

c/o BWXT Y-12, L. L. C.
Attn.: Mea S. Reeves
NCMA Scholarship Committee
P. O. Box 2009
Bldg 9201-3, MS 6501
Oak Ridge, TN 37831-6501

Dear Student:

The East Tennessee Chapter of the National Contract Management Association (NCMA) is a professional organization consisting of members representing various firms in the East Tennessee area. Our chapter of NCMA expects to award two scholarships in the Fall Semester of 2005. The awards will consist of a \$1,000 scholarship for an entering college freshman and a \$2,000 scholarship for an undergraduate student. The scholarships are awarded to assist students in the pursuit of degrees in the field of business. Consideration will also be given to applicants in pursuit of technical degrees with business as a minor. These scholarships are offered to encourage students and institutions to promote interest and concentrations in the procurement/contract management field.

Enclosed are the Guidelines and an Application for award of these scholarships from the East Tennessee Chapter NCMA Mark Williams Scholarship Fund. Application materials may also be obtained from the chapter's website at www.ncmaet.com. Students must complete the application form and return it to the East Tennessee Chapter of NCMA by the **April 29, 2005** deadline.

Scholarship award recipients will be notified in writing, and if possible, contacted by phone. The awards are expected to be announced and presented at the chapter's monthly luncheon on **May 10, 2005**.

Thank you for your interest. Should you have any questions, please call me at (865)241-3671. You may also contact me via fax at (865)576-1475 or e-mail at reevesms1@y12.doe.gov.

Sincerely,

Mea S. Reeves
Scholarship Committee Co-Chair
East Tennessee Chapter NCMA

Enclosures

**GUIDELINES FOR NCMA SCHOLARSHIP
EAST TENNESSEE CHAPTER**

- I. The East Tennessee Chapter of the National Contract Management Association (NCMA) will award \$3,000 in scholarships to assist undergraduate college students in the pursuit of a major or minor field of study in business. To be considered for these scholarships, applicants must meet the following criteria:
 1. Must be a student in good standing.
 2. The student must pursue an undergraduate college curriculum in the **East Tennessee area** with business as a major or minor.
 3. Qualification is determined by such factors as academic record (Grade Point Average (GPA) on a 4.0 scale), potential performance, need for assistance, and interest in pursuing a career in contract/procurement management.
 4. Students employed and eligible for reimbursement by their employers are ineligible for the Chapter's NCMA scholarship award.

- II. The following must be provided by from each candidate:
 1. Completed application form.
 2. For entering college freshmen - An essay presenting the student's views relative to business as a major/minor and how this appeals to the interest of the candidate. The letter or essay must be sufficiently specific to assure the Selection Subcommittee that the candidate understands the professional applications and has a genuine desire to advance the profession.
For current undergraduate students - An essay presenting the student's views relevant to procurement/acquisition as a major factor in business and how this appeals to the interest of the candidate. The letter or essay must be sufficiently specific to assure the Selection Subcommittee that the candidate understands the professional applications of contract management and has a genuine desire to advance the profession of contract management.
 3. The letter or essay must also address the applicant's financial need for scholarship.
 4. Copy of transcripts from each school attended as applicable.
 5. Two letters of recommendation from current instructors and/or advisors.

- III. The following describes the time line for receipt of applications, the selection process and award of scholarships:
 1. Applications and enclosures are due to the address below on or before **April 29, 2005**.
 2. The Chairperson and Selection Subcommittee will complete their review using a point scoring rating of the applications and make recommendations to the Board of Directors.
 3. The Board of Directors, which has the final authority, will make final selection of the recipient.
 4. Notification will be provided to the selected candidate soon after the selection by the Board of Directors.
 5. The scholarship awards will be announced to the Chapter after the final selections are made by the Board of Directors. The awards are expected to be announced at the May 2005 luncheon. Formal presentations may be made pending students' availability.

Should you have any questions, please call Mea S. Reeves at (865)241-3671. You may also fax completed applications and enclosures to (865)576-1475, send via e-mail to reevesms1@y12.doe.gov, or mail to:

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**NATIONAL CONTRACT MANAGEMENT ASSOCIATION (NCMA)
EAST TENNESSEE CHAPTER - MARK WILLIAMS SCHOLARSHIP FUND
APPLICATION**

Name: _____ Date: _____
 First M.I. Last

Address: _____ Apt.No. _____

City: _____ State: _____ Zip Code: _____

Phone: (Home) _____ (Work) _____

Married _____ Single _____ No. of Dependents: _____

College/University attending in Fall 2005: _____

Address: _____

Student Status: Entering Freshman _____ Sophomore _____ Junior _____ Senior _____
GPA: _____ of _____

Degree Pursuing: _____ Area of Concentration: _____

Your Occupation/Provider(s) Occupation: _____

Employer: _____

Address: _____ Phone: _____

Please indicate family's income range:
\$5,000-\$20,000 _____ \$20,000-50,000 _____ \$50,000-\$80,000 _____ Over \$80,000 _____

Other scholarships/grants you have received: _____

How is tuition being paid? self: _____ parent: _____ self & parent: _____ other _____

Extracurricular Activities/Organizations _____

Career Objective/Interests: _____

Hobbies/Activities: _____

How did you learn about the scholarship? _____

I hereby release the NCMA, its chapters and affiliates and my school of any liability associated with the use of information obtained in connection with the application for this scholarship. Further, I expressly grant the East Tennessee NCMA Chapter authority to use general information for press release purposes in announcing the recipients of the scholarships.

Signature _____ Date: _____