

OnRamp II 2021-2022



National Security Agency OnRamp II Scholarship Program

Service Agreement

The National Security Agency's (NSA) OnRamp II program uses educational partnerships between NSA and academic institutions to increase the technical health and diversity of students in Science, Technology, Engineering, and Mathematics (STEM). NSA (also referred to as "the Agency") will provide academic scholarships and internship opportunities to undergraduate and graduate students (hereinafter referred to as "participants") of academic institutions selected to participate in the OnRamp II Program. In return, the participants will be required to fulfill a service obligation.

Scholarship funding provided under the OnRamp II Program can be used for:

- Tuition and Fees (does not include meal plan, housing or parking)
- Books (to include e-books and audio) and school supplies up to \$3,000
- Professional development up to \$2,000 (e.g. conference fees, certification training, and travel)

Scholarship funding cannot be used for stipends or administrative costs associated with implementing the OnRamp II program.

This Service Agreement sets forth the obligations to which each participant agrees, in consideration for the benefit provided by NSA under this program.

I. Participant Responsibilities

The OnRamp II scholarship participant agrees to the following:

- a) The conditions and obligations contained in this Service Agreement are in addition to all requirements of NSA employment established by statute, regulation, or policy.
- b) Selection for and continued employment with NSA is conditioned on successful completion of security and other pre-employment processing specified by NSA. Participants should begin pre-employment processing upon acceptance into the program. Participants who are unable to satisfy NSA's conditions of employment will not be able to participate in a summer internship or post-graduation employment and will have their scholarship funding revoked. Termination of pre-employment processing by the Agency for reasons outside of the participants control will not be considered grounds for reimbursement of scholarship funding received to-date.
- c) The participant agrees to complete the course of study approved by NSA. NSA defines the course of study to mean majoring in an approved STEM discipline at an approved academic institution, maintaining a full-time course load throughout the approved program timeline, satisfying class attendance requirements established by the academic institution, and maintaining a 3.0 cumulative GPA on a 4.0 scale each semester/quarter as determined by the

academic institution while in the program. The participant understands that changing a major or otherwise changing the course of study without prior approval of the NSA OnRamp II Program Office would be considered a voluntary termination of program participation.

- d) The participant shall, prior to completion of the course of study and graduation from the academic institution, complete at least one 12-week internship with NSA. This internship requirement is to serve as a full-time employee on a temporary appointment in an NSA position approved by the OnRamp II Program Office. No internship with NSA shall be considered a part of the approved course of study for which the participant receives course credit from the academic institution. The internship requirement may be waived by the OnRamp II Program Office, but in the case of such a waiver, the participant's service obligation will be extended by 12 weeks.
- e) The participant shall submit an official course transcript to both the EPA Partner Program Manager and the NSA OnRamp II Program Office at the end of each semester, quarter, or trimester.
- f) The participant shall respond to all inquiries from the OnRamp II Program Office and/or the POC for the academic institution requesting information regarding the OnRamp II Program, in accordance with the guidance provided in this agreement.
- g) The participant agrees to commence full-time employment with NSA upon completion of the course of study and graduation from the academic institution, on a start date specified by the NSA OnRamp II Program Office or the NSA Human Resources Office, typically on or before 30 September. The NSA OnRamp II Program Office may approve deferment for undergraduate participants who pursue graduate studies immediately following their undergraduate course of study.
- h) The participant agrees to continue in the service of NSA as a full-time employee on a permanent appointment, following completion of the course of study and graduation from the academic institution, for the service obligation period. The service obligation period calculation is based on one (1) year of employment reimbursement for each year of scholarship support provided by NSA. The number of years of scholarship support provided by NSA is the number of academic years for which NSA covers the participant's tuition expenses, rounded up to the nearest whole number. Refer to the OnRamp II Scholarship Student Handbook for specific examples on calculating the service obligation.
- i) The participant agrees that the following periods will not count toward the participant's completion of the service obligation period:
 - 1. Periods of employment that occur prior to the participant's completion of the course of study for which NSA provides support under this program.
 - 2. Periods of leave without pay (LWOP) or absence without leave (AWOL).

II. Participant Non-compliance and Voluntary Termination

- a) Participants will be considered in non-compliance with this Service Agreement, and therefore considered to have voluntarily terminated the terms of this Service Agreement, for any of the following:
1. Termination of enrollment by the academic institution (for reasons including, but not limited to, failure to meet academic or behavioral standards).
 2. Failure to complete the course of study approved by NSA. This may include failure to satisfy class attendance requirements established by the academic institution or failure to maintain the minimum GPA requirement for this program.
 3. Modification of the participant's major, full-time course schedule, academic institution, or any other aspect of the approved course of study, without prior approval of the NSA OnRamp II Program Office.
 4. Failure to complete pre-employment processing as discussed in the Student Handbook or report for duty as directed by NSA.
 5. Termination of pre-employment processing or employment, either by the Agency based on the participant's misconduct or any other voluntary action on the part of the participant, or by the participant voluntarily.
 6. Any other breaches of the terms and obligations of this Service Agreement, as determined by the OnRamp II Program Office.

III. Participant Reimbursement to the Federal Government

The participant will incur a reimbursement obligation for breach of the conditions of the OnRamp II Program and Service Agreement as outlined herein and further described in the OnRamp II Student Handbook. The participant understands and agrees that the reimbursement obligations described herein, including interest due on such obligations, will constitute debts owed the United States and will be collected in accordance with applicable law.

- a) The participant agrees to reimburse the United States for the total cost of financial support (excluding pay and allowances for periods of NSA employment) provided under this program if, prior to the completion of the course of study, the participant withdraws from the program, the participant voluntarily terminates this agreement (as described above in Section II), the participant discontinues pre-employment processing or terminates employment, or the Agency discontinues pre-employment processing (other than as outlined in Part I.b) or terminates the participant's employment based on misconduct or any other voluntary action on the part of the participant.
- b) The participant agrees to reimburse the U.S. Government, if, after completing the course of study, employment with the Agency is terminated, either by NSA due to the participant's misconduct or by the participant voluntarily, prior to completion of the service obligation period

described above, in an amount that bears the same ratio to the total cost of the financial support (excluding pay and allowances for periods of NSA employment) provided to the employee as the unserved portion of the service obligation period bears to the total service obligation period. For example, if a participant resigned after 12 months of employment with the Agency, having received two years of scholarship funding at a cost of \$50k and incurring a service obligation of two years, the participant would have a debt to the Federal Government of \$25k.

Scholarship participants in coordination with the EPA Partner Program Manager, may petition the OnRamp II Program Office to waive or suspend repayment of scholarship in cases of extreme hardship or other circumstances that would preclude the fulfillment of the service obligation.

Additional information on debt collection can be found in the Student Handbook.

Contact the OnRamp II Program Office, referenced in the Student Handbook, with any questions regarding this Service Agreement.

I certify that I have read, understand and agree to the terms of this service agreement.

_____/_____/_____
Participant's PRINTED Name Participant's Signature Date

Witnessed by:

_____/_____/_____
EPA Partner Program Manager Signature Date

OnRamp II Program Office Signature and Date:

_____/_____/_____
PRINTED Name Signature Date