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TARDEC Best Practices Guide
Student Career Experience Program
**TARDEC Best Practices Guide Student Career Experience Program**

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4. **AUTHOR(S)**: Shannon Wend

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Standard Form 298 (Rev. 8-98)
Prescribed by ANSI Std Z39-18
Contents

• Important note on all personnel actions
• General requirements of the SCEP program
• MOU Agreement (blank)
• In processing guidance
• TEDs instructions and tuition FAQs
• Schedule change process
• Intern conversion process
• Hours/Promotion template and worksheet
• Key people to know

• Successful SCEP words of wisdom
Things to do on your first day(s) as a SCEP

- In process
- Attend training
- Meet with Pame Watts and Colin Wasiloff
- Learn how to change your schedule, input your courses into TEDs
- Obtain and begin filling out your Memorandum of Understanding (MOU)
- Obtain a Welcome book
- Read through this document
IMPORTANT !!!

• All personnel actions require more time than you think (schedule changes, promotions, etc.)

• Generally, all schedule changes, promotions, etc. require a minimum of 2 weeks on the HR side… but… it is advised to allow 4 weeks on all actions

• WHY?
  – For example, when working a promotion, it is our task to ask for concurrence from your TL and AD before processing the request. If either of those people are busy, out of town, or away from their email, your promotion will stall until they sign off.

• Plan ahead! - pay periods are 2 weeks
MOU

• Memorandum of Understanding
• You signed this!
  – You are held accountable to this document
• Make sure you read, re-read, and understand this MOU (this is our contract with you!)
• Section 7 is very important; know exactly what your requirements are as a SCEP!
In Processing

• You have already completed your official in processing, so there will not be much detail on that in this guide

• Information on benefits and salary can be obtained via the CPOC

• You should be assigned a mentor in your group. That person will provide you with:
  – TACOM LCMC playbook
    • Strategic goals of TACOM and how the LCMC system works
  – TARDEC welcome book
    • Provides information on TARDEC specific tasks to do as a new hire (i.e. how to get a CAC, etc.)
TEDs / Tuition

• How do I receive tuition from TARDEC?
  – Build and submit each of your courses in TEDs
  – Providing proof of satisfactory completion after grade is posted
  – Note: your final transcript MUST match your TEDs record, so if you drop/add a class, you must notify Lenora Mara immediately

• What is TEDs? Where do I find it?
  – Total Employee Development
  – https://ted.ria.army.mil/ (on base only)

• How do I build a special request?
  – See next page
Building a Course in TEDs guide goes in here.
TEDs / Tuition

• What are qualifications for tuition?
  – SCEP in good standing

• What do I ‘owe’ the government?
  – 1 hour of work at TARDEC upon becoming an Intern (GS07) for every course hour paid during SCEP period
  or
  – Exact $ amount paid by Government
Information on Textbooks

• TARDEC does not pay for student textbooks
• Websites may be useful for finding less expensive textbooks
Building a Course in TEDs

SCEP seeks tuition payment by Gov.

Is it your first time building a course?

YES
Schedule a TEDs introduction/class building appointment with Colin

NO
See attached document

End

YES

NO
Tuition Payment Process

1. SCEP seeks tuition payment by Gov.
2. SCEP successfully builds courses in TEDs before start of term
3. SCEP provides Lenora Mara / Colin with schedule and tuition bill
4. CD Team verifies data and purchases course
5. University receives payment for SCEP's tuition
6. SCEP is in the course
7. Upon completion, SCEP brings transcripts to CD team to clear account (or re-pay if failed)
8. Any/All changes to SCEP class schedule must be reported to CD team
9. End
Work Schedule Change process

1. SCEP identifies need for schedule change (going back to school, etc.)
2. SCEP contacts TL and requests concurrence for change
3. SCEP and TL work out schedule specifics (16 hr/wk min., 40 max)
4. SCEP sends email request with all documentation to Janice and Colin
5. Janice completes action and provides effective date
6. SCEP begins new schedule on effective date
7. End
Promotion Process (SCEP to Intern)

- SCEP nears meeting the requirements for promotion to GS07
- SCEP has completed and documented 320 work hours at TARDEC (as a GS05)
- SCEP has completed and documented their degree (see below for applicable documentation)
- SCEP notifies AD, TL, Colin, and Janice of eligibility (30 days prior to degree completion)
- SCEP sends Colin applicable documentation
- Colin reviews documentation ensuring eligibility and calculates effective date (after graduation)
- Colin sends request for concurrence to SCEP’s AD/TL

Scan of diploma, letter from registrar, official transcripts denoting completion of degree
Promotion Process (SCEP to Intern), con’t

Colin stands by for concurrence notices from SCEP’s AD and TL

Colin packages all information and sends to Janice

Janice enters information, confirms/denies effective date

Janice releases action with specific effective date

Promotion/Conversion to Intern complete on effective date

Concurrence received?

YES

NO

Student Worker Experience over

End
Life after promotion to GS07

Promotion/Conversion to Intern complete on effective date

Intern begins work as full-time employee

Intern works 1 hour at TARDEC (as a GS07) for every 1 course hour to avoid repayment

Intern has ‘worked off’ all SCEP tuition paid by US Gov.

Intern now ‘reports’ to Gwen Outland instead of Colin Wasiloff

...
Tips:

**KEEP A HARD COPY OF ALL PROMOTION and SCHEDULE CHANGE REQUESTS**

- Put in request for promotion as soon as you meet the requirements and have applicable documents.
- Understand the time lag in the process, actions take up to 30 days.

**Event**

<table>
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<tr>
<th>Event</th>
<th>Apprx. Date</th>
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<tbody>
<tr>
<td>I became a SCEP</td>
<td></td>
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<tr>
<td>I will have 624 hours worked at TARDEC as a SCEP</td>
<td></td>
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<tr>
<td>I will have proof of graduation (documented)</td>
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<tr>
<td>I will initiate an email request for promotion/conversion to GS07</td>
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<tr>
<td>GS07 becomes effective</td>
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<td>I will have ‘paid’ back tuition to the Federal Government</td>
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colin.wasiloff@us.army.mil
# Roles and Responsibilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Roles/Responsibilities</th>
<th>Contact Info</th>
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<tbody>
<tr>
<td>You (the SCEP)</td>
<td>• Initiate all actions&lt;br&gt;• Understand promotion policies&lt;br&gt;• Understand and sign MOU agreement</td>
<td>X</td>
</tr>
<tr>
<td>SCEPs TL and AD</td>
<td>• Provide concurrence for all promotion, conversion, LWOP and schedule change actions</td>
<td>X</td>
</tr>
<tr>
<td>Colin Wasiloff</td>
<td>• Student programs coordinator (SCEPs/STEPs)&lt;br&gt;• First line of SCEP management&lt;br&gt;• Owner/creator of this document</td>
<td><a href="mailto:colin.wasiloff@us.army.mil">colin.wasiloff@us.army.mil</a>&lt;br&gt;x44105</td>
</tr>
<tr>
<td>Pame Watts</td>
<td>• Career Development team leader&lt;br&gt;• Second line of SCEP management</td>
<td><a href="mailto:pame.watts@us.army.mil">pame.watts@us.army.mil</a>&lt;br&gt;x46372</td>
</tr>
<tr>
<td>Fran Peppler, Barb DeAngelo</td>
<td>• Tuition / Repayment officer</td>
<td>x48543</td>
</tr>
<tr>
<td>Janice Mendell</td>
<td>• Schedule, LWOP, promotion action processor</td>
<td><a href="mailto:janice.mendell@us.army.mil">janice.mendell@us.army.mil</a>&lt;br&gt;x 48659</td>
</tr>
<tr>
<td>Gwen Outland</td>
<td>• Intern ‘management’ on HR side</td>
<td><a href="mailto:gwendolyn.outland@us.army.mil">gwendolyn.outland@us.army.mil</a>&lt;br&gt;x 46961</td>
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Successful SCEP words of Wisdom

My advice would be to ask as many questions as possible. The people on your team are full of information and are very willing to share their experiences with someone just entering the Army environment.

Establish a trusting relationship with a mentor, someone who will not think your questions are silly and will take the time to help you not only with your projects, but also with your future plans. Also ask to be challenged, there are many opportunities if you take the time to seek them out.

Through asking questions and taking advantage of the resources available you will be very successful as a SCEP.

Stephanie Szegedi
My first and most important word of wisdom is “take initiative”. I started on a summer hire on a different team that was missing something so I found a group that better fit me, I contacted the group, set up an interview and attained my coop position. You can’t just sit there and wait for opportunities to fall in your lap you must search them out and take them. Don’t just assume you will be hired on as an intern after you graduate, ask your boss if they will be able to hire you on. Not only does it help you determine if you will have a job when you graduate but it also shows you have a desire to succeed.

My other word of wisdom to a new SCEP is “don’t be afraid to ask questions”. This will show your boss/coworkers that you want to continue to learn and become more successful. Also, you may be able to get yourself more involved in your teams activities.

I think what I would have appreciated the most when I started would be a SCEP blueprint. Something that laid out, from start to finish, all the requirements I needed to meet and by when. Also, a list of contacts of who I would need to contact for promotions, schedule changes, education registration/funding, etc. and how soon they need to be contacted. Something similar to the Summer Hire Binder that Belinda gives all the summer hires on their first day.

Mike Megiveron
Here are a few things that I learned.
1. Be flexible. Classes chance all the time. Keep up with them and plan accordingly. Talk to teachers and staff. They are usually willing to help.
2. Try to get involved in as many projects, at work, that you can handle. It will allow you to see how everything works and give you valuable experience.
3. Talk to people. There is a wealth of knowledge out there.

Stephanie Frederick
Things to note as you come on board as a SCEP;

• You were selected from a list of many applicants, congratulations. On day one, I met a person of great energy and has a rather unique outlook toward things. The program coordinator is also very energetic. They enjoy their work and it includes those of us growing intellectually. You will also work with another coordinator on your scholastic paper work. These persons do a lot of work for us, please be courteous and patient with them.
• When you process in the first day, plan to be there most of that day as the time span is proportional to the number of persons also going through orientation with you that day. You must plan to attend the full session until they release you since review of your paper work and day-one training is important. If you don’t have the time to process in on a particular date, let your contact in personnel know in advance to make a new plan.
• The first portion of this journey has what seems like much red-tape. Hopefully you will find a way to blend in and remain flexible for both scholastic topics as well as work assignments. It takes time to get the right mix and I would assure you that if you look to meet persons you can mutually help, there will be many good friends found here.

Gerald Jochum