**DoD Cyber Scholarship Program
Recruitment Program**

Guidelines for DoD Component Recruitment Opportunities
for
Academic Year 2023-2024

COMPONENT PARTICIPATION. Components must provide their intention to participate in the DoD Cyber Scholarship Program (DoD CySP) recruitment program to the DoD CySP Executive Administrator via email to AskCySP@nsa.gov by November 11, 2022. After providing a point of contact (POC) within the component's Office of Primary Responsibility (OPR), the DoD CySP Executive Administrator will provide the OPR with instructions to set-up an online account and indicate the number of requested selections for future DoD CySP recruitment scholars.

Notification must include the name(s), phone number, email address, mailing address of the component's OPR (e.g., designated key point of contact), as well as the estimated number of students the component would like to select. Please spell out any acronyms in your agency name and provide locations for all selections.

THE OPR SHALL.

- Assess component skill requirements and provide the annual recruitment student requirements (e.g., number of students, specific academic disciplines, and occupational series/work role code(s) sought) to the DoD CySP Executive Administrator. Additionally, please indicate interest in the NCAE-C Community College program, the 4-year NCAE-C program, or both.
- 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.
- Utilize the DoD CySP application tool.

Questions regarding component participation in the DoD CySP recruitment program may be addressed to AskCySP@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, an average of 70 to 80 new recruitment scholarships are awarded each academic year. This amount can fluctuate based on funding levels, component requirements, and the number of returning recruitment scholars. For AY22, the DoD CySP Program Office was able to accommodate 111 new recruitment scholarships.

RECRUITMENT PROPOSAL SOLICITATION. The annual request for proposals is issued to the National Centers of Academic Excellence in Cybersecurity (herein after referred to as NCAE-Cs) each November for participation in the DoD CySP. NCAE-Cs are designated by the National Security Agency (NSA). A full list can be found here: https://www.caecommunity.org/cae-map.

Second year Community College, rising junior, senior, and graduate students accepted at, or enrolled in, one of the NCAE-Cs may apply for full scholarships to complete a bachelor's, master's, doctoral degree, or graduate (post-baccalaureate) certificate program in a relevant cyber-related discipline.

Community College NCAE-Cs may also nominate students for academic scholarships. They may be considered by DoD Components for immediate hire upon graduation or continue their studies at a 4-year NCAE-C academic institution. If components indicate interest in this segment of the program, the DoD CySP Executive Administrator will collaborate to assess individual component requirements.

Student application requirements are included in the solicitation proposal released by the DoD CySP Executive Administrator. All proposals are due to the DoD CySP Executive Administrator annually by February 15th. 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 DoD CySP, qualified students pursue degrees in academic disciplines that have a cybersecurity concentration. 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
- Data Science
- Digital and Multimedia Forensics
- Electrical Engineering
- Electronics Engineering
- Information Security (Assurance)

- Information Systems
- Information Technology Acquisition,
- IT Program/Project Management
- Mathematics
- Network Management/Operations, Software Engineering
- Systems Engineering

STUDENT SELECTION PROCESS. The participating components access the electronic application tool to utilize the program**.** Components that participated in the 2022 cycle will use that same account for the selection process. If components need account information from the previous year, they should contact the DoD CySP Executive Administrator for assistance at AskCySP@nsa.gov.

The application tool will be open for components to review eligible applicants on or by March 1, 2023. The application tool will allow each component to view all "Highly-Recommended and Recommend" applicants. Each application will include the following: student's academic major, GPA, projected degree, and final graduation date, comments on the student's knowledge, skills, and attributes, and the NCAE-C assessment rating. The final student selection process occurs April 5, 2023.

SCHOLARSHIP RECIPIENT NOTIFICATION.   Announcement of scholarship offers will occur no later than April 14, 2023, through the online application tool. NCAE-Cs and applicants will simultaneously be notified.

STUDENT ACCEPTANCE. Students are required to sign a participation agreement within 14 days of the acceptance letter through the online application tool. Upon signature, the application tool will notify the DoD CySP Executive Administrator, the selecting DoD Component, and the NCAE-C at the same time. Components will have the opportunity to download a copy of the signed letter to include in the student's personnel file. Notification will be provided even if the student declines the scholarship.

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 CySP Executive Administrator. The components shall:

- Establish a contact with students and their school's primary POC, also known as the principal investigator.
- Initiate a pre-screen clearance suitability within 90 days of a student's acceptance.
- Provide students with required hiring forms and procedures.
- Assign technical or functional component representatives to act as mentors to students.
- Notify the DoD CySP Executive Administrator of any delays or impediments to the hiring/on boarding process.

DoD CySP HIRING AUTHORITY. Guidance was issued on April 5, 2010, by the Under Secretary of Defense for Personnel and Readiness that provides authority to the Heads of Components and Defense Agencies to hire DoD CySP graduates as members of the excepted service and may convert their positions to career or career conditional after two years of satisfactory service. Components may also leverage the CES hiring Authority. All general questions on the authority can be directed to the DoD CySP Executive Administrator recruitment program POC at AskCySP@nsa.gov, or (410) 854-6206. Specific questions on how an organization may implement hiring authorities should be directed to the appropriate Component human resources/human capital office.

INTERNSHIPS. Recruitment students 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 CySP students. Funding is provided through DoD financial documents to support summer internship salaries.

PROGRAM COSTS. Recruitment students are provided scholarships, covering the full cost of tuition, select books and fees, a stipend, purchase of a laptop, and travel to one cyber related conference per year subject to the availability of grants issued to the university by the DoD CySP Executive Administrator. The DoD CySP will provide funding to DoD Components via military interdepartmental purchase requests or 7600A/B to cover summer internship salaries when appropriate. It is the DoD Components requirement to provide the billet, clearance processing, and final hiring (salary).

SCHOLARSHIP RECIPIENT OBLIGATIONS. All recruitment students incur a service commitment which commences after the award of the DoD CySP authorized degree. The Sponsoring Component will determine the service obligation start date. The service obligation 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 sponsoring component 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.

STUDENT STATUS REPORTING. Components participating in the DoD CySP recruitment program shall frequently communicate with their recruitment students and the DoD CySP Executive Administrator. Regular status updates will be requested through the online application tool.