distribute GEMS budget
December	Website and application changes due
December	Site Proposals and Budgets Due to CLC
December	Site Proposals and Budgets Due to CAM
January	Test application tool and give feedback
January	Final application changes due
January-April	Program planning/outreach conducted
January-February	Site visit coordination (for evaluations, by IPA, LO and/or CAMs)
November - December	Resource Teacher & Near Peer Mentor Application Period
February - March	Student Application Period
May - August	Programs Ongoing
May - August	Program evaluation ongoing
September	After Action Meeting

