

# **Scholarship for Service Program (Scholarship Track)**

## **Service Agreement**

The Scholarship for Service (Scholarship Track) program (SFS-ST) provides the means for program-approved academic institutions to grant scholarships to students (hereinafter referred to as participants) who agree to pursue a degree in the information assurance fields and serve in the Federal Government in a covered position (i.e., a position in the information assurance field) for a period of up to two years upon completing academic degree requirements. This document sets forth the participant's responsibilities.

### *Participant Responsibilities*

The SFS-ST scholarship participant agrees to the following:

1. During the last two years of his or her bachelor's, master's, or doctorate degree program, the participant will:
  - a) maintain enrollment at a participating college or university on a full-time basis;
  - b) maintain good academic standing, as defined by his or her academic institution, in an information assurance program;
  - c) at the end of the semester (or quarter or trimester, as applicable), submit an official course transcript to the Principal Investigator (PI) at the academic institution, and to the SFS Program Coordinator (or hiring official) at the Federal agency making an employment offer to the participant (or to the SFS Program Office, if so requested) listing the courses in which the participant is enrolled and the final grade(s) received;
  - d) if the period of scholarship exceeds an academic year, search for and serve an information assurance-related internship of at least 10 weeks at a participating Federal agency;
  - e) participate in the annual SFS-sponsored Job Fair and other SFS program activities;
  - f) register with the SFS program and create a resume on-line at [www.sfs.opm.gov](http://www.sfs.opm.gov), and update the résumé within 30 days of the end of each academic grading period. (This requirement will remain in effect during the participant's academic tour and throughout the employment commitment following completion of academic degree requirements.);
  - g) search for post-graduation employment with an approved Federal agency in an information assurance-related internship; and
  - h) submit quarterly job search activity reports and other SFS related documentation to the SFS Program Office in accordance with the provided notice.
  
2. Following completion of academic degree requirements, the participant agrees to work full time in a covered position in the Federal service at an agency designated as "participating" by OPM, for a period commensurate with the length of the scholarship or one year, whichever is longer. An academic year (nine months) of scholarship establishes a requirement for one calendar year of work. Attempts will be made to accommodate the students' geographic preferences. However, students must be willing to relocate anywhere within the continental United States. Please note that a high percentage of positions are in the Washington, D.C. metropolitan area.

Participant Reimbursement to the Federal Government

3. A participant who fails to complete either the period of scholarship or post-academic period of employment established under this Service Agreement will be indebted to the Federal Government and must reimburse the United States Department of Treasury for the amount of scholarship benefits the participant received. The reimbursable amount will be prorated based on time already served to fulfill the employment obligation following completion of degree requirements.
  - a) Failure to fulfill the terms of the program during the scholarship phase occurs for any of the following reasons:
    - (1) The participant's enrolment is terminated by the academic institution for reasons under the control of the participant (including failure to meet academic or behavioral standards);
    - (2) any changes to the participant's curriculum or major field of study that are not compatible with the SFS-ST program;
    - (3) failure to complete academic degree requirements within the scholarship period unless there are mitigating circumstances agreed to by OPM;
    - (4) the participant fails to qualify for internship placement, including obtaining a security clearance if required;
    - (5) the participant is terminated from any Federal appointment for cause; or
    - (6) the participant otherwise breaches the terms of this agreement.
  - b) Failure to complete the period of employment in a covered position occurs if the participant fails to gain employment at a Federal agency, Federal employment is terminated, or the participant leaves a covered position, for any of the following reasons before the post-academic employment commitment is fulfilled:
    - (1) the participant fails to qualify for post-graduation placement, including obtaining a security clearance if required;
    - (2) the employee resigns;
    - (3) the employee is terminated for cause;
    - (4) the employee is found unsuitable for Federal employment;
    - (5) the employee initiates action that results in reassignment, promotion or transfer to a non-covered position;
    - (6) the employee refuses an offer of reassignment or transfer to a covered position in the commuting area when such an action becomes necessary because of changes in the employer's staffing needs, organizational realignment, or staff reductions; or
    - (7) the employee otherwise breaches the terms of this agreement.
4. Terminations for cause or adverse suitability/security clearance determinations may occur for any of the following reasons:
  - misconduct or negligence in employment;
  - criminal or dishonest conduct;
  - material, intentional false statement or deception or fraud in examination or appointment;

- alcohol abuse of a nature and duration which suggests that the applicant or appointee would be prevented from performing the duties of the position to which appointed, or would constitute a direct threat to the property and safety of others;
- illegal use of narcotics, drugs, or other controlled substances, without evidence of substantial rehabilitation; or
- knowing and willfully engaging in acts or activities designed to overthrow the U.S. Government by force.

If a student fails to reimburse the Federal government for the amount owed, a sum equal to the amount outstanding must be recovered from the participant through the appropriate provisions governing debt collection.

5. Participant reimbursement is not required under any of the following conditions:
- a) the participant receives and accepts an offer from an agency designated as “participating” by OPM and that agency is, through no fault of the participant, unable to place the participant in a covered position that permits the fulfillment of the employment obligation upon completion of academic degree requirements; and the SFS Program Office is unable to effect alternative placement in a covered position within the continental United States;
  - b) the participant is reassigned to a non-covered position due to changes in staff requirements, organizational realignment, or staff reductions, or at management’s discretion;
  - c) the participant is involuntarily separated for reasons other than misconduct or performance;
  - d) the participant leaves the agency voluntarily to enter into the service of any other Federal agency in a covered position; or
  - e) the National Science Foundation (NSF) determines that seeking reimbursement is not in the Federal Government’s best interests.

I certify that I have read and understand the terms of this service agreement. I further certify that I am a United States citizen, and (if a male born after December 31, 1959) have registered with the Selective Service System, or am exempt from having to do so under Selective Service law.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 (Student’s PRINTED Name) (Student’s Signature) (Date)

Witnessed by:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 (Principal Investigator’s PRINTED Name) (Principal Investigator’s Signature) (Date)