FEEA Scholarship

Instructions

Application Deadline

Wednesday, March 25, 2020

www.feea.org

#FEDSHELPINGFEDS
Instructions for Applying to the 2020 FEEA Scholarship Program

DEADLINE: Wednesday, March 25, 2020 at 3:00pm EDT

Since 1986, FEEA has offered scholarships to more than 10,000 individuals, including providing nearly 200 scholarships to the children of federal civilian employees who died or were severely injured in the line of duty during the terrorist attacks on the Alfred P. Murrah Federal Building in Oklahoma City, the Pentagon on 9-11, and the US Embassies and Consulates in Kenya, Tanzania, and Libya.

Collectively, our scholarship program to date totals over $14 million. FEEA champions the pursuit of higher education and each year supports hundreds of students with merit-based scholarships.

Scholarship Awards: Scholarships range between $1,000 and $5,000 for one year of academic study at an accredited college or university. The scholarship is not renewable, however, applicants may apply every year they are eligible, whether or not they have received an award in the past. The majority of scholarships are awarded for undergraduate study, with occasional awards for graduate study. Scholarship winners should refer to IRS publication 970 for more information on any potential tax implications of scholarships: https://www.irs.gov/forms-pubs/about-publication-970. Scholarship funds may be used for tuition and fees only.

Individuals Eligible for Scholarships:

a. Children or legal dependents under the age of 25 of full- or part-time permanent federal civilian or postal employees. Blacks in Government (BIG) federal employee members may also sponsor a grandchild.

b. Spouses of full- or part-time permanent civilian federal or postal employees.

c. Full- or part-time permanent civilian federal or postal employees.

d. Children or grandchildren of members of the National Active and Retired Federal Employees Association (NARFE).

The FEEA Scholarship competition is for those attending or planning to attend an accredited institution for higher learning for an undergraduate or graduate degree or certificate.

Federal employees, either applying directly or serving as a sponsor, must be employed with the federal government for more than three years as of the scholarship application deadline.

Applicants will not be discriminated against on the basis of race, color, national origin, age, gender, religion, disability, sexual orientation, or gender identity.

Applicants must have a 3.0 or higher cumulative, unweighted grade point average.
Children, grandchildren, dependents, or spouses applying for support must be enrolled or planning to enroll full-time in their academic program. Federal employee applicants may study part-time.

**Scholarship Funding:** FEEA supports its scholarship program through donations from individuals and a number of partners, including unions, associations, and corporations. For last year’s scholarship competition, FEEA partnered with the following groups:

- American Federation of Government Employees (AFGE)
- Blue Cross Blue Shield
- Blacks in Government (BIG)
- Cooke Memorial Scholarship Fund
- Government Employees Health Association, Inc. (GEHA)
- Long Term Care Partners
- National Active and Retired Federal Employees Association (NARFE)
- National Federation of Federal Employees (NFFE)
- Professional Managers Association (PMA)

All scholarships are subject to the availability of funding.

**Selection Criteria:** Scholarship selection committee members consider the following factors in ranking and recommending applicants to FEEA:

- The applicant’s record of academic and personal achievement;
- The applicant’s record of community service and engagement;
- The recommendation of the academic or professional contact; and
- The substance and quality of writing throughout the application.

**Award Notifications:** Applicants will be notified of their final application status in August 2020, via email. Scholarship checks are made out to the winner’s college or university and mailed to the home address.

**Application Instructions**

- The deadline for the 2020 scholarship application is Wednesday, March 25, 2020, at 3:00pm EDT. Applications will not be accepted beyond the deadline. There are no extensions due to weather, computer failure, power outage, or any other reason. Applicants are encouraged to request their references and submit their applications well before the deadline in case of any last minute technical challenges.
All applications must be completed online at [https://smr.to/p60051](https://smr.to/p60051). Faxed, emailed, or mailed applications will **not** be accepted. Applications must be completed by the student (**parents, please do not set up the account or initiate the application for your child**).

- Applicants can review the application by clicking the “Preview” button (see arrow in image below) on the main application page. Please note, some questions will only appear for certain applicants based on their sponsor status.

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### 2020 FEEA Common Scholarship Application

**Deadline:** March 25, 2020 at 11:59 PM EDT

#### DESCRIPTION
This application is used for all merit-based scholarships offered by FEEA directly or in partnership with other organizations.

Applicants must complete the application themselves. Sponsors may not complete the application on behalf of applicants they are sponsoring.

#### REQUIREMENTS

Before starting this application please review the scholarship program instruction booklet at www.feea.org/scholarships. Applicants will need to upload their transcript and sponsor’s (except for retired NARFE sponsors) Notice of Personnel Action (SF-50 for active U.S. Federal Employees) or PSP-50 (for postal employees) in order to complete the application. NARFE members may only sponsor current High School seniors.

Applicants will also need to provide contact information (name and email) for someone who can provide an academic, community, or professional reference for them. Applicants are encouraged to complete this section of the application early (at least three weeks before the deadline) so that the reference has sufficient time to complete the application and submit it before the application deadline. Late references will not be accepted and applications without references will be disqualified. The reference request form is in the second section of the application and you must click “Next” to move to the last page or the reference form will not be sent. Applicants can complete that section and go back and finish other sections before submitting.

Applicants are also encouraged to complete their essay off line and then cut and paste it into the online application.

Please note if you use the “preview” button below to view the application you will see all of the potential questions the system may ask you. Depending on your sponsor’s affiliation you may not be asked all of those questions when you apply.

#### PREVIEW
Preview

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- Applicants can begin an application and return to continue working on it at a later date by hitting “save” before logging out. To return to the application, visit [www.smarterselect.com](http://www.smarterselect.com) and click “Login” at the upper right hand corner of your screen. Use the email you registered and password you selected to complete your login. If you forget your password you can reset it with the “forgot password” link. The SmarterSelect site functions best when using Chrome as your browser. After logging in, you will need to click the “Edit Application” button in order to make any changes.
• FEEA reserves the right to verify all information submitted and may disqualify applicants if discrepancies are identified. FEEA will also disqualify applicants for plagiarism.

• Only one application may be submitted per applicant. Applicants who submit more than one application may be disqualified. Please do not use a second email address to try to submit an additional application.

• The application is divided into three sections. We encourage applicants to be sure to complete “Section 2/The Reference Request Form” at least three weeks before the application deadline. Applicants can move forward or back in the application before hitting “Submit” at the bottom of Section 3.

Section 1

This is the main part of the application. Most of the sections are self-explanatory, but below are a few points to keep in mind:

• You can move from question to question by hitting the tab button or by simply moving your cursor and clicking in each response box.

• Everything with a red asterisk is required and must be completed in order to submit the application. You will receive an error message if you attempt to submit an application with any of these questions not completed.

• All applicants must have a current federal employee or NARFE sponsor. Current federal employees can also sponsor themselves.

• If you or your sponsor are a member of one of the membership associations or unions listed in the application, please check that group on the application and provide the local number, chapter number, region number, and/or membership number, if requested on the form, in order to be considered for support from these organizations. Please note: FEEA will verify all memberships to ensure they are in good standing and applicants should only complete this section if they or their sponsor are a current member in good standing.

• Sponsor’s Agency: This is a drop-down menu. Please find the correct agency or use “other” if your agency is not listed. See attachment A of these instructions for a complete list of agencies in the drop-down menu. If you do not see the sponsor’s specific sub-agency on the list, please use the agency’s parent department. Agencies in Attachment A are listed by parent agency:sub-agency. For example, if the sponsoring federal employee works for the Internal Revenue Service, it is listed as Treasury: Internal Revenue Service (IRS).

• Federal employee applicants must upload a PDF copy of their own most recent Notice of Personnel Action (SF-50); all other applicants upload a copy of their federal employee
sponsor’s SF-50. The SF-50 must be dated January 2018 or later. If an SF-50 is not available, the applicant must submit the sponsor’s most recent pay stub AND a letter from the sponsor’s current federal agency supervisor, stating the employee’s position title, duty station, GS level (if applicable), and service computation date. **The letter must be on agency letterhead and must be physically signed.** These items must be combined into a single PDF file for upload to the application. Personal identifying information, such as the Social Security Number and birth date of the sponsor, may be redacted before uploading. Applicants who are sponsored by a retired NARFE member are not required to provide an SF-50; if the NARFE member is an active federal employee, an SF-50 must be provided.

- Applicants must upload a PDF copy of their most recent academic transcript with fall 2019 grades included. Unofficial copies are acceptable. Applicants who are currently in high school: If your transcript does not include your fall grades, please scan a copy of your fall report card with your transcript, into one PDF document, and upload the combined documents with your application in the transcript section. Applicants not currently enrolled should submit a transcript from the last school attended. Please make sure your uploaded document is not password-protected or locked. If the document cannot be opened by the reviewing committee, your application will be disqualified.

- Applicants must include a maximum 500-word essay answering the following question: **What global problem do you think is the most pressing, and why? Global issues might include agricultural, technological, health, environmental, social, psychological, economic, or other problems.** We recommend drafting this essay outside of the application system and cutting and pasting the final version into your application. Note that some spacing and paragraphs might shift after pasting your essay in the system – please correct any formatting issues before submitting.

- Applicants must provide a bulleted list of their most important community service activities, going back no more than 5 years, to include date(s) and description, in descending order of significance.

- Applicants must provide a bulleted list of their most important other extra-curricular activities, going back no more than 5 years, to include date(s) and description, in descending order of significance.

- Applicants should include a description of any significant awards received in the last 5 years, in bulleted format, to include date(s) and description, in descending order of significance.

**Section 2**
• Applicants must request a reference from a teacher, professor, guidance counselor, community member (ex. coach, volunteer supervisor, club mentor, etc.), or professional (supervisor or colleague) via our online application system. References may not be provided by your sponsor, any other family member, or family friends. All recommendations must be submitted no later than the application deadline, Wednesday, March 25, 2020, 3:00pm EDT, by the reference, directly into the FEEA online application system. References may not submit recommendation letters through any other means. Applicants are encouraged to skip ahead in the application, enter their reference’s contact information, and then click through to the next and final page (FEEA information), so the request form is emailed to the reference. If you do not click “Next”, your reference request will not be sent (see below image, button in blue). Applicants can then move back and forth in the system to complete the remaining sections of their application before they hit the final “Submit” button on the last page of the application.
Please note if your reference provides a school email address or .edu address, these can sometimes cause an issue with receiving or sending emails from SmarterSelect, due to institutional firewalls. If your reference states they did not receive an email from SmarterSelect, you can ask them for a home/personal email address, choose a different
reference who can provide a home/personal email, or ask your original reference to have the school IT department whitelist the SmarterSelect email information.

- If you want to check the status of your reference after sending your request (i.e. whether it has been completed or not), you can login to the application with your email and password at www.smarterselect.com, go to the second section of the application and check the status (see below). Via this page you can also resend the request if your reference lost the email and/or submit another name/contact info for a reference, if your first reference is unavailable. See image below. If you delete and/or send to a different contact, please notify the first reference you contacted to inform them you will no longer be requiring a reference from them. A Request Status of Pending indicates the applicant has sent the request, but the reference has NOT yet submitted their response.

2. Reference Request Form

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<tr>
<th>Community, Professional, or Academic Reference</th>
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<tbody>
<tr>
<td>Request Status</td>
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<tr>
<td>Request Sent</td>
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<tr>
<td>Request Received</td>
</tr>
</tbody>
</table>

- When the reference has submitted their response, the Reference Request Form will show “Received” in the Request Status and the date received in the Request Received section. See image below.
Section 3

- Please complete all requested fields. The application contains additional data fields, which will be used by FEEA to measure the reach of our scholarship recruitment activities. The selection committee members will not have access to this information during their review.

When Your Application is Complete

- Once you complete the application and submit your request to your reference, make sure to select the Submit button; you do not need to wait for your reference to complete the recommendation before submitting your application. When your reference has completed their recommendation, your application will then be complete, without you needing to access the application again to Submit. Choosing the Submit button more than once will not submit multiple applications.

- Even after you have submitted your application, you can edit it at any time before the deadline, by logging in and choosing the Edit Application button. You can make changes to any part of the application, resend your reference request if needed, delete and/or send a different reference request, or check to see if the reference has submitted the recommendation. After submitting your application the first time, each time you click the Edit Application button, you must click “Submit” again before logging out or your application will be incomplete/not submitted.
Attachment A: Federal Agency List

ACDA: U.S. Arms Control and Disarmament Agency (ACDA)
Administrative Conference of the U.S.: Administrative Conference of the U.S.
Advis Council Historic Preservation: Advisory Council on Historic Preservation
AFRH: Armed Forces Retirement Home (AFRH)
African Development Foundation: African Development Foundation
Agriculture: Agricultural Marketing Service (AMS)
Agriculture: Agricultural Research Service (ARS)
Agriculture: Animal and Plant Health Inspection Service (APHIS)
Agriculture: Center for Nutrition Policy and Promotion
Agriculture: Commodity Credit Corporation
Agriculture: Economic Research Service (ERS)
Agriculture: Farm Service Agency (FSA)
Agriculture: Federal Crop Insurance Corporation
Agriculture: Financial Management Service (FMS)
Agriculture: Food and Nutrition Service (FNS)
Agriculture: Food Safety and Inspection Service (FSIS)
Agriculture: Foreign Agricultural Service (FAS)
Agriculture: Forest Service (FS)
Agriculture: Grain Inspection, Packers and Stockyards Administration (GIPSA)
Agriculture: National Agricultural Library
Agriculture: National Agricultural Statistics Service (NASS)
Agriculture: National Finance Center (NFC)
Agriculture: National Institute of Food and Agriculture
Agriculture: Natural Resources Conservation Service (NRCS)
Agriculture: Office of Communications (OC)
Agriculture: Office of Human Resources Management (OHRM)
Agriculture: Office of Rural Development (RD)
Agriculture: Office of the Inspector General (OIG)
Agriculture: Research, Education and Economics (REE)
Agriculture: Risk Management Agency (RMA)
Agriculture: Rural Development (RD)
Agriculture: Rural Housing Service
Agriculture: Rural Utilities Service
Agriculture: U.S. Department of Agriculture
Air Force: Air Combat Command
Air Force: Air Education and Training
Air Force: Air Force
Air Force: Air Force Global Strike
Air Force: Air Force Materiel Command (AFMC)
Air Force: Air Force Personnel Center
Air Force: Air Force Reserve
Air Force: Air Mobility Command
Air Force: Air National Guard (ANG)
Air Force: Air Weather Service
Air Force: Intelligence, Surveillance & Reconnaissance Agency
Air Force: Space Command
Amtrak: National Railroad Passenger Corporation (Amtrak)
Army: Army
Army: Army Acquisition Support Center
Army: Army Aviation and Missile Life Cycle Management Command (AMCOM)
Army: Army Corps of Engineers (USACE)
Army: Army Intelligence and Security Command
Army: Army Medical Command (ARMC)
Army: Army National Guard
Army: Army Research Laboratory (ARL)
Army: Army Reserve
Army: Army Security Assistance Command
Army: Army Space and Missile Defense Command (ARSC)
Army: Army Test and Evaluation Command
Army: Defense Education Activity
Army: Immediate Office of the Chief of Staff of the Army
Army: Surface Deployment and Distribution Command (SDDC)
Army: Tank Automotive Command (TACOM)
Army: U.S. Army Communications Electronics Command
Army: U.S. Army Contracting Command
Army: U.S. Army Forces Command (ARFC)
Army: U.S. Army Installation Management Command (ARBA)
Army: U.S. Army Joint Munitions Command (JMC)
Army: U.S. Army Training and Doctrine Command
Army: U.S. Special Operations Command
Central Intelligence Agency (CIA): Central Intelligence Agency (CIA)
CFPB: Consumer Financial Protection Bureau (CFPB)
CFTC: Commodity Futures Trading Commission
Commerce: Bureau of Economic Analysis (BEA)
Commerce: Bureau of Industry and Security (BIS)
Commerce: Department of Commerce
Commerce: Economic Development Administration (EDA)
Federal Reserve System: Federal Reserve System
Federal Retirement Thrift Investment: Federal Retirement Thrift Investment Board
FLRA: Federal Labor Relations Authority (FLRA)
General Services Administration (GSA): General Services Administration (GSA)
General Services Administration (GSA): General Services Administration (GSA): Office of Inspector General (OIG)
Government Accountability Office: Government Accountability Office
HHS: Administration for Children and Families (ACF)
HHS: Administration on Aging (AoA)
HHS: Agency for Healthcare Research and Quality (AHRQ)
HHS: Agency for Toxic Substances and Disease Registry (ATSDR)
HHS: Centers for Disease Control and Prevention (CDC)
HHS: Centers for Medicare and Medicaid Services (CMS)
HHS: Food and Drug Administration (FDA)
HHS: Health and Human Services
HHS: Health Resources and Services Administration (HRSA)
HHS: Indian Health Service (IHS)
HHS: National Cancer Institute (NCI)
HHS: National Institutes of Health (NIH)
HHS: Office of the Inspector General (OIG)
HHS: Office of the Secretary (OSEC)
HHS: Office on Women's Health (OWH)
HHS: Program Support Center (PSC)
HHS: Substance Abuse and Mental Health Services Administration (SAMHSA)
Homeland Security: Coast Guard
Homeland Security: Customs and Border Protection (CBP)
Homeland Security: Department of Homeland Security
Homeland Security: Federal Law Enforcement Training Ctr
Homeland Security: Federal Protective Service (FPS)
Homeland Security: Immigration and Customs Enforcement (ICE)
Homeland Security: Office of Policy Development
Homeland Security: Office of Science and Technology Policy (OSTP)
Homeland Security: Office of the Secretary (OSEC)
Homeland Security: Secret Service
Homeland Security: Transportation Security Administration (TSA)
HUD: Department of Housing and Urban Development (HUD)
HUD: Office of the Inspector General
IBWC: International Boundary and Water Commission (IBWC)
Institute of Museum and Library Services: Institute of Museum and Library Services
Inter-American Foundation: Inter-American Foundation
Interior: Bureau of Indian Affairs (BIA)
Interior: Bureau of Land Management (BLM)
Interior: Bureau of Ocean Energy Management, Regulation and Enforcement (BOEMRE)
Interior: Bureau of Reclamation
Interior: Bureau of Safety and Environmental Enforcement
Interior: Department of the Interior
Interior: Department of the Interior (DOI): Office of the Secretary (OSEC)
Interior: Fish & Wildlife Service (FWS)
Interior: Geological Survey (USGS)
Interior: National Park Service (NPS)
Interior: Office of Inspector General (OIG)
Interior: Office of Natural Resources Revenue (ONRR)
Interior: Office of the Special Trustee
Interior: The Office of Surface Mining Reclamation and Enforcement
International Broadcasting Bureau: International Broadcasting Bureau
Justice: Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
Justice: Department of Justice
Justice: Drug Enforcement Administration (DEA)
Justice: Executive Office for Immigration Review (EOIR)
Justice: Executive Office for U.S. Attorneys
Justice: Federal Bureau of Investigation (FBI)
Justice: Federal Bureau of Prisons (BOP)
Justice: Marshals Service
Justice: National Drug Intelligence Center (NDIC)
Justice: Office of Inspector General (OIG)
Justice: U.S. Trustee Program
Labor: Administrative Review Board (ARB)
Labor: Benefits Review Board (BRB)
Labor: Bureau of International Labor Affairs (ILAB)
Labor: Bureau of Labor Statistics (BLS)
Labor: Center for Faith-based and Neighborhood Partnerships (CFBNP)
Labor: Department of Labor
Labor: Employee Benefits Security Administration (EBSA)
Labor: Employees’ Compensation Appeals Board (ECAB)
Labor: Employment & Training Administration (ETA)
Labor: Mine Safety & Health Administration (MSHA)
Labor: Occupational Safety & Health Administration (OSHA)
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<th>Agency Name</th>
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USAID: Agency for International Development (USAID)
USSOCOM: U.S. Special Operations Command (USSOCOM)
Veterans Affairs: Department of Veterans Affairs (VA)
Veterans Affairs: National Cemeteries Administration (NCA)
Veterans Affairs: Office of Information and Technology (OI&T)
Veterans Affairs: Veterans Benefits Administration (VBA)
Veterans Affairs: Veterans Health Administration (VHA)