



Recruitment Site Visit Request

OMB No.
OMB approval expires

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 2192a, Science, Mathematics, and Research for Transformation (SMART) Defense Education Program; 5 U.S.C. 3304, Competitive service examinations; 20 U.S.C. 17, National Defense Education Program; and E.O. 9397 (SSN), as amended.
PRINCIPLE PURPOSE(S): To record a site visit for s Recruitment SMART scholarship participant.
ROUTINE USES: Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. To academic institutions for the purpose of providing progress reports for applicants and participants; to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)). The purpose of this disclosure is to aid in the collection of outstanding debts owed to the Federal government, typically to provide an incentive for debtors to repay delinquent Federal government debts by making these debts part of their credit records;
Applicable Blanket Routine Use(s) are: Law Enforcement Routine Use, Congressional Inquiries Disclosure Routine Use, Disclosure When Requesting Information Routine Use, Disclosure of Requested Information Routine Use, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, and Data Breach Remediation Purposes Routine Use.
The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices may apply to this system. The complete list of DoD Blanket Routine Uses can be found Online at:
http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx
The applicable Privacy Act System of Records Notice is DUSDA 14, Science, Mathematics, and Research for Transformation (SMART) Information Management System, found at http://dpcl.d.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/570592/dusda-14.aspx
DISCLOSURE: Voluntary; however, failure to provide the requested information could result in SMART participant not being compliant with SMART policy and subject to possible dismissal.

Note: Recruitment
Participants only

Instructions: All recruitment SMART Program Scholarship Participants (SSPPs) are required to complete a Sponsoring Facility (SF) site visit prior to 15 July of the initial award year. SSPPs contact their SF Point of Contact (POC) to receive site visit dates. Recruitment SSPPs, whose summer address is 50 miles or more from the SF location, are eligible for site visit funding. Additional information can be found in the Recruitment Site Visit Summary.

SECTION 1 - Participant Information
Name (LAST, First, MI): Cohort Year:
Phone: Email:
Degree Level Funded by SMART: Field of Study:
[ ] BS [ ] BS/MS [ ] MS [ ] PhD
Degree Completion Date: Degree Conferral Date:

SECTION 2 - Site Visit Information
First Day of Site Visit: Last Day of Site Visit:
SSPP Summer Address:
City/State: Zipcode:
Sponsoring Facility:
Sponsoring Facility Address:
City/State: Zipcode:

SECTION 3 - Statement of Understanding
By signing below I agree that all information provided is true and accurate to the best of my knowledge.
Please Check:
[ ] I certify that I will be residing at the Summer Address listed in Section 2 on the date that I will be visiting my Sponsoring Facility.
[ ] I understand that if I receive compensation to attend a site visit at my Sponsoring Facility and I do not attend a site visitation, I am required to return all compensation to the SMART Program.
[ ] I understand that site visit funding will be provided after eligibility has been verified by the SMART Scholarship Program.
Participant Signature: Date:



-----DO NOT WRITE BELOW THIS DOTTED LINE / SMART SCHOLARSHIP PROGRAM USE ONLY-----

<b>SECTION 4 – SMART Scholarship Program Review</b>		
<input type="checkbox"/> Verified distance between summer address and SF: <input type="checkbox"/> Eligible for site visit funds <input type="checkbox"/> Not eligible for site visit funds		
<input type="checkbox"/> Verified site visit dates with Service Liaison	Visit request required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Site Visit Report Due Date:		
Cohort Administrator Name:	Cohort Administrator Signature:	Date:

Agency Disclosure Notice: The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 OMB Control Number: 0704-0466. Respondents should be aware that notwithstanding any other provisions of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.



## **Recruitment Site Visit Summary**

### **SMART Program Policy**

- SMART Scholarship Program Participants (SSPPs) who are not employed in a permanent civilian position by the sponsoring facility (SF) at the time of award are referred to as recruitment participants.
- All recruitment SSPPs complete a site visit at the SF in the period between award acceptance and by 15 July of the initial award year.
- SSPPs must complete the web-based SMART Scholarship Program (SSP) Orientation requirement prior to attending the site visit.
- The site visit is typically 1-2 days in length at the SF.
- The site visit requirement is rarely waived.
- SSPPs attending academic institutions that require year-round coursework may request an alternatively timed site visit.
- SSPPs comply with the SMART Code of Conduct
- SSPPs must complete the Site Visit Report for Recruitment Participants and submit within 5 days of site visit.

### **Recruitment Site Visit Request**

- Recruitment SSPPs must submit the Site Visit Request along with the award documents and prior to booking travel.
- SSPPs contact their SF Point of Contact (POC) to receive site visit dates.
- Based on the availability of funds, recruitment SSPPs whose summer address is 50 miles or more from the SF may receive a \$2,000 flat rate for travel to and from the site visit. No additional funds will be provided.

### **What to expect during the Site Visit**

SSPPs attending a site visit should expect:

- An understanding of the facility mission;
- Answers to questions about the facility mission and how you will fit into that mission;
- Meetings with members of Human Resources, Security, supervisors, fellow SSPPs, and senior leadership;
- Clear lines of communication with internship supervisors (if applicable);
- An understanding of ways your academic pursuits can fit into the SF's mission;
- Awareness of service commitment details including job description, performance expectations, salary range, and benefits; and
- Familiarity with the local area.

### **Ensure the fit**

The site visit is an opportunity to ensure personal suitability with the SF prior to the start of the award. SSPPs will have the ability to provide feedback regarding their site visit and receive feedback from their SF. After completion of the site visit, SSPPs who do not feel comfortable with their placement will have the option to withdraw from the SSP without penalty, via Site Visit Report. The Site Visit Report for Recruitment Participants must be submitted within 5 days after the site