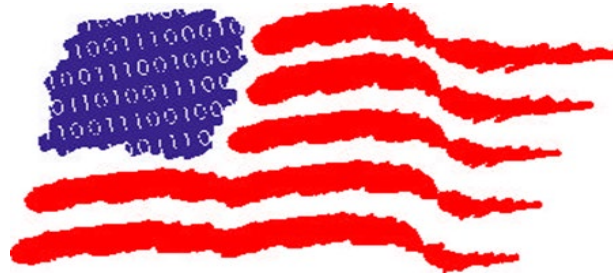


CyberCorps® Scholarship For Service (SFS)



Job Fair 2024 SFS System Briefing for Scholars Scholar Briefing - January - 2024



Topics we will discuss . . .

- Background
- Process Overview
- Login.gov
- Profile
- Document Repository
- Resume Building
- Job Activity Report
- Reporting Commitments
 - Internships
 - Post Graduate (Post Grad)
- Employment Verification Forms (EVF)
- Upcoming System Functionality
- Key Reminders
- Questions and Answers

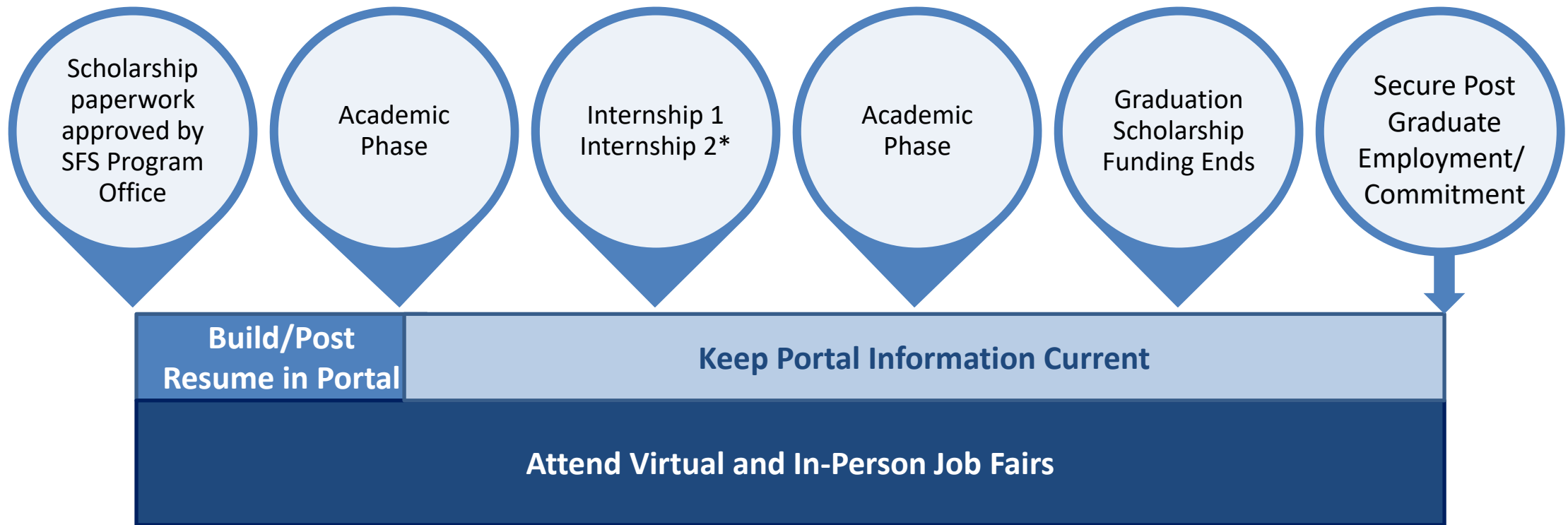


Background

The CyberCorps®: Scholarship For Service (SFS) is managed by National Science Foundation, in collaboration with the U.S. Office of Personnel Management, the Department of Homeland Security and, in accordance with the Cybersecurity Enhancement Act of 2014 (Public Law No: 113-274), as amended by the National Defense Authorization Act. These initiatives reflect the critical need for Information Technology (IT) professionals, industrial control system security professionals, and security managers in Federal, State, local and tribal governments.



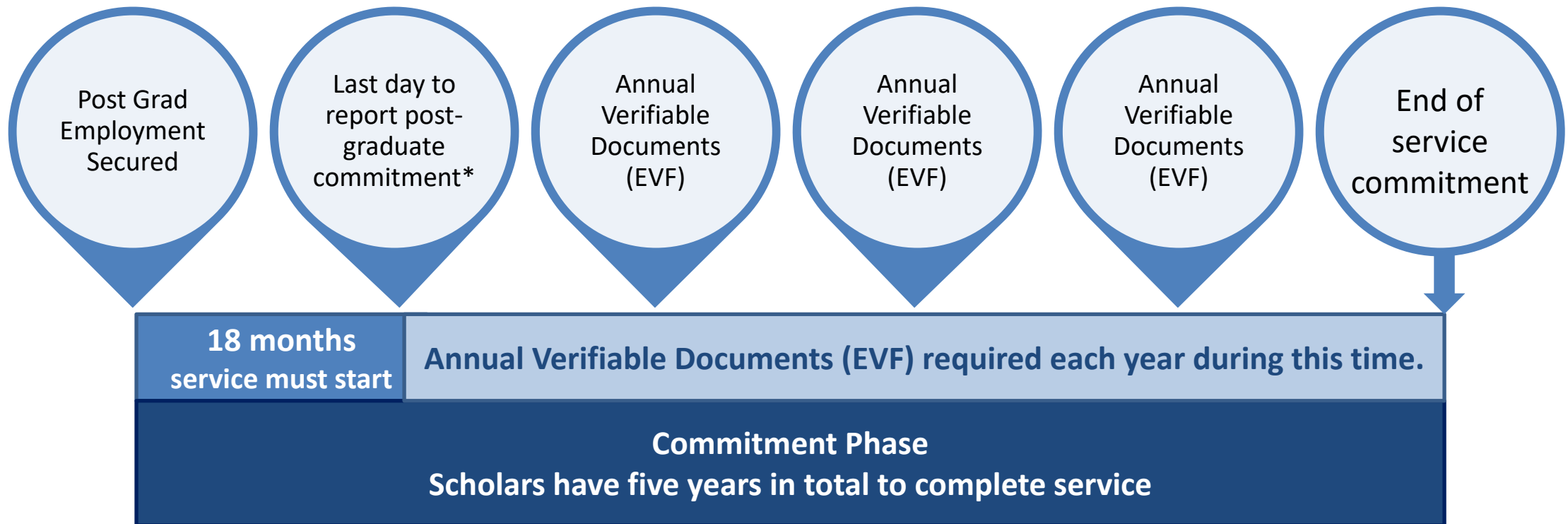
Process Timeline Overview



* **Note:** More than one internship may be reported, often required if more than 2 years of funding is received.



Process Timeline Overview - REQUIREMENTS



*** Note:** If scholar needs more than 18 months to report service, a deferral must be requested in writing. Deferrals require NSF approval.



Logging into the SFS Portal



Official Website of the U.S. Office of Personnel Management

OMB # 3206-0246
Expires: 11/4/2024



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Login

Registration

[SFS Help Center](#)

Contacts

Resources

Step 1

STUDENTS: LOGIN

Instruction



Sign in with LOGIN.GOV

Step 2

Terms and Conditions of Use

The SFS website is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution. Signing into this website indicates you have read and accepted the Full Terms and Conditions of Use and you consent to security testing and monitoring.

Full Terms and Conditions of Use

This U.S. Government System is to be used by authorized users only. Information from this system resides on computer systems funded by



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Login.gov



Official Website of the U.S. Office of Personnel Management

OMB #
Expires:



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Step 3

You now need to create a login.gov account to sign in to SFS

To maintain your existing profile: 1. Use your existing SFS email address and 2. Create a new password.

[Continue to Login.gov](#) and select "Create account"

Already have an account? [Sign-In](#)

By clicking "Continue" or "Sign-In" you agree to our [Terms and conditions](#)

Note this information

FAQs

- After creating your Login.gov account, you will receive an email to link your Login.gov account with your SFS account.



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Profile

- Requirement to keep updated contact information:
 - Current address
 - Permanent address
 - Email
 - Phone number
 - Name changes



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Students: Profile Change



Current Student Profile

The fields below display your current Student profile. To make changes, simply edit those data fields applicable and click on **Submit**. Some fields can only be changed by the SFS Program Office. If this applies to you, send an email request at sfs@opm.gov. You will receive confirmation that your change(s) been successfully processed. Changes may take up to two business days to update.

Name

*First Name

Cass

4 of 255 characters used.

Middle Name or Initial

0 of 50 characters used.

*Last Name

Areena

6 of 50 characters used.



Resume Building

- Upload or build resume within 10 days of approval into the program
- Allow agency view
- Keep resume current

Official Website of the U.S. Office of Personnel Management

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Students: Resumes


Resumes (1/ 5) Other (0/ 15)



View

Cass Areena
Resume.docx
Created on 12/8/2023
[Delete](#)

☒ Allow agency view



Upload or build resume

Do not include in documents

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.

Uploaded documents must be less than 5MB and in one of the following document formats: TXT, PDF, Word (DOC or DOCX) or Excel (XLS, XSLX).



Document Repository

- Upload other additional documents for commitments and employment verifications

Upload Document

Document Name:
Cass Areena EVF

☐ Position Description

☐ Certificate

☐ Employment Verification Form

☐ Waiver Request Letter

☐ Deferral Agreement

☐ SF-50

☐ Medical Form

☐ Service Agreement

☐ Promissory Note

☐ Waiver Supporting Documentation

☐ Service Level Agreement

☐ Other

☐ Other Supporting Document

☐ Statement of Work

☐ Job Offer Letter - Tent/Conditional

☐ Job Offer Letter - Final/Firm


☐ Unknown

☐ Resume

[Complete Upload](#)

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Students: Documents

[Resumes \(1/ 5\)](#) **[Other \(1/ 15\)](#)**



[View](#)

Cass Areena EVF.docx
Created on 12/6/2023
[Delete](#)



[Upload Document](#)

Uploaded documents must be less than 5MB and in one of the following document formats: TXT, PDF, Word (DOC or DOCX) or Excel (XLS, XSLX).

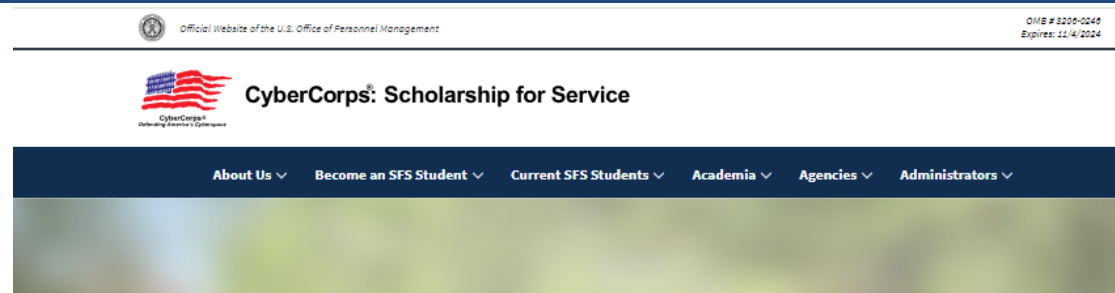
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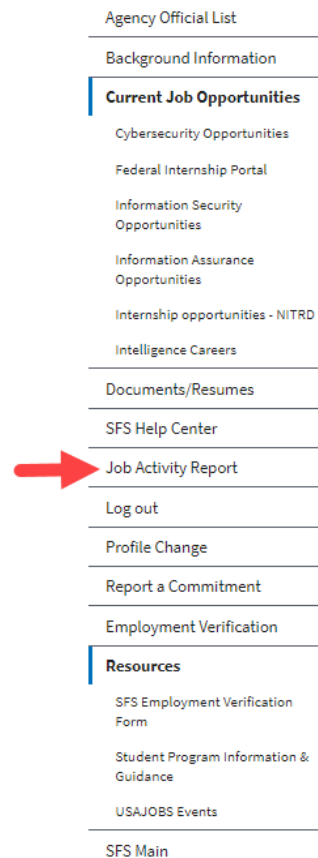


Job Activity Report

- Helps track your job applications
- Is not reporting a commitment
- Is not reporting an employment verification



Students: Job Activity Report



Student Name: Cass Areena
University: Arizona State University
Degree/Major: Bachelor of Science
Expected Graduation Date: 5/2025

[Add New Record to Job Activity Report](#)

The screenshot shows the "Students: Job Activity Report Edit" form. It includes a sidebar menu on the left with the same items as the previous screenshot, but with "Job Activity Report" highlighted. The main form area contains the following fields: "Student Name" (Cass Areena), "University/College Attending" (Arizona State University), "Discipline" (Cybersecurity), "Degree Program" (Bachelor of Science), "Expected Graduation Date" (5/2025), "*Date Applied (mm/dd/yyyy)" (text input), "*Position Title" (text input), "USAJOBS Control Number / Announcement Number" (text input), "*Agency Type" (dropdown menu with "-- Please select --"), "*Agency Name" (text input), "Duty Location" (text input), and "Contact First Name" (text input). A red box highlights the "Date Applied", "Position Title", "Agency Type", "Agency Name", "Duty Location", and "Contact First Name" fields.

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Scholar Briefing January 2024

Reporting Commitments - Internships

- Must be reported and approved before work begins
- Must be reported in the system
- System allows for reporting up to two internships
- Must have job offer and position description documents uploaded with each commitment

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Students: *Commitment Management*

Instruction +

Add New Commitment


Show 10 ▾ Search:

entries

Action	Commitment Type	Agency	Job Title	Start Date	Manager	Status
Edit	Postgraduate	Agricultural Marketing Service	IT Specialist	12/1/2025	Swissroll,Debbie	Incomplete

Showing 1 to 1 of 1 entries

Previous 1 Next



Reporting Commitments – Post Graduate

- Must be reported and approved before work begins
- Must start postgraduate commitment within 18 months after the scholarship phase ends
- Must complete service within five years from the date that the commitment phase begins with all service documentation submitted within the time period

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Students: *Commitment Information*

Instruction +

Student Information

Student Social Security Number
xxx-xx-1234

Student's Last Name
Areena

Student's First Name
Cass

*Agency Type
Federal Executive

*Agency
Agricultural Marketing Service

*Commitment Type
--Select--

*Job Title

Salary Range
Hourly

*From

Select Commitment Type
Internship or Postgraduate



Reporting Commitments – Required Documents

➤ **Two separate documents are required for each commitment**

1. Final Job Offer
2. Position Description/List of Duties that must show duties are cybersecurity related

Job Search Type

*How did you find this job opportunity?

SFS Agency Contacts

Save

Save and Continue to Documents

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Students: Commitment Documents

Please upload the following documents to complete your commitment

File Upload Information

Uploaded documents must be less than 5MB and in one of the following document formats: TXT, PDF, Word (DOC or DOCX) or Excel (XLS, XSLX).

The following documents will be submitted with this commitment

Document Name	Type		
Cass Areena Final Job Offer	Job Offer Letter - Final/Firm	View	Delete

*Upload position description document

[Choose File](#) Cass Areena Position Description.docx

[Upload Position Description](#)

Select file first, then upload



Reporting Commitments – Workflow and Status

- Federal Executive Commitments route to SFS Program Office for approval
- Non-Federal Executive Commitments route to PI for initial approval then to SFS Program Office, may require additional information

Students: *Commitment Documents*

Please upload the following documents to complete your commitment



File Upload Information

Uploaded documents must be less than 5MB and in one of the following document formats: TXT, PDF, Word (DOC or DOCX) or Excel (XLS, XSLX).

The following documents will be submitted with this commitment

Document Name	Type		
Cass Areena Final Job Offer	Job Offer Letter - Final/Firm	View	Delete
Cass Areena Position Description	Position Description	View	Delete

[Submit Commitment for Approval](#)



Students: *Commitment Management*

Instruction



[Add New Commitment](#)

Show

10

Search:

entries

Action	Commitment Type	Agency	Job Title	Start Date	Manager	Status
Edit	Postgraduate	Agricultural Marketing Service	IT Specialist	12/1/2025	Swissroll,Debbie	Incomplete
View	Internship	Agricultural Marketing Service	IT Spec	6/1/2024	Swissroll,Debbie	Review Pending

Showing 1 to 2 of 2 entries

Previous

1

Next

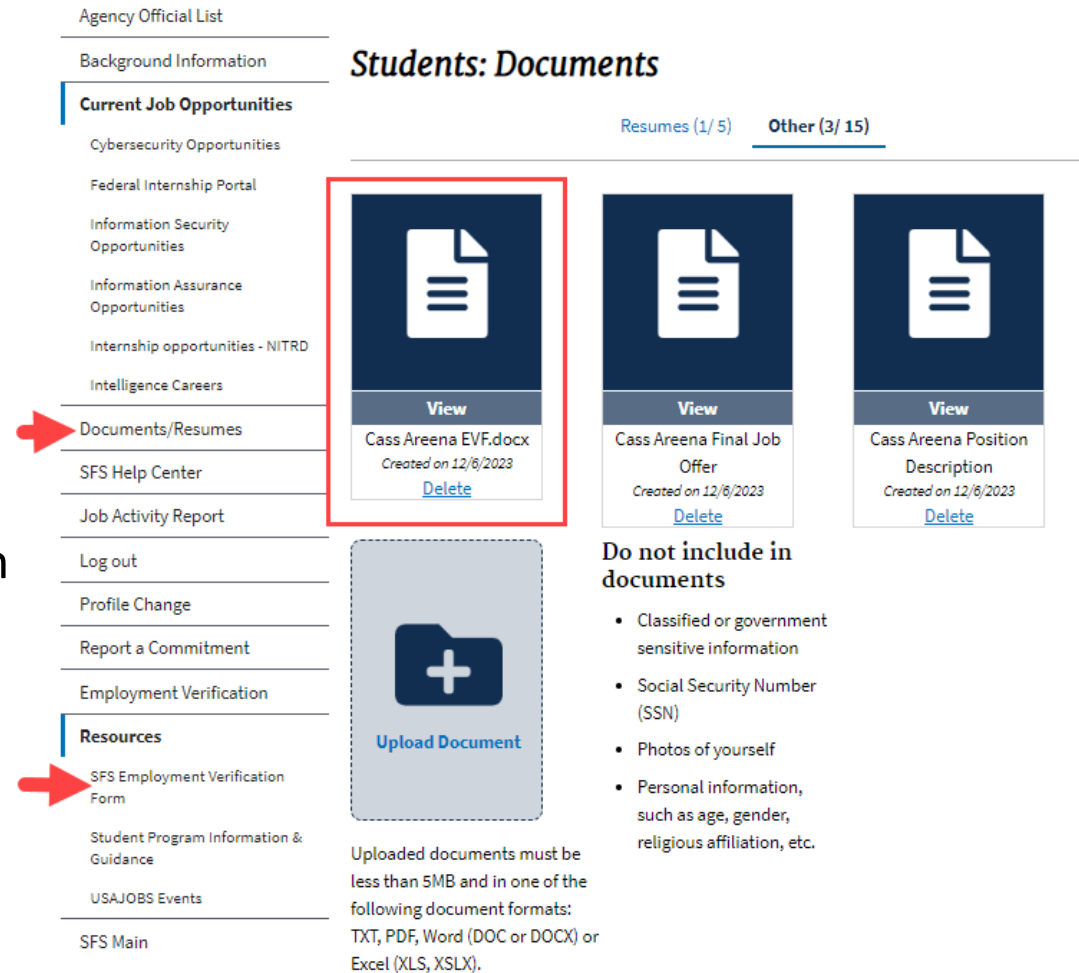
Need "Approved" status

- **Tip!** Hover over status to see more details.



Annual Employment Verification

- Must provide **annual** verifiable employment documentation
- Must verify employment no later than 30 days after beginning employment
- Submit Employment Verification Form in Documents
- SFS Employment Verification Form in Resources



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Resumes (1/ 5) **Other (3/ 15)**




View

Cass Areena EVF.docx
Created on 12/6/2023
[Delete](#)




View

Cass Areena Final Job Offer
Created on 12/6/2023
[Delete](#)



View

Cass Areena Position Description
Created on 12/6/2023
[Delete](#)



Upload Document

Uploaded documents must be less than 5MB and in one of the following document formats: TXT, PDF, Word (DOC or DOCX) or Excel (XLS, XSLX).

Do not include in documents

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.



Future System Functionality

- Employment Verification wizard
- Left menu moving to top navigation menu bar
- Updated Resources
- Tiered Helpdesk approach



Key Reminders

- **Scholarship Funding** is between the scholar and the PI
- **Details are important and necessary**, they help us help you
- Must **maintain current profile** and **contact information**
- Must **respond** in a **timely** manner to all requests
- **Signatures** must be **digitally authenticated** or hand signature, typed fonts are not accepted
- **Do not include in documents**
 - Classified or government sensitive information
 - Social Security Number (SSN), Date of Birth (DOB)
 - Photos of yourself
 - Personal information, such as age, gender, religious affiliation, etc.
- **Commitments must be reported and approved before work begins**
- **Scholars are responsible to upload all required documentation**
- Deferral requests require PI intervention, reporting to SFS Program Office and NSF approval



Questions?



Backup Slides



CyberCorps®: Scholarship For Service (SFS)



OPM SFS Program Managers

- *Kathy Roberson
- * Laura Knowles

OPM SFS Program Office Reps

- *Sandra Cyphers
- *Amanda Garbarino
- *Gabrielle Kearns
- *Dawn Moser-Karstens
- *Crystal Ogunleye
- *Stephanie Travis

Email: sfs@opm.gov

Phone: (816) 541-8103

Website: sfs.opm.gov

