



DEFENSE INTELLIGENCE AGENCY

Undergraduate Training Assistance Program

The Undergraduate Training Assistance Program (also known as the STOKES Educational Scholarship Program) was introduced in legislation in 1986. The program is designed to facilitate the recruitment of a small number of high-achieving and committed secondary school seniors and /or college freshman interested in a career in public service. These students will be offered tuition assistance to accredited colleges or universities, provided challenging summer work, and guaranteed a position in their field of study upon graduation from this highly competitive program. Minorities, women and the disabled needing financial assistance to complete their undergraduate education are strongly encouraged to apply. Students will attend classes full-time during the academic year, and work at DIA during the summer in positions related to their course of study. While in school, students must maintain an overall cumulative grade point average (GPA) of 3.0 on a 4.0 scale (or its equivalent) for each semester/quarter thereafter.

Program Benefits

Students accepted for this program receive:

- Tuition and mandatory fees (limited to \$18,000 per year) toward a four-year degree program at an accredited college or university selected by the student and endorsed by the Agency
- Reimbursement for books and needed supplies (Limited to \$1,500.00 per year)
- An annual salary (paid bi-weekly) to cover college room, board and other personal expenses
- Full-time employment in a job related to their academic major during the summer vacation while in college
- Full benefits including health insurance, life insurance and retirement
- Guaranteed position at DIA after graduation appropriate to their skills and abilities

Eligibility Criteria

- U.S. Citizenship of applicant and all members of the immediate family. Please be aware that security clearances cannot be granted to applicants who hold dual citizenships. All applicants conditionally selected for internships and all DIA employees are subject to initial and periodic counterintelligence (CI) scope polygraph tests
- Applicants must be able to obtain a top secret security clearance with access to Sensitive Compartmented Information. As part of the investigation, you will be tested for illegal drug use.
- Financial need as demonstrated by a household income ceiling of \$70,000 for a family of four and \$80,000 for a family of five or more
- Baccalaureate degree programs should be focused toward the following academic programs deemed critical to DIA, such as: foreign area studies, computer science, international relations, political science, chemistry, physics, biology, microbiology, human resources, pharmacology, toxicology, engineering, or intelligence analysis related courses.
- Demonstrated leadership abilities as evidenced by extracurricular student activities, a high degree of civic involvement, volunteer work, or part-time employment

- A minimum cumulative high school GPA of 3.0
- Minimum SAT of 1000 on the verbal and quantitative portion plus a minimum of 500 on the writing portion OR a minimum ACT composite score of 21 for those applying as secondary school seniors.
- Additional requirements which may include written assessment exercises and interviews telephonically or in person may be required for finalists.
- Ability to work in the Washington, D.C. metro area locations during the summer while participating in the program

Application Procedures

- Please submit only the information requested. The following items **must** be attached to your on-line application package (please use only Microsoft Word or Adobe Acrobat only).
 - Application process for high school seniors: Applications should be reviewed by the applicant's High School guidance counselor (prior to on-line submission) and must include:
- High school transcript (9th-11th for seniors) and a list of senior year scheduled classes. For college freshman applicants, a complete 9th through 12th unofficial transcript as well as to-date applicable unofficial collegiate transcript. If you are selected as a finalist, you will be provided instructions for submitting an official transcript.
- Scholastic Aptitude Test (SAT) or American College Test (ACT) results as provided by the Educational Testing Service.
- Two signed letters of recommendation: one letter from an academic reference (teacher, professor, or other applicable source), and one letter from a community or extra-curricular reference (coaches, employers, community leaders, etc).
- Financial Aid Statement (FAS/Personal Data form available on the DIA website and a copy of last year's income tax return for your parents, guardian, or self as applicable.
- Within the on-line application, you will insert a cover letter in the essay portion of the application. Suggested Topic: Why you wish to pursue a particular field of study and illustrate how you have demonstrated leadership ability
- Gender, Ethnicity, Race, and Disability Self-Identification (DIA Form 418A) form available on the DIA website.
- Resume, including extra-curricular activities during high school (awards, leadership roles), volunteer work or part-time employment, etc,
- If any items listed above are not received your package will not be considered.

Application Instructions

Applications will only be accepted on-line at <http://www.dia.mil>. Click on "View Vacancy Announcements & Apply for DIA jobs" then click "no" when it asks if you are a current DIA employee. Click on the link to view job postings, then place a check next to "Special Programs" and click "Search." Click on "Undergraduate Training Assistance Program." To apply for the program, add it to your job basket, then view the job basket and click where it says "apply" next to the program in the job basket. Please submit only the information requested. Upon request, additional documents can be mailed to:

Defense Intelligence Agency, Attn: HCH-4 (UTAP), Building 6000, 200 McDill Blvd, Bolling AFB, DC 20340

Application Period: September - November (All application materials must be received by the deadline. Applicants will be notified of decision NLT than March the following year. Please be sure to view FAQs associated with this program at [www.dia.mil/Student Programs](http://www.dia.mil/Student%20Programs).

For additional information about DIA, please visit our world wide website at <http://www.dia.mil> .

DIA is an equal opportunity employer. All candidates will be considered without regard to non-merit factors, such as race, color, religion, sex, national origin, age, marital status, handicap, or sexual orientation. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply.

Undergraduate Training Assistance Program (UTAP) FAQs

Q: How does the selection process work?

A: Your application will be screened for completeness and to ensure you meet the minimum qualifications (including family income level) as stated on the UTAP eligibility criteria. Complete applications will be forwarded to a selection panel of senior managers representing all major directorates of the Agency. The panel will select a small group of applicants for further screening. The additional screening will consist of security-related questions, a written assessment exercise and usually, a telephonic interview.

Q: I have dual citizenship with another country. What are my chances of getting a security clearance?

A: Dual citizens can not be granted clearances. Individuals would have to renounce citizenship in the other country, relinquish passports, etc. before DIA could proceed with the security clearance process.

Q: A member of my immediate family is not a U.S. citizen. Can I still receive a clearance in time to participate in the Defense Intelligence Scholar Program?

A: No. All members of the immediate family must be U.S. citizens. Permanent resident status is not sufficient.

Q: When can I expect to hear if I am selected as an Undergraduate Training Assistance Program participant?

A: Finalist, alternate, and non-select letters will be sent NLT March the following year of application.

Q: Can I use the UTAP scholarship at any university?

A: Yes, the UTAP scholarship can be applied to any accredited university within the United States; however, the university must be endorsed by the Agency.

Q: Once I have been notified that I am a finalist or an alternate, what is the next step?

A: A Human Resources Specialist will contact you and you will be required to complete pre-employment documents which include the SF-86 background questionnaire for the security clearance. Regardless of your current or past security investigation(s), the completion of a SF-86 is mandatory. We will also request that our vendor contact you for a drug screening test. You must complete satisfy DIA's conditions of employment (drug testing, polygraph exam, etc.), before a final offer will be extended.

You will not receive an official offer package, until your security clearance has been approved. That package will contain a letter offering employment to you and advising you of the date, time, and location where you must report for duty.

Q: What does the UTAP program provide?

A: The Undergraduate Training Assistance Program will pay up to \$18,000 per year for tuition and fees (\$9,000 per semester). You will be reimbursed for your books and any required supplies. You will also receive a full salary ranging within the Pay Band 1 pay range per year from which to pay your room, board and personal expenses while at college. If you do not attend a university within the Washington, DC area, you will receive travel expenses and temporary lodging/per diem expenses for your summer work assignment. UTAP participants are eligible for all employee benefits – life and health insurance, retirement, etc., and will earn 4 hours of sick leave and 4 hours of annual leave every pay period.

Q: What assistance will DIA provide in locating housing for my summer work tours?

A: UTAP participants are encouraged to live in temporary housing quarters located on Bolling Air Force Base, unless otherwise specified. If base housing is unavailable, DIA will provide housing resource information that may be of

assistance to you in finding summer housing. UTAP participants attending schools outside DC sometimes live in local university dorms for the summer.

Q: What type of work will I do for my summer work assignment?

A: UTAP summer work assignments are based on entry level professional job descriptions and will involve a great deal of independent work under the guidance of a senior level supervisor and mentor. Duties may involve research and drafting reports and presentations. Assignments are not clerical in nature.

Q: What hours will I work during my summer work assignment?

A: The workday at DIA is 8 1/2 hours (1/2 hour uncompensated for lunch). DIA permits flexible work schedules with supervisory approval.

Q: How is my pay determined?

A: As a UTAP student you will be paid an hourly rate within the GG-02–GG-06 pay scale according to the number of credit hours you have completed. Subsequent pay increases are dependent on the number of credit hours completed and your summer work assignment evaluation. It is extremely important that you submit a complete official transcript through spring term of each year when you report for duty (in the summer), so we can determine the appropriate pay band.

Q: Is my work location accessible by public transportation?

A: Yes, the locations in the Pentagon and in the Clarendon area of Arlington, VA are directly accessible by subway (Metro). The locations in the Defense Intelligence Analysis Center (DIAC) on Bolling Air Force Base are accessible via a DIA shuttle from the Anacostia and L'Enfant Plaza Metro Stations. The shuttle runs continuously during rush hour on weekdays. Shuttle riders must have the required identification badges. For new employees, you must carry a copy of your offer letter and picture ID to gain access to the shuttle and base.

Q: Is there parking available?

A: Parking is available, although particularly limited at the DIAC and the Pentagon. Very little parking is available at the other Arlington locations, therefore public transportation is recommended. You will need a copy of your vehicle registration and proof of insurance to apply for a parking permit.

Q: What will my first day be like?

A: There will be a 5-day orientation held in the summer prior to your college enrollment. In-processing requirements, employee benefit enrollment, and assistance with obtaining a security badge will be conducted at this time.

Q: What is the dress code for the agency?

A: In general, the dress for civilians at the Agency is conservative business attire – shirts and ties for men and appropriate dress, skirt and blouse, or pant suit for women. Some offices are more informal than others and allow business casual on a routine basis. Men will need a suit and women a tailored dress or suit for meetings and making presentations.

Q: What is the role of my mentor?

A: You will be assigned a mentor who will assist you during your academic study.

Your mentor will help you with selecting your academic courses and in-house DIA training seminars, assisting with in-processing logistics, introducing you to other agency officials and generally being a “sounding board”. You will also have a supervisor and sponsor for your summer work assignment. They will orient you to your specific office and the agency, provide guidance on how to perform your specific work duties and generally answer questions you may have.

Q: How will I be placed in a permanent position when I graduate from college?

A: Senior UTAP student resumes will be presented to an agency panel, composed of senior management from each directorate, prior to their graduation in the spring for assignment to an appropriate position.

UTAP participants are encouraged to network with DIA offices during their summer work tours and to consult with their mentor on appropriate permanent placement assignments. UTAP participants interested in working for a particular office should make their interest known and request the office to submit a requirement to the panel that requests them by name.

Q: What is my service obligation to DIA in exchange for the scholarship?

A: You are obligated to work for DIA for a period of time that is one and ½ times the amount of time you were in school. For a four year undergraduate degree, you are in school 9 months per academic year. Therefore, your work obligation is $9 \times 4 \times 1.5$ or 54 months (4 1/2 years). If you do not work for DIA, you are liable for repaying the amount spent on your education (tuition, fees, books and supplies). The amount due will be prorated to account for any time worked after graduation.