

TECHNICAL SERVICES APPLICATION FOR CONTRACT STUDENTS

The Engineer Research & Development Center (ERDC) at the Waterways Experiment Station (WES) has a continuing need for technical support services which can be performed by college and university students. Opportunities are available for undergraduate or graduate university students in the fields of computer science, geographic information system technology/remote sensing, information technology, drafting, pre-engineering, all engineering fields, mathematics, chemistry, geophysics, physics, geology, geo-science, biology, all pure-science related fields, and all physical-science related fields. Although majors in these fields are preferable, any student with a recognized college major in an appropriate field of study may apply and receive consideration. These positions are located at the Waterways Experiment Station (WES) in Vicksburg, Mississippi.

Technical work at WES is available under an arrangement whereby the Government and student enter into a contract for the student's services. Selected students will be issued a an order for their services and paid on a monthly basis following receipt of an invoice for hours worked. They will be considered self-employed for tax purposes and, therefore, will be responsible for both income tax and self-employment tax. Taxes will not be withheld from monthly checks to students. To apply, students should submit an offer in response to the following scope of work.

SCOPE OF WORK

Work performed will be to assist in research study and may involve:

- a. Field data collection
- b. Laboratory analysis
- c. Data entry on computers
- d. Analysis of research data
- e. Assisting in report preparation

An offer consists of thoroughly completing the attached application, submission of a copy of an official complete/current transcript (all college/university undergraduate and graduate students) or, if graduating high school senior or first semester undergraduate freshman, an actual copy of ACT/SAT score and current high school QPA (verified by your school), in addition to the requirements listed in paragraphs 5 through 9. Precise starting and ending dates, hours per week, and work period are negotiable. Some limited travel may be required for field studies. Expenses incurred for such travel will be reimbursed at rates applicable to Federal Government employees.

Selection will be determined based upon factors or major, grade point average (ACT or SAT scores and high school QPA if first semester freshman), student classification, and work experience. Technical personnel may telephone students to coordinate work/school schedules. However, only when the student has received a written order or has verbally received a order number is the selection of that student official.

Send your completed application, including all other required documents, to:

USAE VICKSBURG DISTRICT
Vicksburg Consolidated Contracting Office
ATTN: Judy Freeman, CEMVK-CT-T
4155 Clay Street
Vicksburg, MS 39180-3435
E-Mail: Judy.Freeman@mvk02.usace.army.mil

PLEASE NOTE: If appropriate supporting documents are not attached to the application, the student will be considered ineligible.

Questions concerning this application process may be directed to Sally East, (601)631-7259.

PERTINENT INFORMATION

1. Formal evaluation will be conducted as the need arises from applications received in Contracting Division. Once an application is submitted it will be kept on file for one year. It is in the best interest of each student to submit a new application after every school period to keep his/her file current.
2. Eligibility is dependent upon a minimum overall GPA of 3.0 for undergraduate students and 3.2 for graduate students. All credits/hours used to determine appropriate maximum rate MUST be applicable to your major and curriculum. Rates are shown on page 4.
3. Section 1001 of Title 18 of the United States Code states:
"Whoever,... knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes a false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned not more than five years, or both."
4. Your classification on your application must be supported by your transcript, i.e., Freshman, Sophomore, etc. Since you will be evaluated on the credentials of your application only, and the pay rate for which you are eligible is based on your classification, DO NOT mistakenly project your classification beyond that of which your transcript supports.

5. In addition to the transcript, you must furnish a letter from the University stating you are a student in good standing, and evidence that you are presently enrolled. This evidence must show the number of semester hours you are presently taking.
6. If you are a graduating high school senior, you must furnish evidence that you have been accepted for enrollment by a college or university in lieu of the letter from the University mentioned in 5 above.
7. Due to the present classification system used by WES, it is required for all freshmen who have attempted less than 12 hours to include their ACT/SAT scores, their current high school transcript (current High School cumulative QPA, verified by your school), along with their college records.
8. If you are graduating from an undergraduate curriculum and are planning to further your education, you must furnish evidence to substantiate this intention.
9. Applicants must also complete the clauses at the end of the application. They do apply to each applicant.
10. Although not required, applicant may submit a brief resume which includes honors, achievements, and/or other information pertinent to his/her qualifications.
11. Students are required to follow all appropriate out-processing procedures regarding equipment, security issues, communication concerns, and any other area of concern.
12. All students must register with the Central Contractor Registration (CCR) before an order can be issued. The web site for registration is <http://www.ccr.gov>. The student will obtain a Central Contractor Registration (CCR) Number, Duns Number and Cage Code from the site. Failure to do so will result in no order and no approval to work.

Classification of Contract Students

The pay levels below establish the appropriate pay for contract students for Calendar Year 2003.

1. Contract Student - GS-02. Graduation from senior high school or equivalent.
2. Contract Student - GS-03. One full year of academic study (30 semester hours or equivalent). If attending a two-year college, a contract student will not be classified above the GS-03 level.
3. Contract Student - GS-04. Two full years of academic study (60 semester hours or equivalent).

Only contract students who have completed all requirements for a B.S. degree in an engineering field will receive the higher based pay scale for engineers.

4. Contract Student - GS-05. Three full years of academic study (90 semester hours or equivalent). Note: Students who have a B.S. degree in engineering who do not qualify under the superior academic achievement standard are paid at the GS-05 rate. This rate also applies to students with an engineering degree pursuing a different B.S. degree who are currently classified at the senior level.
5. Contract Student - GS-07. Completion of all requirements for B.S. degree and qualify under the superior academic achievement* standard or completion of 30 semester hours of graduate school in the area of study applying toward a degree.
6. Contract Student - GS-09. Completion of all requirements for master's degree.

GS LEVEL	NON- ENGINEERS	OVERTIME	ENGINEER	OVERTIME
GS-02	\$ 8.90 HR	13.35		
GS-03	9.72 HR	14.58		
GS-04	10.91 HR	16.37		
GS-05	12.20 HR	18.30	14.60**	21.90**
GS-07	15.12 HR	22.68	18.09**	27.14**
GS-09	18.49 HR	27.74	22.13**	33.20**

*SUPERIOR ACADEMIC ACHIEVEMENT

A student must, as an undergraduate, stand in the upper third of the class, have an overall average of 3.0 on a 4.0 scale, or an average of 3.5 in his/her major field.

**See note below paragraph 3 above before using this rate.

10. Total hours completed to date: _____

Type of Hours (check one): Semester Quarter Hours

11. Number of Hours Currently enrolled in: _____

Type of hours: (check one); Semester Quarter Hours

12. Overall Grade Point Average (e.g., 3.45) _____

***** TO BE CONSIDERED, YOU MUST ATTACH AN OFFICIAL COPY OF YOUR COMPLETE TRANSCRIPT(S) REFLECTING YOUR CUMULATIVE AVERAGE.** If you are a first semester freshman (just graduated from high school or attempted less than twelve college hours), you must provide overall ACT or SAT score and current high school QPA (verified by your school).***

13. Anticipated Graduation Date: _____

14. Indicate per hour rate proposed (See Page 4 of Information Sheets)

Dollars/Hour _____

15. Do you have immediate family members working at the Waterways Experiment Station? These family members include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, neice, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister..

(Check One) Yes No

If yes, provide their Full Name, Laboratory (e.g., Environmental) and Relationship

NAME	LABORATORY	RELATIONSHIP
_____	_____	_____

16. Have you ever worked at (or for) the Waterways Experiment Station?

(Check One) Yes No

If yes, provide dates, Laboratory and/or supervisor.

DATES	LABORATORY/SUPERVISOR	DATES	LABORATORY/SUPERVISOR
_____	_____	_____	_____

Applicants should complete paragraph (b). If "other" is marked, (c)(1) should be marked "is not." If you check any other category, mark "is".

SMALL DISADVANTAGED BUSINESS CONCERN REPRESENTATION (DoD CONTRACTS) (APR 1994)

(a) Definition. "Small disadvantaged business concern," as used in this provision, means a small business concern, owned and controlled by individuals who are both socially and economically disadvantaged, as defined by the Small Business Administration at 13 CFR Part 124, the majority of earnings of which directly accrue to such individuals. This term also means a small business concern owned and controlled by an economically disadvantaged Indian tribe or Native Hawaiian organization which meets the requirements of 13 CFR 124.112, or 13 CFR 124.113, respectively. In general, 13 CFR Part 124 describes a small disadvantaged business concern as a small business concern---

- (1) Which is at least 51 percent unconditionally owned by one or more socially and economically disadvantaged individuals; or
- (2) In the case of any publicly owned business, at least 51 percent of the voting stock is unconditionally owned by one or more socially and economically disadvantaged individuals; and
- (3) Whose management and daily business operations are controlled by one or more such individuals.

(b) Representation. Check the category in which your ownership falls--

- Subcontinent Asian (Asian Indian) American (U.S. citizen with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal)
- Asian-Pacific American (U.S. citizen with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands (Republic of Palau), the Northern Mariana Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia)
- Black American (U.S. citizen)
- Hispanic American (U.S. citizen with origins from South America, Central America, Mexico, Cuba, the Dominican Republic, Puerto Rico, Spain, or Portugal)
- Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians, including Indian tribes or Native Hawaiian organizations)

Individual/concern, other than one of the preceding, currently certified for participation in the Minority Small Business and Capital Ownership Development Program under Section 8(a) of the Small Business Act

Other

(c) Certifications. Complete the following--

(1) The offeror is is not a small disadvantaged business concern.

(2) The Small Business Administration (SBA) has has not made a determination concerning the offeror's status as a small disadvantaged business concern. If the SBA has made a determination, the date of the determination was _____ and the offeror--

Was found by SBA to be socially and economically disadvantaged and no circumstances have changed to vary that determination.

Was found by SBA not to be socially and economically disadvantaged but circumstances which caused the determination have changed.

(d) Penalties and Remedies. Anyone who misrepresents the status of a concern as a small disadvantaged business for the purpose of securing a contract or subcontract shall--

(1) Be punished by imposition of a fine, imprisonment, or both;

(2) Be subject to administrative remedies, including suspension and debarment; and

(3) Be ineligible for participation in programs conducted under authority of the Small Business Act.

Paragraph (b)(2): If you marked any category besides "other" in the preceding clause check "is". If you marked "other", check "is not".

Paragraph (b)(3): If you marked make, check "is not". If you are a female, check "is".

SMALL BUSINESS CONCERN REPRESENTATION
(OCT 1995).

- (a)(1) The standard industrial classification (SIC) code for this acquisition is 8999.
- (2) The small business size standard is \$5 mil.
- (3) The small business size standard for a concern which submits an offer in its own name, other than a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.
- (b) Representation. (1) The offeror represents and certifies as part of its offer that is, is not a small business concern.
- (2) Complete only if offeror represented itself as a small business concern in block (b)(1) of this section. The offeror represents as part of its offer that it is, is not a small disadvantaged business concern.
- (3) Complete only if offeror represented itself as a small business concern in block (b)(1) of this section. The offeror represents as part of its offer that it is, is not a woman-owned small business concern.
- (c) Definition. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in paragraph (a) of this provision.

"Small disadvantaged business concern," as used in this provision, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publically owned business having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publically owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management

and daily business controlled by members of an economically disadvantaged Indian tribe of Native Hawaiian Organization, and which meets the requirements of 13 CFR Part 124.

"Woman-owned small business concern," as used in this provision, means a small business concern--

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and;

(2) Whose management and daily business operations are controlled by one or more women.

(d)NOTICE. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small or small disadvantaged business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.