

REVISIONS TO DD FORM 2753 SINCE LAST SUBMISSION

Feb 7, 2007 - from Angel Park

Good morning Meg,

There was one last thing I wanted to change, I wasn't clear on the previous email. Please remove the words "Extension Request:" from #10 of Section II. The rest of the wording is correct as it reads now.

Can you un-bold in Section V 22. "a. Name of NSEP Official"?

Feb 6, 2007 - from Angel Park

Dear Meg,

We've found some more changes.

Under Section II

8b. Please include ";my expected graduation date is (month/year)_____."

9. Please remove the word "yet"

10. Please change EXTENSION REQUEST: to "I request a one year extension as the time for completing my service requirement has expired.

Jan 31, 2007 - from Angel Park

Dear Meg,

Thank you, we are very excited about this. I noticed a few things:

-The statements following the numbers in section II are in bold, except numbers 8a and b. Can you make those bold as well?

-The heading in 18c and 18g don't line up like the other headings do. The bottom line of box 18c is not continuous.

-Number 22a, the font and size seem different than 22b and c.

-At the end of the form in boxes 26 and 27, the line above is not the same weight as the rest of the lines in that section.

I miscommunicated with you. In an earlier message for revision, I mentioned number 6, referring to the previous email in which I numbered desired changes 1-7, but was mistaken as number 6 on the form. I wasn't clear, I apologize.

Please remove the wording "I agree to submit this form annually until my service is complete, or every six months if granted an extension." from Section II, #6 in DD 2753. And include the last clause, "or every six months if granted an extension." to Section IV, #20 after "I agree to submit this form annually until my service is complete,"

Jan 29, 2007 - 3 emails from Angel Park

One more change, please change "TFP" from number 28, to "LF"

I apologize for constantly finding something to change. I noticed that I missed a detail in the last email. Under number 6 below, please include in the wording, "I agree to submit this form annually until my service is complete, or every 6 months if granted an extension."

Dear Meg,

I had some fresh eyes look at the document and found some more changes we'd like to make.

1. In the top box, where the NSEP address is listed, please change the zip from 22219 to 22209.

Could there also be a line, "For questions, call or email: (703) 696-1991, service@nsepnet.org"

2. In Section I, number 4a and 5a should read "Street Address" 18b should read the same way as well.

3. Section II, 8a. "deferral of the service agreement.." should read, "deferral of the service requirement..."

4. Section III, 12a and b. are different. Please have them both read MM/DD/YYYY.

5. Section IV, 18f. Could we include a box for supervisor's email? Maybe include in 19?

6. Number 20 should include "I agree to submit this form annually until my service is complete." Please place it before the last sentence.

7. Can we add a last box, 28. with a vertical checkbox list: S, F, TFP, EHLS. This can be very small. In order to compensate, please feel free to abbreviate "requirement" to "req.", and months to "mos." Year of Award can be changed to Award Year.

Jan 25, 2007 - from Angel Park

Ms. Saunders,

Thank you for the draft of DD Form 2753. There were only a couple changes we wanted to make.

For Section II - Recipient's Status, under number 8:

Please change so that it contains two checkboxes. The first line should read:

"I am furthering my education and request a deferral of the service agreement....."

The second line would read: "I am furthering my education and do not request a deferral of the service agreement."

Number 10 of that same section should also include "(Complete items 17 and 20 in Section IV)."

Jan 23, 2007 - from Angel Park

DD Form 2753 Revision

I am organizing this revision following the form already in place:

* The very first row (box) does not need to be changed:
 "National Security Education Program (NSEP) Service Agreement Report (SAR) for Scholarship and Fellowship Awards"

* The following rectangle,
 "This public reporting burden....currently valid OMB control number."
 Should be followed by:

Send this completed form by mail, fax, or email to:

- National Security Education Program
 - 1 PO Box 20010
 - 2 Arlington, VA 22219
 - 3 Fax: 703.696.5667
 - 4 Email: service@nsepnet.org

* The 3rd rectangle contains the Privacy Act Statement.
 Please change the wording under
 "Principal Purpose(s): To monitor the award winner's progress toward fulfilling the service requirement of Boren Scholarship and Fellowship recipients."

"Disclosure: Voluntary; however, failure to furnish the requested information may result in your being required to reimburse the U.S. Treasury for the total cost of your scholarship or fellowship plus interest."

* Section I – Demographic Data
 5. Permanent Contact Information
 f. Secondary or work telephone number
 (please remove line "f")

* Section II – Recipient's Status
 8. I request a deferral of the service requirement until I complete my _____ degree program at _____(institution); my expected graduation date is (month/year) _____. (Complete Items XX and XX in Section IV)

9. I have not yet obtained employment in fulfillment of my service requirement during this reporting period. (Complete Items XX and XX in Section IV)

10. Extension request:(Submit detailed plan outlining how you plan to fulfill your service requirement during the extension period).

* 12. For NSEP use only

a. Length of Requirement

c. Approved Months

(please move box 12 to be the last section of the document)

* Section III – Description of Service

Remove box “13. Number of months...”

Change “14. a. FROM (MM/DD/YYYY) b. TO (MM/DD/YYYY)”

Remove box “16. Type of Service”

17. Type of Employment, Remove option “c. Internship”

Include a box after 17,

“XX. Supplemental Information. Check all that apply.

I use a foreign language in my position. Explain _____ My position requires a security clearance. If so, type? _____

18. Description of Duties

a. Department/Organization/Institution

b. Office

c. Title

d. Describe the work you are doing to fulfill your NSEP service requirement and how it relates to U.S. national security. If you are eligible to work in higher education and are doing so, describe the connection with your NSEP-funded study.

* Section IV-Certification

19. Good faith effort agreement

I have activated and updated my resume on NSEPNET.

(remove first line)

21. Supervisor Verification

d. Date Signed (YYYYMMDD)\

22. I certify, to the best of my knowledge, that all of the above statements are true, complete, and correct. I agree to provide additional information as requested. I understand that my service requirement is completed upon receipt of written notification from NSEP. I will notify NSEP within 10 days if my contact information changes.

- a. Name (Last, First, Middle Initial)
- c. Date Signed (YYYYMMDD)\

23. For NSEP use only. The activity proposed by NSEP scholar/fellow in section III is appropriate work to help fulfill the service requirement.

Include: "Action: _____"

- a. Name (Last, First, Middle Initial)
- b. Signature of NSEP Official
- c. Date Signed (YYYYMMDD)\

Sep 12, 2006 - from Stacia Falat

Dear Meg,

Thank you for your email. I have reviewed the draft of DD Form 2753 and there are some corrections to make:

1. At the top of the form please delete the sentence: "Please do not return your form to the above address."
2. Please delete ", Suite 1210" from the address line. We decided we want that address line to read only "1101 Wilson Blvd."
3. Please change the email address to service@nsepnet.org. I misspelled it in my original message. Also, please underline the email address like it appears above.

Also, DD Form 2753 is intended to be a form that one must print off and for multiple signatures. It is not an internet form and it is not connected to any database. We only need the form to be a fill-able PDF file.

Aug 29, 2006 - from Stacia Falat

Dear Glynda,

Thanks for your email. I've attached the form to this email.

This information at the top of page one need to be deleted:

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.
IF YOU ARE AN UNDERGRADUATE NSEP BOREN SCHOLAR,
RETURN THIS FORM TO:

IIE National Security Education Program

1400 K Street NW, 6th Floor Washington, DC 20005-2403

IF YOU ARE A GRADUATE NSEP BOREN FELLOW, RETURN THIS FORM TO:

AED National Security Education Program 1825 Connecticut Avenue NW, Suite 900
Washington, DC 20005-5721

We'd like to replace the information above with this one set of information:

PLEASE SEND THIS COMPLETED FORM BY MAIL, FAX, OR EMAIL TO:

National Security Education Program
Rosslyn P.O. Box 20010
1101 Wilson Blvd., Suite 1210
Arlington, VA 22209-2248
Fax: 703-696-5667
Email: service@npsenet.org

IF YOU HAVE ANY QUESTIONS PLEASE CALL (703) 696-1991.