



Army Educational Outreach Program
GEMS Roles and Responsibilities



October 2018





GEMS 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 GEMS programs are planned and executed in alignment with Army, DOD, and Federal STEM Strategic Plan. AEOP Office at DASA R&T also provides the entire funding for the GEMS program.

Cooperative Agreement Manager (CAM). The CAM has overall technical management and fiscal responsibility of AEOP to include GEMS, 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 GEMS 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 GEMS 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



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

- Program evaluation: Coordinates and facilitates the assessments of GEMS 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 GEMS 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 GEMS.

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 GEMS programs.

- Serves as a liaison between CAMs, LPCs and IPA to communicate the programmatic and strategic direction of GEMS and to address concerns and issues with program planning and implementation.
- Ensures Command takes a coordinated approach in the planning, execution and reporting of GEMS programs.
- Coordinates all major data calls, programmatic or budget changes, and program issues through the CAM.
- Submits compiled command plan and budget request to CAM by 15 December.

Local Program Coordinator (LPC). LPCs are responsible for the local management and oversight of GEMS 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.
- Develops a program implementation plan and budget for each fiscal year and submits to their CLC in early December. A template will be provided to each command that should be used in the preparation of this program plan and budget. Each command will submit the compiled command plan and budget request to RDECOM by mid-December.
- Shares program information (dates, location, grade level, topic, capacity) with IPA and CLC by 1 December and ensures that program application shell(s) and AEOP website reflect accurate program information.



-
- Solicits Army STEM professionals and coordinates with them to develop a GEMS schedule and curricula for the summer.
 - 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 outreach, selection, orientation and training of NPMs and RTs; ensures NPMs and RTs are familiar with laboratory expectations prior to participation.
 - Conducts local outreach to target audience in surrounding communities and refers potential program participants to centralized AEOP website and application.
 - Selects diverse pool of GEMS program participants in alignment with AEOP Priorities & Objectives.
 - Collects Terms & Conditions containing PII from GEMS Student, NPMs, and RTs and transfers signed copies to IPA in accordance with AEOP PII Guidance.
 - Prepares GEMS stipend list(s) in alignment with GEMS Stipend Policy and submits them to the IPA.
 - Ensures that all GEMS students receive a \$100 stipend check per week to offset any cost to the student or family to participate (travel and food).
 - Ensures NPMs and RTs receive stipends in accordance with the GEMS Stipend Policy.
 - Coordinates with budget/resource management staff to effectively accept, manage, transfer and/or spend funds in support of the GEMS 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 GEMS and ensure data-driven decision-making.

Resource Teacher (RT). RTs are local teachers who apply to participate in GEMS and are competitively selected by LPCs to help carry out GEMS sessions at Army laboratories. RTs help GEMS students apply STEM concepts to real-world problems. They receive AEOP stipends that are requested as part of the LPC's GEMS budget.

Near-Peer Mentor (NPM). NPMs are late high school or college-level students with a strong STEM background, who apply to participate in GEMS and are competitively selected by the LPC to help plan, implement and facilitate GEMS sessions at Army laboratories. They serve as role models and peers to GEMS participants. They receive AEOP stipends that are requested as part of the LPC's GEMS budget.