

## DISPOSITION FORM

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FILE NO

SUBJECT

NSA Fellowship Study Program

TO	FROM	DATE	COMMENT NO 1
Chiefs of Staff Divisions and Offices	TNG	30 Dec 54 N. S. Lee, 60679, jas	

1. The NSA Fellowship Study Program for civilian employees for the 1955-56 academic year is now being planned. Under this program especially selected employees will be sent to civilian universities for graduate studies directly related to their work.

2. Applications will be processed from two separate sources: (a) Interested employees may submit applications thru channels and will be considered if they have proper endorsements; (b) Chiefs of Staff Divisions and Offices may submit specific nominations for fellowship grants to meet these requirements.

3. Training Memorandum #22, Fellowship Study Program, 1 Dec 54, has been placed on Distribution IV and will be of assistance to individual employees who wish to apply. Individual applications will be forwarded to TNG thru the Training Coordinators. Nominations submitted by Chiefs of Staff Divisions and Offices should be sent directly to TNG.

4. It is requested that you nominate an appropriate number of employees from your organization and that such nominations contain the information outlined in paragraphs III B, III C, and III D of the inclosed Memorandum.

5. In order to execute the necessary educational contracts and to insure acceptance of the students in graduate programs, a deadline of 25 February has been set for your reply. A negative reply is requested if appropriate.

*Sherley L. Patterson*  
SHERLEY L. PATTERSON  
Chief, Training Division

Incl:

Training Memo #22

Approved for Release by NSA on 01-31-2014 pursuant to E.O. 13526

NATIONAL SECURITY AGENCY  
WASHINGTON 25, D. C.TRAINING MEMORANDUM  
Number 22

1 December 1954

FELLOWSHIP STUDY PROGRAM

## I. GENERAL

a. It is the policy of the Agency that certain highly qualified civilian employees be selected annually to pursue graduate study for a full academic year in fields related to the mission of the Agency.

b. Applications are now being accepted for the 1955-56 academic year.

## II. FELLOWSHIPS

a. Fellowships granted under this program are of two kinds.

(1) Full fellowships, in which the Agency continues to pay full salary, plus tuition and other fees collected directly by the educational institution.

(2) Partial fellowships, in which the Agency continues to pay full salary only.

b. Successful candidates must arrange in advance for their own acceptance and enrollment at the educational institution.

## III. APPLICATION AND CERTIFICATION

a. Any civilian employee who holds a bachelor's degree may, with the approval of his Staff Division or Office Chief, apply for Agency sponsorship. (Military personnel are not included in the Fellowship Study Program; however, comparable training for Senior Military Personnel may be considered and approved by the Director).

b. Application Form #E1787 Rev May 54 should be sent under cover of a D/F and be directed through channels to the Chief, Training Division. Each application must be accompanied by a statement of the applicant's job history in NSA or affiliated Service agencies. This statement should include any classified remarks further explaining how the program desired will be of benefit to NSA.

## TRAINING MEMORANDUM NO. 22 (Cont)

c. The application should set forth the name of the university and, in as much detail as possible, the courses to be pursued. However, if the applicant cannot be certain at the time of application of the specific courses that will be offered, consideration will be given to plans that set forth simply the subjects desired.

d. Applications will also be accompanied by a statement from the applicant's supervisor consisting of an appraisal of the proposed program of study and appropriate recommendations pertaining thereto, a statement of tentative acceptance from the college or university concerned; and transcripts of the applicant's academic background.

e. Application blanks and additional copies of this Memorandum have been placed with the Agency's Training Coordinators listed below.

f. All applications must reach the Training Division by 25 February 1955.

## NSA TRAINING COORDINATORS

<u>Name</u>	<u>Rep</u>	<u>Room</u>
Mr. Maurice E. Waltz	PROD	1410-B
Capt. Sommers	R/D	17-213
Mr. Fred G. Zander	COMSEC	19-318
Major Dale K. Corcoran	SCH	2027
*Lt. Col. E. M. Gibson	AG	19-216
Mr. Edward L. Sawyer	P/P	19-219
Capt. Clare O. Hextell	COM	1042-A
Mr. Donald E. Noth	PERS	17-203
Mr. H. Karl Yenser	SEC	7-145
Mr. Charles D. Dubbs	LOG	19-336
Lt. Mason L. Cashion	TEC	17-318
Mr. Thomas J. Stratton	COMP	19-334
Major Edward M. Hookey	TNG	1-245
Mr. Raymond R. Myers	HqC	17-B31

\*Also serves MOp and Directorate

## IV. SELECTION

a. A Board representing the major organizational segments of NSA will make final selections subject to review by the Director.

b. The following criteria will be used in selecting participants:

- (1) Usefulness of training to the mission of the Agency.

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- (2) Evidence of the individual's aptitude for graduate work.
- (3) Demonstrated seriousness of purpose and interest on the part of the applicant.
- (4) Grade, position, and length of Agency service.

## V. OBLIGATION OF TRAINEE TO THE AGENCY

Students are required to assume the obligation to serve the Agency or the Government for a specified minimum time or to reimburse the Government for the cost of training. Regulations covering these obligations have been prepared by the Department of the Army and are available in the Training Division.

  
SHELBY L. PATTERSON  
Chief, Training Division