# DEPARTMENT OF DEFENSE CYBER SERVICE ACADEMY

# SCHOLAR HANDBOOK

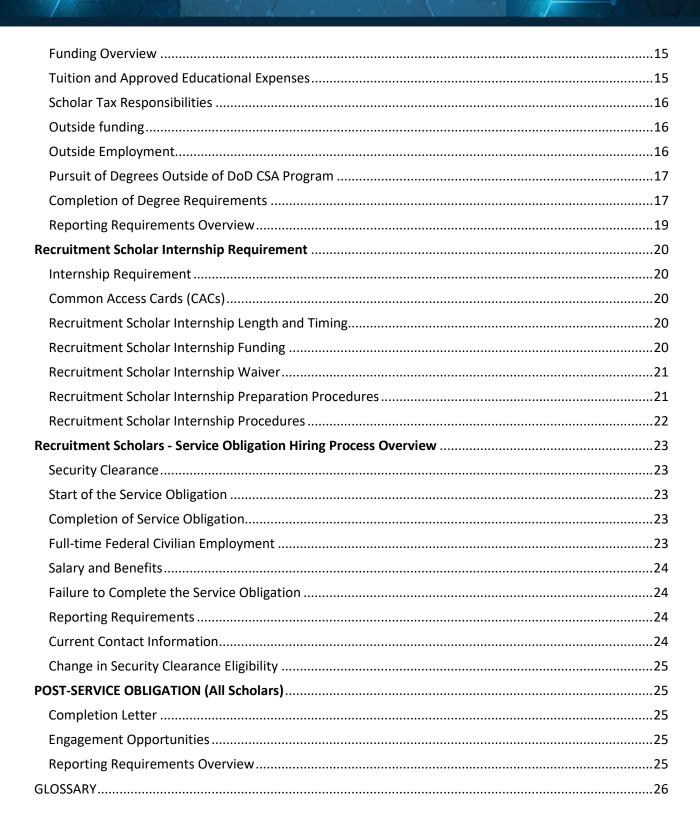JULY 2024

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## APPLICABILITY

The Department of Defense (DoD) Cyber Service Academy (CSA) 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 to prepare the DoD workforce to deal with threats against the Department's critical information system and networks. The DoD CSA was established pursuant to title 10 U.S.C. subsection 2220, as amended, and is funded through the DoD Chief Information Office (DoD CIO). The DoD CSA provides academic funding in exchange for completing a period of full-time civilian employment with the Department of Defense. The DoD CSA Service Obligation (SO) is the formal binding written agreement between the DoD CSA 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. 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. Updates will either be sent directly to students via email or provided through the on campus point of contact (POC).

## DoD CSA SCHOLARSHIP PROGRAM CONTACTS AND DEFINITIONS

### DoD CSA Program Sponsor

The DoD CIO sponsors, funds, provides policy, and strategic goal oversight for the scholarship program.

### DoD CSA Program Office (PO)

The DoD CSA PO is housed at NSA alongside the National Centers of Academic Excellence in Cybersecurity (NCAE-C) PO. The program office is comprised of a Program Director and Scholar Coordinator.

#### *DoD CSA PO – Program Director/Scholar Coordinator*

The DoD CSA PO has an identified individuals that supports all DoD CSA Scholars (both recruitment and retention).

- **The DoD CSA 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 CSA 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: osd.mc-alex.dod-cio.mbx.dod-csa@mail.mil and include their on-campus POC and/or CL/OPR

- **Recruitment Scholars**: Each scholar has an on-campus DoD CSA 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 CSA POC.  Name and contact information of this POC 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 CSA Program Contacts

For information about the DoD CSA (program related documents and information) or for how to get involved:
- DoD CSA website at: https://public.cyber.mil/wid/csa/
- Office contact: osd.mc-alex.dod-cio.mbx.dod-csa@mail.mil
- DoD CSA Application Tool: https://www.dodemergingtech.com/cyber-scholarship-program-CSA/

## DoD CSA Program Support Team

- *Selecting/Sponsoring DoD Agencies/Components* - A selecting component is a DoD Agency/Component that participates in the selection of recruitment scholars or nominates their employees for the retention scholarship program.  Any DoD Agency/Component may participate in the DoD CSA.
- *Component Liaisons/Office of Primary Responsibility -* Each participating DoD Agency/Component has a designated component liaison (CL) for recruitment scholars or OPR for retention scholars within the DoD CSA Program.  The CL and OPR are the main POC between the DoD CSA PO and scholars.  The DoD CSA 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 CSA Scholars

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

- A **recruitment scholar** is a 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, a reservist, 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 current DoD civilian or active-duty military member.

# GENERAL PROGRAM PROCEDURES AND REQUIREMENTS

## DoD CSA 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. Scholars have a minimum award length of 1.0 academic years (with a minimum service obligation of 1.0 years)

| Selection Year | Graduating Year | Summer Internships | Service Obligation |
|---|---|---|---|
| INITIAL SELECTION YEAR | 1 ACADEMIC YEAR* | NONE | 1 YEAR |
| 1ST RETURNING YEAR | 2 ACADEMIC YEARS* | 1 | 2 YEARS |
| 2ND RETURNING YEAR | 3 ACADEMIC YEARS* | 2 | 3 YEARS |
| 3RD RETURNING YEAR | 4 ACADEMIC YEARS* | 3 | 4 YEARS |
| 4TH RETURNING YEAR | 5 ACADEMIC YEARS* | 4 | 5 YEARS |

* Semester System - Fall and Spring semester (approximately 15 weeks each/ 30 weeks total) or Quarter System – Fall, Winter, and Spring quarter (approximately 10 weeks each / 30 weeks total).

   - **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.  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 (Joint Cyber Analysis Course (JCAC) – only).
           - 3-5 years for graduate programs (Graduate Certificate, Master's, PhD, and Doctorate).
       - DoD civilian employees shall sign a SA with their parent organization or Component that complies with title 10 U.S.C. subsection 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 require additional service obligations.

*Degree Funding*

- o **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 guaranteed.
    - ▪ Switching degree programs must be approved by the DoD CSA PO.
    - ▪ Switching from one institution to another in the middle of a degree program is not authorized.
- o **Retention Scholars** are enrolled in a single degree program and receive DoD CSA 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 CSA 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 CSA funded degree.

*Length of Service Obligation*

**Recruitment Scholars** perform post-graduation employment with the selecting agency at the rate of 1.0 calendar year of service for each full academic year. Financial support for an academic term (e.g., quarter, semester) that is less than a full academic year requires an additional 6 months of post-graduation employment. For example, an award for 2.0 academic years requires 24 months of service. An award for 1.5 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 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. The service obligation is at the discretion of the respective Component.
    - o 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 (Joint Cyber Awareness Course – only).

- 3-5 years for graduate programs (Graduate Certificate, Master's, PhD, and Doctorate).
  - o DoD civilian employees shall sign a with their parent organization or Component that complies with title 10 U.S.C. subsection 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.

*Communication*

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

The DoD CSA on-campus POC will be the primary point of contact for scholars. In some cases, DoD CSA on-campus POCs may need to relay the inquiry on to a relevant party, including but not limited to the CL, and/or the DoD CSA PO, for follow-up.

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

- **Recruitment Scholars**: Scholars should regularly communicate with their on-campus DoD CSA POC as well as their CL. If a scholar has questions or concerns related to their ability to comply with their SA and relevant policies, the DoD CSA expects that they contact their on-campus DoD CSA POC and the DoD CSA 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, SA, and/or relevant policies, the DoD CSA PO expects that they contact their OPR and the DoD CSA PO as soon as possible.

Open and clear communication between all parties – the scholar, DoD CSA PO, CL or OPR personnel – is a shared expectation of all parties involved in the success of the DoD CSA.

## Compliance Requirements

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

## Completion of Degree in Compliance with the DoD CSA Service Agreement

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

requirements.

## Code of Conduct

DoD CSA 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 (https://caecommunity.org/initiative/professional-development-resources).

- *Academic Excellence:* Scholars strive to meet DoD CSA 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 CSA 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 CSA PO and CLs 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 CSA PO immediately with changes or updates to their contact and/or residency information. Scholars may email these changes to osd.mc-alex.dod-cio.mbx.dod-csa@mail.mil or update their record in the DoD CSA Scholar Portal.

## Selection DoD Agency/Component Sponsorship

**Recruitment Scholars** were awarded a DoD CSA scholarship because a DoD Agency/Component selected that scholar for the agency's mission/goal in cyber. This is often referred to as sponsorship. 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 CSA. This obligation includes providing clearance processing, required internships, mentorship, and post-graduation employment that allows the scholar to complete their service obligation. Any scholar disregarding communication or action requests from the assigned DoD Agency/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.

It is the intent of the DoD CSA that scholars remain with their selecting DoD Agency/Component throughout their academic pursuit and service obligation. In the rare case that a change is considered, it is generally initiated by

the DoD CSA PO and is done on a case-by-case basis at the discretion of the DoD CSA PO and the DoD Agencies/Components involved if the DoD CSA PO determines that a change should happen. Changes to Selecting DoD Agency/Component may occur for the following reasons:

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

A scholar may not initiate a transfer from the Selecting DoD Agency/Component while they are still pursuing their academic degree. When a scholar has questions or concerns with their selecting DoD Agency/Component, the scholar should contact the DoD CSA PO as soon as possible. Scholars who are performing their post-graduation service obligation may apply for other positions within the DoD and shall notify the DoD CSA PO within 10 business days of the identified Enter on Duty (EOD) date for the new DoD Agency/Component. Scholars shall provide the new supervisor/manager contact information and redacted SF-50 within 30 days of the EOD.

**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. Scholars return to their parent DoD Agency/Component to perform the service obligation. Should a scholar move to another DoD Agency/Component, the scholar will notify the DoD CSA PO with 10 business days of the identified EOD 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. 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 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 CSA PO and selecting agency prior to traveling to a foreign country; and
- Notify the DoD CSA 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. Scholars must maintain any clearance requirements necessary 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 CSA PO to find a new selecting agency.  The scholar's resume will be provided to DoD Agencies/Components should a position with a lower clearance requirement be available.  Scholars may perform their service obligation through military service (active duty, reserves, 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 CSA 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 CSA and be required to pay back the scholarship.

## Non-compliance

If a scholar is found non-compliant (e.g., grade average falls below requirements, code of conduct concerns), the DoD CSA PO will provide the scholar with a non-compliance notice or a dismissal notice, depending on the nature of the default and any supporting documentation.  Scholars acknowledge receipt of the non-compliance notice.  If the scholar does not return to compliance or is beyond the ability to return to compliance, the DoD CSA 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 CSA for more than four consecutive weeks, the scholar must notify the DoD CSA PO, the on-campus POC, and the CL of the absence.  Approval from the DoD CSA PO is required prior to the leave of absence taking effect.  Only the  DoD CSA 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 (e.g., natural disaster);
- 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 CSA for more than four consecutive weeks, they must return to their parent organization on the next schedule workday.  The scholar must inform the DoD CSA PO that they are taking a leave of absence.  The DoD CSA 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 (e.g., natural disaster);
- 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 CSA 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 CSA PO and must be coordinated with the on-campus DoD CSA 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 CSA PO policy guidelines and procedures.

Only the DoD CSA PO may decide if the award length change is approved or denied.  If the DoD CSA 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 CSA

**Recruitment Scholars** may voluntarily withdraw from the DoD CSA at any time. Scholars will notify the DoD CSA PO in writing if they wish to withdraw from the program. The withdrawal letter should be sent via email to osd.mc-alex.dod-cio.mbx.dod-csa@mail.mil.  A withdrawal acknowledgement letter will be provided to the scholar, specifying the date of withdrawal.  All DoD CSA 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 CSA PO at least 60 days prior to classes starting. All DoD CSA 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 CSA Program

A scholar may be dismissed from the DoD CSA 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 CSA 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 CSA policy or procedure or withdraws from the DoD CSA prior to completing the service obligation, the scholar will be subject to debt establishment procedures. Title 10, U.S.C. section 2192a, subsection (e) establishes the right of the United States government to pursue a repayment 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 repay all amounts expended under the scholar's DoD CSA 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 debt 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

Currently the Debt Collection Process is housed within NSA. This will soon change to DoD CIO. When new guidance is finalized, this section will be updated. Until then, please follow the below guidelines.

There are three entities involved in the establishment of debt cases: the DoD CSA is housed within the NSA, the DoD CIO, 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 CSA PO and NSA.

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

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

- **Establishment of Monetary Debt**: The DoD Component determines the scholar is obligated to repay the United States for failure to complete the program under the terms of the SA.  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 repay the United States pursuant to title 10, U.S.C section 2192a, subsection (e).
- **Service Repayment**: In exercising discretion pursuant to title 10 U.S.C. 2192a(e) to determine an appropriate amount for debt repayment, the DoD Component may reduce or eliminate a debt 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 of a performed service obligation with a federal agency or military service.  If such evidence can be provided the DoD CSA PO will review the provided documentation and may clear the scholar of debt.

## Debt Repayment

Absent 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 Roade
Fort Meade, MD 20755-6858.

The terms of repayment (including interest, if applicable), are negotiated between the scholar and the DoD CSA PO.  The maximum allowable repayment time is 60 months.  The repayment 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 DFAS, and any additional applicable debt repayment policies and procedures.

## AWARD PROCEDURES

### Sponsoring Components/Component Liaison

**Recruitment Scholars** - 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/Component 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 CSA PO and partner academic institutions. Retention scholars will report back to their parent organization.

### Award Deferral

Commencement of a DoD CSA 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

**Recruitment Scholars** enter the first funding year with a minimum GPA of 3.0 on a 4.0 scale for associates work, a 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 CSA 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 Scholars** will be provided through the DoD CSA student portal, service agreement and promissory note. 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.

**Retention Scholars** will be provided through the DoD CSA student portal, the *DoD CSA Acceptance Letter* 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.

### Orientation (Recruitment Scholars ONLY)

Scholars are required to complete the mandatory DoD CSA orientation. Orientation may include a web-based presentation and/or in-person bootcamp. These orientation events provide an opportunity to learn more about the DoD CSA and the sponsoring Component. Orientation should be completed within the first

three months of award but may occur prior to receipt of funds.

- <u>Web-based orientation</u>: All awardees complete a virtual orientation meeting covering DoD CSA requirements.
- <u>Bootcamp</u>: All newly selected awardees are required to attend the mandatory bootcamp prior to the start of the award.  The bootcamp 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 bootcamp location are eligible for travel allowance. Returning Recruitment and Retention awardees do not attend the bootcamp. Travel restrictions placed by DoD leadership may cancel or delay this event.

## ACADEMIC PURSUIT

### Funding Overview

All DoD CSA funding is based on the availability of funds.  DoD CSA awards provide the amount of financial assistance determined pursuant to title 10 U.S.C. subsection 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 CSA.  Additional recruitment scholar degree funding requires re-application to DoD CSA for a separate award in accordance with the follow-on funding policy.

### Tuition and Approved Educational Expenses

The DoD CSA 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 CSA 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.

**Recruitment Scholars** - receive full tuition, required fees, stipend, book/supply/certification allowance, and one-time technology purchase allowance.  The stipend annual rate is determined by DoD CSA PO and may increase in future years. Returning 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 CSA 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.  All costs associated with the Recruitment 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.

**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 to the academic institution no less than 30 days prior to the start of the academic program.

## Scholar Tax Responsibilities

The DoD CSA 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 CSA cannot provide tax advice.  It is recommended scholars speak to a tax professional.

## Outside funding

The DoD CSA 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 CSA.  Scholars may accept funding from sources outside of DoD CSA, 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 scholarships from a local community organization which can be used for housing and school supplies.  You may not accept a scholarship from a local community organization which can only be used for tuition.  Recruitment Scholars may not accept funding from other federal scholarships, fellowships, grants, or other federal funding sources other than DoD CSA that requires a service obligation.  The only exceptions are salary supplements provided by some Veteran's Affairs programs (e.g., Montgomery GI Bill, Post 9/11 Veterans Educational Assistance Act, the Survivors', and Dependents' Educational Assistance Program).  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 CSA 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, scholars will continue to receive their DoD civilian/military pay.

## Outside Employment

**Recruitment Scholars**:
- May accept employment (e.g., commercial, private industry, non-federal) but should remember that they must maintain the required course load and grade point average.  Some on-campus DoD CSA POCs 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 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 scholar's ability to maintain the academic requirements.
- There is no monetary limit on the sum 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 agency/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 CSA.  The DoD CSA cannot dictate that a scholar work or not work.

## Pursuit of Degrees Outside of DoD CSA Program

**Recruitment Scholars** may not simultaneously pursue another degree while funded by the DoD CSA.  The DoD CSA only supports the degree listed on the scholar application.  A scholar initially sponsored for 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.

## Completion 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 CSA-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 CSA.
- **Retention Scholars** must maintain a minimum cumulative GPS for their DoD CSA-funded degree:
  - 3.0 Associate's Degree
  - 3.2 Bachelor's Degree (JCAC-only)
  - 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 repay the scholarship.
  - **Recruitment Scholars** may be required to repay 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 leadership will be notified that the scholar fell below required GPA.

*Incomplete Coursework*

- Scholars must complete all coursework on time and in accordance with 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 credit earned for the academic term, the scholar may be placed in a probation status and possibly dismissed from the DoD CSA. 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 CSA.

*Full-time Status*

- **Recruitment Scholars** must maintain full-time enrollment status with their approved academic institution. 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 a 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 funding.
    - Tuition for the study-abroad program is paid directly to the U.S. academic institution for which the scholar receives DoD CSA funding.
    - 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 CSA PO 30 days prior to travel.
    - The DoD CSA 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 CSA 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 CSA 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 CSA PO within 30 days of starting their service obligation.  Transcripts can be sent to osd.mc-alex.dod-cio.mbx.dod-csa@mail.mil.

*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 Internship Requirement

## Internship Requirement

All **Recruitment Scholars** must complete internships with their selecting/sponsoring DoD Agency/Component. DoD CSA 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 CAC is a DoD card used for identification as well as for security authentication. CACs are issued by the selecting DoD Agency/Component. Selecting DoD Agencies/Components 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. 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. Scholars work directly with the sponsoring component to resolve any CAC questions or concerns.
  - If a 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 are completed each year the award crosses a summer period and are usually completed during summer months, ranging 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 CSA PO at osd.mc-alex.dod-cio.mbx.dod-csa@mail.mil. 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 CSA PO via the grant awarded to your institution.  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 CSA 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.
- DoD agency/component 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 CSA PO will work with the recruitment scholar, on-campus DoD CSA POC 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 two 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 CL and/or facility 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 CL and/or facility 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 two months prior, then the scholar might not perform the summer internship.  Scholars discuss selecting DoD Agency/Component clearance requirements with their CL and/or facility POC in advance of the internship.
- Internship Travel: Recruitment Scholars will work with their institution to reimburse any travel to and from their internship location. Institutions are required to follow their own travel policy as well as U.S. General Services Administration's travel policy (https://www.gsa.gov/travel?topnav=travel).  Scholars may elect to drive or fly. Scholars within 50 miles of the selecting DoD Agency/Component are not

eligible for internship travel support.

## Recruitment Scholar Internship Procedures

- <u>Required Personal Documents</u>: 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.
- <u>Scholar Internship Time and Attendance Requirement</u>: 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.
- <u>Internship Vacation and Leave Policy</u>: 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.
- <u>Internship Sick/Medical Leave Policy</u>: 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 CSA PO informed of the status and expected date of return.
- <u>Internship Absent Without Leave (AWOL) or Leaving Early</u>: 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.
- <u>Scholar Internship Professionalism Requirements</u>: Scholars adhere to the highest professional and ethical standards throughout the internship period, including complying with the DoD CSA 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.
- <u>Misconduct During the Internship</u>: Personal and/or professional misconduct during the internship may result in dismissal from the DoD CSA.
- <u>Internship Related Illnesses and Injuries</u>: Scholars who are injured or become ill as a result of performing internship duties should contact their selecting DoD Agency/Component immediately. During an internship, a recruitment scholar is considered an employee for the purposes pursuant to title 5 U.S.C., chapter 81, relating to compensation for work injuries, and to be an employee for the purposes pursuant to title 28 U.S.C., chapter 171, 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 DoD Agency/Component as soon as the scholar is able.
- <u>Scholar Points of Contact During the Internship</u>: DoD Agency/Component POCs are provided to the scholar during the bootcamp.
- <u>Scholar Issues with the selecting DoD Agency/Component</u>: 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 CL.

- <u>Emergencies</u>: 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

The selecting DoD Agency/Component hires 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. The selecting DoD Agency/Component confirms with the DoD CSA PO that the scholar has successfully completed all academic requirements before hiring the scholar for the service obligation.  If the scholar is in a non-compliance status, and the selecting DoD Agency/Component cannot complete the hiring action, the scholar will be dismissed from the DoD CSA 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 CSA and will be required to repay the scholarship.

### Security Clearance

Selecting DoD Agency/Component typically requires 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 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 requires the prior authorization of both the DoD CSA 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 CSA SA.  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 CSA PO of any leave without pay or non-pay status during their service obligation.

## Salary and Benefits

Scholars work directly with the selecting DoD Agency/Component to obtain information about salary, benefits, and possible relocation costs.  DoD CSA does not set or determine salaries of DoD CSA 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.  The selecting DoD Agency/Component may not be able to provide relocation costs. 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 CSA. Scholars dismissed from the DoD CSA 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 CSA PO with the employment verification documentation listed in the table below, as well as updated contact information, via the DoD CSA Online Portal.

| 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 CSA Online Portal. | 2 weeks after EOD |
| 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 EOD |
| Recruitment Changing Agencies | SF-50 (with birthdate and SSN redacted) | Notification of personnel action hiring scholar as a full-time federal civilian employee at the new agency.  Available from the SF human resources office after work start date. | 30 days after EOD |

## Current Contact Information

Scholars will keep contact information with the DoD CSA PO current, including accurate email address(es), mailing address, and telephone number.  Scholars shall update their contact information immediately through the DoD CSA Online Portal.

## Change in Security Clearance Eligibility

Scholars notify the DoD CSA 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 CSA PO will issue a 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 CSA 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 CSA 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 CSA Ambassador and promoting the DoD CSA PO within the community (facility of employment and professional associations) as well as serving as a panelist at future bootcamps and student events.

### Reporting Requirements Overview

Shortly after completing the service obligation with the selecting DoD Agency/Component, scholars provide the DoD CSA 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 CSA Online Portal. | 2 weeks after Service Obligation Completion |
| 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 Service Obligation Completion |

# 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 CSA 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 CSA PO is an offer of scholarship for the completion and conferral of a specific degree in accordance with the SA in exchange for a period of obligated service.  Also referred to as the DoD CSA award.

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

Award Funding: Award funding refers to the amount of funds expended under the scholar's DoD CSA 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 CSA 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 CSA-funded institution, for the DoD CSA-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 CSA award based on scholar withdrawal or dismissal from the DoD CSA 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 CSA based on failure to comply with DoD CSA policy, procedure, and/or SA.

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

DoD CSA Website:  The DoD CSA website provides updated information regarding other program events. The DoD CSA website is located at:
https://www.dodemergingtech.com/cyber-scholarship-program-CSA/
https://public.cyber.mil/dCSA/

DoD CSA Scholar Portal: The DoD CSA Scholar Portal contains scholar submittal documents, posts, policies, and procedures, and is where scholars update their contact information during all phases.  The DoD CSA Scholar Portal is located at:
Recruitment Scholars: https://www.dodemergingtech.com/cyber-scholarship-program-CSA/
Retention Scholars: https://www.dodemergingtech.com/dod-CSA-retention-program/

DoD CSA Scholarship Program: The DoD CSA Scholarship Program is the Department of Defense Cyber Service Academy.

DoD CSA Service Agreement: The DoD CSA 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 CSA Service Agreement is signed by the scholar and the awarding DoD Component.

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.

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

Other DoD Agencies: Individual DoD agencies that do not belong to the Army, Navy, 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 DoD Agency/Component at the time of and throughout the award.  Scholars who are employed by the DoD Agency/Component 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 DoD Agency/Component.

Retention Scholar: A retention scholar is a scholar who is employed in a permanent civilian position by the DoD Agency/Component 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 at least a 3.0 GPA on a 4.0 scale within the criteria defined in the SA and maintaining adequate progress toward degree completion.

Scholar: A scholar is an individual who has received and accepted a DoD CSA 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.

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 selecting DoD Agency/Component after verified degree completion.