CHIEF INFORMATION OFFICER

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

JAN 0 8 2013

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
DIRECTOR, OPERATIONAL TEST AND EVALUATION
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: DoD Information Assurance Scholarship Program Academic Year 2013-2014: Education Opportunity for Civilian and Military Personnel

The Office of the Department of Defense Chief Information Officer (DoD CIO) is announcing the annual opportunity for employee participation in the retention component of the DoD Information Assurance Scholarship Program (IASP). Chapter 112, title 10, United States Code authorizes the DoD IASP retention program, which provides professional development opportunities for current employees who support DoD's critical information assurance, information technology, and cybersecurity (IA/IT/Cybersecurity) management and infrastructure protection functions. Under the program, selected DoD civilian employees and military members can earn graduate degrees in several disciplines, all of which have an IA concentration.

Components are requested to nominate qualified civilian employees and military members to receive full scholarship assistance to pursue a master's degree or doctoral program in Academic Year 2013-2014. The participating institutions offering programs of instruction, leading to a master's or doctoral degree are: the Air Force Institute of Technology at Wright-Patterson Air Force Base, Ohio; the National Defense University Information Resources Management College (herein after referred to as the NDU iCollege) in Washington, DC, in conjunction with one of the 28 IASP Partner Universities; and the Naval Postgraduate School in Monterey, California. Employees selected for the program receive scholarships for tuition, books, and fees in exchange for service payback.

DoD Instruction 8145.01, "Information Assurance Scholarship Program," January 17, 2012, outlines the policies and procedures for the overall program and is available on the DoD

Issuances Web site at http://www.dtic.mil/whs/directives. Information is provided in the attachment on eligibility requirements, Component allocation, service obligations, and application procedures. All scholarship awards are contingent on funding availability. Component prioritized requirements are due no later than January 31, 2013, to the DoD IASP Executive Administrator, National Security Agency.

We look forward to your participation in the retention program this year. Please contact the DoD IASP Executive Administrator's retention point of contact email: AskIASP@nsa.gov, (410) 854-6206, or the Office of the DoD CIO, Information Management & IT/IM Workforce at (571) 372-4496 regarding questions about the program.

Teresa M. Takai

Attachment:
As stated

DoD IASP Retention Program
Guidelines for DoD Civilian and Military Personnel Academic Opportunities
for Calendar Years 2013 and 2014

Eligibility Requirements. Active duty military members (including active duty reservist and National Guard members), as well as permanent DoD civilian employees are eligible to apply, but must first be nominated by their Component. Nominated personnel shall be high performing employees who are rated at the higher levels of the applicable performance appraisal system and demonstrate sustained quality performance with the potential for increased responsibilities. Scholarship applicants must meet all requirements for acceptance to the specific institution they plan to attend. All eligibility criteria, especially academic credentials, should be carefully reviewed as IASP requirements may be more stringent than general academic enrollment criteria for a particular college/university. No waivers will be granted.

Employees already performing a service obligation will not be considered for the IASP as the program does not allow for concurrent service obligations. Also, temporary and conditional employees are not eligible to apply for the program.

Note: All nomination packages should be submitted by the Component's Office of Primary Responsibility (OPR) for administering the IASP and not by individual employees. To confirm Component OPRs contact the DoD IASP Executive Administrator at AskIASP@nsa.gov.

Academic Disciplines. For participation in the IASP, qualified employees must 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).

Scholarship Quotas. *No quotas are designated.* The actual number of scholarships available will be contingent on the total number of eligible applicants and available funding. Components' nominations must go through the correct chain of command to the OPR for administering the IASP. The OPR shall ensure all nominations fulfill the specific academic and personnel development requirements for both the individual nominee and the nominating organization. The OPR must also prioritize the requested scholarship recipients.

Participating Institutions. The institutions offering full-time academic programs leading to a master's or doctoral degree are the Air Force Institute of Technology (AFIT); the National Defense University Information Resources Management College (herein after referred to as the NDU

Attachment

iCollege) in conjunction with NDU iCollege's IASP Partnering Colleges and Universities (collectively referred to as Partner University); and the Naval Postgraduate School (NPS).

Part-time academic programs leading to a master's degree are available only through the NDU iCollege and selected partnering institutions. Attendance at the NDU iCollege is typically full-time through its Advanced Management Program; however, current part-time students at NDU iCollege who already have completed 7 or more classes towards a qualified certificate program may apply for the scholarship program. The NDU iCollege students who graduate from the required programs may complete their degree part-time at a Partner University.

The NDU iCollege's Government Information Leadership Master of Science (GIL MS) degree program is an option for IASP applicants for Academic Year 2013-2014. See Page 11, for program details.

Academic Start Dates. Each school (AFIT, NDU iCollege, and NPS) offers two potential start dates for students:

- **AFIT:** August 2013 or January 2014
- **NDU iCollege + Partner University:** September 2013 or January 2014
- **NDU iCollege GIL MS Program:** September 2013 or January 2014
- **NPS:** July 2013 or January 2014

Program Costs. The cost of tuition, required fees and books at AFIT, NDU iCollege, NDU iCollege's partnering institutions, and NPS will be covered by the program. Students will continue to receive their military pay or civilian salaries from their Component throughout their course of study. Components are also responsible for all travel costs and any necessary position back-fill for individuals selected for the program. Additionally, the IASP is NOT responsible for any TDY costs. It is highly recommended that prospective applicants meet with their OPR to discuss all program costs. This meeting should provide a full understanding of what is expected during their education experience and upon completion of their academic degree.

Obligations. Retention students shall fulfill post-academic service obligations pursuant to 10 U.S.C. 2200. Students are obligated to maintain good standing in their degree programs, to continue in service as civilian employees or military members, and where applicable, to repay program costs for failure to complete the degree program satisfactorily and/or to fulfill the service commitment consistent with 10 U.S.C. 2200a (b) (2) and (3) and the policies of the Department and the respective Component.

- Members of the Military Services shall serve on active duty while fulfilling service obligations defined by their respective Component.
- DoD civilian employees shall sign a continued service agreement with their parent organization or component that complies with 10 U.S.C. 2200, prior to commencement of their education, to continue service within the Department of Defense upon conclusion of their education, for a period equal to three times the length of the education period.

Students will be required to sign a Student Code of Conduct Agreement, a Family Educational Rights and Privacy Act (FERPA) waiver required for release of transcripts, an SF-182 (Request, Authorization, Agreement, Certification of Training and Reimbursement) and other additional agreement forms as required.

Student Nomination Process for All IASP Retention Program Options

All nomination packages must be unclassified and submitted through appropriate Component personnel channels for graduate education programs. Each package must include all applicant requirements. **Incomplete packages will be rejected, with no exceptions. Applicants should take the time to go over their application with their OPR to ensure a complete package.** Appendix A provides applicants a checklist to assist them in preparing their application packages prior to submittal to their Component's OPRs.

Applicant Requirements.

1. Applicant coversheet must include the following information:

   a. Applicant contact information
      1) Office mailing address
      2) Office email address
      3) Phone numbers (voice/fax)
   b. Supervisor contact information
      1) Name and Title
      2) Email address
      3) Phone numbers (voice/fax)
   c. Next Level Supervisor contact information
      1) Name and Title
      2) Email address
      3) Phone numbers (voice/fax)
   d. Component point of contact information
      1) Name
      2) Email address
      3) Phone numbers (voice/fax)
   e. List of previous colleges/universities attended
      1) School name and Years attended
      2) Conferred Degree; Program of Study
      3) GPA – Note: The DoD IASP requires that all applicants pursuing a master's degree must have an appropriate bachelor's degree with a minimum 3.0 GPA. Additionally, applicants pursuing a doctorate must have an appropriate master's degree and a minimum 3.5 GPA.
   f. Proposed college/university (AFIT, NDU iCollege + Partner University, NDU iCollege GIL MS Program, or NPS). Applicants may provide up to three choices, placed in order of priority. The following must be included:
      1) Proposed degree program

2) Proposed start date (If choosing the NDU iCollege + Partner University option, the start date for the Partner University must be included).
3) Proposed student status
   a) All students attending AFIT are full-time
   b) All students attending NPS are full-time
   c) NDU iCollege applicants must include requested NDU iCollege student status (full-time or part-time) and requested Partner University student status (full-time or part-time)
   d) All students attending NDU iCollege GIL MS Program are part-time

2. Signed Continued Service Agreement.

3. Standard military or civilian personnel resume.

4. Current SF 50 – Notification of Personnel Actions - (Applies to DoD civilians only). Please submit the most recent document received.

5. Applicant's personal goals statement (2-4 double spaced pages). See Appendix B.

6. Recommendation from the individual's supervisor and the endorsement of the next level supervisor. Please note that these are two (2) separate documents. (The recommendation and endorsement should highlight how the student's IA education will be applied by the Component following graduation.)

7. Copy of GRE or GMAT scores. (This is a DoD IASP requirement for all schools.) AFIT, NPS and the NDU iCollege each have their own minimum requirements for the GRE/GMAT score. Also, it is highly recommended that the applicant researches the minimum GRE requirement for their Partner University of choice (if applicable).

8. Official Transcripts. An official transcript is received directly from the issuing institution ((whether on paper or a Certified Electronic copy) and properly signed/authenticated). Students applying for the DoD IASP must submit Official Transcripts:
   a. The official transcripts received by the IASP Program Office do not need to be sealed; Component offices may open and review the official transcripts as part of their selection and submission process.
   b. Web printed or uploaded unofficial transcripts will not be accepted. If web printed or uploaded transcripts are submitted with the application, the application will automatically be deemed incomplete.
   c. Certified Electronic Transcripts will be accepted if they can be verified by a digital signature/certificate. Electronic Transcripts can be sent directly to AskIASP@nsa.gov. Students should place a sheet of paper in their application package that states "Electronic Transcript sent directly to the DoD IASP Program Office AskIASP@nsa.gov email box."
   d. Official transcripts for all undergraduate and graduate work. (Transcripts from DoD schools must be included.)
   e. The DoD IASP Executive Administrator will provide official transcripts to AFIT, NDU iCollege, or NPS.

f. The DoD IASP Executive Administrator will NOT provide official transcripts to Partner Universities. It is the responsibility of the student to provide official transcripts to a Partner University as part of the standard application procedures.

9. Documentation of the individual's security clearance.

Component Requirements

1. Components must compile a single nomination package containing all proposed/approved applicant packages. Appendix C provides Components a checklist to assist in preparing nomination packages prior to submittal to the IASP Executive Administrator. Since no quotas have been allotted to the Components, it is important that applicant packages are provided in a prioritized, rank-order of preference, with alternate nominees listed as appropriate. The cover letter must include a privacy banner which reads: "Privacy Sensitive – any misuse or unauthorized access may result in disciplinary action" and clearly identifies the following information:
   a. Nominated applicants, listed in rank order of recommended selection
   b. Full name of each applicant
   c. Proposed college/university (AFIT, NDU iCollege + Partner University, NDU iCollege GIL MS Program, or NPS) for each applicant
   d. Proposed degree program for each applicant
   e. Start date
   f. Proposed student status
      1) AFIT students are full-time only
      2) NPS students are full-time only
      3) NDU iCollege nominations must designate the following:
         a) NDU iCollege student status, full-time or part-time
         b) Partner University student status, full-time or part-time
         c) NDU iCollege GIL MS Program students are part-time only

2. Component's OPR Contact Information
   a. Name(s) and Title(s)
   b. Work address
   c. Email address
   d. Phone numbers (voice/fax)

3. One original hard copy and one soft copy version to AskIASP@nsa.gov of each applicant package and the nomination form must be provided to:

   National Security Agency
   9800 Savage Road
   Fort Meade, Maryland 20755-6744
   ATTN: IASP/NIETP
   Retention Program
   1083, FANX III, Room B6A27
   Suite # 6744

   Components must take appropriate action to protect and secure applicants' personally identifiable information (PII).

   a. When sending the IASP package by a commercial carrier or USPS, package it in two envelopes - an inner and an outer envelope. The outer envelope should only include

normal addressee information. On the inner envelope, include the sender's name, address, phone number and email address, and recipient's name, full mailing address, email address, and phone number. Mark the inner envelope with "Contains PII". Tracking service should be requested.

b. For IASP packages sent electronically to the "Ask IASP" email address, password protect the documents before attaching them to email. Send the PII attachment in one email and the password to the files in a separate email under a separate subject line. Note: the "Ask IASP" site cannot process encrypted emails.

4. Prioritized Component nominations for all start dates are due by **January 31, 2013**. General questions on the IASP and/or the nomination process should be addressed to the DoD IASP Executive Administrator via email at AskIASP@nsa.gov.

Notification of Acceptance—All Schools

Based on funding, a determination on the number of scholarships to be awarded will be made by the DoD CIO Information Assurance Scholarship Program Steering Committee. Once this determination is made, a representative of the Committee will coordinate with the three DoD schools to determine final acceptance of applicants. The DoD IASP Executive Administrator will formally notify the Component's OPR about applicant acceptances by **March 31, 2013. Students will not be contacted directly by the DoD IASP Executive Administrator**. Applicants should contact their Component's OPR regarding award status and/or acceptance into the IASP.

Air Force Institute of Technology (AFIT)

The AFIT offers Master of Science degrees with majors in Cyber Operations, Information Resources Management (IRM), Electrical Engineering, Computer Engineering and Computer Science. The Cyber Operations major provides an in-depth study of the defensive and offensive theory, tools, and techniques associated with protection and exploitation of information-based systems. The other majors stated above allow for specialization in IA through a subset of courses from the Cyber Operations degree program. All degree participants completing the IA specialization will receive NSTISSI 4011 and CNSSI 4012 certificates. More detailed information about the IA program may be found at http://www.afit.edu/en/ccr/. Doctoral degree opportunities in Electrical Engineering, Computer Engineering and Computer Science are also available. Classes at the AFIT begin August 2013 and January 2014.

MS in Cyber Operations, IRM, Electrical Engineering, Computer Engineering and Computer Science:

- Full-time, in-residence only, students must complete thesis research and a written thesis.
- Requires eighteen months for completion; an individual student's program may be extended if prerequisite knowledge is needed.

PhD in Computer Science:

- Full-time, in-residence only. PhD students must complete a doctoral dissertation.
- Requires three years to complete; an individual student's program may be extended if prerequisite knowledge is needed.

AFIT Requirements. Listed below are the minimum eligibility requirements for participation in the IASP through AFIT. These requirements will not be waived.

- Civilian and military applicants may be of any grade.
- Applicants pursuing a master's degree must have an appropriate bachelor's degree with a minimum 3.0 GPA. Applicants pursuing a doctorate must have an appropriate master's degree and a 3.5 GPA.
- Required GRE scores for
  - Master's degree applicants are 153 verbal/148 quantitative (format for tests taken on or after August 1, 2011) or 500 verbal/600 quantitative (format for tests taken prior to August 1, 2011)
  - PhD applicants are 156 verbal/151 quantitative or 550 verbal/650 quantitative.
- The minimum security clearance is Secret (or students must be eligible to apply for Secret clearance upon acceptance).

Questions concerning AFIT programs should be addressed to Dr. Rick Raines at Comm: (937) 255-6565, ext 4278; DSN 785-6565, ext 4278; or via email at richard.raines@afit.edu.

National Defense University Information Resources Management College (NDU iCollege). The scholarship program, as conducted by NDU iCollege, focuses on DoD civilian employees and military officers who wish to pursue a full-time or part-time master's degree or a full-time doctorate in an IA discipline. Applicants are nominated to enter the program in September 2013 or January 2014. The NDU iCollege has two program choices for advanced degrees – the NDU iCollege and Partner University Program and new for Academic Year 2013-2014, the NDU iCollege Government Information Leadership Master of Science Degree Program.

NDU iCollege and Partner University Program. Selected students will complete the first part of their degree through the NDU iCollege and then enter a Partner University to complete the remaining degree requirements.

- Full-time students complete the Chief Information Officer (CIO) certificate and NSTISSI 4011 certificate requirements through the Advanced Management Program (AMP), a 14-week resident program at the Ft. McNair, Washington, DC, campus plus one additional course that they may take via distance learning, either in advance of or at the same time as the AMP.
- Part-time NDU iCollege students may apply for the DoD IASP after they have completed 7 or more courses required for completion of their designated NDU iCollege certificate.
- Students must complete both the CIO and NSTISSI 4011 certificates prior to continuing their study with one of the NDU iCollege Partner Universities. This will require students to successfully complete the "Global Enterprise Networking and Telecommunications" (GEN) course prior to starting AMP. The GEN course may be taken in-residence or through distributed learning (DL).

Components may also include candidates, holding bachelor's degrees who have earned the NDU iCollege CIO and IA certificates in FY09 or later. These candidates will continue their study at a Partner University. Further specifics on the NDU iCollege CIO and IA programs may be found at www.ndu.edu/iCollege.

NDU iCollege Partner Universities. Upon successful completion of the NDU iCollege requirements, students will continue their studies at a selected NDU iCollege Partner University to complete their master's degree or doctorate. Full-time doctoral students will complete most requirements in residence; full-time or part-time master's students may complete their degrees in residence or through distributed learning. Availability of distributed learning courses and part-time programs may vary by Partner University.

Students entering Partner Universities will receive 9, 12, **or** 15 transfer credits toward completion of their advanced degrees, dependent on the selected college/university. The degree the student earns varies by institution, but each degree includes an IA focus. Appendix D includes a listing of the current IASP NDU iCollege Partner University approved degree programs. **IASP students may only participate in the NDU iCollege Partner University degree programs identified as "IASP-qualified."**

To continue studies post completion of their NDU iCollege requirements, students are highly encouraged to research the Partner Universities of interest prior to starting the application process. It is the student's responsibility, not that of the DoD IASP Executive Administrator or the NDU

iCollege, to apply to the Partner Universities. Additionally, the student should ensure that they are academically eligible for acceptance into the Partner University of their choice prior to applying to the IASP. The DoD IASP Executive Administrator may assist and make recommendations on Partner Universities, but acceptance into the IASP does not guarantee acceptance into a Partner University.

NDU iCollege Government Information Leadership Master of Science Degree Program. In addition to NDU iCollege's program in conjunction with its IASP Partner Universities, NDU iCollege's Government Information Leadership Master of Science (GIL MS) degree program is a new option for IASP applicants this year.

The 39-credit curriculum offers a combination of information management, technology, and leadership intensive courses. Students select one of the following nine concentration areas that correspond to the College's certificate programs:

- Chief Information Officer (CIO)
- Chief Technology Officer (CTO)
- Cyber Leadership (Cyber-L)
- Cyber Security (Cyber-S)
- Enterprise Architecture (EA)
- Government Strategic Leader (GSL)
- Information Operations (IO)
- Information Technology Program Management (ITPgM)
- Chief Financial Officer Leadership (CFO)

The IASP scholars are required to complete the part-time program in four years (from the date coursework is begun).

For more information about the program, visit http://www.ndu.edu/iCollege/pcs/pcs_gil_masters.html.

Student Code of Conduct Agreements/Orientation. All students participating in the DoD IASP through NDU iCollege must sign a student agreement regarding their expected behavior as a graduate student.

For the NDU iCollege and Partner University Program, full-time students are required to sign this agreement prior to starting classes at NDU iCollege. Part-time students in this program will sign the agreement upon entering the IASP program either at the start of their 8th or 9th course. In addition, graduating IASP students will be required to attend a student development session at NDU iCollege before transitioning to their selected Partner University.

For the NDU GIL MS Program, students are required to sign this agreement prior to starting classes at NDU iCollege.

NDU iCollege Requirements. Listed below are the minimum eligibility requirements for participation in the IASP through NDU iCollege. These requirements will not be waived.

- Civilian applicants must be a permanent GS/GM-12 or above (or equivalent). Active duty military applicants must be an O-4 or above.
- The NDU iCollege requires that master's degree applicants have a bachelor's degree with a minimum grade point average (GPA) of 3.0 out of 4.0, or equivalent; PhD applicants must have a master's degree with an attained GPA of 3.2 out of 4.0, or equivalent. All degrees must be from regionally accredited colleges/universities. (Please note: the partner colleges/universities may require a higher grade point average and/or prerequisite courses.)
- Due to the submission timeline, applicants must have already taken the Graduate Record Examination (GRE), the Graduate Management Admission Test (GMAT), or equivalent.
- All applicants must possess at least a Secret clearance.

Questions concerning NDU iCollege programs and those of its partnering institutions should be addressed to Mr. Gil Duvall at Comm: (202) 685-3889, DSN 325-3889 or via email at duvallg@ndu.edu.

Naval Postgraduate School (NPS)

Classes at the Naval Postgraduate School begin July 2013 and January 2014.

Applicants may apply for the following degree programs: Master of Science (MS) in Computer Science (CS), MS in Cyber Systems and Operations (CSO), or PhD in Computer Science, Information Sciences, and Mathematics. Enlisted service members may apply for the MS programs.

All students in the NPS program will receive, upon successful completion of the required courses, the NSTISSI 4011 and 4015, and the CNSSI 4012-4014 certificates as part of their education program. Details of the IA program at NPS may be found at http://cisr.nps.edu/ or http://www.cisr.us/

MS in Computer Science:

- Full-time, in-residence only.
- Requires 7 to 8 academic quarters to complete, which corresponds to a two-year program.
- All MS CS degree students must submit quarterly transcripts/progress reports, complete thesis research and write a thesis.

MS in Cyber Systems and Operations:

- Full-time, in-residence only.
- Requires 6 academic quarters to complete, which corresponds to an eighteen-month program.
- All MS CSO degree students must submit quarterly transcripts/progress reports, complete thesis research and write a thesis.

PhD Programs:

- Full-time, in-residence only.
- Requires three years to complete.
- All PhD students must submit quarterly transcripts/progress reports, and complete both written and oral qualifying examinations as specified by the department awarding the degree. Upon completion of required examinations, students complete dissertation research.
- Students must successfully defend their dissertation before a dissertation committee.

The NPS Department of Computer Science is described in more detail at http://www.nps.edu/Academics/Schools/GSOIS/Departments/CS/index.html.

NPS Requirements. The minimum eligibility requirements for participation in the IASP through NPS are listed below. These requirements will not be waived.

- GS-9 grade level or higher (or equivalent); E-4 through E-9; WO-1 through WO-4; O-1 or higher (typical student is an O-3).
- MS degree program: bachelor's degree with a minimum 3.0 GPA (on a 4.0 scale) or equivalent.
- PhD program requirements are determined individually based on colleges/universities attended, years since last degree, work-related accomplishments, and other factors. Generally, NPS requires PhD candidates to be in the upper half of their MS program peers.

- A copy of GRE or GMAT scores.
- Students must have, or be eligible to apply for, a Secret clearance upon acceptance.

Questions regarding the NPS program should be addressed to Mrs. Valerie Linhoff at Comm: (831) 656-2726, DSN 756-2726 or via email at vllinhof@nps.edu.

Retention Program Applicant Checklist

All nomination packages must be unclassified and submitted through appropriate Component personnel channels for graduate education programs. Each package must include all applicant requirements. **Incomplete packages will be rejected, with no exceptions.** The following checklist has been provided to assist applicants in preparing their application packages prior to submittal to their Component's Office of Primary Responsibility. Please refer to the full Retention Attachment for clear guidance on each of these items.

- ☐ A coversheet that includes the following information:
  - ☐ Applicant contact information
    - Office mailing address
    - Office email address
    - Phone numbers (voice/fax)
  - ☐ Supervisor contact information
    - Name and Title
    - Email address
    - Phone numbers (voice/fax)
  - ☐ Next Level Supervisor contact information
    - Name and Title
    - Email address
    - Phone numbers (voice/fax)
  - ☐ Component contact information
    - Name
    - Email address
    - Phone numbers (voice/fax)
  - ☐ List of previous colleges/universities attended
    - School name and Years attended
    - Conferred Degree; Program of Study
    - GPA
  - ☐ Proposed college/university programs (AFIT, NDU iCollege + Partner University, NDU iCollege GIL MS Program, or NPS), up to 3, in priority order:
    - Proposed degree program
    - Proposed start date. (If choosing the NDU iCollege + Partner University option, please include the start date for the Partner University).
    - Proposed student status (Part-time only for NDU options or Full-time)

- ☐ Additional required documentation:
  - ☐ Signed Continued Service Agreement
  - ☐ Standard military or civilian personnel resume
  - ☐ Current SF 50 – Notification of Personnel Actions - (DoD civilians only)
  - ☐ Personal goals statement (2-4 double spaced pages) – See Appendix B
  - ☐ Recommendation letter from the individual's supervisor
  - ☐ Endorsement letter from the next level supervisor
  - ☐ Copy of GRE or GMAT scores
  - ☐ Official transcripts for all undergraduate and graduate work (Transcripts from DoD schools must be included):
    - An official transcript is received directly from the issuing institution (whether on paper or a Certified Electronic copy) or properly signed/authenticated.
    - Web printed or uploaded transcripts will not be accepted.
    - Certified Electronic Transcripts will be accepted if they can be verified by a digital signature/certificate.
  - ☐ Documentation of security clearance

Retention Program Applicant Personal Goals and Knowledge, Skills and Attributes (KSA) Statement

Retention students are required to complete a personal goals and KSA statement. The length should be 2 to 4 double-spaced pages.

Guidance for retention student applicants:

Describe how your professional and academic background makes you a suitable candidate for the DoD Information Assurance Scholarship Program (IASP). Explain why you chose the college/university and degree program listed on your applicant coversheet and how the program in particular would benefit you. Describe your desired career goals and how you believe the DoD IASP will enable you to achieve these goals. Indicate how your sponsoring Component intends to leverage your newly acquired skills and knowledge upon graduation.

Areas to consider addressing in your personal goals statement:

- What are your most compelling reasons for becoming a DoD IASP Scholar?
- How will this degree prepare you for your future career? What are your short-term and long-term career goals?
- Based on discussions with your current Component leadership, how will your organization/service use your skills and expertise following your receipt of an advanced degree?
- What makes you a strong candidate for graduate school?
- Provide examples/demonstrate your effectiveness in your profession or field and assess your knowledge and ability in the following four competency areas:

    - Knowledge of the techniques of the information security discipline, including encryption, access control, physical security, training, threat analysis, authentication, human computer interaction, and personal use policies and monitoring.
    - Knowledge of management concepts, as it applies to effectively managing information technology as an IT professional, manager, or project manager.
    - Ability to identify and analyze problems, distinguish between relevant and irrelevant information to make logical decisions, and provide solutions to individual and organizational problems.
    - Ability to make clear and convincing oral presentations to individuals or groups; listen effectively and clarify information as needed; facilitate an open exchange of ideas; and foster an atmosphere of open communication.

Retention Program Component Checklist

Components must compile a single nomination package containing all proposed/approved applicant packages. All nomination packages should be submitted by the Component's Office of Primary Responsibility (OPR) for administering the IASP and not by individual employees. The following checklist has been provided to assist Component OPRs in preparing their nomination packages prior to submittal to the IASP. Please refer to the full Retention Attachment for clear guidance on each of these items.

- ☐ A coversheet that includes the following information:
  - A privacy banner that reads: "Privacy Sensitive – any misuse or unauthorized access may result in disciplinary action"
  - Nominated applicants, listed in rank order of recommended selection
  - Full name of each applicant
  - Proposed college/university (AFIT, NDU iCollege + Partner University, NDU iCollege GIL MS Program, or NPS) AND proposed degree program for each applicant
  - Start date
  - Proposed student status (Full-time or Part-time)

- ☐ Component's OPR Contact Information
  - Name(s) and Title(s)
  - Work address
  - Email address/Phone numbers (voice/fax)

- ☐ One original hard copy and one soft copy version of each applicant package and the nomination form provided by January 31, 2013 to:

  National Security Agency
  9800 Savage Road
  Fort Meade, Maryland 20755-6744
  ATTN: IASP/NIETP
  Retention Program
  I083, FANX III, Room B6A27
  Suite # 6744

- ☐ Personally identifiable information (PII) procedures detailed on page 7 of the basic attachment regarding electronic and regular mail procedures have been completed.

- ☐ Official transcripts for each application package:
  - An official transcript is received directly from the issuing institution (whether on paper or a Certified Electronic copy) or properly signed/authenticated.
  - Web printed or uploaded transcripts will not be accepted.
  - Certified Electronic Transcripts will be accepted if they can be verified by a digital signature/certificate.

IASP NDU iCollege Partner University
Approved Degree Programs

Students entering NDU iCollege Partner Universities will receive 9, 12, or 15 transfer credits toward completion of their advanced degrees, dependent on the selected college or university. The degree the student earns varies by institution, but each degree includes an IA focus. The NDU iCollege has many partnership agreements with institutions for various academic programs. However, IASP students may only participate in the NDU iCollege Partner University degree programs identified as "IASP-qualified." This Appendix provides a listing of the current IASP NDU iCollege Partner University approved degree programs.

Masters Programs

Auburn University
- Computer Science (MSCS)
- Information Systems (MSIS)
- Software Engineering (MSWE)
    - Information Assurance option

Capitol College
- Business Administration (MBA)
- Computer Science (MSCS)
- Information Assurance (MSIA)
- Information and Telecommunications Systems Management (ITSM)

East Carolina University
- Technology Systems

Eastern Michigan University
- Technology Studies with an IA concentration

Fort Hays State University
- Liberal Study in Information Assurance (MLS-IA)

George Mason University
- Information Systems (MSIS)
- Information Security and Assurance (MS-ISA)
- Software Engineering (MS-SWE)
- Applied Information Technology (MS AIT)
- Computer Forensics (MSCFRS)
- Telecommunications (MSTCOM)

Georgetown University
- Computer Science (MSCS)

Illinois Institute of Technology
- Computer Science

James Madison University
- Business Administration (MBA/InfoSec) with Information Security concentration
- Computer Science (MS/InfoSec) with Information Security concentration

Lewis University
- Information Security (MS)

Mississippi State University
- Computer Science (MSCS)
- Master of Engineering (M Eng)
- Information Systems (MS)
- Project Management (MBAPM)

Missouri University of Science and Technology
- Computer Science
- Information Science & Technology (MS)

New Jersey City University
- National Security Studies (MSNSS)

Northeastern University
- Information Assurance (MSIA)

Pace University
- Computer Science
- Internet Technology
- Information Systems

Regis University
- Database Technologies
- Information Assurance (various specializations)
- Information Technology Management
- Systems Engineering
- Software Engineering

Southern Methodist University
- Security Engineering
- Software Engineering

Syracuse University
- Information Management (executive track)

University of Arkansas, Little Rock
- Computer Science
- Information Quality

University of Dallas
- Cybersecurity (MS)
- Cybersecurity (MBA)

University of Detroit, Mercy
- Information Assurance
- Computer and Information Systems with concentration in Software Management

University of Maryland, Baltimore County
- Professional Studies: Cybersecurity (MPS)
- Computer Science (MS)

University of Maryland, University College
- Cybersecurity Policy (MS)
- Information Technology (MS)
- Management (MS)
- Technology Management (MS)

University of North Carolina at Charlotte
- Information Technology (MSIT)

University of Texas, San Antonio
- Information Technology
- Management of Technology

University of Tulsa
- Computer Science with IA concentration

University of Washington
- Infrastructure Planning and Management (MIPM)

Walsh College
- Information Assurance

PhD/Doctorate Programs

Auburn University
- PhD, Computer Science
- PhD, Management

Capitol College
- Doctor of Science in Information Assurance (DSc)

George Mason University
- PhD, Information Technology
- PhD, Computer Science

Georgetown University
- PhD, Computer Science

Mississippi State University
- PhD, Computer Science
- PhD, Computer Engineering
- PhD, Information Systems

Missouri University of Science and Technology
- PhD, Computer Science

New Jersey City University
- Doctor of Science in Civil Security, Leadership, Management, and Policy

Syracuse University
- Doctor of Professional Studies in Information Management

University of Arkansas, Little Rock
- PhD, Integrated Computing with options in
    - Computer Engineering
    - Computer Science
    - Information Quality
    - Information Science
- PhD, Applied Science with options in
    - Applied Computing
    - Information Quality

University of Maryland, Baltimore County
- PhD, Computer Science (case-by-case basis) with IA emphasis

University of North Carolina at Charlotte
- PhD, Computing and Informatics

University of Tulsa
- PhD, Computer Science with IA concentration