



DoD INSTRUCTION 1025.09

SCIENCE, MATHEMATICS, AND RESEARCH FOR TRANSFORMATION (SMART) DEFENSE EDUCATION PROGRAM

Originating Component:	Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics
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Approved by:	Frank Kendall, Under Secretary of Defense for Acquisition, Technology, and Logistics

Purpose: In accordance with the authority in DoD Directive (DoDD) 5134.01, this issuance:

- Implements the policy in Section 2192a of Title 10, United States Code (U.S.C.), to establish policy, assign responsibilities, and prescribe procedures for executing the SMART Defense Education Program, referred to in this instruction as the “SMART Scholarship Program (SSP).”
- Provides for designation of an SSP lead service.
- Establishes an Advisory Council.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to OSD, the Military Departments, the Office of 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 within the DoD (referred to collectively in this issuance as the “DoD Components”).

1.2. POLICY. Pursuant to Section 2192a of Title 10, U.S.C., it is DoD policy to carry out a program to provide financial assistance, through the award of scholarships or fellowships, to eligible persons. Eligible persons are U.S. citizens or citizens of a country, the government of which is a party to the Technical Cooperation Program (TTCP) memorandum of understanding of October 24, 1995 who:

- a. Are pursuing associate degrees, undergraduate degrees, or advanced degrees in science, technology, engineering, and mathematics (STEM) skills and disciplines critical to DoD’s national security functions and that are needed in the DoD workforce at an accredited institution of higher education.
- b. Enter into a service agreement with the DoD

1.3. INFORMATION COLLECTIONS. The SMART Information Management System (SIMS) database, referred to in Paragraphs 2.2.e and 2.4.h, has been assigned Office of Management and Budget control number 0704-0466 in accordance with the procedures in Volume 2 of DoD Manual 8910.01.

SECTION 2: RESPONSIBILITIES

2.1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS (USD(AT&L)). In accordance with “the June 25, 2010, Deputy Secretary of Defense Memorandum and Section 2192a of Title 10, U.S.C., the USD(AT&L)” establishes policies and supporting guidance to carry out the SSP.

2.2. ASSISTANT SECRETARY OF DEFENSE FOR RESEARCH AND ENGINEERING (ASD(R&E)). Under the authority, direction, and control of the USD(AT&L), and pursuant to Section 2192a of Title 10, U.S.C., DoDDs 5100.01 and 5134.3, and the October 12, 2010, Acting USD(AT&L) Memorandum, the ASD(R&E):

- a. Develops policies, provides oversight, makes recommendations, issues guidance, and conducts evaluations for the SSP.
- b. Develops and initiates plans, actions, and taskings, as necessary, for the execution of the SSP policies and objectives, consistent with this issuance and pursuant to Section 2192a of Title 10, U.S.C., and ensures that they are designed to accommodate operational requirements and achieve designated performance outcomes.
- c. Develops, as appropriate, policies and guidance for the administration, management, review, and evaluation of the SSP.
- d. In coordination with the DoD Components, works with the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense, and the SSP lead service head to develop an annual budget recommendation for DoD Components for the SSP.
- e. Approves content for the SIMS database for the collection and maintenance of information regarding SSP and SMART Scholarship Program participant (SSPP) performance in a manner that ensures that the collection, use, maintenance, and dissemination of personally identifiable information (PII) is in accordance with Section 552a of Title 5, U.S.C. (also known as the Privacy Act of 1974, as amended), DoDD 5400.11 and DoD 5400.11-R.
- f. Designates the SSP lead service, in consultation with the DoD Component heads. The lead service provides day-to-day administrative support with respect to the SMART scholarships and fellowships awarded by the DoD Components.
- g. Determines by June 30 of each year which skills and disciplines are critical to the national security functions of the DoD and needed in the DoD workforce, in consultation with the DoD Components and in accordance with Section 2192a of Title 10, U.S.C.
- h. Develops policy and guidance, as appropriate, for standard, common application documents and procedures.
- i. Represents the Secretary of Defense on SSP matters concerning other federal departments and agencies.

- j. Ensures that the SSP policy remains current.
- k. Interacts, as appropriate, with DoD boards, DoD committees, and other DoD groups pertaining to the SSP.
- l. Determines the period of obligated service (as defined in the Glossary) for a recipient of financial assistance in accordance with Section 2192a of Title 10, U.S.C.

2.3. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). In accordance with Section 2192a of Title 10, U.S.C., DoDD 5124.02, the August 28, 2010, USD(AT&L) Memorandum, and the April 5, 2010, USD(P&R) Memorandum, the USD(P&R) establishes policies and procedures in support of the SSP, with respect to recruiting, education, and hiring of SSP participants.

2.4. DOD COMPONENT HEADS. The DoD Component heads participating in the SSP:

- a. Execute the SSP and ensure compliance with Section 2192a of Title 10, U.S.C., and with all SSP policies and procedures, including those pertaining to application, selection, award, orientation, degree pursuit, internship and mentoring, and graduation and hiring.
- b. Designate an office of primary responsibility for administering the DoD SSP within their respective Components.
- c. Designate an Advisory Council member to represent the Component.
- d. Support the Advisory Council in developing recommended program improvements and other policy recommendations for use by the ASD(R&E), the SSP lead service head, and DoD Component heads in executing the SSP.
- e. Select SSPPs and award academic scholarships and fellowships.
- f. Distribute SSP funding to elements within their respective Components, and ensure appropriate accounting principles are practiced in accordance with Volume 5 of DoD 7000.14-R.
- g. Determine which STEM skills and disciplines are critical to the national security functions of the DoD and are needed in the DoD workforce. These STEM skills and disciplines will focus the solicitation of appropriate applicants.
- h. Update all SSP information in the SIMS database.
- i. Coordinate processing and maintenance of all security clearances in accordance with DoD 5200.2-R.
- j. Participate in SSP audits and evaluations, recommend process improvements, and advise the ASD(R&E) of programmatic issues, including but not limited to policy and oversight concerns. The Office of the Inspector General of the Department of Defense may participate at

its own discretion pursuant to the Inspector General Act of 1978, as amended, Title 5, U.S.C., and DoD Directive 5106.01.

k. Pursuant to Section 2192a of Title 10, U.S.C., may, without regard to any provision of Section 3304 of Title 5, U.S.C. that governs the appointment of employees to competitive service positions within the DoD, appoint an SSPP to a position in the DoD in the excepted service who:

- (1) Has successfully completed the educational requirements for the SSP.
- (2) At the time of such appointment, owes a service commitment to the DoD.

l. Determine the terms and conditions of the SSPP service agreement pursuant to Section 2192a of Title 10, U.S.C., including those pertaining to a non-DoD employee.

m. May convert the excepted service appointment of the SSPP, without further competition in the competitive or excepted service, to a career or career conditional appointment upon satisfactory completion of 2 years of substantially continuous service by the SSPP pursuant to Section 2192a of Title 10, U.S.C.

n. Determine whether an SSPP has defaulted on his or her agreement, as outlined in Section 2192a of Title 10, U.S.C. and described in Paragraph 5.9.

o. Determine whether an SSPP in default of his or her agreement will refund monies to the United States and the appropriate amount to be refunded, as provided in Section 2192a of Title 10, U.S.C. and Paragraph 5.9.

p. May waive, in whole or in part, an SSPP refund in accordance with Section 2192a of Title 10, U.S.C. and this issuance.

SECTION 3: THE ADVISORY COUNCIL

3.1. COMPOSITION.

- a. The Advisory Council comprises representatives of the Office of the ASD(R&E), the SSP lead service, and the other DoD Components that are participating in SSP.
- b. All members of the Advisory Council must be Military Service members or full-time or permanent part-time Federal Government employees.
- c. The Office of the Inspector General of the Department of Defense will not participate in the Advisory Council in accordance with DoDD 5106.01.

3.2. FUNCTION. The Advisory Council:

- a. Normally is convened at the request of the SSP lead service, but may be convened at the request of other Council members.
- b. Provides recommendations regarding procedural guidance, program improvements, and policy for use by the ASD(R&E), the SSP lead service head, and the other DoD Component heads.
- c. Serves in an advisory capacity to the ASD(R&E).

SECTION 4: SSP LEAD SERVICE SUPPORT

- a. The lead service integrates and coordinates administrative support to facilitate standardized implementation of and ensure conformance with:
 - (1) Section 2192a of Title 10, U.S.C.
 - (2) All SSP policies and procedures, including those governing application, selection, award, orientation, degree pursuit, internship, mentoring, graduation, and hiring.
- b. Monitors the application process and procedures.
- c. Verifies SSP applicant eligibility and identifies qualified applicants to the DoD Components for selection.
- d. Ensures SSP award documents are provided to SSPPs.
- e. Monitors distribution of payments to SSPPs and educational institutions and may, at the request of a participating DoD Component, provide such distribution.
- f. Helps the DoD Components monitor SSPP academic performance under the program.
- g. Monitors and tracks the graduation and hiring process.
- h. Advises the ASD(R&E) of issues arising in connection with the administration of the SSP and recommends improvements to the program.
- i. Regularly convenes meetings of the Advisory Council as described in Section 3.
- j. Develops metrics to evaluate the performance and results of the SSP, including policy compliance and the effectiveness and efficiency of the program.
- k. Supports the DoD Components, as needed, with debt collection procedures, in accordance with Section 2192a of Title 10, U.S.C., Volume 5 of DoD 7000.14-R, and this issuance.
- l. Provides representation on DoD boards, DoD committees, and other DoD groups pertaining to SSP.

SECTION 5: PROCEDURES

5.1. INTRODUCTION. These procedures provide standard approaches to execute the SSP. The procedures are grouped into SMART application, selection, award, orientation, degree pursuit, internship, mentoring, graduation and hiring, and debt collection. The ASD(R&E) will develop other appropriate plans, actions, and taskings to accommodate operational requirements and achieve designated performance outcomes, as necessary, in accordance with this issuance and Section 2192a of Title 10, U.S.C.

5.2. APPLICATION. Current online applications will be available in August of each year, in accordance with the published SSP schedule. The online application will facilitate a question and answer capability that enables a response to applicant questions. The SSP application will close in December of each year. Only applicants who are eligible persons (as defined in Section 2192a of Title 10, U.S.C.) will be considered.

5.3. SELECTION. The selection process executed by the DoD Component heads:

- a. Identifies applicants available for selection by DoD Component sponsoring facilities.
- b. Is based on criteria, including current workforce requirements, for the STEM skills and disciplines that are critical to DoD's national security functions and that are needed in the DoD workforce. SSPPs undergo a competitive selection process.
- c. Includes an application review by an advisory panel consisting only of Military Service members or full-time or permanent part-time Federal Government employees who are discipline experts in the relevant area of STEM.

5.4. SSP AWARDS. SSP award:

- a. Will be selected by the DoD Components.
- b. Are finalized and communicated to awardees, based on availability of funds, not later than May 15 of each year.
- c. Result in an SSPP service agreement that is signed by the SSPP and the head of the Component administering office. The DoD Component head designates the head of the administering office, as provided by Paragraph 2.4.b. The service agreement includes any terms and conditions that the DoD Component head determines necessary to protect U.S. interests or that are otherwise appropriate for carrying out the requirements of Section 2192a of Title 10, U.S.C. and this issuance. The service agreement also requires the SSPP to agree that:
 - (1) In order to receive financial assistance through the SSP:

(a) In the case of a DoD employee, he or she will continue in the employment of the DoD for the period of obligated service as determined by the ASD(R&E) in accordance with Paragraph 2.2.1.

(b) In the case of a non-DoD employee, he or she will accept and continue employment with the DoD for the period of obligated service as determined by the ASD(R&E) in accordance with Paragraph 2.2.1, or with a public or private entity outside of the DoD if the DoD Component head concerned:

1. Is unable to find an appropriate position for the person within the DoD.

2. Determines that the employment of the person with such entity or organization for the purpose of such obligated service would provide a benefit to the DoD.

(2) The period of obligated service is in addition to any other period for which the SSPP is obligated to serve in the civil service of the United States.

d. Will not exceed a maximum scholarship period of 5 years per award.

5.5. ORIENTATION. All SSPPs must complete DoD Component-specific SSP orientation to obtain detailed information about the SSP and the applicable DoD Component.

5.6. DEGREE PURSUIT. SSPP academic performance is fundamental to maintaining DoD Component capabilities. The DoD Components, with support from the SSP lead service, will:

a. Monitor SSPP academic performance.

b. Ensure all SSPPs sponsored by the DoD Components provide the required documentation for the academic program for which the SSP scholarship is awarded.

c. Discuss, document, and address performance issues with SSPPs if academic performance is problematic for hiring or the mission of the DoD Component.

5.7. INTERNSHIP AND MENTORING. Internships and professional mentoring are critical to ensuring that the DoD successfully acquires the STEM skills needed in the workforce. The SSPP is to be acclimated to the DoD Component and receive professional guidance relating to academic pursuits as well as to successful assimilation into the workforce.

5.8. GRADUATION AND HIRING. Upon successful completion of the SSPP service agreement requirements, including but not limited to verified degree completion and security clearance attainment, the DoD Component heads may hire the SSPPs in accordance with Section 2192a of Title 10, U.S.C., the April 5, 2010, USD(P&R) Memorandum, and this issuance.

5.9. DEBT COLLECTION. For debts arising pursuant to the provisions of Section 2192a of Title 10, U.S.C.:

a. An SSPP is in default of the SSPP service agreement if the SSPP:

(1) Voluntarily fails to complete the educational program for which financial assistance has been provided;

(2) Fails to maintain satisfactory academic progress, as determined by the procedures issued by the DoD Component heads with respect to their SSPPs; or

(3) Voluntarily terminates employment with the DoD or is removed from employment on the basis of misconduct before completion of the period of obligated services required of him or her.

b. DoD Component heads executing the SSP will determine the appropriate amount to be refunded to the United States in accordance with Volume 5 of DoD 7000.14-R and provisions of Subsection (e) of Section 2192a of Title 10, U.S.C.

c. The DoD Component head concerned may waive, in whole or in part, the required refund amount if he or she determines that recovery would be against equity and good conscience or would be contrary to U.S. interests.

d. The obligation to make a refund and to reimburse the United States is for all purposes a debt owed to the United States.

e. If the SSPP declares bankruptcy under Title 11, U.S.C. less than 5 years after termination of his or her SSP service agreement, he or she is still legally obligated to pay the debt arising under such agreement or pursuant to Subsection (e) of Section 2192a of Title 10, U.S.C.

f. Any refund will be collected in accordance with the procedures established pursuant to the provisions of DoD 7000.14-R, applicable policies and procedures established by agreements with the Defense Finance and Accounting Service, and any applicable debt collection policies and procedures of the DoD Component concerned.

GLOSSARY

G.1. ACRONYMS.

ASD(R&E)	Assistant Secretary of Defense for Research and Engineering
DoDD	DoD Directive
PII	personally identifiable information
SIMS	SMART Information Management System
SMART	Science, Mathematics, and Research for Transformation
SSP	SMART Scholarship Program
SSPP	SMART Scholarship Program participant
STEM	science, technology, engineering, and mathematics
U.S.C.	United States Code
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
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.

Advisory Council. An advisory group, comprising representatives who are Military Service members or full-time or permanent part-time Federal Government employees from the Office of the ASD(R&E), the SSP lead service, and the other DoD Components participating in SSP that provides recommendations regarding procedures, program improvements, and policies to the ASD(R&E), SSP lead service head, and the other DoD Component heads.

eligible person. An individual who meets the requirements of Section 2192a of Title 10, U.S.C.

financial assistance. Financial aid provided under a scholarship or fellowship awarded to a person.

obligated service. The period of service for an SSPP in exchange for financial assistance. The period of service required may not be less than the total period of pursuit of a degree that is covered by financial assistance. This period is specified in the SSPP service agreement.

PII. Information used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, biometric records, home phone numbers, other demographic, personnel, medical, and financial information. PII includes any information that is linked or linkable to a specified individual, alone, or when combined with other personal or identifying information. For purposes of this issuance, the term PII also includes personal information and information in identifiable form.

satisfactory academic progress. Maintenance of a 3.0 grade point average on a 4.0 scale within the criteria defined in the SSPP service agreement.

scholarship or fellowship. A financial award for full-time study leading to a STEM degree.

service agreement. A written agreement between the SSPP and the awarding DoD Component that includes the terms and conditions of the financial assistance award, including those pertaining to obligated service.

SSP lead service. A DoD Component, designated by the ASD(R&E) in accordance with Paragraph 2.2.f., that provides day-to-day administrative support for the SSP.

REFERENCES

- Acting Under Secretary of Defense for Acquisition, Technology, and Logistics Memorandum, “Science, Technology, Mathematics, and Engineering Education Delegation of Authority to Director, Defense Research and Engineering (DDR&E),” October 12, 2010
- Deputy Secretary of Defense Memorandum, “Delegation of Authority Relating to Support of Science, Technology, Mathematics, and Engineering Education”, June 25, 2010
- DoD 5200.2-R, “Personnel Security Program,” January 1, 1987, as amended
- DoD 7000.14-R, Volume 5, “Department of Defense Financial Management Regulations (FMRs): Disbursing Policy,” current edition
- DoD Directive 5100.01, “Functions of the Department of Defense and Its Major Components,” December 21, 2010
- DoD Directive 5106.01, “Inspector General of the Department of Defense (IG DoD),” April 20, 2012, as amended
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Directive 5134.01, “Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)),” December 9, 2005, as amended
- DoD Directive 5134.3, “Director of Defense Research and Engineering (DDR&E),” November 3, 2003
- DoD Directive 5400.11, “DoD Privacy Program,” October 29, 2014
- DoD 5400.11-R “Department of Defense Privacy Program,” May 12, 2007
- DoD Manual 8910.01, Volume 2, “DoD Information Collections Manual: Procedures for DoD Public Information Collections,” June 30, 2014
- Memorandum of Understanding between Australia, Canada, New Zealand, the United Kingdom, and the United States Concerning The Technical Cooperation Program (TTCP), October 24, 1995
- Under Secretary for Defense for Acquisition, Technology, and Logistics and the Under Secretary for Defense for Personnel and Readiness Memorandum, “Implementation of Expedited Hiring Authority for Select Defense Acquisition Workforce Positions,” August 28, 2010
- Under Secretary of Defense for Personnel and Readiness Memorandum, “Implementation of Authority to Employ Individuals Completing Department of Defense Scholarship or Fellowship Programs,” April 5, 2010
- United States Code, Title 5
- United States Code, Title 10, Section 2192a
- United States Code, Title 11
- United States Code, Title 20, Section 1001