



U.S. ARMY

ERDC Student Programs & Resume Writing Tips

Ms. Speler Montgomery
ERDC Talent Acquisition Program Manager
Directorate of Human Capital (DHC)

November 2023



Talent Acquisition

- Recruitment Orientation
- Integration
- Student Employment
- Internships
- Scholarship Programs

Talent Development

- Performance Management
- Mentoring
- ELG LDP
- Innovation Alley
- Graduate Institute

Talent Management

- Awards and Recognition
- STEM Training
- Succession Planning
- Separation



US Army Corps of Engineers



Speler Montgomery

❖ Education

- Mississippi College (2001)
- B.S. Mathematics
- Minor in Computer Science



❖ Career

- **Contract Student** at Waterways Experiment Station (WES), Structures Lab (1993-1997)
- **WES/ERDC Contractor** (1997-2001)
- **Mathematician** in the Survivability Engineering Branch, Geotechnical & Structures Laboratory (GSL) (2001 – 2014)
- **Chief, Scientific Software Branch, Information Technology Laboratory (ITL) (2014 -2019)**
- **Human Capital Officer, ITL (Feb 2019 – Jan 2021)**
- **DHC, ERDC Talent Acquisition Program Manager (Jan 2021 – Present)**



Student Programs, Recruiting, New Hires/Integration, STEM Outreach



Engineer Research and Development Center



SEVEN LABORATORIES MAKING AN IMPACT ON THE NATION AND WARFIGHTERS

ERDC Laboratories



ERDC Headquarters
Vicksburg, Mississippi



Coastal and Hydraulics Laboratory (CHL)



Environmental Laboratory (EL)



Geotechnical and Structures Laboratory (GSL)



Information Technology Laboratory (ITL)



Cold Regions Research and Engineering Laboratory (CRREL)
Hanover, New Hampshire



Geospatial Research Laboratory (GRL)
Alexandria, Virginia



Construction Engineering Research Laboratory (CERL)
Champaign, Illinois

Our People

- Mission growth **REQUIRES** People growth!
- **2,476** ERDC employees and growing
- Currently in **10% growth plan** over 5 years
- Significant **Workforce Development** investments – training, mentoring, etc.
- Focusing on **early and continual** engagement
- Focusing on Workforce **Diversity**

Connect with Us!

Scan this QR code for instant access to our website, social media, and more



USACE R&D Priorities

Mitigate and Adapt to **Climate Change**

Win **Future Wars**

Modernize Our Nation's **Infrastructure**

Support Resilient **Communities**

Enable Smart and Resilient **Installations**

Ensure **Environmental** Sustainability and Resilience

Secure Reliable Installation **Energy**

Revolutionize and Accelerate **Decision Making**

Improve Cyber and Physical **Security**

Protect and Defend the **Arctic**

ERDC Vision and Locations



SEVEN LABORATORIES MAKING AN IMPACT ON THE NATION AND WARFIGHTERS

VISION

To be a World-Class Research & Development Organization that **Discovers, Develops, And Delivers**

New Ways to Make the World Safer and Better Every Day

ERDC Headquarters
Vicksburg, Mississippi



Coastal and Hydraulics Laboratory (CHL)



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ERDC Laboratories



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Hanover, New Hampshire



Geospatial Research Laboratory (GRL)
Alexandria, Virginia



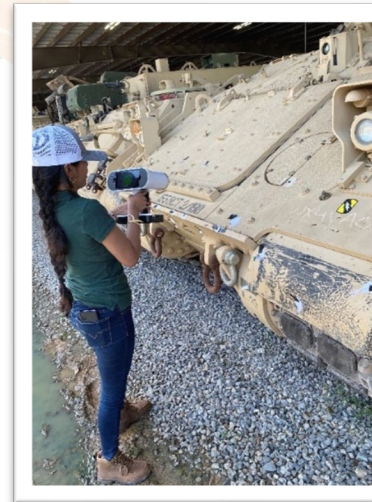
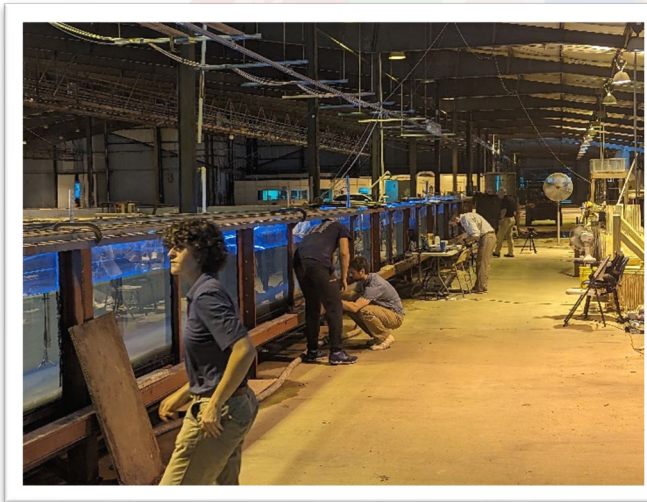
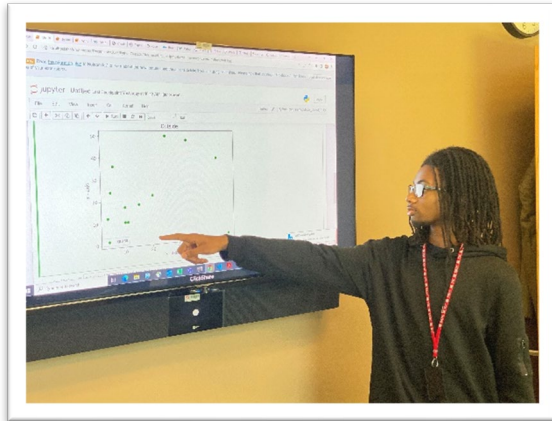
Construction Engineering Research Laboratory (CERL)
Champaign, Illinois



ERDC Student Program Vision

Provide real world experience to students solving tough environmental and engineering challenges that face the Corps of Engineers, the Army and the Nation.

- ❖ Students are actively engaged on real world R&D projects that inspire them to pursue and continue their Science, Technology, Engineering and Math (STEM) careers
- ❖ Upon graduation many students are ultimately hired by ERDC



Federal Student Employment Opportunities

❖ Science, Technology, Engineering, and Mathematics (STEM) Student Employment Program (SSEP) (UG-PhD)

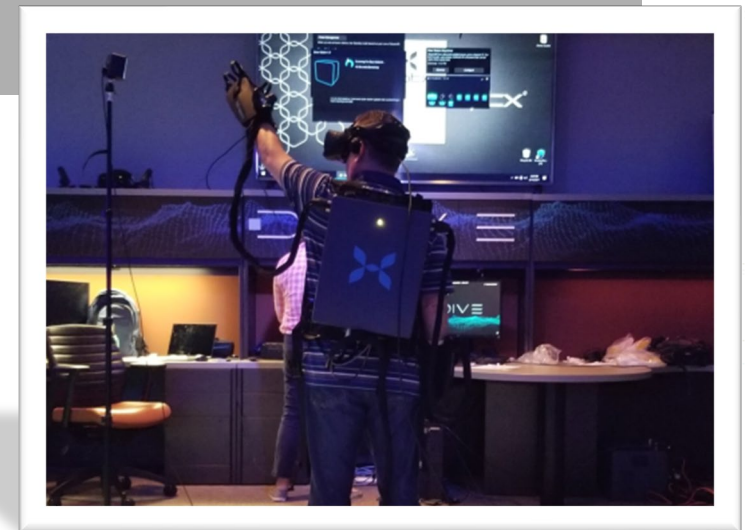
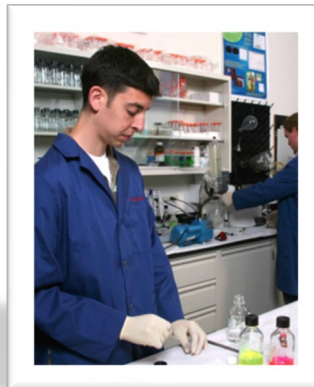


For consideration, you may apply by scanning the QR code above or email resumes, transcripts, and letters of good-standing to:

ERDCRecruitment@usace.army.mil

❖ Pathways Student Program (HS, BS, MS, PhD)

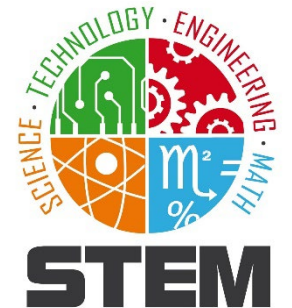
Apply through open vacancy announcements on [USAJOBS.gov](https://www.usajobs.gov)



- **Must maintain at least 2.5 cumulative GPA (above 3.0 GPA preferable)**
- **U.S. Citizenship Required**

Science, Technology, Engineering, and Mathematics (STEM) Student Employment Program (SSEP)

- ERDC has Direct-Hire Authority (DHA) granted from the Office of Personnel Management (OPM) used to fill vacancies for critical hiring needs or shortage of candidates
- Enrolled or accepted for enrollment in an undergraduate or graduate program leading to a BS or advanced degree in a STEM course of study
- Enrolled at least half time; work part- or full-time
- Maintain at least 2.5 cumulative GPA (above 3.0 GPA preferable)
- Federal employee
 - ❖ Service time towards retirement
 - ❖ Paid time off
 - ❖ Easy conversion to full-time position
(complete degree and at least 640 hours of work through the program)
- How to Apply: Resume, transcript, and letter of good standing from school
 - ❖ Send resumes, transcripts, and letters to: ERDCRecruitment@usace.army.mil
- **U.S. Citizen**
- Pay based on completion of academic semester hours



Scan to apply

Pathways Student Program

- Must be enrolled in a degree-seeking program at an accredited school from the high school to postgraduate level
- Competitive job announcement
- Must apply to open announcement through USAJobs.gov
- Federal employee
 - ❖ Earn service time towards retirement
 - ❖ Earn paid leave for time off
 - ❖ Easy conversion to full time position
(complete degree and at least 640 hours of work through the program)
- Resume, transcript, letter of good standing from school
- **U.S. Citizen**
- Pay based on completion of academic semester hours



Scholarship for Service Programs



Full
Tuition



Annual Stipend
\$25,000-\$38,000



Book & Health
Allowance



Summer
Internship



Experienced
Mentor



DoD
Employment

****The SMART application portal opens August 1st and closes December 1st each year.****

❖ Science, Mathematics, And Research for Transformation (SMART) Scholarship Program (AS-PhD)

<https://www.smartscholarship.org>

Department of Defense
DoDSTEM
Science · Technology · Engineering · Mathematics



SMART
SCIENCE, MATHEMATICS,
AND RESEARCH FOR
TRANSFORMATION
PART OF THE NATIONAL
DEFENSE EDUCATION PROGRAM

❖ CyberCorps[®]: Scholarship for Service (SFS)

<https://www.sfs.opm.gov>



Internship Opportunities

❖ Army Educational Outreach Program (AEOP)

- ❑ Apprenticeships (HS, AS, BS)
- ❑ Fellowships (Postbaccalaureate, MS, Postdoctoral)

<https://www.usaeop.com>



❖ Oak Ridge Institute for Science and Engineering (ORISE) (HS-PhD)

<https://orise.orau.gov/internships-fellowships/index.html>



❖ National Science Foundation – Mathematical Sciences Graduate Internship Program (NSF–MSGI) – (PhD)

<https://orise.orau.gov/nsf-msgi>



AEOP Apprenticeships

High School Student Qualifications:

- HS students grades 10-12 (age 16+)
- U.S. Citizen
- GPA of 2.5 or above

Student Benefits:

- Summer, semester, and year-round apprenticeships
- Students receive a monthly stipend based on experience and education level
- Work personally with scientists or engineers doing real life research
- Conduct research in DoD laboratories
- Present research to your peers

Undergraduate Student Qualifications:

- Undergraduate students only
- U.S. Citizen
- GPA of 2.5 or above
- Letter of recommendation from college faculty



- ❖ Summer Program applications open January each year
- ❖ Summer Program applications close end of February, Mid-March
- ❖ Applications are reviewed and selections made March-April
- ❖ On site summer apprenticeship May-August

To apply, visit: <https://www.usaeop.com/apprenticeships-fellowships>

DoD HBCU/MI Summer Research Program

- 10-week laboratory experience do give HBCU/MI students an opportunity to explore STEM career interests through a personal mentorship by a DoD STEM professional supported by the Office of the Under Secretary of Defense for Research and Engineering (OUSD(R&E)) and administered by the Department of the Army.
- The Research Program provides a bridge between the classroom and real-world experiences and **aims to increase the number of underrepresented scientists and engineers throughout the DoD.**
- Travel and Housing is provided by the program (May 31 – August 12)
- Biweekly stipend of \$1,200 per week; must work 40 hours per week
- **Must be a U.S. Citizen**, majoring in a STEM academic discipline, full-time student or recent graduate from an HBCU/MI, 3.0 or higher GPA
- Visit <https://www.dodhbcumiinternship.com> to apply.



Federal Student & Employee Pay Scale

ERDC'S LAB DEMO vs GS PAY SCALE

FOR RUS LOCALITY PAY
EFFECTIVE JANUARY 2023

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Grade	E&S	Admin	General Support	Technicians
1	\$ 24,464	\$ 25,285	\$ 26,097	\$ 26,908	\$ 27,720	\$ 28,195	\$ 29,000	\$ 29,811	\$ 29,844	\$ 30,608	1	DB-01	DJ-01	DK-01	DE-01
2	\$ 27,508	\$ 28,163	\$ 29,074	\$ 29,844	\$ 30,180	\$ 31,068	\$ 31,956	\$ 32,844	\$ 33,731	\$ 34,619	2				
3	\$ 30,015	\$ 31,016	\$ 32,017	\$ 33,017	\$ 34,018	\$ 35,019	\$ 36,019	\$ 37,020	\$ 38,021	\$ 39,022	3				
4	\$ 33,693	\$ 34,816	\$ 35,939	\$ 37,062	\$ 38,185	\$ 39,308	\$ 40,431	\$ 41,554	\$ 42,677	\$ 43,801	4				
5	\$ 37,696	\$ 38,953	\$ 40,210	\$ 41,467	\$ 42,724	\$ 43,981	\$ 45,238	\$ 46,495	\$ 47,752	\$ 49,009	5	DB-02	DJ-02	DK-02	DE-02
6	\$ 42,022	\$ 43,422	\$ 44,822	\$ 46,223	\$ 47,623	\$ 49,023	\$ 50,424	\$ 51,824	\$ 53,224	\$ 54,625	6				
7	\$ 46,696	\$ 48,252	\$ 49,808	\$ 51,365	\$ 52,921	\$ 54,478	\$ 56,034	\$ 57,591	\$ 59,147	\$ 60,703	7				
8	\$ 51,713	\$ 53,437	\$ 55,162	\$ 56,886	\$ 58,610	\$ 60,334	\$ 62,058	\$ 63,783	\$ 65,507	\$ 67,231	8				
9	\$ 57,118	\$ 59,021	\$ 60,925	\$ 62,828	\$ 64,732	\$ 66,636	\$ 68,539	\$ 70,443	\$ 72,347	\$ 74,250	9				
10	\$ 62,898	\$ 64,995	\$ 67,092	\$ 69,189	\$ 71,286	\$ 73,383	\$ 75,480	\$ 77,577	\$ 79,674	\$ 81,771	10				
11	\$ 69,107	\$ 71,410	\$ 73,713	\$ 76,016	\$ 78,319	\$ 80,623	\$ 82,926	\$ 85,229	\$ 87,532	\$ 89,835	11	DB-04	DJ-03	DE-04	
12	\$ 82,830	\$ 85,591	\$ 88,352	\$ 91,113	\$ 93,875	\$ 96,636	\$ 99,397	\$ 102,158	\$ 104,919	\$ 107,680	12				
13	\$ 98,496	\$ 101,779	\$ 105,062	\$ 108,345	\$ 111,628	\$ 114,911	\$ 118,194	\$ 121,477	\$ 124,760	\$ 128,043	13				
14	\$ 116,393	\$ 120,272	\$ 124,152	\$ 128,031	\$ 131,911	\$ 135,790	\$ 139,670	\$ 143,549	\$ 147,428	\$ 151,308	14				
15	\$ 136,908	\$ 141,472	\$ 146,035	\$ 150,598	\$ 155,162	\$ 159,725	\$ 164,288	\$ 168,852	\$ 173,415	\$ 177,978	15	DB-05	DJ-05		

Applicable locations are shown on the 2023 Locality Pay Area Definitions page: <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/localitypay-area-definitions>

Presidential Executive Order issued: January 21, 2022 (CPM 2022-02)
Nationwide Special Rate Schedule to Achieve a Minimum Pay Rate of \$15 Per Hour



Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
01	31305	31952	32599	33246	33893	34540	35187	35834	36481	37128
02	31931	32663	33395	34127	34859	35591	36323	37055	37787	38519
03	32570	33395	34220	35045	35870	36695	37520	38345	39170	39995
04	33221	34147	35073	35999	36925	37851	38777			

Qualification Requirements for STEM Student Education Program Trainees	
Grade/level	Level of Education
GS-2 or Lab Demo Equivalent	Completion of high school or GED diploma.
GS-3 or Lab Demo Equivalent	Completion of 1 full academic year of post-high school study.
GS-4 or Lab Demo Equivalent	Completion of 2 full academic years of post-high school study or an associate's degree.
GS-5 or Lab Demo Equivalent	Completion of 4 academic years of post-high school leading to a bachelor's or equivalent degree.
GS-7 or Lab Demo Equivalent	Completion of 1 full academic year of graduate level education; or eligibility under the Superior Academic Achievement Provision and completion of a bachelor's degree.
GS-9 or Lab Demo Equivalent	Completion of 2 academic years of graduate level education, or a master's degree or equivalent graduate degree.
GS-11 or Lab Demo Equivalent	For research positions, completion of all requirements for a master's or equivalent degree. For non-research positions, completion of all requirements for a PhD or equivalent degree.
GS-12 or Lab Demo Equivalent	For research positions, completion of all requirements for a PhD or equivalent degree.

Note: One full academic year of undergraduate; graduate; technical or high school education is the number of credit hours determined by the college, university or school to represent one year of full-time study.

Hiring Mechanisms

- ✓ Student program Direct-Hire Authority (DHA) conversions
- ✓ DoD STRL DHA's for full-time employees
- ✓ USAJOBS Vacancy Announcements
- ✓ New DoD Direct Support DHA for any position at ERDC where 51% or more of time is spent in direct support of STRL activities



It all starts here.



*Scan to begin
your journey
with us!*



Resume Tips

PURPOSE OF A FEDERAL RESUME

- Your resume IS your application for a position in the Federal Government
- Best way to “market” yourself to employers
- Conveys your qualifications for the job
- Your first and possibly only impression
- Used to determine qualifications and best qualified candidates



Resume Tips

HOW A FEDERAL RESUME IS DIFFERENT THAN A TRADITIONAL RESUME

- **Longer** – There is usually no page limit; however, 5 is the maximum limit for some agencies.
- **More Detail** – Includes information such as citizenship, hours worked, supervisor and salary.
- **Experience** – The experience section is much more detailed in order to demonstrate the applicant's qualifications. It should detail both experience and related accomplishments.



Resume Tips

- Use plain language – avoid jargon
- Explain acronyms and use them sparingly
- Highlight relevant experience and education
- State the facts – do not exaggerate
- Explain WHAT you did, HOW you did it and IF it made a difference
- Clearly show how you meet the competencies for the job
- Do not include photographs
- Use resumes created with the USAJOBS Resume Builder or uploaded from your own files
- USE GRAMMAR AND SPELL CHECK
- Have someone else look at your resume



Resume Tips

RESUME CONTENT

- **Contact information.** This includes your name, address, day and evening telephone numbers, and email address
- **Citizenship** (if other than the U.S.)
- **Relevant work experience.** This includes paid and unpaid experiences. For instance, volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religions; spiritual; community; student; social)

For each employment listed, include the following information:

- **Job title**
- **Employer**
- **Dates of employment.** Include beginning and end dates in the following format: month/day/year
- **Hours per week.** We assume fulltime unless otherwise stated. Employment will be prorated in crediting experience.
- **Description of job duties, related skills, and responsibilities.** It's important to do the following:
 - Include any supervisory/managerial responsibilities and number of staff supervised (if applicable). This information helps determine if you meet minimum eligibility requirements for the position.
 - Review the qualifications section in the job announcement closely and directly address the education, skills, and experience required in your resume.
- **Series and grade or equivalent** (if a Federal position)



Resume Tips

RESUME FORMAT

- Use reverse chronological order to list experience.
- Tailor your resume
- Be concise and keep paragraphs short.
- Use bullets
- Ensure correct grammar and no spelling errors.



Resume Tips

THINK OUTSIDE THE BOX AND DON'T IGNORE:

- Leadership roles in social/civic organizations
- Volunteer experiences
- Projects
- Professional/Academic challenges or successes
- Special assignments



Resume Tips

HOW TO WRITE YOUR EXPERIENCE

- Review the job announcement (if applicable) to understand the requirements and description of the work to be performed
- Compare what you've done in the past with the requirements and find the similarities
- Write your experience by matching your personal experiences and accomplishments with the language in the requirements



Resume Tips

OTHER TIPS TO CONSIDER

- Tailor your resume to each specific job that you are applying for.
- In addition to your resume, you may need to submit any required documents such as a copy of **school transcript** (if qualifying based on education).
- You may be required to complete a self-assessment or questionnaire as part of the application process if applying through USAJOBS.gov.
- **Everyone hired for a federal position is required to undergo a basic background investigation of their criminal and credit history.**
- If the position you are applying for includes access to sensitive information, you will have to obtain security clearance.

QUESTIONS?

Ms. Speler Montgomery
ERDC Talent Acquisition Manager
ERDC-HCO@usace.army.mil

Send Resumes & Transcripts to:
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ERDCOCIO
LIVESTREAM



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Scan to begin your journey with us!

