

**STUDENT SERVICES BY CONTRACT  
INFORMATION BOOKLET**



**U.S. Army Aeromedical Research Laboratory P.O. Box 620577, Building 6901**

**Fort Rucker, AL 36362-0577**

**PH: (334) 255-6926**

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**U.S. ARMY AEROMEDICAL RESEARCH LABORATORY  
STUDENT SERVICES BY CONTRACT INFORMATION BOOKLET**

**1. OBJECTIVE: To expose Full time science and engineering students in good standing at an accredited college or university to the wide range of work in the Department of Defense (DOD)**

laboratories, and to encourage their consideration of future full-time employment within the DOD research and development (R&D) community.

**2. DUTIES:** The student contractor will provide technical support for scientists and engineers at the U.S. Army Aeromedical Research Laboratory (USAARL), Ft. Rucker, Alabama. This support will be required in the science divisions of the Lab; Aircrew Health and Performance Division and Aircrew Protection Division. Each Division prepares a statement of work, or duties required from the student contractor, prior to recruitment.

a. **Aircrew Health and Performance Division:** Research in AH&PD consists of aviation medicine, physiology, psychology, biomedical engineering, human factors, biochemistry, hazardous environments of crew stations and combat vehicles, and internal medicine. In addition, research is conducted in connection with physical optics, optometry, bio-optics and physics.

b. **Aircrew Protection Division:** APD research includes biomechanics, physiology, psychology, aviation medicine, epidemiology, mechanical aerospace engineering, acoustics and bioacoustics.

### **3. APPLICATION PROCEDURES FOR STUDENTS MAJORING IN A SCIENCE OR ENGINEERING FIELD ONLY:**

a. **Student Contract Application**

b. **Copy of the social security card**

c. **Current official transcript, and a statement from the school attesting that the student is in good standing and is enrolled in at least 50 percent of the credit hours required to categorize the student as full-time. For the purposes of this program, a student is considered full-time if he/she is taking not less than 12 quarter hours or 8 semester hours for undergraduate students and not less than 10 quarter hours and 6 semester hours for graduate students.**

d. **Seniors graduating from a degree program must provide a letter of acceptance or enrollment from the graduate school they have enrolled in or have been accepted by.**

e. **These documents must be sent directly from the college/university to USAARL, not issued directly to the student.**

**NOTE: Students not attending classes because of semester, summer vacation, and holiday breaks are considered**

**to be full time students. Mail all student information to:**

**U.S. Army Aeromedical Research Laboratory**

**ATTN: MCMR-UAR-L (Ms. Jenny L. Jones)**

**P.O. Box 620577**

**Fort Rucker, AL 36362-0577**

**e-mail: [jenny.jones@se.amedd.army.mil](mailto:jenny.jones@se.amedd.army.mil)**

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**4. WAGES AND HOURS OF DUTY: Students will be paid in accordance with the amount of college they have completed.**

**a. WAGES**

- (1) Beginning college to the end of freshman year: Equivalent to a GS-3 hourly rate (\$9.80).**
- (2) Sophomore year: Equivalent to GS-4 hourly rate (\$11.01)**
- (3) Junior year: Equivalent to GS-5 hourly rate (\$12.31).**
- (4) Senior year or Bachelor's Degree (enrolled in a graduate program): Equivalent to a GS-6 hourly rate (\$13.72).**
- (5) Masters Degree (enrolled in a doctorate program): Equivalent to GS-7 hourly rate (\$15.25).**
- (6) Masters + 1 yr graduate school: Equivalent to a GS-9 hourly rate (\$17.16).**
- (7) Masters + 2 yr graduate school: Equivalent to a GS-11 hourly rate (\$20.76).**

**NOTE: The salary quoted in the original contract at the time of employment will remain the salary received by the student until the end of the contract period, regardless of educational accomplishments achieved during the contract period.**

**b. HOURS OF DUTY**

- (1) Undergraduates work 25 hours per week, excluding lunch and break periods, not to exceed 1555 hours in a calendar year. Students may work 40 hours per week during semester, vacation, and holiday breaks.**
- (2) Graduates work 30 hours per week, excluding lunch and break periods, not to exceed 1730 hours per year. Students may work 40 hours per week during semester, vacation, and holiday breaks.**

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**5. EMPLOYMENT STATUS:**

- a. Student contractors are not government employees and are not entitled to benefits such as annual, sick or administrative leave, overtime, health and life insurance, or retirement.**
- b. Students may, however, receive compensation for work related injury (Chapter 81 of Title 5 )**
- c. Student contractors are self-employed and must pay quarterly estimated federal income tax. An Internal Revenue Service, Form 1040-ES, should be used to establish payment amount and date of submission. In addition, the student must provide for Social Security payments and state/county/local taxes, as applicable.**

**6. USAARL POINT OF CONTACT:**

**For further information, please contact Ms. Jenny Jones, (334) 255-6926 or FAX (334) 255-6932.**

**Or e-mail: [jenny.jones@se.amedd.army.mil](mailto:jenny.jones@se.amedd.army.mil)**

**USAARL's business hours are Monday through Friday, 7:30 a.m. - 4:15 p.m.**

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