

National Security Agency



TRAINING AND DEVELOPMENT OPPORTUNITIES

COLLEGE TRAINING PROGRAM

The College Training Program offers a wide variety of job-related courses to qualified Agency employees. Where possible, courses will be conducted by the College of General Studies, The George Washington University.

When a prospective student is unable to find an appropriate course at The George Washington University (including the College of General Studies and the Evening Program), or when he can show that training in another institution will be of greater benefit to NSA, the Agency will sponsor him in a job-related course in any of the following local institutions: American University, Catholic University, Georgetown University, Howard University, University of Maryland, and the U S Department of Agriculture Graduate School.

REF ID: A61017

Any employee may, with the approval of his supervisor, apply for Agency sponsorship to attend a three-semester-hour course (not to exceed \$50 00 in cost) which is related to his official duties and for which he has the necessary educational background

An employee who wishes to take a course in the College of General Studies, The George Washington University, which is not related to his present job may be accepted for such course if he pays his own tuition. Such student may be granted the necessary time off to attend classes.

Department of Defense Appropriation Act, 1955, Section 730 limits military participation in the College Training Program as follows: No appropriation contained in this Act shall be available for the payment of more than 75 per centum of charges of educational institutions for tuition or expenses for off-duty training of military personnel, nor for the payment of any part of tuition or expenses for such training for commissioned personnel who do not agree to remain on active duty for two years after completion of such training.

With the above military exception, NSA will pay all tuition costs in excess of \$11 00 for those selected for Agency sponsorship. Additional costs, such as laboratory fees, books, and miscellaneous expenses, must be paid by the student.

As a guarantee of sincerity and good faith and to protect the interests of the Government, each employee accepted for an Agency-sponsored course must agree in writing that he will reimburse the Government for the cost of tuition should he drop his course for purely personal reasons. In no event will there be a refund of tuition to a student who is Agency sponsored and drops a course for any reason. Refunds to individuals enrolled at their own expense will be made in accordance with school regulations.

The following types of courses were offered last semester: English composition, public speaking, Russian language, area studies, and mathematics.

ADVANCED UNIVERSITY STUDY PROGRAM

The Advanced University Study Program offers to a small number of serious, properly qualified civilian and military employees grants of time and money to carry on part-time study in local educational institutions in fields directly related to their Agency jobs.

Applicants for Agency assistance must meet the following requirements:

a. On the beginning date of Agency sponsorship they must have completed at least two years of Agency service. In computing this time, military and civilian experience both in NSA and in the Service Cryptologic Agencies, may be counted.

b. They must have a bachelor's degree and have been previously engaged in graduate study.

Absence from duty to attend classes may be authorized for not more than eight hours per week per person for not more than two consecutive terms or semesters. A new application must be submitted for each additional term.

The Agency will pay registration and tuition fees for those selected for training.

Under some circumstances Agency support may be given to permit an employee to carry on research or study under the direction of a university faculty, even though he is not attending formal classes. Each such case will be decided on its merits.

Applications must reach the Chief, Training Division, at least 40 days before the proposed training will begin.

Persons selected for training under this Program must make their own arrangements for acceptance and enrollment at the University. They must also agree, in writing, to continue to serve the Agency for a specified minimum period of time or to reimburse the Government for the cost of the training.

NSA FELLOWSHIP PROGRAM

The NSA Fellowship Program offers an academic year of graduate study to carefully selected career employees in fields directly related to their work.

The recipient of a Full Fellowship is granted an academic year of leave to attend the university of his choice. He receives his regular salary and has his tuition and other fees paid by the Agency.

The recipient of a Partial Fellowship also receives an academic year of leave plus salary while attending the university of his choice, but he must pay tuition and other charges himself.

Selection has already been made for the 1954-55 school-year. Five Full Fellowships and five Partial Fellowships were awarded.

SPECIAL CONTRACT PROGRAM

This program was established to enable Staff Division and Office Chiefs to satisfy, by special contracts with outside agencies, training requirements which cannot be met by current Agency courses and programs, which, for reasons of economy or partiality do not warrant the development of special courses of instruction within the Agency

EXTENSION COURSE PROGRAM

More than three hundred selected extension and correspondence courses are available to NSA personnel through the facilities of the Army, Navy, Air Force, Marine Corps, and United States Armed Forces Institute

A list of these courses will be found in the brochure "Extension Courses Available To NSA Personnel" They are grouped under the following headings

BOOKKEEPING & ACCOUNTING	MANAGEMENT & PERSONNEL
COMMUNICATION	MATHEMATICS & ENGINEERING
CRYPTOLOGY	PHYSICS & ELECTRONICS
HISTORY & GEOGRAPHY	SECRETARIAL SCIENCE
INTELLIGENCE	SECURITY
LANGUAGES	

United States Armed Forces Institute (USAFI) courses and Marine Corps Institute (MCI) courses are available only to military personnel on active duty. With this exception, all courses listed in the brochure are available to both military and civilian personnel of the Agency provided they meet the course prerequisites and storage requirements, if any

Additional information concerning these programs may be obtained from the College & Contract Training Section of the Training Division, code 131, extension 60679