

DoD: Cybersecurity Scholarship Program (CySP)

Meeting's Agenda on October 10, 2019

Minutes Approval

- Approval of the minutes of the last meeting held August 27, 2019, see attachment #1.

Announcements:

- Scholarship tuition waiver forms for all six students have been processed by the Bursar's Office. **Any problems???**
- All six students have started using their Coop Accounts to buy their academic books this semester. If you still need to purchase any other books, you need to do that ASAP.
- Scholarship stipends on Next Gen System (\$12,500 to each student for each semester) were submitted a while ago, and all of you should had received it by now. **Any problems??**
- All six students have communicated to the PI, Dr. Farag, the specs and quotes for their desired laptops. These requests were approved by the PI, and immediately forwarded to the IUP purchase office that placed these orders. All of you should had received your laptop already, **right?**
- All CySP recipients are strongly encouraged to get more involved in the Cybersecurity Club activities.
- James, Brooklyn, Josh and Kaishia participated in the CAE NE Hackathon held Sept 20-21. IUP placed first this year. Congratulation to the IUP Cybersecurity Club team. See news release at <https://www.iup.edu/news-item.aspx?id=278717>
- Regarding the Hackathon, Dr. Farag was asked by the IUP Executive Director of Communication to reach out to members of the winning team to get information that will allow her to make various news releases in each participant's hometown. Please see attachment 2 and send completed form to Dr. Farag ASAP.
- There are two upcoming major cybersecurity events at IUP and all CySP recipients are strongly encouraged to participate in both events:
 - The 12th annual Cybersecurity Day on Oct 29th at the OHIO room in the HUB. Website is <https://www.iup.edu/cybersecurity/activities/cyber-security-ia-day/>. We need to recruit volunteers to help with this event. Who is willing??
 - The 4th annual Cybersecurity Seminar on Nov. 7th at the KCAC. Website <https://www.iup.edu/extended/events/cyber-security-seminar/>

Important Announcements from the CySP PO:

- Warning to Federal Employees and Those With Security Clearance: CBD Use Puts Jobs in Jeopardy, See attachment #3.
- CySP may work during the school year provided that s/he informed AND received the approval of the PI. In addition, such work MUST not interfere with the DoD CySP program and its requirements.
- All student travel will be handled outside of IUP grant (by the DoD CySP PO). See attachment #4 and #5 for complete details. These were sent to all of you by email from the PO on 9/18/19.

Students' Reports:

- **Cesar, Rodney**
 - Grades, research progress, outstanding issues that might affect your academic performance, and cybersecurity portfolio (clubs, colloquia, conferences, etc.)
- **Griffith, Joshua**
 - Grades, research progress, outstanding issues that might affect your academic performance, and cybersecurity portfolio (clubs, colloquia, conferences, etc.)
- **Ieraci, Kaishia**
 - Grades, research progress, outstanding issues that might affect your academic performance, and cybersecurity portfolio (clubs, colloquia, conferences, etc.)
- **Kotula, Brooklyn**
 - Grades, research progress, outstanding issues that might affect your academic performance, and cybersecurity portfolio (clubs, colloquia, conferences, etc.)
- **Lutz, James**
 - Grades, research progress, outstanding issues that might affect your academic performance, and cybersecurity portfolio (clubs, colloquia, conferences, etc.)
- **Troy, Timothy**
 - Grades, research progress, outstanding issues that might affect your academic performance, and cybersecurity portfolio (clubs, colloquia, conferences, etc.)

Renewal:

It will be mainly based on your performance in this program and fulfillment of the obligations discussed before, see agenda of meeting dated 8/27/2019.

Questions??

Minutes for Cybersecurity Scholarship Program (CySP) Meeting

August 27th, 2019 at 3:15 PM in Stright 331

Attended by: Dr. Waleed Farag, Dr. Soundararajan Ezekiel, Dr. Imran Ghani, Joshua Griffith, James Lutz, Kaishia Ieraci, Rodney Cesar, Brooklyn Kotula, and Timothy Troy.

1. Received the executed grant on August 19th even though initial notification was in May.
2. Dr. Farag has already submitted tuition waivers and fee waivers for fall semester
 - a. If changing credits, talk first to Dr. Farag
3. Book Store Account should be created
 - a. May allow other supplies through the Co-op Store. See Dr. Farag for details
4. Other scholarships will be canceled if from IUP and they are over the cost of student education
5. Laptop model and specs needs to submitted soon, try to stay under \$1500
6. Participate in a research project over the semester
 - a. The PIs will discuss the details of these research assignments soon.
7. Dr. Farag has awarded all recipients the fall stipend (\$12,500) to ensure all students promptly receive all of the scholarship benefits.

Student Responsibilities

1. Keep GPA over 3.2 or there will be issues (e.g. Losing scholarship)
2. Participate in a DOD internship (if requested)
3. IUP Requirements
 - a. Attend all monthly meetings
 - b. CC Dr. Farag on emails to AskIASP@nsa.gov, Alice Smitley, Josh Odum. Please talk with Dr. Farag first if you have any issue.
 - c. Participated in extracurricular activities (e.g. Cyber Security Club, Cyber Security Team (Hackathon on 9/21))
4. CAE NE CCRCHackathon
 - a. September 20th, 21st in Stright 107A
 - b. September 20th late afternoon practice and setup
 - c. September 21st 8:30 to 4:30, Hackathon event

5. Cyber Security Day – October 29th
6. Cyber Security Conference – November 7th
7. Compile a portfolio of what you did over the academic year
8. Again, keep GPA over 3.2
9. Doodle pole will be made for next meeting time. Look out for that
10. Do what you can extracurricular-wise. School comes first

Respectfully Submitted By: Joshua Griffith and Waleed Farag

q# #2

Hometown News Release Form -- Office of Media Relations

Please return this form to Michelle Fryling at mfryling@iup.edu. Your typed name at the signature line is acceptable to show your willingness to have IUP do a news release.

PREFERRED NAME _____

MAJOR AT IUP _____ Banner ID @ _____

PREFERRED PRONOUN (please circle): HE SHE THEY OTHER please specify: _____

HOMETOWN ADDRESS (please include zip code) _____

HOMETOWN COUNTY _____

PARENTS' NAMES AS THEY SHOULD BE LISTED IN THE NEWS RELEASE (please note if parents have a different hometown address than above)

HIGH SCHOOL NAME AND GRADUATION YEAR _____

REASON FOR NEWS RELEASE _____

OTHER AWARDS, HONORS YOU HAVE RECEIVED AT IUP _____

ACTIVITIES/COMMUNITY SERVICE IN WHICH YOU HAVE PARTICIPATED AT IUP -- PLEASE SPELL OUT THE FULL NAME OF ALL ORGANIZATIONS AND CLUBS (**Please do not use initials or abbreviations**)

Member of Cook Honors College? (circle one) YES NO

Member of University College? (circle one) YES NO

I give permission for this information to be released to my hometown newspaper and/or used by the office of Media Relations for promotional purposes.

(signature)

(date)

att #3

Subject: DoD CySP Scholar Announcement: Warning to Federal Employees and Those With Security Clearance: CBD Use Puts Jobs in Jeopardy

From: "Smitley, Alice E." <aeshaff@nsa.gov>

Date: 10/2/2019, 12:56 PM

To: DL AskIASP <AskIASP@nsa.gov>

DoD CySP PIs:

To keep you all in the loop with what I send to students, I wanted to share the below message with you. If you have NSF, Scholarship for Service - Cyber Corps(R) students feel free to share with them as well.

Sending this out as a reminder - some of you may have already gotten this! I also want to mention that if you live in a state where marijuana is legal...it is still illegal for Federal / DoD Employees. When you fill out your security paperwork, if you identify you have used an illegal substances within one calendar year you will be automatically closed out.

Remember, you are still a federal government employee, even while back at school. You each are in a position requiring a security clearance.

As the use and availability of CBD products expands it is imperative that you understand the risk CBD products pose to your clearance and job. The below is a link to a news article of how the use of CBD cost one former federal employee his clearance and job.

<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nbcwashington.com%2Finvestigations%2FWarning-to-Federal-Employees-and-Those-With-Security-Clearance-CBD-Use-Puts-Jobs-in-Jeopardy-560933561.html&data=02%7C01%7Cfarag%40iup.edu%7C44adff7cd6374174f2c008d747598f74%7C96704ed7a3e14bb8ba918&reserved=0>

w/r
Alice

Alice E. Smitley
DoD Cyber Scholarship Program
National Centers of Academic Excellence in Cybersecurity
Attn: A233, Suite# 6804
9800 Savage Road
Fort Meade, Maryland 20755-6804

Phone: 410-854-6206
Email: AskIASP@nsa.gov

National Centers of Academic Excellence in Cybersecurity
<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.iad.gov%2FNIEITP%2F&data=02%7C01%7Cfarag%40iup.edu%7C44adff7cd6374174f2c008d747598f74%7C96704ed7a3e14bb8ba918&reserved=0>

DoD CySP Scholars,

Below is an overview of the travel process as well as guidelines for requesting conference travel from the DoD CySP. Scholars will receive an email approving the travel. The email will provide detailed on instructions on how to process further.

General Rules:

- All events must be held within the United States to include Hawaii and Alaska. Events outside of the United States to include Canada and Mexico will not be considered.
- Per Diem or daily allowance:
 - Scholars will follow the U.S. General Services Administration Domestic Per Diem Rates: **Please use the 2020 Rates which go into effect 1 October 2019** (Start of the new government fiscal year)
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - First and last day of travel: Meals and Incidentals Expenses (MIE) are calculated at 75% of the full rate.
 - Deductible Meal: (Per Joint Federal Travel Regulations) – Any meal provided by the conference will be claimed and deducted from the traveler’s per diem.
 - The GOV’T should not pay for the same meal twice (e.g., originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV’T pays nothing does not affect per diem payment.
 - A deductible meal is a meal that is included in a registration fee ultimately paid by the GOV’T
 - The following is not a deductible meal:
 - In-flight meals
 - Meal provided by a lodging establishment on a complimentary basis without adding a charge for the meal in the lodging cost (ex. Lodging cost \$75 with or without breakfast).
- **HOTELS:** In most cases, events/conferences/workshops provide a reduced hotel rate for attendees. You may book the hotel but you must review the cancellation policy. Cancellation fees are not reimbursable if the student books the hotel on their own. Many hotels have a 48-hour cancellation policy – 48 hours before the arrival date. Just make sure you are familiar with their policy.
 - **BOOKING HOTELS:** Please make sure you book through the actual hotel and not a website like Orbitz, Travelocity, Kayak, Hotels.com, or any 2nd party travel website. In order to be reimbursed for your lodging, your receipt must state a “zero” balance from the hotel. 2nd Party travel websites do not provide a hotel receipt and the travel reimbursement office will not accept this.
- **TRANSPORTATION:**
 - Scholars will not book reservations directly with the airline/rental car or through a travel website. Direction will be provided on how to book flights/rental car.
 - Scholars will be required to use the approved travel agent for NSA. Additional information will be provided in the travel approval email.

- Scholars will be required to submit a trip report and reimbursement request 5 business days after the completion of the event. Reimbursement could be delayed if the trip report is not received.
- Scholars must provide a receipt for all items single items over \$75.00.
 - Required Receipts:
 - Lodging
 - Conference Fee
 - Rental Car (if authorized)
 - Baggage Fees (only exception to the \$75 rule)
 - Internet (should be listed on your hotel receipt)
 - Items Not Requiring a Receipt:
 - Meals
 - Taxi (Unless one trip is \$75 or more)
 - POV Mileage
- Scholars may only request 1 event per year. So choose wisely. If for some reason, we can not fund your request you may request another event.
- Scholars can provide frequent flier numbers or hotel loyalty program numbers when making reservations. You are allowed to keep the points you earn.
- Rental cars will not always be authorized.
- Good website for Federal Travel is: <http://www.fedtravel.com/home.html>
- **Last day to Request Travel for the current fiscal year: 01 July 2020**

Process:

1. DoD CySP Scholar will be required to request all travel 6 weeks before the actual event in writing to AskIASP@nsa.gov with a "CC" to your PI. The email must include the following:
 - Name of event
 - Dates of event
 - Location of event
 - Will you be staying at the event hotel?
 - Event fee amount (Do they offer a student rate?)
 - Your involvement at the event: attendee or speaker/presenter
 - A brief statement of why you believe you should attend this event and how it associates to your current classes/degree/or future career
 - Your home address (Where would you like the reimbursement check sent)
 - Airport you will be flying out of
 - How you plan to get to the airport:
 - taxi/shuttle
 - drive yourself and park
 - have someone drop you off
2. The DoD CySP Program Office will respond within 5 business days with one of the following:
 - **An approval email with the following**
 - A list of approved items, per diem rate amounts, and any additional information required.
 - Phone number and information on how to book airline/hotel/rental car

- An email stating the reason why the DoD CySP can not fund your request.
 - An email requesting additional information
3. Scholar will make reservations based on information provided. You may be required to provide a personal credit card to the travel agent. (In most cases the Scholar will only provide a credit card for hotel and rental car - airline tickets will be booked using a corporate card)
 4. Scholar will provide the dollar amounts for the approved items booked by the Government Travel Office to the DoD CySP Program Office.
 5. DoD CySP Program Office will provide an Invitation Request for Travel Authorization (RTA) Form
 6. Scholar shall provide a completed Direct Deposit form to the DoD CySP Program Office. (You only need to submit this once!)

****Social Security Numbers are important to the reimbursement process. Because they are a very sensitive piece of information, you may hand write your SSN and fax the RTA to us or scan/email without the SSN and then call the DoD CySP Program and we will hand write it for you. You should never email your SSN number to us.**

7. DoD CySP Program Office will process the RTA and provide final documentation to the Scholar (This process could take 2 or more weeks and students may not receive a final airline confirmation until the week of travel)
8. Scholar will register for the conference using personal credit card. The DoD CySP Program Office will not register you for the conference.
9. Scholar attends the event
10. After completion of the event, the Scholar will provide a copy of all required receipts and your trip report within 5 business days of your return date to AskIASP@nsa.gov.
11. DoD CySP Program Office will review and either request clarification to the Scholar or send the completed form back to the scholar for signature.
12. Once final signature copy is received, DoD CySP Program will submit paperwork for reimbursement.
13. Scholar should receive a direct deposit within 2 to 3 weeks.

Other Information:

2020 M&IE Breakdown:

The M&IE rates differ by travel location. View the per diem rate for your primary desist nation to determine which M&IE rates apply						
M&IE Total	\$55	\$56	\$61	\$66	\$71	\$76
Breakfast	\$13	\$13	\$14	\$16	\$17	\$18
Lunch	\$14	\$15	\$16	\$17	\$18	\$19
Dinner	\$23	\$23	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel	\$41.25	\$42.00	\$45.75	\$49.50	\$53.25	\$57.00

Definitions:

RTA Request for Travel Authorization / Expense Report

Per Diem
M&IE

Daily employee expenses or reimbursements – include hotel, meals and M&IE
Meal & incidental Expenses

att #5

FASTSTART DIRECT DEPOSIT

INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS

Instructions

Use: For processing Federal employee Net salary, Allotments, and other Agency-approved payments associated with Federal employment (i.e. Travel Reimbursement, uniform allowance, etc.). To establish or change **DIRECT DEPOSIT**, complete sections 1, 2a, 2b, 3 & 5. To start, cancel or change an **ALLOTMENT**, complete **ONLY** sections 1, 2b, 4 & 5 - click blue "Instructions" button for more information.

1. EMPLOYEE INFORMATION		EMPLOYEE ADDRESS	
EMPLOYEE SOCIAL SECURITY NUMBER (SSN) <input style="width: 100%; height: 20px;" type="text"/>		STREET <input style="width: 100%; height: 20px;" type="text"/>	
EMPLOYEE NAME (as on Payroll records) <input style="width: 100%; height: 20px;" type="text"/> (LAST, FIRST INITIAL)		CITY <input style="width: 100%; height: 20px;" type="text"/>	
AGENCY TELEPHONE NUMBER (WORK) <input style="width: 100%; height: 20px;" type="text"/>		STATE <input style="width: 100%; height: 20px;" type="text"/>	
		ZIP CODE <input style="width: 100%; height: 20px;" type="text"/>	
		(HOME) <input style="width: 100%; height: 20px;" type="text"/>	
2a. TYPE OF ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL (Use Sec. 4 for Allotments) <i>Complete sections below using your bank information. The RTN is a nine-digit number (ninth digit goes in "check digit" box). If completing in hardcopy, please DO NOT attach anything to this form.</i>		
2b. TYPE OF PAYMENT (For Direct Deposit or Allotment) <input type="checkbox"/> NET PAY (NSA Employees ONLY) <input checked="" type="checkbox"/> TRAVEL (For Applicants, Contractors, Military Assignee or Other ONLY)	ROUTING TRANSIT NUMBER (RTN) <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Check Digit		
ACCOUNT NUMBER <input style="width: 100%; height: 20px;" type="text"/>			
ACCOUNT TITLE (Account Holder's Name) <input style="width: 100%; height: 20px;" type="text"/>			
FINANCIAL INSTITUTION NAME <input style="width: 100%; height: 20px;" type="text"/>			
4. ALLOTMENT INFORMATION <i>Complete this section only if you want to start, cancel or change the amount of an Allotment - see instructions (blue button above).</i>			
Allotment Details: - Must be in whole dollar amounts (no cents) - Complete a separate form for each Allotment (up to 8 allowed) - If you are not also establishing or changing your Direct Deposit account, leave Sec. 3 blank.	TYPE OF ACCOUNT (Check One) <input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING	ACTION (Check One) <input type="checkbox"/> START <input type="checkbox"/> CANCEL <input type="checkbox"/> CHANGE	AMOUNT (Check One) <input type="checkbox"/> INCREASE TO: <input type="checkbox"/> DECREASE TO: New Total \$ _____
ALLOTTEE NAME (person/company who will receive allotment) <input style="width: 100%; height: 20px;" type="text"/>			
ALLOTTEE'S ROUTING NUMBER (RTN) <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Check Digit			
<i>The RTN is a nine-digit number (ninth digit goes in "check digit" box). If completing in hardcopy, please DO NOT attach anything to this form.</i>			
ALLOTTEE'S ACCOUNT NUMBER <input style="width: 100%; height: 20px;" type="text"/>			
ALLOTTEE'S ACCOUNT TITLE (Account Holder's Name) <input style="width: 100%; height: 20px;" type="text"/>			
FINANCIAL INSTITUTION NAME <input style="width: 100%; height: 20px;" type="text"/>			
5. AUTHORIZATION			
EMPLOYEE'S SIGNATURE _____		DATE _____	
6. AGENCY USE:			