



## DoD INSTRUCTION 1025.02

# NATIONAL SECURITY EDUCATION PROGRAM (NSEP) AND NSEP SERVICE AGREEMENT

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<b>Originating Component:</b>	Office of the Under Secretary of Defense for Personnel and Readiness
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<b>Reissues and Cancels:</b>	DoD Instruction 1025.02, "National Security Education Program," March 9, 2006
<b>Incorporates and Cancels:</b>	DoD Instruction 1025.3, "Administrator, National Security Education Program," January 19, 1993, as amended DoD Instruction 1025.5, "National Security Education Program (NSEP) Grants to Institutions of Higher Education," February 12, 1995 DoD Instruction 1025.6, "National Security Education Program (NSEP) Service Agreement," December 20, 1996
<b>Approved by:</b>	Peter Levine, Performing the Duties of the Under Secretary of Defense for Personnel and Readiness

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**Purpose:** In accordance with the authority in DoD Directive 5124.02, this issuance:

- Establishes DoD policy, assigns responsibilities, and prescribes procedures and requirements for administering and executing the NSEP service agreement in accordance with Sections 1901-1912 of Chapter 37 of Title 50, United States Code (U.S.C.).
- Modifies requirements related to the NSEP service agreement.
- Assigns oversight of NSEP to the Defense Language and National Security Education Office.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY. This issuance applies to:

a. OSD, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the DoD (referred to collectively in this instruction as the “DoD Components”).

b. The administrative agent. If the administrative agent is an entity outside of DoD pursuant to a DoD contract, grant, or cooperative agreement, then DoD personnel will ensure that the relevant contract, grant, or cooperative agreement aligns with the policies and procedures in this instruction.

c. All recipients of awards by NSEP.

### 1.2. POLICY. It is DoD policy that:

a. NSEP assist in making available to DoD and other federal entities, as applicable, personnel possessing proficiency in languages and foreign regional expertise critical to national security by providing scholarships and fellowships pursuant to Section 1902(a) of Chapter 37 of Title 50, U.S.C. These scholarships and fellowships will be awarded to:

(1) Students who are U.S. citizens, to pursue qualifying undergraduate and graduate study in domestic and foreign education systems to assist in meeting national security needs for professionals with in-depth knowledge of world languages and cultures, and who enter into an NSEP service agreement as required by Section 1902(b) of Chapter 37 of Title 50, U.S.C.

(2) Students who are U.S. citizens who are native speakers of a foreign language identified as critical to the national security of the United States, but who are not proficient at a professional level in the English language with respect to reading, writing, and other skills, to enable such students to pursue English language studies at institutions of higher education. Recipients must agree to enter into an NSEP service agreement as required by Section 1902(b) of Chapter 37 of Title 50, U.S.C.

b. Grants will be awarded to institutions of higher education for programs in critical areas pursuant to Sections 1902(a) and 1902(f) of Chapter 37 of Title 50, U.S.C., to implement a national system of programs to produce advanced language expertise critical to the national security of the United States.

c. An NSEP award recipient must enter into an NSEP service agreement before receipt of an award as required by Chapter 37 of Title 50, U.S.C. The award recipient must agree to maintain satisfactory academic progress and work in fulfillment of the NSEP service agreement until all service requirements are satisfied.

d. All NSEP award recipients who are government employees or members of the uniformed services at the time of award must confirm that they have resigned from such employment or service before receiving support for their NSEP-funded overseas study. These stipulations apply to all individuals, including employees of a department, agency, or entity of the U.S. Government and members of the uniformed services, including members of a Reserve Component of the uniformed services. Reserve Officer Training Corps participants who are also members of a Reserve Component must be in an inactive, non-drilling status during the course of their NSEP-funded overseas study.

e. Neither DoD nor the U.S. Government is obligated to provide, or offer work or employment to, award recipients as a result of participation in the program. All federal agencies are encouraged to assist in placing NSEP award recipients upon successful completion of the program.

**1.3. INFORMATION COLLECTIONS.** DD Form 2753, “NSEP Service Agreement Report (SAR) for Scholarship and Fellowship Awards,” referred to in Paragraph i of Section 3 and Paragraph 4.2.g of this issuance, has been assigned Office of Management and Budget control number 0704-0368 in accordance with the procedures in Volume 2 of DoD Manual 8910.01. The expiration date of this information collection is listed on the DoD Information Collections System at <https://eitsdext.osd.mil/sites/dodiic/Pages/default.aspx>.

## SECTION 2: RESPONSIBILITIES

**2.1. ASSISTANT SECRETARY OF DEFENSE FOR READINESS (ASD(R)).** Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(R):

a. Develops programs, processes, and policies to support NSEP award recipients in fulfilling their NSEP service agreement through internships or employment in federal service pursuant to Chapter 37 of Title 50, U.S.C.

b. Determines, pursuant to Section 1902(a) of Chapter 37 of Title 50, U.S.C., after consultation with the National Security Education Board, which countries, languages, and disciplines are critical and in which there are deficiencies of knowledgeable personnel within federal entities.

**2.2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR FORCE EDUCATION AND TRAINING (DASD(FE&T)).** Under the authority, direction, and control of the ASD(R), the DASD(FE&T):

a. Makes available competitive scholarship, fellowship, and English for Heritage Language Speakers (EHLS) awards to U.S. citizens who wish to engage in study for the purposes of national security in accordance with Chapter 37 of Title 50, U.S.C.

b. Manages, oversees, and monitors compliance of NSEP service agreements.

c. Advises NSEP award recipients who are seeking federal or national security positions on how to fulfill their NSEP service agreement in national security positions.

d. Maintains documentation of successful completion of federal service or initiates debt collection procedures for those NSEP recipients who fail to comply with the NSEP service agreement.

e. Works with agencies or offices in the U.S. Government to identify potential employment opportunities for NSEP award recipients and make employment opportunities and information readily available to all award recipients.

f. Approves or disapproves all DD Form 2573 written requests for service credit, deferrals, extensions, or waivers of the NSEP service agreement, including adjudication of all cases involving award recipients who decline job offers.

**2.3. DIRECTOR, DOD HUMAN RESOURCES ACTIVITY (DODHRA).** Under the authority, direction, and control of the USD(P&R), in consultation with the ASD(R), and in accordance with DoD Directive 5100.87, the Director, DoDHRA, provides:

- a. Program and budget management and other administrative, facility, operational, and logistic support for NSEP.
- b. Fiscal management and oversight to ensure all funds provided for NSEP are separately and visibly accounted for in the DoD budget.

## SECTION 3: NSEP AWARD RECIPIENTS

The award recipient of any scholarship or fellowship award through NSEP will:

a. Maintain satisfactory academic progress in the course of study for which assistance is provided, according to the regularly prescribed standards and practices of the institution in which the award recipient is matriculating.

b. As a condition of receiving an award, sign an NSEP service agreement as required by Chapter 37 of Title 50, U.S.C., which among other requirements, must acknowledge an understanding and agreement by the award recipient that failure to maintain satisfactory academic progress constitutes grounds upon which the award may be terminated and trigger the mandatory requirement to return to the U.S. Treasury the scholarship, fellowship, or EHLS funds provided to the award recipient.

c. Notify the DASD(FE&T) within ten business days if advised of failure to maintain academic progress by the institution of matriculation.

d. Notify the DASD(FE&T) in a timely manner and in advance of the service deadline should any request for deferral, extension, or waiver become necessary.

(1) **Deferrals.** NSEP award recipients actively seeking to fulfill the NSEP service agreement in a well-documented manner may request approval of a one-year extension of their service deadline. Approvals of deferrals for pursuit of education will be considered on a case-by-case basis. Renewal of a deferral may be granted if adequately justified.

(2) **Extensions.** A thorough outline describing all further plans to complete the NSEP service agreement must accompany all extension requests. No more than two extensions may be granted to an NSEP award recipient.

### (3) **Waivers**

(a) In extraordinary circumstances, an NSEP award recipient may be relieved of responsibilities associated with the NSEP service agreement. As a result of receiving a waiver, the award recipient will no longer receive job search assistance from NSEP; is no longer a beneficiary of the special hiring advantages available to award recipients who have a service requirement; and will not be eligible to receive NSEP letters of certification, or endorsements or recommendations. Upon request, the NSEP office will continue to certify that the award recipient received an NSEP scholarship or fellowship.

(b) The DASD(FE&T) will consider requests for extensions and waivers of the NSEP service agreement only under special circumstances as defined in Section 4 of this instruction. The request must set forth the basis, situation, and causes which support the requested action, including evidence to support the request. The award recipient must submit requests electronically on [www.nsepnet.org](http://www.nsepnet.org) or to [nsep@nsep.gov](mailto:nsep@nsep.gov). Final approval of work in fulfillment of the NSEP service agreement, deferrals, extensions, and waivers rest with, and are at the discretion of, the DASD(FE&T).

e. Immediately upon successful completion of the award program and either completion of the degree for which the award recipient is matriculated or withdrawal from such degree program, begin the federal job search. Award recipients should concurrently seek positions within DoD, any element of the Intelligence Community, Department of Homeland Security (DHS), or Department of State (DoS).

f. Work to satisfy all service requirements in accordance with applicable NSEP service agreements until all NSEP service requirements are satisfied. Work in fulfillment of the NSEP service agreement must be wholly completed within five years of the award recipient's first date of service unless an approved deferral or extension has been granted.

g. Work for the total period of time specified in the NSEP service agreement either consecutively in one organization, or through follow-on employment in two or more organizations.

h. Repay the U.S. Treasury the award funds provided to the award recipient if the requirements of the NSEP service agreement are not met.

i. Submit DD Form 2753 to NSEP no later than one month after termination of the period of study funded by NSEP and annual reports thereafter until the NSEP service requirement is satisfied. The DD Form 2753 will include:

(1) Any requests for deferrals, extensions, or waivers with adequate evidence and support for such requests.

(2) The award recipient's current status (e.g., not yet graduated from, or terminated enrollment in, the degree program pursued while receiving NSEP support; engaged in work in fulfillment of the requirement.)

(3) Updated contact information.

j. Notify the ASD(R), through the DASD(FE&T), within 10 business days of any changes to the award recipient's mailing address.



## SECTION 4: PROCEDURES AND REQUIREMENTS APPLICABLE TO NSEP AWARD RECIPIENTS

**4.1. NSEP SERVICE AGREEMENT.** Award recipients of any scholarship, fellowship, or EHLS award through this program must comply with the terms of the NSEP service agreement they signed. NSEP awards entered into before the date of this instruction will be governed by the laws, regulations, and policies in effect at the time that the award was made. The NSEP service agreement for recipients awarded as of the date of this instruction will:

a. In accordance with Section 1902(b) of Chapter 37 of Title 50, U.S.C., outlines requirements for NSEP award recipients to fulfill their federal service requirement through work in positions that contribute to the national security of the United States. An emphasis is placed on work within one of four organizations: DoD, any element of the Intelligence Community, DHS, or DoS. On a case-by-case basis, NSEP may consider employment with a federal contractor of one of these four priority organizations as meeting the service requirement should the award recipient provide adequate documentary evidence that the salary for the position is funded by the U.S. Government.

b. Stipulate that absent the availability of a suitable position in the four priority organizations or a contractor thereof, award recipients may satisfy the service requirement by serving in any federal agency or office in a position with national security responsibilities. It will also stipulate that absent the availability of a suitable position in DoD, any element of the Intelligence Community, DHS, DoS, a contractor thereof, or any federal agency with national security responsibilities, award recipients may satisfy the service requirement by working in the field of education in a discipline related to the study supported by the program if the recipient satisfactorily demonstrates to the Secretary of Defense through the Director, NSEP, that no position is available in the departments, agencies, and offices covered by Paragraph 4.1.a.

**4.2. IMPLEMENTATION.** The NSEP service agreement will be implemented as follows:

a. Prior to receiving assistance, the award recipient must sign an NSEP service agreement. The award recipient will submit to the NSEP Administrative Agent, in advance of program of study start date, any proposed changes to the approved award program (i.e., course and schedule changes, withdrawals, course or program incompletions, unanticipated or increased costs)

b. The minimum length of service requirement for undergraduate scholarship, graduate fellowship, and EHLS award recipients is one year. The duration of the service requirement for graduate fellowship award recipients is equal to the duration of assistance provided by NSEP.

c. In accordance with Section 1902(b) of Chapter 37 of Title 50, U.S.C., undergraduate scholarship students must begin fulfilling the NSEP service agreement within three years of completion or termination of their undergraduate degree program.

d. In accordance with Section 1902(b) of Chapter 37 of Title 50, U.S.C., graduate fellowship students must begin fulfilling the NSEP service agreement within two years of completion or termination of their graduate degree program.

e. In accordance with Section 1902(b) of Chapter 37 of Title 50, U.S.C., EHLS award recipients must begin fulfilling the service requirement within three years of completion of their program.

f. The award recipient must accept a reasonable offer of employment, as defined by the Director, NSEP, or his or her designee, in accordance with the NSEP service agreement, at a salary deemed by the hiring organization as commensurate with the award recipient's education level, and consistent with the terms and conditions of the NSEP service agreement.

g. The award recipient will annually submit a DD Form 2753 to NSEP until all NSEP service agreement requirements are satisfied. The DD Form 2753 must be received and reviewed by the NSEP Service Approval Committee. The receipt of a completed DD Form 2753 will be acknowledged through official correspondence from NSEP. Award recipients who do not submit the DD Form 2753 as required will be notified by NSEP of the intent to pursue collection action.

h. If the award recipient fails to maintain satisfactory academic progress for any term in which assistance is provided, probationary measures of the host institution will apply to the award recipient. Failure to meet the institution's requirements to resume satisfactory academic progress within the prescribed guidelines of the institution will result in the termination of assistance to the award recipient.

i. Extenuating circumstances, such as illness of the award recipient or a close relative, death of a close relative, or an interruption of study caused by the host institution, may be considered acceptable reasons for non-satisfactory academic progress. The award recipient must notify the NSEP Administrative Agent of any extenuating circumstances within 10 business days of occurrence. The NSEP Administrative Agent will review these requests to determine what course of action is appropriate and make a recommendation to NSEP for final determination. The DASD(FE&T) will upon receipt of the NSEP Administrative Agent recommendation, determine by what conditions to terminate or reinstate the award to the award recipient.

j. NSEP award recipients may apply to the DASD(FE&T) for a deferral of the NSEP service agreement requirement if pursuing qualified further education.

k. NSEP award recipients may apply to the DASD(FE&T) to receive an extension of the NSEP service agreement requirement if actively seeking to fulfill the NSEP service agreement in a well-documented manner.

l. In extraordinary circumstances an NSEP award recipient may request a waiver to be relieved of responsibilities associated with the NSEP service agreement. Conditions for requesting a waiver to the NSEP service agreement may include:

(1) Situations in which compliance is either impossible or would involve extreme hardship to the award recipient.

(2) Interruptions in service due to temporary physical or medical disability or other causes beyond the award recipient's control.

(3) Unreasonable delays in the hiring process not caused by the award recipient, including delays in obtaining a security clearance if required for employment.

(4) Hiring freezes that adversely affect award recipients who are seeking positions with the U.S. Government.

(5) Permanent physical or medical disability that prevent the award recipient from fulfilling the obligation.

(6) Inability to complete the NSEP service agreement due to terminations or interruptions of work beyond the award recipient's control.

(7) Death of the award recipient.

m. In cases where assistance to the award recipient is terminated, the amount owed to the U.S. Government is equal to the support received from NSEP. Repayment to the U.S. Treasury must be made within a period not to exceed 6 months from expiration of the service deadline. Noncompliance with repayment requirements will result in the initiation of standard U.S. Government collection procedures to obtain payment for overdue indebtedness, unless a waiver is specifically granted by the DASD(FE&T). Further job search assistance to an award recipient will be denied if any outstanding debt remains unpaid as a result of an award termination.

(1) Repayment to the U.S. Treasury for the amount of assistance provided becomes due, either in whole or in part, if the award recipient fails to fulfill the NSEP service agreement. Award recipients who do not submit the SAR as required will be notified by NSEP of the intent to pursue collection action. Noncompliance with repayment requirements will result in the initiation of standard U.S. Government collection procedures to obtain payment for overdue indebtedness, unless a waiver is specifically granted by the DASD(FE&T).

(2) Repayment recovery procedures will include one or a combination of the following:

(a) Voluntary repayment schedule arranged between the award recipient and the administrative agent.

(b) Deduction from accrued pay, compensation, amount of retirement credit, or any other amount due the employee from the U.S. Government.

(c) Such other methods as are provided by law for recovery of amounts owed to the U.S. Government.

## GLOSSARY

### G.1. ACRONYMS.

ASD(R)	Assistant Secretary of Defense for Readiness
DASD(FE&T)	Deputy Assistant Secretary of Defense for Force Education and Training
DHS	Department of Homeland Security
DoDHRA	DoD Human Resources Activity
DoS	Department of State
EHLS	English for Heritage Language Speakers
NSEP	National Security Education Program
SAR	Service Agreement Report
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

### G.2. DEFINITIONS. These terms and their definitions are for the purpose of this issuance.

**administrative agent.** Organization that will administer, direct, and manage resources for NSEP.

**Boren Fellowship.** A competitive award granted for graduate study under NSEP.

**Boren Scholarship.** A competitive award granted for undergraduate study abroad under NSEP.

**critical area.** Determined by the Secretary of Defense, in consultation with the members of the National Security Education Board, in accordance with Chapter 37 of Title 50, U.S.C., and Section 1903 of Chapter 37 of Title 50, U.S.C.

**critical foreign language.** Determined by the Secretary of Defense, in consultation with the members of the National Security Education Board in accordance with Chapter 37 of Title 50, U.S.C.

**deferral of the NSEP service agreement.** Official NSEP documentation signed by the Director, NSEP, or his or her designee, by which an NSEP award recipient pursuing approved, qualified further education is allowed to postpone meeting the service deadline.

A deferral reschedules the date by which an NSEP award recipient must begin to fulfill service.

Qualified further education includes, but is not limited to, no less than half-time enrollment in any degree-granting, accredited institution of higher education worldwide or participation in an academic fellowship program (e.g. Fulbright Fellowship, Thomas R. Pickering Foreign Affairs Fellowship).

A deferral is calculated by first calculating the length of enrollment in the degree program from start date to anticipated graduation date, and then adding the length of enrollment in the degree program to the service deadline.

Approvals of deferrals will be considered on a case-by-case basis.

**extension of the NSEP service agreement.** Official NSEP documentation signed by the ASD(R), through the DASD(FE&T), by which an NSEP award recipient who has completed award requirements, reached the service deadline, and is actively seeking to fulfill the NSEP service agreement in a well-documented manner is allowed to extend the service deadline. An extension reschedules the date by which an NSEP award recipient must complete the service required in the NSEP service agreement.

**Intelligence Community.** The U.S. Intelligence Community is a coalition of 17 agencies and organizations within the executive branch that work both independently and collaboratively to gather the intelligence necessary to conduct foreign relations and national security activities.

**language proficiency.** The U.S. Government relies on the Interagency Language Roundtable scale to determine language proficiency. According to the scale:

0 is No Proficiency.

0+ is Memorized Proficiency.

1 is Elementary Proficiency.

1+ is Elementary Proficiency, Plus.

2 is Limited Working Proficiency.

2+ is Limited Working Proficiency, Plus.

3 is General Professional Proficiency.

3+ is General Professional Proficiency, Plus.

4 is Advanced Professional Proficiency.

4+ is Advanced Professional Proficiency, Plus.

5 is Functional Native Proficiency.

**NSEP Service Approval Committee.** Committee of key NSEP staff members who review the merits of all requests for service credit, deferrals, extensions, or waivers of the NSEP service agreement, including adjudication of all cases involving award recipients who decline job offers, in order to provide recommendations to the Director, NSEP.

**program end date.** Official end of an NSEP award recipient's program, as set forth within the individual's NSEP service agreement.

**Reserve Officer Training Corps.** College program offered at colleges and universities across the United States that prepares young adults to become officers in the U.S. Military. In exchange for a paid college education and a guaranteed post-college career, cadets commit to serve in the Military after graduation. Each Service branch has its own take on Reserve Officer Training Corps.

**request of service credit in fulfillment of the NSEP service agreement.** Written request made through submission of a DD Form 2753 to the NSEP office, documenting how employment an NSEP award recipient held or holds complies with fulfillment of the NSEP service agreement.

**other federal agencies.** Includes any federal government agency, department, bureau, office or any other federal government organization of any nature other than the DoD or any component, agency, department, field activity or any other subcomponent of any kind within or subordinate to the DoD.

**satisfactory academic progress.** Maintenance of academic standards at both home and host institution(s) for every NSEP award recipient for the duration of the study program and as defined in each NSEP service agreement.

**service deadline.** Date by which NSEP award recipient must begin to fulfill the NSEP service agreement.

**waiver of the NSEP service agreement.** Official NSEP documentation, signed by the ASD(R), through the DASD(FE&T), by which an NSEP award recipient is relieved of responsibilities associated with the NSEP service agreement.

**work in fulfillment of the NSEP service agreement.** Upon completion of the NSEP award recipient's study program, such individual must seek employment in the DoD, Homeland Security, DoS, or the Intelligence Community, or if no suitable position is available, anywhere in the U.S. Government in a position with national security responsibilities. If such individual is unsuccessful in finding a federal position after making a good faith effort to do so, award recipient agrees to seek employment in the field of education in a position related to the study supported by such scholarship or fellowship. The award recipient further agrees to fulfill the service requirement through one of the outlined three options.

## **REFERENCES**

DoD Directive 5100.87, “DoD Human Resources Activity (DoDHRA),” February 19, 2008

DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008

DoD Manual 8910.01, Volume 2, “DoD Information Collections Manual: Procedures for DoD Public Information Collections,” June 30, 2014, as amended

United States Code, Title 50