

DEPARTMENT OF DEFENSE CYBER SCHOLARSHIP PROGRAM

SCHOLAR HANDBOOK

July 2023



Table of Contents

APPLICABILITY	4
DoD CYBER SCHOLARSHIP PROGRAM (DoD CySP) CONTACTS AND DEFINITIONS	4
DoD CySP Program Sponsor.....	4
DoD CySP Program Office.....	4
Scholar Coordinator.....	4
DoD CySP Program Contact.....	5
DoD CySP Support Team.....	5
Selecting DoD Agency / Components.....	5
DoD CySP Scholars.....	5
GENERAL PROGRAM PROCEDURES AND REQUIREMENTS	5
DoD CySP Program Obligations.....	5
Award Length.....	5
Degree Funding.....	6
Follow-on Funding.....	6
Communication.....	6
Compliance Requirements.....	7
Completion of Degree in Compliance with the DoD CySP Selection Letter.....	7
Code of Conduct.....	7
Current Contact Information.....	7
Selecting DoD Agency / Component Sponsorship.....	7
Geographic Mobility.....	8
Clearance Requirements.....	8
Denial of Scholar Application for Security Clearance.....	9
Revocation of Scholar Security Clearance.....	9
Length of Service Obligation.....	9
Non-Compliance.....	10
Award Length Change.....	10
Withdrawal from the DoD CySP.....	10
Dismissal from the DoD CySP.....	10
Debt Repayment Overview.....	11
Debt Repayment.....	11
Debt Disputes / Waivers.....	11
SELECTION FOR SCHOLARSHIP	12
Selection DoD Agency / Component Assignment.....	12
Award Deferral.....	12
Grade Point Average Requirement.....	13
Required Documentation.....	13
Orientation.....	13
ACADEMIC PURSUIT	13
Funding Overview.....	13
Tuition and Approved Educational Expenses.....	14
Scholar Tax Responsibilities.....	14
Outside Funding.....	15
Outside Employment.....	15
Pursuit of Degrees Outside of the DoD CySP Program.....	16

Completion of Degree Requirements	16
Minimum GPA Requirement	16
Failure to Complete Degree with Required GPA.....	16
Incomplete Coursework	16
Failure to Earn Course Credit	16
Full-time Status	16
Participation in Study Abroad Programs	17
Participation in Fieldwork, Conferences, Meetings, and/or Training	17
Reporting Requirements Overview.....	17
Official Transcript.....	17
Scholar Foreign Travel.....	17
RECRUITMENT SCHOLAR INTERNSHIP REQUIREMENT	17
Common Access Cards (CACs).....	18
Internship Length and Timing	18
Internship Funding	18
Internship Waiver.....	18
Internship Preparation Procedures.....	18
Internship Procedures.....	19
RECRUITMENT SCHOLAR SERVICE OBLIGATION OVERVIEW	20
Recruitment Scholar Obligation Hiring Process	20
Security Clearance.....	20
Start of Service Obligation	21
Completion of Service Obligation	21
Full-time Federal Civilian Employment	21
Salary and Benefits.....	21
Failure to Complete the Service Obligation	21
Reporting Requirements	21
POST SERVICE OBLIGATION	22
Engagement Opportunities.....	22
Reporting Requirements	22
Current Contact Information	22
Glossary.....	23
Forms	26

APPLICABILITY

The Department of Defense (DoD) Cyber Scholarship Program (CySP) (Scholarship-for-Service) is both a scholarship program for the DoD, and a capacity building tool for the nation. The program is a result of obligation from DoD and Congress to support higher education as a means to prepare the DoD workforce to deal with threats against the Department's critical information system and networks. The DoD CySP was established pursuant to 10 U.S.C. §2220, as amended, and is funded through the DoD Chief Information Office (DoD CIO). The DoD CySP provides academic funding in exchange for completing a period of full-time civilian employment with the Department of Defense (DoD). The DoD CySP Service Agreement (SA) is the formal binding written agreement between the DoD CySP Scholar (herein scholar) and the DoD. By signing the SA, the scholar agrees to comply with all program policies and procedures, including the items outlined in this handbook. In return, the DoD funds the scholar's academic pursuit and provides full-time employment upon the scholar's graduation. This handbook applies to all scholars regardless of their participation in the recruitment or retention programs. This handbook includes information applicable to all scholars, as well as information applicable to specific types of scholars, faculty members, and DoD Agencies. If a policy or procedure does not specify the type of scholar, then it applies to all scholars.

This handbook will be updated annually to reflect current policies and procedures. Scholars must comply with the policies set forth in the most current handbook. Scholars will be informed of any changes or updates. Updated will either be sent directly to students via email or provided through the on campus POC

DoD CySP SCHOLARSHIP PROGRAM CONTACTS AND DEFINITIONS

DoD CySP Program Sponsor

The DoD CIO sponsors, funds, provides policy, and strategic goal oversight for the scholarship program. DoD CIO has delegated administration to of the program to the National Security Agency's (NSA), National Centers of Academic Excellence in Cybersecurity (NCAE-C) Program Office (PO). The DoD CySP PO resides within the NCAE-C PO.

DoD CySP Program Office (PO)

The DoD CySP PO is housed at NSA alongside the NCAE-C PO. The program office is comprised of a Program Director and Scholar Coordinator.

DoD CySP PO – Program Director / Scholar Coordinator

The DoD CySP PO has an identified individual that supports all DoD CySP Scholars (both recruitment and retention). The DoD CySP Program Director manages the day-to-day operations of the program, provides policy guidance (in conjunction with the DoD CIO), and ensures deadlines are met. The DoD CySP PO Scholar Coordinator will collaborate with Component Liaisons (CL) and on-campus points of contact (POC), and Component Office of Primary Responsibility (OPR). Scholars contacting the program office should always use: AskCySP@nsa.gov and include their on-campus POC and/or CL/OPR

- **Recruitment Scholars:** Each scholar has an on-campus DoD CySP POC. Name and email address of this point of contact is identified on the scholar's acceptance letter. This should be the first contact for scholars to ask questions.
- **Retention Scholars:** Each scholar has an on-campus DoD CySP POC. Name and contact information will be provided within 30 days of accepting the scholarship. This should be the first option for scholars with questions about the degree program

DoD CySP Program Contacts

For information about the DoD CySP (program related documents and information) or for how to get involved:

- DoD CySP website at: <https://public.cyber.mil/dcysp>
- Office contact: AskCySP@nsa.gov, 410-854-6206.
- DoD CySP Application Tool: <https://www.dodemergingtech.com/cyber-scholarship-program-cysp/>

DoD CySP Program Support Team

- **Selecting / Sponsoring DoD Agencies / Components** - A selecting component is a DoD Component or Agency that participates in the selection of recruitment scholars or nominates their employees for the retention scholarship program. Any DoD Component or Agency may participate in the DoD CySP.
- **Component Liaisons / Office of Primary Responsibility** - Each participating DoD Component or Agency has a designated Component Liaison (CL) for recruitment scholars or Office of Primary Responsibility (OPR) for retention scholars within the DoD CySP Program. The CL and OPR are the main points of contact (POC) between the DoD CySP Program Office (PO) and scholars. The DoD CySP PO provides recruitment scholars with their CL's name and contact information within 30 days of accepting the scholarship. OPRs for Retention scholars will be assigned within the online application tool as part of the application process.

DoD CySP Scholars

A scholar is an individual who received and accepted a DoD CySP award. An individual remains a scholar throughout their degree program and during the service obligation period.

- A **recruitment scholar**: not employed full-time in either a permanent or renewable term civilian position by a DoD agency or component at the time of the award. Scholars might be employed by the DoD in temporary or internship positions or a Reservists or National Guard member (not currently on active duty orders). Scholars may not work full-time for the DoD during the academic year. Allowances are made for summer internship and cooperative education programs.
- A **retention scholar** is a scholar who is a DoD civilian or active-duty military member.

GENERAL PROGRAM PROCEDURES AND REQUIREMENTS

DoD CySP Program Obligations

- **Award Length** - The award length is defined as the total amount of time for which the scholar receives funding and benefits. Scholars are expected to complete the degree for which they were selected.
 - **Recruitment Scholars**: Award length constitutes a 1:1 ratio between years funded and service obligation owed by the scholar. Each academic year funded constitutes a commensurate 1.0 calendar year in service obligation. Funding that extends beyond the confines of a typical academic year, may be included in the scholar's award length in 0.5 calendar year increments. Recruitment scholars have a minimum award length of 1.0 academic years (with a minimum service obligation of 1.0 years).
 - Selected in 2023 - graduating in 2024 – no internship – 1 year of service
 - Selected in 2023 - graduating in 2025 - 1 internship (Summer 2024) - 2 years of service
 - Selected in 2023 - graduating in 2026 - 2 internships (Summer 2024 & 2025) - 3 years of service

- Selected in 2023 - graduating in 2027 - 3 internships (Summer 2024 & 2025 & 2026) - 4 years of service
- Selected in 2023 - graduating in 2028 - 4 internships (Summer 2024 & 2025 & 2026 & 2027) - 5 years of service
- **Retention Scholars:** Award length will allow enough time to complete the desired degree. Members of the Military Services shall serve on active duty while fulfilling service obligations defined by their respective Component. While the service obligation is at the discretion of the respective
 - Component, members of the military services may use the following times as a baseline:
 - 2 years for the Community College program.
 - 4 years for an undergraduate program (JCAC – only).
 - 3-5 years for graduate programs (Graduate Certificate, Master’s, PhD, and Doctorate).
 - DoD civilian employees shall sign a CSA with their parent organization or Component that complies with 10 U.S.C. 2200a, prior to commencement of their education, to continue service within the DoD upon conclusion of their education, for a period equal to:
 - 3 years for the Community College program.
 - 5 years for graduate programs (Graduate Certificate, Master’s, PhD, and Doctorate).

NOTE: The Component OPR may put additional service requirements on the applicant.

- **Degree Funding**
 - **Recruitment Scholars** may be enrolled in a single degree program. Scholars are required to complete the initial award degree. Additional funding years may be awarded if the Scholar completes and submits a Returning Scholar Application and meets the basic academic requirements. Funding for additional degrees is not a guarantee.
 - Switching degree programs must be approved by the DoD CySP Program Office.
 - Switching from one institution to another in the middle of a degree program is not authorized.
 - **Retention Scholars** are enrolled in a single degree program and receive DoD CySP funding to complete that degree. Funding for additional degrees is not authorized. Funding for additional years to complete the original degree is automatically provided to the NCAE-C.
- **Follow-on Funding for Additional Degrees (Recruitment Scholars only)** - DoD CySP recruitment scholarships are awarded for one-degree program at a time. Should the scholar desire to seek an additional degree award, the scholar will need to complete a returning scholar application. If a scholar does not receive follow-on funding, the scholar is expected to begin their service obligation after completion of their DoD CySP funded degree.

Communication

The DoD CySP PO uses all methods of communication; however, email is generally the primary form. The DoD CySP PO will, via email or the DoD CySP Scholar Online Application Portal, communicate with scholars, component liaisons, and on-campus POCs regarding program and policy updates as well as relevant timelines and due dates. The DoD CySP PO will also respond to inquiries related to the scholar’s participation in DoD CySP in a professional and timely manner, wherever possible.

In general, the DoD CySP On-Campus POC will be the primary point of contact for scholars. In some cases, DoD CySP On-Campus POCs may need to relay the inquiry on to a relevant party, including but not limited to the Component

Liaison, and/or the DoD CySP PO, for follow-up.

Scholars should check their email regularly and designate DoD CySP-related emails as non-SPAM material or regularly check SPAM email folders. Scholars shall respond to DoD CySP emails in a professional and timely manner.

- **Recruitment Scholars:** Scholars should regularly communicate with their On-Campus DoD CySP POC as well as their Component Liaison. If a scholar has questions or concerns related to their ability to comply with their Service Agreement and relevant policies, the DoD CySP expects that they contact their On-Campus DoD CySP POC and the DoD CySP PO as soon as possible.
- **Retention Scholars:** Scholars should regularly communicate with their OPR to verify work schedules and timelines of academic requirements. If a scholar has questions or concerns related to their ability to comply with their academic program, service agreement, and/or relevant policies, the DoD CySP PO expects that they contact their OPR and the DoD CySP PO as soon as possible.

Open and clear communication between all parties – the scholar, DoD CySP PO, Component Liaisons or Office of Primary Responsibility personnel – is a shared expectation of all parties involved in the success of the DoD CySP.

Compliance Requirements

Scholars shall comply with all DoD CySP policies and procedures, including the requirements set forth in this handbook. Compliance with all DoD CySP policies and procedures, as agreed to in the service agreement, is required for continued participation and funding under the DoD CySP.

Completion of Degree in Compliance with the DoD CySP Selection Letter (SL)/ Service Agreement (SA)

Scholars complete the degree funded by DoD CySP as set forth in the SA. Scholars must complete all degree requirements.

Code of Conduct

DoD CySP is committed to the professional development of scholars, securing the program's reputation of excellence, and safeguarding the public's investment in the program. Scholars should also refer to CAE Community of Practice, Student Code of Ethics & Professional Conduct attached at the end of this document.

- **Academic Excellence:** Scholars strive to meet DoD CySP academic requirements, attend all classes/laboratories, are respectful to instructors, and complete coursework to the best of their ability.
- **Professionalism:** Scholars are courteous, honest, and responsible in their communications and interactions. Scholars are timely in attendance and completion of duties. Scholars strive to achieve a level of excellence that exceeds minimum requirements.
- **Leadership:** Scholars take the initiative to advance their knowledge and share their experience with others.
- **Integrity:** Scholars adhere to the highest ethical standards and comply with applicable laws, rules, and regulations.
- **Public Service:** Scholars are mindful of the public investment made in their DoD CySP awards and act in a manner that is worthy of that investment. Scholars are dedicated to and uphold the principles and national interests of the United States.

Current Contact Information

Scholars maintain current contact information with the DoD CySP PO and component liaisons including accurate email address(es), mailing address, telephone, and residency status (the residency status claimed by the scholar for tax purposes). Scholars contact the DoD CySP PO immediately with changes or updates to their contact and/or residency information. Scholars may email these any changes to AskCySP@nsa.gov or update their record in the

Selection DoD Agency / Component Sponsorship

Recruitment Scholars were awarded a DoD CySP scholarship because a DoD Agency or Component selected that scholar for the agency's mission/goal in a cyber. This is often referred to as sponsorship. Recruitment Scholars know who their DoD Agency / Component is when offered a scholarship. The selecting DoD agency / component has made an obligation to support the scholar throughout their participation in the DoD CySP. This obligation includes providing clearance processing, required internships, mentorship, and post-graduation employment that allows the scholar to complete their service obligation. Any scholar communication or actions with the assigned DoD Agency or Component may result in loss of commitment from the agency or component which (at the sole discretion of selecting agency/component) may result in scholar's dismissal from the program.

Loss of sponsorship occurs in rare situations, for various reasons including but not limited to:

- inability of the sponsoring facility to provide long-term employment,
- poor academic performance,
- misaligned academic goals,
- inability to meet clearance requirements necessary for post-graduation employment with the sponsoring facility, and
- general performance/conduct issues, as reported by the sponsoring facility.

Only the DoD CySP PO may reassign a scholar to a new selecting DoD Agency/Component. A scholar may not initiate a transfer while they are still pursuing their academic degree. In the rare occasion where a scholar has questions or concerns with their selecting DoD Agency/Component, contact the DoD CySP PO as soon as possible. Recruitment Scholars who are performing their post-graduation service obligation may apply for other positions within the DoD and shall notify the DoD CySP PO within 10 business days of the identified Enter on Duty date for the new DoD Agency/Component and shall provide contact information for the scholar's new supervisor/manager.

It is extremely unusual for the DoD CySP PO to assign a scholar to a DoD Agency/Component other than the original DoD Agency/component for completion of the service obligation. In the rare case that a change is considered, it is generally initiated by the DoD CySP PO and is done on a case-by-case basis at the discretion of the DoD CySP PO and the DoD Agencies/Components involved. If the DoD CySP PO determines that a change should happen.

Retention Scholars are awarded a scholarship because their parent DoD Agency/Component has nominated them and identified a follow-on position in a cyber-leadership role. Retention Scholars return to their parent DoD Agency/Component to perform the service obligation. Should a Retention Scholar move to another DoD Agency/Component, the scholar will notify the DoD CySP PO with 10 business days of the identified Enter on Duty date for the new DoD Agency/Component and shall provide contact information for the scholar's new supervisor/manager.

Geographic Mobility

Recruitment Scholars must be geographically mobile and relocate to the selecting agency for completion of the service obligation and internship periods, if required. Under rare circumstances, scholars must be willing to relocate to and complete the internship periods and the service obligation with a new selecting agency located anywhere within the United States if re-assigned by the DoD CySP PO. Failure to agree to this mobility requirement will require the scholar to pay back the scholarship funding.

Retention Scholars may be required to be mobile for the academic program, but will return to their parent organization for the service obligation.

Security Clearance Requirement

Recruitment Scholars complete the following security clearance requirements:

- Provide complete and timely information and documentation as requested;
- Be eligible to timely obtain the level of security clearance required by the selecting agency
- Be eligible to maintain the required level of security clearance through completion of the service obligation;
- Notify the DoD CySP PO and selecting agency prior to traveling to a foreign country; and
- Notify the DoD CySP PO and sponsoring facility immediately of any actions or events that may affect eligibility to obtain or maintain the security clearance. For a list of activities that may result in the denial or revocation of a security clearance visit <http://www.OPM.gov>.

Retention Scholars currently hold an active clearance and will not need to process again. Retention Scholars must maintain any clearance requirements normally required by the parent DoD Agency/Component.

Denial of Scholar Application for Security Clearance

Recruitment Scholars: If the application for the security clearance is denied, the scholar will be returned to the DoD CySP PO to find a new selecting agency. Scholar's resume will be provided to DoD Agencies/Components in the off chance that a position with a lower clearance requirement can be obtained. Scholars may perform their service obligation through military service (active duty, reserves, and/or National Guard). In rare cases the scholar may be assigned to a Federal or State/Local government to perform their service obligation. If the clearance issue is something that prevents the scholar from being hired the scholar will be dismissed from the DoD CySP and required to pay back any funding provided to date. Employment by DoD-contractor companies, Federal Funded Research and Development Centers, or Federal labs is not authorized.

Retention Scholars: This section does not apply.

Revocation of Scholar Security Clearance

If a security clearance is revoked at any time prior to completion of the service obligation, the scholar (recruitment and retention) will be dismissed from the DoD CySP and required to pay back.

Length of Service Obligation

- **Recruitment Scholars** perform post-graduation employment with the selecting agency at the rate of 1 calendar year of service for each full academic year. Financial support for an academic term (quarter, semester) that is less than a full academic year requires an additional 6 months of post-graduation employment. For example, an award for 2 academic years requires 24 months of service. An award for 1 and a half academic years requires 18 months of service. NOTE: The selecting agency may add an additional service obligation if the selecting agency funds additional training/education for the scholar during their post-graduation service obligation. In this situation the ratio would be 1:3. This is a standard requirement for all DoD employees.
 - For example, a Recruitment Scholar has a service obligation of 2 years. The selecting agency pays to send the scholar to 3-months specialized training. The scholar's new service obligation would be 2 years and 9 months.
 - The service obligation begins the first day of full-time employment on the Enter on Duty (EOD) date.
- **Retention Scholars** perform post-graduation employment with their parent DoD Agency/Component.
 - Members of the Military Services shall serve on active duty while fulfilling service obligations

defined by their respective Component. While the service obligation is at the discretion of the respective Component, members of the military services may use the following times as a baseline:

- 2 years for the Community College program.
- 4 years for an undergraduate program (JCAC – only).
- 3-5 years for graduate programs (Graduate Certificate, Master’s, PhD, and Doctorate).
- DoD civilian employees shall sign a CSA with their parent organization or Component that complies with 10 U.S.C. 2200a, prior to commencement of their education, to continue service within the DoD upon conclusion of their education, for a period equal to:
 - 3 years for the Community College program.
 - 5 years for graduate programs (Graduate Certificate, Master’s, PhD, and Doctorate).
- The service obligation begins upon graduation from the degree program.

Non-compliance

If a scholar is found non-compliant, the DoD CySP PO will provide the scholar with a non-compliance notice or a dismissal notice, depending on the nature of the default. Scholars acknowledge receipt of the non-compliance notice. A non-compliance notice specifies the scholar is in an auditable status of non-compliance and provides the next steps. If the scholar does not return to compliance or is beyond the ability to return to compliance, the DoD CySP PO will begin the debt collection process.

Leave of Absence

Recruitment Scholars: Scholars are expected to participate in the program and pursue their approved degree on a full-time basis. If a scholar is unable to participate in the DoD CySP for more than 4 consecutive weeks, the scholar must notify the DoD CySP PO, the on-campus POC, and the CL of the absence. Approval from the DoD CySP PO is required prior to the leave of absence taking effect. Only the DoD CySP PO may decide if the leave of absence is approved or denied.

Scholars may submit for a leave of absence in the following circumstances:

- The scholar or an immediate family member, as defined by the Family and Medical Leave Act of 1993, has a medical condition requiring the scholar to take a leave of absence;
- The scholar may request a leave of absence in other emergencies;
- The scholar is activated for military service.

A leave of absence will not be approved to delay the start of the service obligation.

Retention Scholar: If a scholar is unable to participate in the DoD CySP for more than 4 consecutive weeks, they must return to their parent organization on the next schedule work day. The scholar must inform the DoD CySP PO that they are taking a leave of absence. The DoD CySP PO will work with the scholar to identify a return date.

Scholars may submit for a leave of absence in the following circumstances:

- The scholar or an immediate family member, as defined by the Family and Medical Leave Act of 1993, has a medical condition requiring the scholar to take a leave of absence;
- The scholar may request a leave of absence in other emergencies;
- The scholar is activated for military service / deployed
- The scholar must return to work due to mission requirements.

All Scholars: Winter and summer breaks do not require a leave of absence request.

Award Length Change

Recruitment Scholars continually pursue the approved degree on a full-time basis. Allowances can be made

on a case-by-case basis for those who are nearing the end of their degree program. DoD CySP recruitment scholarships range from 1 to 5 years per award, depending on degree requirements. If the scholar needs to either increase or decrease the length of the award, due to circumstances outside of the scholar's control, the scholar may submit a request for an award length change. Scholars must provide justification for the award length change and have validation of the new graduation date from the scholar's university or college. It must be submitted at least 90 days before the current graduation date on record with DoD CySP PO and must be coordinated with the On-Campus DoD CySP POC and the CL. The award length change must go through a review process based on the availability of funds, selecting agency ability to support, and DoD CySP PO policy guidelines and procedures.

Only the DoD CySP PO may decide if the award length change is approved or denied. If the DoD CySP PO approves an award length change, the scholar's service obligation will be revised in accordance with the approved change.

Retention Scholars: This section does not apply as the identified programs have a set time allowance.

Withdrawal from the DoD CySP

A **Recruitment Scholar** may voluntarily withdraw from the DoD CySP at any time. Scholars will notify the DoD CySP PO in writing if they wish to withdraw from the program. The withdrawal letter should be sent via email to AskCySP@nsa.gov. A withdrawal acknowledgement letter will be provided to the scholar, specifying the date of withdrawal. All DoD CySP funding will cease immediately upon the date of withdrawal.

- If the scholar withdraws from the program prior to any funding being provided, the student will not be required to repay the funds.
- If the scholar withdraws from the program after funding has been provided to the academic institution, the scholar will be subject to debt repayment procedures and may be responsible for repaying all funds expended on their behalf.
- If the scholar withdraws from the program after graduation but before or during the service obligation, the scholar will be subject to debt repayment procedures. Any portion of the service obligation already performed will be prorated in the debt amount.

Retention scholars must notify the DoD CySP PO at least 60 days prior to classes starting. All DoD CySP funding will cease immediately upon the date of the withdrawal. If any scholar withdraws from the program after funding has been provided to the academic institution, the scholar will be subject to debt repayment procedures.

Dismissal from the DoD CySP Program

A scholar may be dismissed from the DoD CySP for failure to comply with any program policy or procedure. A dismissal notice will be provided to the scholar specifying the date of and reason for the dismissal. All DoD CySP funding will cease immediately upon the date of dismissal. A scholar dismissed from the program may be required to repay the entire award amount.

Debt Repayment Overview

If a scholar, whether employed by the DoD or not, is dismissed from the program for failure to comply with any DoD CySP policy or procedure or withdraws from the DoD CySP prior to completing the service obligation, the scholar will be subject to debt establishment procedures. Subsection (e) of Section 2192a of Title 10, U.S.C. establishes the right of the United States government to pursue a refund for any period of unserved obligated service. An obligation to reimburse the United States for failure to complete the program per the above is for all purposes a debt owed to the United States. Scholars subject to debt repayment may be required to refund all amounts expended under the scholar's DoD CySP award including all tuition, books fees, stipend, technology

allowance, approved related educational expenses, travel expenses, health insurance funds, miscellaneous allowance, and any other funds expended by the Federal Government under the scholar's award. Debt amounts may be prorated to credit any time completed against the service obligation.

A discharge in bankruptcy that is entered less than 5 years after termination does not discharge the person signing such agreement from a debt arising under such agreement. The repayment of any refund shall be accomplished in accordance with the procedures established pursuant to the provisions of Volume 5, Chapter 28 of DoD 7000.14-R, "Department of Defense Financial Management Regulation (FMR)," November 2012, applicable policies and procedures established by the Defense Finance and Accounting Service (DFAS), and any additional applicable debt repayment policies and procedures.

The Debt Establishment Process

There are three entities involved in the establishment of debt cases: the DoD CySP housed within the National Security Agency, the Department of Defense Chief Information Office, and the DoD Service Components (Army, Navy, Air Force, Other DoD Agencies). The final authority to establish a debt against a scholar in default of their service agreement lies with the DoD CySP PO and NSA.

When a scholar withdraws or is dismissed from the program, the DoD CySP PO will create a debt letter that identifies the amount of debt to be collected and procedures for the scholars.

The debt establishment process typically results in one of three outcomes:

- **Establishment of Monetary Debt:** The DoD Component determines the scholar is obligated to refund the United States for failure to complete the program under the terms of the SSA. For scholars who have partially completed their service obligations, the amount of the debt may be pro-rated according to the amount of time served.
- **Determination of No Debt:** The DoD Component determines the scholar is not obligated to refund the United States under Subsection (e) of Section 2192a of Title 10, U.S.C.
- **Service Repayment:** In exercising discretion under Title 10 U.S.C. 2192a(e) to determine an appropriate amount for a monetary refund, the DoD Component may reduce or eliminate a refund if, at the time of debt establishment, the scholar is currently a DoD employee and performs an obligated service commensurate with the years of scholarship or educational benefits provided.

Debt Disputes and Waivers

Upon notification of an established debt, the debt letter will include instructions on how to dispute or request a waiver of the debt. Waivers are typically awarded if the scholar can show proof a performed service obligation with a federal agency or military service. If such evidence can be provided the DoD CySP PO will review the provided documentation and may clear the scholar of debt.

Debt Repayment

Absent of a request for review or application of a waiver, debts are to be paid in full by certified check sent to Finance and Accounting Office, 9800 Savage Road, Fort Meade, MD 20755-6858. The terms of repayment (including interest, if applicable), are negotiated between the scholar and the DoD CySP PO. The maximum allowable repayment time is 60 months. The repayment of any refund shall be accomplished in accordance with the procedures established pursuant to the provisions of Volume 5, Chapter 28 of DoD 7000.14-R, "Department of Defense Financial Management Regulation (FMR)," November 2012, applicable policies and procedures established by the Defense Finance and Accounting Service (DFAS), and any additional applicable debt repayment policies and procedures.

AWARD PROCEDURES

Sponsoring Components / Component Liaison

Recruitment Scholar - Students are awarded a scholarship when a selecting DoD Agency/Component agrees to support and hire that student upon graduation. Awardees are notified of the name and location of their assigned DoD agency at the time of the award. During the award process, scholars will accept or decline the scholarship with the full understanding and expectation that the awardee will join the facility's workforce after completion of degree program / scholarship funding.

Retention scholars – Current DoD civilians and Active Duty members are nominated by their parent organization and selected for the scholarship by the DoD CySP PO and partner academic institutions. Retention Scholars will report back to their parent organization.

Award Deferral

Commencement of a DoD CySP award may not be deferred. Awardees begin or resume academic work in the fall term immediately following the application cycle – typically August or September of the current year.

Grade Point Average Requirement

Awardees enter the first funding year with a minimum GPA of 3.2 on a 4.0 scale for undergraduate work and a 3.5 on a 4.0 scale for graduate work, per their most-recent transcript. If, per the most-recent transcript, grades for the degree to be funded by DoD CySP fall below a cumulative GPA of 3.2/3.5 on a 4.0 scale between application and the start of the fall term of the initial funding year, the award may be immediately rescinded. If the GPA falls below the required 3.2/3.5 during the academic year, the scholar will be placed on probation and given one semester to improve the GPA. Failure to do so could result in removal from the program and the debt to be incurred by the scholar.

Required Documentation to Accept the Scholarship

Recruitment Scholar provide the following documentation unless otherwise stated. An award will not be funded until all required documentation is received. Failure to provide required documentation or meet any eligibility requirement may result in the award being rescinded.

- DoD CySP Service Agreement;
- DoD CySP Obligation Promissory Memo;
- DoD CySP Direct Deposit (used for travel support)

Retention scholars provide the following documentation unless otherwise stated. An award will not be funded until all required documentation is received. Failure to provide required documentation or meet any eligibility requirement may result in the award being rescinded.

- DoD CySP Acceptance Letter

Orientation (**Recruitment Scholars ONLY**)

Scholars are required to complete the mandatory DoD CySP orientation. Orientation includes a web-based presentation and/or in-person boot camp. These orientation events provide an opportunity to learn more about the DoD CySP and the Sponsoring Component. Orientation should be completed within the first 3 months of award but may occur prior to receipt of funds.

- Web-based orientation: All awardees complete a virtual orientation meeting covering DoD CySP

requirements.

- **Boot Camp:** All newly selected are required to attend the mandatory boot camp prior to the start of the award. The boot camp will be hosted by one of the NCAE-Cs in the month of July. Recruitment awardees will be contacted by a NCAE-C host representative to process travel reservations. Recruitment awardees whose regular summer address is 50 miles or more from the boot camp location are eligible for travel allowance. Retention awardees do not complete a site visit. Travel restrictions placed by DoD leadership may cancel or delay this event.

ACADEMIC PURSUIT

Funding Overview

All DoD CySP funding is based on the availability of funds. DoD CySP awards provide the amount of financial assistance determined by 10 U.S.C. §2192a and DoD CIO as being necessary to pay tuition, educational fees, miscellaneous supplies, and stipend (recruitment only). Scholars only receive funding for the degree specified in the application to DoD CySP. Additional Recruitment Scholar degree funding requires re-application to DoD CySP for a separate award in accordance with the follow-on funding policy.

- **Recruitment Scholars** - receive full tuition, required fees, stipend, book allowance, and one-time laptop/computer purchase allowance. The stipend annual rate is determined by DoD CySP PO and may increase in future years. Returning Recruitment Scholars who complete less than 9 months of academic time may receive the stipend on a pro-rated basis and will not receive additional laptop/computer allowances. Health insurance may be included in the required fees. The DoD CySP will only provide funding to cover health insurance for plans purchased through the institution's health care program. Funding may not be requested to repay premiums paid through a parent/guardian or employer provided health care program.
- **Timing and Distribution:** All costs associated with the Recruitment scholar scholarship are awarded to the academic institution as a grant. Academic institutions are responsible for disbursing the funds to the scholars or crediting the scholar's account. Grants are awarded prior to the Fall academic start date. Grants will include the following costs:
 - Tuition
 - Required Fees
 - Book Allowance
 - Laptop Allowance
 - Stipend
- **Retention scholars** - receive a full tuition, required fees, and book allowance. All costs associated with the Retention scholarship are awarded to the academic institution as a grant or a military interdepartmental purchase request (DoD schools only). Academic institutions are responsible for disbursing the funds to the scholar or crediting the scholar's account. Funding is provided no less than 30 days prior to the start of the academic program.

Tuition and Approved Educational Expenses

The DoD CySP funds the total cost of full-time tuition and approved related educational fees during the standard academic year. Full-time tuition includes fall, winter, and spring standard terms only. Full-time tuition does not include summer or condensed winter terms; however, the DoD CySP will provide funding for Recruitment Scholars who may be required to enroll and attend a required summer "internship" course. In order to receive tuition and approved educational expenses, scholars must be enrolled at a NCAE-C institution. There is no cap on tuition, and the amount of tuition does not affect the length of the service obligation. Approved related educational fees generally include mandatory fees such as scholar activity, technology fee and/or scholar government fees.

Scholar Tax Responsibilities

The DoD CySP PO does not withhold taxes from funds paid to or on behalf of recruitment scholars, including but not limited to stipends, tuition, fees, allowances, and/or any other costs associated with the scholarship. It is the responsibility of the scholar to adhere to state and federal regulations regarding tax responsibilities. The DoD CySP cannot provide tax advice. It is recommended scholars talk to a tax professional.

Outside funding

The DoD CySP is a merit-based scholarship.

Recruitment Scholars are not required to provide any applications or proof of needs-based requirements. The scholar's tuition must be fully paid by the DoD CySP. Recruitment Scholars may accept funding from sources outside of DoD CySP, including private scholarships, fellowships, and grants as long as those funds can be used for non-tuition related costs (housing, supplies, meal plans, etc.) For example, you may accept a \$5000 scholarship from a local community organization which can be used for housing and school supplies. You may not accept a \$5000 scholarship from a local community organization which has to be used for tuition. Recruitment Scholars may not accept funding from other federal scholarships, fellowships, grants, or other federal funding sources other than DoD CySP (including Pathways) that requires a service obligation. The only exceptions are salary supplements provided by some Veteran's Affairs programs (ex: Montgomery GI Bill, Post 9/11 Veterans Educational Assistance Act, the Survivors' and Dependents' Educational Assistance Program). Employment wages paid as an employee of a company do not fall under these limitations. Scholars who elect to obtain private or federal scholar loans may do so on their own. Scholars understand that they are required to pay the loans back based on the agreed upon terms and conditions. Defaulting on such loans may impact the ability to obtain security clearance resulting in the inability to perform the required service obligation.

Again, acceptance of outside funding may in no way impact DoD CySP obligations, including but not limited to expected graduation date and ability to complete internships. Receipt of outside funding does not reduce or eliminate the service obligation.

Retention scholars must follow the above guidelines, but typically do not seek additional funding sources. In addition to the tuition, books, and fees, Retention Scholars will continue to receive their DoD civilian/military salary/pay.

Outside Employment

Recruitment Scholars:

- May accept employment (commercial, private industry, non-Federal) but should remember that they must maintain the required course load and grade point average. Some On-Campus DoD CySP Points of Contact may require the scholar to inform the POC of the company name, hours, and supervisor contact information.
- May not accept employment from their selecting agency or any other Federal agency/component during the academic year. In some cases, allowances may be made for a Recruitment Scholar to work less than 20 hours per week (40 hours per pay period) during the academic year. Anything more than 20 hours per week and the scholar runs the risk of forfeiting their stipend. Summer internships are separate from this rule since they are outside the typical academic year.
- May work more than 16 hours during breaks in their academic calendar (winter / summer).
- Employment hours may be restricted if the work negatively impacts the Scholars ability to maintain the academic requirements.
- There is no monetary limit on the amount of wages a scholar may earn
- Outside employment may in no way impact a scholar's service obligation.
- Outside employment may in no way impact a scholar's summer internship at the sponsoring component. Scholars are expected to adhere to all time and attendance policies while performing their

summer internship.

- On-campus positions are allowed as long as they do not negatively affect the scholar's ability to attend classes, maintain GPA, participate in the summer internship, and/or perform their service obligation. Some examples of on-campus positions are (but not limited to): Research Assistant, Resident Advisor, Food service/concessions, coffee shop/bookstore employee, tutor, campus ambassador, events support, etc.
- Institutions may not use the scholar stipend to require work from the scholar. Institutions may not deny payment of the stipend for students who are not working on campus.

Retention scholars

- May be required to continue to work for their parent organization. This should be a discussion between the scholar and their supervisor/management/leadership prior to applying for the DoD CySP. The DoD CySP cannot dictate that a Retention Scholar work or not work.

Pursuit of Degrees Outside of DoD CySP Program

Recruitment Scholars may not simultaneously pursue another degree while funded by the DoD CySP. The DoD CySP only supports the degree listed scholar application. A scholar initially sponsored for a one degree may submit a returning scholar application to pursue an additional degree, however the scholar may not request more than 5 years of support.

Retention Scholars may not apply for additional degrees.

Completions of Degree Requirements

Scholars must complete all degree requirements, including thesis/dissertation writing, edits, defense, etc.

- **Minimum GPA Requirement**
 - **Recruitment Scholars** must maintain a minimum cumulative GPA for their DoD CySP-funded degree, per the most recent official academic transcript provided by their currently funded institution.
 - 3.0 Associate's Degree
 - 3.2 Bachelor's Degree
 - 3.5 Master's or PhD/Doctorate
 - If the scholar fails to maintain the required GPA, the scholar may be placed in a probation status and provided one academic semester/two academic quarters to raise the GPA. If a scholar is unable to raise the GPA, the scholar may be dismissed from the DoD CySP.
 - **Retention Scholars** must maintain a minimum cumulative GPS for their DoD CySP-funded degree:
 - 3.0 Associate's Degree
 - 3.5 Master's or PhD/Doctorate
- **Failure to Complete Degree with Required GPA** Scholars who do not complete the funded degree with the required cumulative GPA as identified above may be required to financial payback the scholarship
 - **Recruitment Scholars** may be required to financially payback the scholarship if their selecting agency/component cannot hire them.
 - **Retention Scholars** would be required to return to work and begin their service obligation, but notice to leadership of the below requirement GPA will be forwarded.
- **Incomplete Coursework** - Scholars must complete all coursework on time and in accordance their academic program. Incomplete coursework is receiving a grade of incomplete for a registered course and does not constitute adequate progress toward degree completion. Incomplete coursework also includes failure to earn a passing grade for any coursework taken in a single term, even if the cumulative GPA remains above the required scale. If a scholar earns an incomplete grade which results in less than

full time credits earned for the academic term, the scholar may be placed in a probation status and possibly dismissed from the DoD CySP. Failed or withdrawn courses may be repeated but at the expense of the scholar. Allowances will be made for pandemic situations when universities provide pass / fail grades across the board.

- **Failure to Earn Course Credit** - All coursework that is offered for a grade must be taken for a grade. If the scholar takes coursework on a pass/fail basis when the course is offered for a grade, the scholar may be placed in a probation status and possibly dismissed from the DoD CySP.
- **Full-time Status**
 - **Recruitment Scholars** must maintain full-time enrollment status with their approved academic institution(s). Scholars continually pursue a funded degree on a full-time basis. Allowances can be made on a case-by-case basis for those who are nearing the end of their degree program and cannot maintain the full-time enrollment status.
 - **Retention Scholars** must maintain the academic enrollment identified by their program.
- **Participation in Study Abroad Programs (Recruitment Scholars Only)** - Scholars are strongly encouraged not to participate in study abroad program, but should a Scholar decide to engage in a study abroad program the following conditions are met:
 - The study-abroad curriculum must directly contribute to degree requirements for which the scholar receives funding;
 - Participation in the study-abroad program must not affect the scholar's degree completion, conferral, or the start of service obligation dates;
 - Participation in the study-abroad program must not affect the ability to complete the internship and service obligation requirements;
 - The scholar maintains full-time enrollment status in the U.S. academic institution for which he/she receives DoD CySP funding;
 - Tuition for the study-abroad program is paid directly to the U.S. academic institution for which the scholar receives DoD CySP funding; and
 - Participation in the study-abroad program must not affect the scholar's eligibility to obtain or maintain the security clearance required for internship and/or service obligation requirements.
 - Scholars must notify the DoD CySP PO 30 days prior to travel.
 - The DoD CySP does not provide additional funding for travel or other fees related to study abroad programs beyond the standard tuition and related educational fees during the standard academic term. Scholars may submit a request for additional funding for tuition outside of standard academic terms.
- **Participation in Fieldwork, Conferences, Meetings, or Training**
 - **Recruitment Scholars** may study or engage in research fieldwork, conferences, meetings, or training away from the academic institution for which they receive funding. When funding allows, the DoD CySP will provide funding for one cyber-related conference or meeting within the continental United States.
 - **Retention Scholars** are not eligible for travel to support to conferences; however, the DoD CySP may provide travel support for related on-campus academic events such as cohort meetings, small group sessions, and on a case-by-case basis dissertation review/defense/presentation.

Reporting Requirements Overview

- **Official Transcript** - Scholars submit official transcripts as part of the application process. Recruitment Scholars are required to submit final transcripts with the conferred degree identified to their selecting agency prior to final job offer. All scholars must provide a copy of their final transcripts to the DoD CySP PO within 30 days of starting their service obligation. Transcripts can be sent to either AskCySP@nsa.gov or DoD CySP PO, National Security Agency, 9800 Savage Road, Fort Meade, MD 20755-6810,
- **Scholar Foreign Travel** - Foreign travel is any travel outside the United States, its Territories, or Possessions. Foreign travel may affect eligibility to obtain and maintain a security clearance.

Recruitment Scholars must inform their selecting agency POC and relevant security personnel, prior to any foreign travel, in accordance with travel procedures set forth by the selecting agency. Retention Scholars must follow the foreign travel policies of their parent organization.

Recruitment Scholar Internships

Internship Requirement

All Recruitment Scholars must complete internships with their selecting / sponsoring DoD Agency/Component. DoD CySP internships provide an opportunity for scholars to make a meaningful contribution to the selecting DoD Agency / Component mission, establish a positive working relationship with future co-workers and supervisors, and become familiar with the local area. Internships are mandatory and may not be waived by the scholar.

- **Common Access Cards (CACs)** - The common access card (CAC) is a DoD DoD CySP card used for identification as well as for security authentication. CACs are issued by the selecting DoD Agency / Component. Selecting DoD Agency / Component generally require scholars to have a valid CAC or other approved identification to gain entrance to the facility and use the computers or network.
 - Obtaining a CAC may be a lengthy process and the time it takes to issue a CAC is dependent on each selecting DoD Agency / Component. Recruitment scholars confirm the CAC requirement and coordinate the CAC process directly with the selecting DoD Agency / Component well in advance of arriving for an internship and employment. Recruitment scholars work directly with the sponsoring component to resolve any CAC questions or concerns.
 - If a recruitment scholar has been issued a CAC and withdraws or is dismissed, the CAC will be deactivated, and its privileges revoked. Since the CAC is U.S. Government property, it is required the CAC is returned to the U.S. Government immediately upon the withdrawal or dismissal effective date.

Recruitment Scholar Internship Length and Timing

Internships typically begin the summer after initial funding. Internships are completed each year the award crosses a summer period. Internships are usually completed during summer months and range in duration from 8 to 12 weeks unless the selecting DoD Agency / Component requests a different length. Scholars with alternative academic schedules such as year-round coursework, extended internship/co-op periods, or other special requirements may request alternative timing or internship lengths, by emailing the DoD CySP PO at AskCySP@nsa.gov. Internships may not start any earlier than 01 May and must end by 15 September. Internship start dates are scheduled based on DoD pay periods.

Recruitment Scholar Internship Funding

Eligible recruitment scholars completing internships will receive wages from the Selecting DoD Agency / Component. Salary levels are typically lower than full-time positions and are based on your experience and academic level. Travel funding to-and-from your internship location will be provided by the DoD CySP PO are the lesser between privately owned vehicle mileage and NSA's Cost of the Common Carrier. Recruitment Scholars who are within 50 miles of their selecting DoD Agency / Component will not receive travel support.

Recruitment Scholar Internship Waiver

The internship requirement may only be waived by the DoD CySP PO. Reasons for a waiver are: late notice of start date with selecting DoD Agency / Component which does not allow a scholar to obtain adequate housing; a global pandemic; Government-wide shut down; selecting DoD Agency / Component hiring freeze; failure by the recruitment scholars to obtain required security clearance; and/or delay in the clearance processing. A waiver of

the internship requirement does not reduce the length of the scholar service obligation. Waivers are considered for a single internship period at a time. The DoD CySP PO will work with the recruitment scholar, on-campus DoD CySP point of contact, and selecting DoD Agency / Component to communicate the waiver of internship.

If a scholar is unable to complete an internship because the security clearance is not adjudicated at least 2 months prior to the internship start date, the scholar may seek employment for the summer but should not accept positions that require them to return upon graduation.

Recruitment Scholar Internship Preparation Procedures

- Coordinate Internship Dates with the selecting DoD Agency / Component: Scholars coordinate mutually agreeable internship start and end dates directly with their selecting DoD Agency / Component, via email, by contacting their component liaison and/or facility point of contact (POC), as directed by the selecting DoD Agency / Component. Internships begin on a Monday and end on a Friday due to structure of Federal Pay periods. Scholars should not show up to any location without prior coordination or a confirmed start date.
- Confirm Facility Access: Scholars discuss facility access requirements with their component liaison and/or facility point of contact (POC) in advance of the internship to avoid problems at the start of the internship regarding access to the facility grounds, computers, email, etc.
- Security Clearance: The selecting DoD Agency / Component determines the security clearance requirements necessary to complete an internship. If the security clearance requirements are not met at least 2 months prior, then the scholar might not perform the summer internship. Scholars discuss selecting DoD Agency / Component clearance requirements with their component liaison and/or facility point of contact (POC) in advance of the internship.
- Booking Travel: Recruitment Scholars will request internship funding no later than 01 May or at least 60 days prior to the start of the summer internship. Scholars will email the following information to the DoD CySP PO:
 - Internship Dates
 - Closest Departure Airport
 - Closest Arrival Airport
 - Plan to drive or fly (airport information is still needed if you plan to drive)
 - Completed Direct Deposit Form with Social Security Number blank
 - Upon sending this email, Scholars will call the DoD CySP PO to provide their SSN for the Direct Deposit form: 410-854-6206
 - The DoD CySP PO will submit required paperwork internally to NSA for travel approvals. If the scholar is flying, they will be provided a phone number to book airline tickets through the NSA Travel Office. Scholars will not be required to provide a credit card during this process as the airline ticket is charged to an NSA account. Scholars may provide the Travel Specialist with any frequent flyer numbers or Trusted Traveler Numbers (TSA Pre-Check, Clear, etc..).
 - Scholars who are flying must keep a copy of their boarding passes. This may be either hardcopy paper (provided by airline or printed at home/school) or a screenshot of an e-ticket. These documents will need to be provided to the DoD CySP PO during the travel claim process. Additionally, scholars who elect not to use the NSA Travel Office to book tickets will need to stay within the legally reimbursable amounts. This amount will be provided to the scholar by the DoD CySP PO. Any costs over the legally reimbursable amount will be the responsibility of the scholar.
 - Scholars who elect to drive do not need to call the NSA Travel Office. The DoD CySP PO will provide them with the maximum reimbursement amount.
 - Scholars within 50 miles of the selecting DoD Agency / Component are not eligible for internship travel support.

Recruitment Scholar Internship Procedures

- Required Personal Documents: Scholars coordinate with their selecting DoD Agency / Component prior to the internship to obtain facility-specific requirements, such as personal documents to establish identity and citizenship for facility access and badging.
- Scholar Internship Time and Attendance Requirement: Scholars work full-time for their selecting DoD Agency / Component throughout the internship period and comply with all selecting DoD Agency / Component policies and procedures regarding time, attendance, and notification of tardiness or absence.
- Internship Vacation and Leave Policy: Scholars work continuously at the selecting DoD Agency / Component for the dates of the internship. Approval of personal leave is at the discretion of the selecting DoD Agency / Component.
- Internship Sick/Medical Leave Policy: If a scholar is absent from the internship due to an illness or medical condition, the scholar follows selecting DoD Agency / Component policy regarding sick/medical leave. The scholar keeps the supervisor, mentor, and the DoD CySP PO informed of the status and expected date of return.
- Internship Absent Without Leave (AWOL) or Leaving Early: If a scholar is AWOL or has left an internship without informing the selecting DoD Agency / Component, they may be placed in a probationary status and removed from the program. Selecting DoD Agency / Component must follow policies and procedures as it relates to AWOL employees.
- Scholar Internship Professionalism Requirements: Scholars adhere to the highest professional and ethical standards throughout the internship period, including complying with the DoD CySP code of conduct, adhering to selecting DoD Agency / Component dress code, being timely in attendance, acting professionally, and satisfactorily completing internship duties and responsibilities. Scholars are encouraged to request guidance and support as needed, as well as accept and learn from instruction and constructive criticism.
- Misconduct During the Internship: Personal and/or professional misconduct during the internship may result in dismissal from the DoD CySP.
- Internship Related Illnesses and Injuries: Scholars who are injured or become ill as a result of performing internship duties contact their selecting DoD Agency / Component immediately. During an internship, a recruitment scholar is considered an employee for the purposes of chapter 81 of title 5 U.S.C., relating to compensation for work injuries, and to be an employee for the purposes of chapter 171 of title 28 U.S.C., relating to tort claims. Such scholars who are not otherwise employed by the Federal Government shall not be considered Federal employees for any other purpose. Any illness or injury is reported to the SC as soon as the scholar is able.
- Scholar Points of Contact During the Internship – have been provided to the scholar in an email from the DoD CySP PO
- Scholar Issues with the selecting DoD Agency / Component: Scholars experiencing problems during the internship related to the selecting DoD Agency / Component should contact their mentor and/or internship supervisor, as appropriate. If the scholar cannot resolve the issue with selecting DoD Agency / Component members, the scholar should contact the Component Liaison.
- Emergencies: If there is a medical or other emergency during the internship, scholars should proceed as necessary and contact their mentor/facility POC and selecting DoD Agency / Component as soon as practical.

Recruitment Scholars - Service Obligation Hiring Process Overview

Selecting DoD Agency / Component hire recruitment scholars as full-time federal civilian employees for completion of the service obligation. The hiring process varies among facilities and may include an application process. Scholars complete all necessary steps to accept employment with the selecting DoD Agency / Component. Scholars may be required to complete application materials and provide supplemental

documentation at their expense such as a curriculum vitae (CV), references, and official transcripts. Selecting DoD Agency / Component confirm with the DoD CySP PO that the scholar has successfully completed all academic requirements before hiring the scholar for the service obligation. If the scholar is in a noncompliance status, and the selecting DoD Agency / Component cannot complete the hiring action, the scholar will be dismissed from the DoD CySP and required to financially pay the scholarship back. If a scholar declines the offer of employment from their sponsoring facility, the scholar will be dismissed from the DoD CySP and will be required to financially pay the scholarship back.

Security Clearance

Selecting DoD Agency / Component typically require the security clearance be in place prior to start of the service obligation.

Start of the Service Obligation

The service obligation is defined by the work start date or enter on duty (EOD) date. The EOD date is defined as the first day of full-time employment with the Selecting DoD Agency / Component after verified degree completion. Requests for a short delay to the commencement of the service obligation require the prior authorization of both the DoD CySP PO and the Selecting DoD Agency / Component and are rarely approved. Scholars generally do not defer or otherwise delay their service obligation.

Completion of Service Obligation

Scholars complete the service obligation with the selecting DoD Agency / Component in accordance with the DoD CySP selection letter. Scholars may not choose to complete the service obligation with another facility.

Full-time Federal Civilian Employment

Scholars work as full-time federal civilian employees for the selecting DoD Agency / Component until the service obligation is fulfilled. Periods of leave without pay, or other periods during which the employee is not in a pay status, do not count toward completion of the required service obligation. Thus, the service completion date must be extended by the total amount of time spent in non-pay status. Scholars must inform the DoD CySP PO of any leave without pay or non-pay status during Phase 2.

Salary and Benefits

Scholars work directly with the selecting DoD Agency / Component to obtain information about salary, benefits, and possible relocation costs. DoD CySP does not set or determine salaries of DoD CySP scholars. All salary and benefit details are determined by the selecting DoD Agency / Component according to OPM guidance and policies and procedures of the specific selecting DoD Agency / Component. Selecting DoD Agency / Components are usually not able to provide relocation costs; accordingly, scholars should anticipate paying for relocation and travel to the location themselves. Information regarding federal salary levels may be found at www.OPM.gov.

Failure to Complete the Service Obligation

Scholars fulfill the service obligation in accordance with the selection letter. If a scholar fails to properly complete the service obligation, the scholar will be dismissed from the DoD CySP. Scholars dismissed from the DoD CySP PO will be subject to debt repayment procedures.

Reporting Requirements

Shortly after beginning the service obligation with the selecting DoD Agency / Component, scholars provide the

DoD CySP PO with the employment verification documentation listed in the table below, as well as updated contact information, via the [DoD CySP Scholar Portal \(available Spring 2023\)](#).

Scholar Type	Requirement	Details	Due No Later Than
All	Updated Contact Information	Confirm or update contact information including mailing address, telephone number(s), and email address(es) through the DoD CySP Scholar Portal .	2 weeks after work start date
Recruitment	SF-50 (with birth date & SSN redacted)	Notification of personnel action hiring scholar as a full-time federal civilian employee. Available from the SF human resources office after work start date.	6 weeks after work start date

Current Contact Information

Scholars always keep contact information with the DoD CySP PO current, including accurate email address(es), mailing address, and telephone number. Scholars notify the DoD CySP PO immediately with changes or updates to their contact information through the [DoD CySP Scholar Portal](#).

Change in Security Clearance Eligibility

Scholars notify the DoD CySP PO immediately of any change in their eligibility to maintain the security clearance required by the selecting DoD Agency / Component.

POST-SERVICE OBLIGATION (All Scholars)

Completion Letter

Upon verified completion of the service obligation, the DoD CySP PO will issue letter to the scholar and the selecting DoD Agency / Component. The letter serves as written confirmation that the scholar has fully completed the service obligation.

The DoD CySP PO may track scholar's employment status to obtain information on scholar retention rates within the DoD.

Engagement Opportunities

Upon completion of the service obligation, DoD CySP Scholars have the opportunity to engage with the program and promote its success for future years. These opportunities include but are not limited to serving as a DoD CySP Ambassador and promoting the DoD CySP PO within community your (facility of employment and professional associations) as well as serving as a panelist at future boot camps and student events.

Reporting Requirements Overview

Shortly after completing the service obligation with the selecting DoD Agency / Component, scholars provide the DoD CySP PO with completion verification documentation and updated contact information.

Scholar Type	Requirement	Details	Due No Later Than
All	Updated Contact Information	Confirm or update contact information including mailing address, telephone number(s), and email address(es) through the DoD CySP Scholar Portal .	2 weeks after work start date
Recruitment	SF-50 (with birthdate and SSN redacted)	Notification of personnel action hiring scholar as a full-time federal civilian employee. Available from the SF human resources office after work start date.	6 weeks after work start date

GLOSSARY

Academic Address: An academic address is the current address of record for the scholar while enrolled at the academic institution. The academic address is usually a temporary address located near the academic institution. In some cases, the academic address may be the same as the permanent address or the summer address.

Academic Term: An academic term is a division of the academic year. Depending on how the academic institution structures its classes, an academic term may consist of a quarter or a semester.

Academic Year: An academic year in the DoD CySP PO consists of the fall through spring academic terms and is generally nine months in length. An academic year does not include the summer term or condensed winter term.

Award: An award in the DoD CySP PO is an offer of scholarship for the completion and conferral of a specific degree in accordance with the SSA in exchange for a period of obligated service. Also referred to as the DoD CySP award.

Awardee: An awardee is an individual that has been offered and accepted a DoD CySP award but has not begun to receive funding yet.

Award Funding: Award funding refers to the amount funds expended under the scholar's DoD CySP award including all stipend, tuition, approved related educational expenses, travel expenses, health insurance funds, miscellaneous supplies allowance, and all other funds expended by the Federal Government under the scholar's award. Award funding begins 1 August of the first award year.

Award Year: An award year refers to a DoD CySP PO funding year which generally last 18 months beginning in August and ending 18 months later in December.

Cumulative GPA: A cumulative GPA is determined based on the grades and courses listed on the most-recent official transcript from the DoD CySP-funded institution, for the DoD CySP-funded degree and is calculated on a 4.0 scale.

Debt Repayment: The procedure for recovering funds determined due the Federal Government under a DoD CySP award based on scholar withdrawal or dismissal from the DoD CySP PO prior to completion of the service obligation.

Degree Completion: Degree completion refers to the date on which an individual completes all requirements to complete a degree, including thesis/dissertation writing, edits, defense, etc. This date generally occurs prior to degree conferral and is not set forth on official transcripts. The degree completion date may be the same as the degree conferral date.

Degree Conferral: Degree conferral refers to the date on which a degree is bestowed upon an individual. This date is set forth on the official transcript reflecting the degree earned. The degree conferral date may be the same as the degree completion date.

Dismissal: Dismissal is the process to remove a scholar from the DoD CySP based on failure to comply with DoD CySP policy, procedure, and/or SSA.

DoD Component: Organizational entities in the DoD. There are four DoD component designations in the DoD CySP: Department of the Army, Department of the Navy, Department of the Air Force, and other DoD Agencies.

Full-Time Employment: Employment that includes regularly scheduled work hours and days required by the administrative workweek for a particular group or class.

Incomplete Coursework. Incomplete coursework is receiving a grade of incomplete for a registered course and does not constitute adequate progress toward degree completion as reflected in the EWP.

Mentor: A mentor is an experienced individual who assists and guides another person's professional development. DoD CySP PO mentors may coordinate internship logistics and assist scholars in educational and professional growth. A mentor may be a facility supervisor, or the DoD CySP facility point of contact.

Other DoD Agencies: Individual DoD agencies that do not belong to the Army, Naval, or Air Force.

Permanent Address: A permanent address is the legal permanent residence of the scholar. In some cases, the permanent address may be the same as the academic or summer address.

Recruitment Scholar: A recruitment scholar is a scholar who is not employed in a permanent civilian position by the SF at the time of and throughout the award. Scholars who are employed by the SF in temporary or internship positions at the time of award are recruitment scholars.

Renewable Term Employment: Employment classification that includes defined and renewable terms of full-time civilian employment with a Sponsoring Facility.

Retention Scholar: A retention scholar is a scholar who is employed in a permanent civilian position by the SF at the time of and throughout the award. This does not include term or temporary employees or interns, e.g. Pathways.

Satisfactory Academic Progress: Maintenance of a 3.0 GPA on a 4.0 scale within the criteria defined in the SSA and maintaining adequate progress toward degree completion.

Scholar: A scholar is an individual who has received and accepted a DoD CySP award. An individual remains a scholar throughout all three program phases.

Scholarship: A financial award for full-time study leading to a STEM degree.

Scholarship-For-Service: Scholarships-for-service refers to programs that provide scholarship funding in exchange for an agreement to complete a period of employment after degree completion or conferral.

Security Clearance: A security clearance is an authorization issued by the Federal Government permitting an individual access to sensitive and classified information.

Service Obligation: The period of service for a scholar determined by the DoD as being appropriate to obtain adequate service in exchange for financial assistance.

DoD CySP Website. The DoD CySP website provides updated information regarding other program events. The DoD CySP website is located at:

<https://www.dodemergingtech.com/cyber-scholarship-program-cysp/>
<https://public.cyber.mil/dcysp/>

DoD CySP Scholar Portal. The DoD CySP Scholar Portal contains scholar submittal documents, posts policies and procedures, and is where scholars update their contact information during all phases. The DoD CySP Scholar Portal is located at:

Recruitment Scholars: <https://www.dodemergingtech.com/cyber-scholarship-program-cysp/>
Retention Scholars: <https://www.dodemergingtech.com/dod-cysp-retention-program/>

DoD CySP Scholarship Program. The DoD CySP_Scholarship Program is the Department of Defense Cyber Scholarship for Service Program.

DoD CySP Service Agreement. The DoD CySP_Service Agreement is a signed written agreement whereby the DoD funds the academic pursuit of a scholar in exchange for a period of obligated service to the DoD. The DoD CySP_Service Agreement is signed by the scholar and the awarding DoD Component.

Sponsoring Facility: A sponsoring facility is a particular laboratory or agency within the DoD Component that participates in the DoD CySP_PO.

Summer Address: The summer address is where the scholar is located prior to traveling to their summer activities, example internship. In most cases this will be either the academic address or permanent address.

United States Citizen: A United States citizen is an individual who was born or naturalized within the United States and is subject to the jurisdiction of the United States.

Work Start Date / Enter on Duty Date (EOD): The work start date or enter on duty date is defined as the first day of full-time employment with selection DoD agency/component after verified degree completion.



CAE Community of Practice

Cyber Defense – Student Code of Ethics & Professional Conduct

As a cybersecurity student, you are expected to uphold a code of ethics and professional behavior that promotes the highest standards of integrity, honesty, and professionalism. This code serves as a guide to help you make ethical decisions and to maintain the trust and confidence of your clients, colleagues, and the public.

The following are the principles of the cybersecurity student code of ethics and professional behavior for students attending NCAE schools:

1. **Respect:** Treat others with respect, honesty, and will act in a legal and moral fashion with regards to others. You should also respect the laws and regulations that govern your profession and avoid engaging in any activities that could be considered illegal or unethical.
2. **Professionalism:** Conduct yourself in a professional manner and always adhere to ethical standards when dealing with clients, colleagues, and the public. Your actions should be based on sound judgment, integrity, and the highest levels of ethical conduct.
3. **Confidentiality:** Maintain the privacy and confidentiality of information, especially when concerning protected health information, personally identifiable information, or intellectual property entrusted to you.
4. **Accountability:** Take responsibility for your actions and be accountable for any mistakes or errors that you make. You should also learn from your mistakes and take steps to prevent them from happening again,
5. **Collaboration:** Strive to collaborate online and in-person with other cyber professionals to make the cyber world safer for all.
6. **Attribution:** Give credit for the work of others. Only use generative AI with proper attribution and proper permission from your college or university.
7. **Continuous Learning:** Continue as a life-long learner to ensure competency in the field. You should share your knowledge with others and promote best practices.
8. **Reporting:** Cybersecurity students and professionals should report to the appropriate authorities any unethical behavior they observe in the course of their work.

By adhering to this code of ethics and professional behavior, cybersecurity students can build a reputation for professionalism, integrity, and respect for the public interest.



t.ly/yI4G
(only numeric is 4)