



## DEPARTMENT OF DEFENSE

6000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-6000

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CHIEF INFORMATION OFFICER

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
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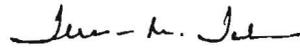
SUBJECT: DoD Information Assurance Scholarship Program Academic Year  
2012-2013: Allocation of Billets for Future IASP Recruitment Scholars

The Office of the DoD Chief Information Officer (DoD CIO) is announcing the annual request for Component participation in the recruitment component of the DoD Information Assurance Scholarship Program (IASP). Chapter 112, title 10, United States Code authorizes the DoD IASP recruitment program, which provides recruitment capabilities for new employees in support of DoD's information assurance, information technology, and cybersecurity (IA/IT/Cybersecurity) workforce and succession planning goals.

The DoD IASP recruitment program provides scholarship funding to current students (non-DoD individuals) studying at select National Centers of Academic Excellence in IA Education and Research throughout the United States. Scholarships are awarded to rising juniors and seniors to complete their bachelor's degree, and to graduate students to begin or complete a master's or PhD program, in exchange for a service commitment to the Department following graduation. For participation in the IASP qualified students pursue degrees in academic disciplines that have a concentration in information assurance.

Participating Components take part in the student selection process, evaluating scholarship application packages and selecting scholarship recipients to work for their organization as service payback fulfillment upon graduation. In order to participate, Components must identify billets for future IASP recruitment scholars and provide their requested requirements to the DoD IASP Executive Administrator, the National Security Agency, no later than **January 31, 2012**. Procedures for Component participation in the recruitment program are contained in the attachment. This is an ideal program to bring the Net Generation talent into the DoD IA/IT/Cybersecurity workforce and to fill critical workforce positions.

We look forward to your participation in the DoD recruitment program this year. Please contact the IASP Executive Administrator recruitment point of contact, Ms. Alice Shaffer at askiasp@nsa.gov, (410) 854-6206, or the DoD CIO IASP point of contact, Ms. Joyce France, Office of the DoD CIO, CIO Management Services at joyce.france@osd.mil, (571) 372-4652 regarding questions about the program. You may also call (571) 372-4496.



Teresa M. Takai

Attachment:  
As stated

**DoD IASP Recruitment Program**  
**Guidelines for DoD Component Recruitment Opportunities for**  
**May 2012 and 2013**

**Component Participation.** Components must identify and provide their number of requested billets for future IASP recruitment scholars to the DoD IASP Executive Administrator by January 31, 2012:

National Security Agency  
9800 Savage Road  
Fort Meade, Maryland 20755-6722

ATTN: IASP/NIETP  
I083, FANX III, Room B6A27  
Suite # 6744

Email: [askiasp@nsa.gov](mailto:askiasp@nsa.gov)

Notification must include the name, phone number, email address, and mailing address of the Component's Office of Primary Responsibility (OPR) (e.g., designated key point of contact). The notification should also indicate the specific academic disciplines and series/occupational code(s) sought to meet Component mission requirements.

The key OPR point of contact shall:

- Assess Component skill requirements and provide the annual recruitment student requirements (e.g., number of students, specific academic disciplines, and series/occupational code(s) sought) to the DoD IASP Executive Administrator.
- Coordinate with human resources/recruitment offices to confirm Component hiring abilities.
- Identify the technical Component personnel who will review scholarship applicant credentials for alignment to specified skill requirements.
- Coordinate and distribute scholarship applicant review documents and complete required documentation during the student review process.

Questions regarding Component participation in the DoD IASP recruitment program may be addressed to [askiasp@nsa.gov](mailto:askiasp@nsa.gov).

**Scholarship Quotas.** *No quotas are designated.* The actual number of scholarships available will be contingent on the total number of eligible applicants, individual

Component requirements and available funding. Components are responsible for the placement of selected scholarship recipients into identified billets. Typically, a total of 25 to 30 new recruitment scholarships are awarded each academic year.

**Recruitment Proposal Solicitation.** The annual request for proposals is issued to the National Centers of Academic Excellence in Information Assurance Education and the National Centers of Academic Excellence in Research (herein after referred to as CAEs) each November for participation in the DoD IASP. The CAEs are designated by the National Security Agency (NSA) and the Department of Homeland Security (DHS). Rising junior, senior, and graduate students accepted at, or enrolled in, one of the CAEs may apply for full scholarships to complete a bachelor's, master's, or doctoral degree, or graduate (post-baccalaureate) certificate program in a relevant IA/IT/Cybersecurity discipline. Student application requirements are included in the solicitation proposal released by NSA. All proposals are due to NSA annually by February 28th. Scholarship recipients are selected by the individual Components who agree to hire and place students within their organization upon graduation.

**Academic Disciplines.** For participation in the IASP qualified students pursue degrees in academic disciplines that have a concentration in information assurance. Such disciplines include, but are not limited to: biometrics, business management or administration, business process analysis, computer crime investigations, computer engineering, computer programming, computer science, computer systems analysis, cyber operations, cybersecurity, cybersecurity policy, database administration, data management, digital and multimedia forensics, electrical engineering, electronics engineering, information security (assurance), information systems, information technology acquisition, information technology program/project management, mathematics, network management/operations, software engineering, systems engineering, and other similar disciplines as approved by the DoD Chief Information Officer (DoD CIO).

**Student Selection Process.** The DoD IASP Executive Administrator provides each participating Component with a summary listing of all recruitment applicants. The listing includes each student's academic major, GPA, projected degree and final graduation date; comments on the student's knowledge, skills, and attributes; and the CAE assessment rating. In addition, by March 31<sup>st</sup> annually, participating Components are provided student applications for review rated as "highly recommended" and "recommended" by the nominating CAE. The final student selection process occurs in late April.

**Scholarship Recipient Notification.** Student notifications are issued no later than the first week in May. The DoD IASP Executive Administrator will notify students of Component selections through their respective CAE.

**Student Acceptance.** Students are required to sign a participation agreement within 15 days of the acceptance letter. Once the signed student agreements have been received by the DoD IASP Executive Administrator, copies will be provided to the appropriate sponsoring Component, who will initiate the security clearance/hiring process.

**Student Hiring.** The student hiring process begins as soon as the Component receives a copy of the student participation agreement, signed by the student, from the DoD IASP Executive Administrator. The Components shall:

- Establish contact with students and their school's primary point of contact, also known as principal investigators.
- Provide students with required hiring forms and procedures.
- Initiate security clearances within 90 days of a student's acceptance into the scholarship program.
- Assign mentors to recruitment students.
- Notify the DoD IASP Executive Administrator regarding any delays or impediments to the hiring process.

**New IASP Hiring Authority.** Guidance was issued on April 5, 2010 by the Undersecretary of Defense for Personnel and Readiness (USD(P&R)) that provides new authority to the Heads of Components and Defense Agencies to hire IASP graduates as members of the excepted service, and convert their positions to career or career conditional after two years of satisfactory service. All general questions on the new authority can be directed to the DoD IASP Executive Administrator recruitment point of contact, Ms. Alice Shaffer at [askiasp@nsa.gov](mailto:askiasp@nsa.gov), (410) 854-6206. For specific questions on how your organization will implement the authority, please contact your human capital office.

**Internships.** Recruitment students also may be required to complete a student internship, depending on the length of their individual scholarship. Components may use the authority granted in section 213.3102(r) of title 5, Code of Federal Regulations, to arrange the internship. Internships should provide relevant professional development opportunities for the DoD IASP students.

**Program Costs.** Recruitment students are provided scholarships, covering the full cost of tuition and selected books and fees. Students are also provided a stipend to cover room and board expenses.

**Scholarship Recipient Obligations.** All recruitment students incur a service commitment which commences after the award of the DoD IASP authorized degree. The start of service date is to be determined by the sponsoring Component. The obligated service in DoD shall be as a civilian employee of the Department or as an active duty enlisted member or officer in one of the Military Services.

- Individuals selecting employment in the civil service shall incur a service obligation of one year of service to the Department upon graduation for each year or partial year of scholarship they receive, in addition to an internship, if applicable.
- Individuals enlisting or accepting a commission to serve on active duty in one of the Military Services shall incur a service obligation of a minimum of four years on active duty in that Service upon graduation. The Military Services may establish a service obligation longer than four years, depending on the occupational specialty and type of enlistment or commissioning program selected.

**Quarterly Student Status Reporting.** Components participating in the DoD IASP recruitment program shall frequently communicate with their recruitment students and provide a quarterly update to the DoD IASP Executive Administrator on their students' status.