

INFORMATION ASSURANCE SCHOLARSHIP PROGRAM

04 May 2011
1924-007-11

TO: Tamira Ortiz, Norfolk State University

SUBJECT: DoD Information Assurance Scholarship Program Student Notification

Tamira,

I am pleased to inform you that your university has been chosen as a recipient of a grant for the Department of Defense (DoD) Information Assurance Scholarship Program (IASP) and that you have been selected to participate in the scholarship program, subject to meeting the security clearance requirements. This DoD program is sponsored by the Assistant Secretary of Defense for Networks and Information Integration, with the National Security Agency administering the program as the Executive Agent. The Principal Investigator, Prof. Jonathan Graham, of your university has been notified of your scholarship award.

Your placement for internship if applicable and obligated service is with the:

**Defense Information Systems Agency
Fort Meade, Maryland
www.nsa.gov**

_____(initial) **This is the intended agency for your internship and/or service obligation.** This location may change based upon the agency's requirements. Per the agreement you have signed, you may need to relocate to that agency's location. If you are not willing to relocate, **DO NOT** agree to be a scholarship recipient. Any future changes to the agency you are assigned are at the discretion of the agency and DoD IASP, **not** the student. Normal reasons for change include, but are not limited to clearance status and hiring freezes. An internship will be applicable if you are not graduating in spring 2012. If you are graduating in the spring of 2012, then the hiring process for your obligated service will begin as soon as possible. Detailed information concerning the internship, technical and human resource points of contact, and administrative details will be provided to you at a later date. You may be contacted by your selecting DoD Agency to begin the security screening in the next few weeks.

_____(initial) Condition of acceptance is based on your ability to receive either an interim or a full clearance by the time of your internship/hire. The program requires one calendar year of obligated service for each year of scholarship received. If you graduate in spring 2012, you will begin your obligated service at that time. If you graduate later, you are required to participate in an internship at the agency's location, prior to your obligated service.

_____(initial) By accepting the scholarship you agree to work for the DoD, after the award of your degree, as a civilian employee for one calendar year for each academic year, or partial year, for which financial assistance (scholarship) is received. This requirement is called "obligated service". The work you may perform during an internship DOES NOT COUNT toward satisfaction of your obligated service requirement. If you terminate your participation in the scholarship at the time, you will be required to payback the scholarship financially.

_____(initial) By signing and accepting the scholarship you agree that you are willing to move to the location of your selecting DoD agency. Relocation funds are not provided by the DoD IASP, however your selecting agency **may** or may not offer funding. It is at the discretion of each selecting agency.

_____(initial) It is your responsibility to maintain contact with the Principle Investigator(PI) at your university, the DoD IASP Program Office, and the selecting agency. You should already have contact information for your PI. The DoD IASP Program Office can be contacted by email at AskIASP@nsa.gov. Contact information for the selecting agency will be provided at a later date.

_____(initial) Working full-time during your semester should be discussed with your PI, as the DoD IASP Program Office delegates this decision. It is at his or her discretion whether or not to allow you to work during the semester. **Please be aware that working full-time for your selecting DoD Agency during the academic year is not authorized.**

_____(initial) Continuation beyond your current degree is a decision that needs to be discussed with your PI, the DoD IASP Program Office and your selecting agency. Before applying for any advanced degrees you must inform all three parties. Many situations may arise that could hinder your chances, such as funding and/or availability of a job/position.

_____(initial) There may be a potential income tax liability for DoD IASP students receiving educational benefits. Please contact your appropriate university accounting office to determine if they are or are not going to tax any part of your scholarship. Typically, tuition assistance is a taxable benefit unless it is eligible for a specific IRS exemption. Your stipend can and may be taxable! While \$5250 is generally excludable under Educational Assistance Program exclusion, the IASP Program Office cannot provide individual tax advice. We are providing you with this notice in the event you wish to discuss the receipt of this tuition assistance with a tax advisor.

_____(initial) As a benefit of being a DoD IASP recipient, you already have an agency of employment upon graduation, barring any unforeseen circumstance (your agency is listed at the top of this letter). As a DoD IASP student you **should not** be participating in any recruitment events, job interviews, or any other type of employment finding activity that may occur at your university.

_____(initial) You have re-read pages 7-9 of the DoD IASP Student Application and you understand the conditions of accepting this scholarship. Please also re-read the OF612 Optional Application for Federal Employment, Supplemental Statement of General Academic and Employment Conditions, which you signed when applying for this scholarship.

In order for us to process the grants through your university, we need confirmation of your acceptance of this scholarship opportunity. Now that you have been selected, we ask that you confirm the acceptance into the program and accept the conditions of the agreement by signing the appropriate block. Fax this entire document (3 pages) to the attention of the IASP Program Office at 410-854-6679, or send a PDF copy to AskIASP@nsa.gov **NO LATER THAN 18 May 2011.**

May 4, 2011

Please also mail an original signature (Blue Ink Only) copy to the address located on the attached sheet. (Original signature means you print out a copy of this letter sign in blue ink only and mail it to the DoD IASP Program Office).

NAME (printed): _____

NAME (signed): _____

DATE: _____

Anticipated Graduation Date: _____

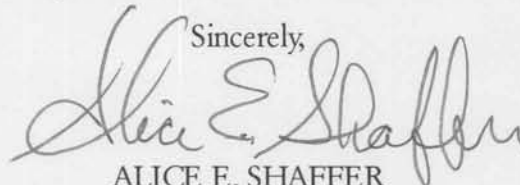
If you **decline**, this scholarship, for any reason, please sign below.

NAME (signed): _____

DATE: _____

Congratulations for having met the high standards required for participation in this program. The knowledge and skills you will acquire during the program will provide you the potential to play an important role in contributing to the protection of the National Information Infrastructure.

Sincerely,



ALICE E. SHAFFER

Recruitment Student Coordinator
Information Assurance Scholarship Program
Department of Defense