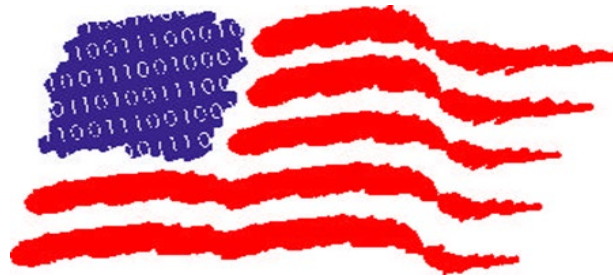# CyberCorps® Scholarship For Service (SFS)

Job Fair 2024 SFS System Briefing for Principal Investigators (PIs)
PI Briefing January 2024

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.
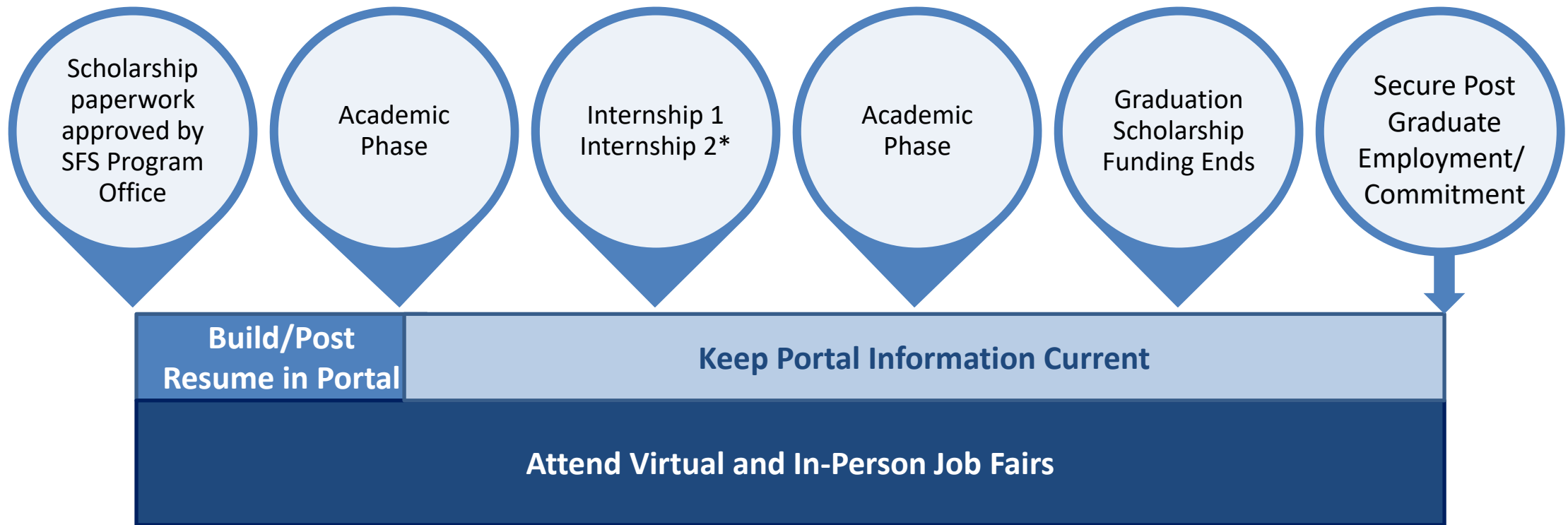
Topics we will discuss . . .

- Background
- Process Overview
- Login.gov
- Student Dashboard
- Student Profile View
- Job Activity Report
- Commitments
- Program Documents
- Program Resources
- Employment Resources
- Profile
- Future System Functionality
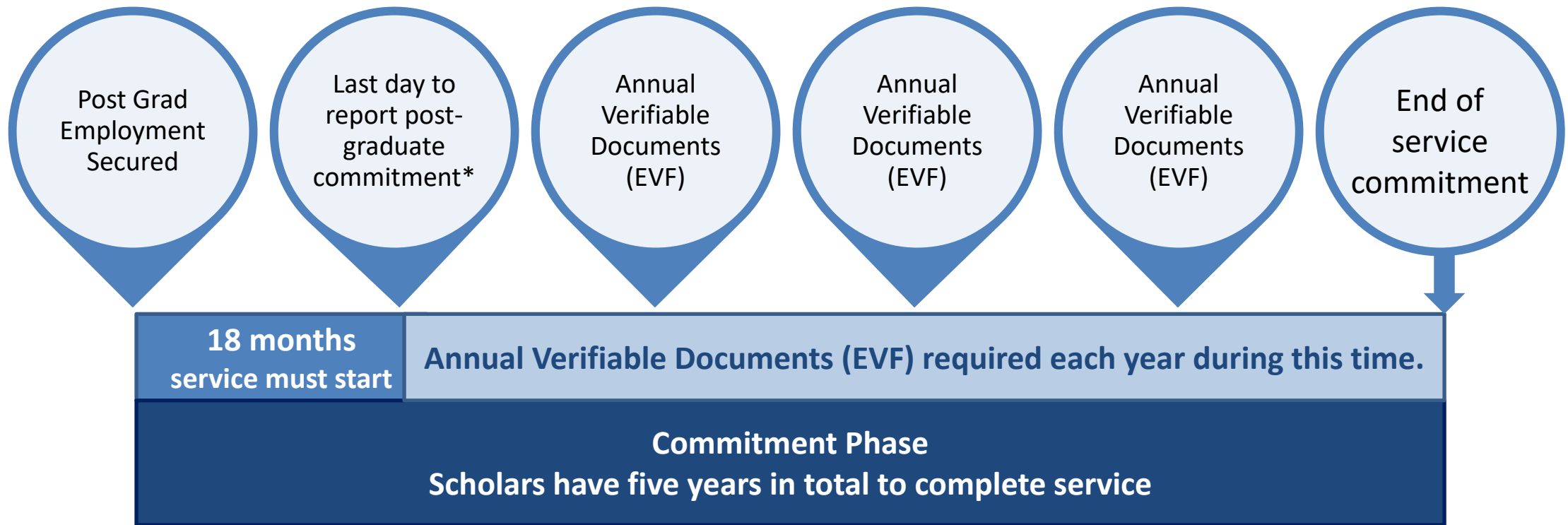- Reminders
- Questions and Answers

Process Timeline Overview

Scholarship paperwork approved by SFS Program Office

Academic Phase

Internship 1 Internship 2*

Academic Phase

Graduation Scholarship Funding Ends

Secure Post Graduate Employment/ Commitment

Build/Post Resume in Portal

Keep Portal Information Current

Attend Virtual and In-Person Job Fairs

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

Process Timeline Overview - REQUIREMENTS

Post Grad Employment Secured

Last day to report post-graduate commitment*

Annual Verifiable Documents (EVF)

Annual Verifiable Documents (EVF)

Annual Verifiable Documents (EVF)

End of service commitment

18 months service must start

Annual Verifiable Documents (EVF) required each year during this time.

Commitment Phase
Scholars have five years in total to complete service

* **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

Login.gov

Managing Scholar Information in the SFS Portal

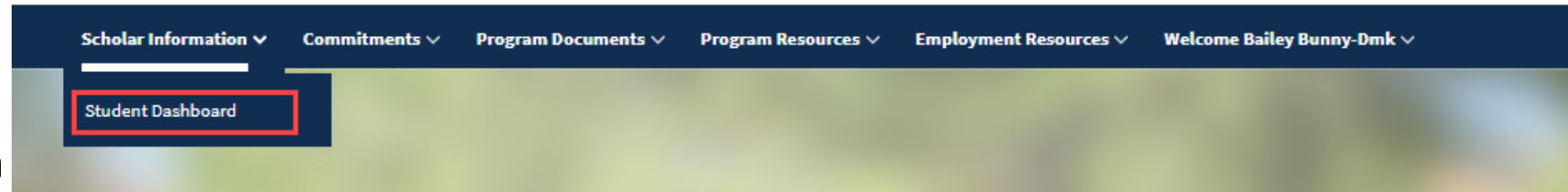➢ Student Dashboard allows to view scholar information and documents

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

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

CyberCorps®: Scholarship for Service

| Scholar Information ⌄ | Commitments ⌄ | Program Documents ⌄ | Program Resources ⌄ | Employment Resources ⌄ | Welcome Bailey Bunny-Dmk ⌄ |

Student Dashboard

Hello Bailey,

Welcome to the Principal Investigator portal!

Return to top

About Us	Become an SFS Student	Current SFS Students	Academia	Agencies
History/Overview	Overview	Login	Principal Investigator	Login

Student Dashboard Navigation

- ➢ Export
- ➢ Sort
- ➢ Navigate to scholar profile
- ➢ Scroll right

Student Dashboard Navigation - Column Options

- Pin
- Autosize
- Reset

Tip: Drag and drop column to left to pin – see pin icon.

Student Dashboard Navigation - Filter Options

➢ Filter column
➢ Filter table

CYBERCORPS®
SCHOLARSHIP FOR SERVICE

Student Dashboard Fields – Scholar Details

- UID
- Student Name
- Contract
- Institution
- School Type
- Enrolled Session
- Enrolled Year
- Registration Code
- Registered
- Funding End Session
- Funding End Year

- Graduation Date Month
- Graduation Date Year
- Degree
- Major
- Minor
- Second Degree Major
- Second Degree Minor
- Academic Schedule
- Total Quarter/Semester/Trimester
- Service Owed

Student Dashboard Fields – Internship

- ➢ IN Agency Type
- ➢ IN HDQ Agency Name
- ➢ IN Sub Agency
- ➢ Internship EOD
- ➢ Internship Reported
- ➢ Additional IN Agency Type
- ➢ Additional IN HDQ Agency Name
- ➢ Additional IN Sub Agency Name
- ➢ Additional IN Reported on Website

Student Dashboard Fields – Post Graduate

- PG Agency Type
- PG HDQ Agency Name
- PG Sub Agency Name
- PG EOD
- PG Extension Type
- PG Employment Due Date
- Post Graduate Reported
- Days Between Graduation Date and PG EOD
- Date Left Post Graduate Commitment Early
- Additional PG Agency Type
- Additional PG HDQ Agency Name
- Additional PG Sub Agency Name
- Additional PG Reported on Website

Student Dashboard Fields – Status and more

- Status Option
- Status
- Program Phase
- Deferral Agreement Received
- PG Verification 1 Due
- PG Verification 1 Complete
- PG Verification 2 Due
- PG Verification 2 Complete
- SOC Verification Due
- SOC Verification Complete
- Followup Date
- Followup Action Type
- Followup Action

- Date Pending Release Req/Collection Info or Dropped Date
- Date Release/Collection Package or University Check Sent to NSF
- Amount
- Email Address
- Alternate Email
- Citizenship
- **PG Placement Category***

*Office Hours coming soon!

Export to Excel

	A	B	C	D	E
1	UID	Student Name	Contract	Institution	School Type
2	1885	Student Tester	N/A	Arizona State University	4 Year
3	1886	Student Tester	N/A	Arizona State University	4 Year
4	5134	AnA TesterStudentB	N/A	Arizona State University	4 Year
5	6421	Freyja Taylor	Version 3	Arizona State University	4 Year
6	6423	Jesus Jones	Version 2	Arizona State University	4 Year
7	6424	Cass Areena	Version 3	Arizona State University	4 Year
8	6438	Danson Jones	Version 2	Arizona State University	4 Year
9					
10					
11					

Student Profile View

- View Job Activity
- Profile Status
- Scholar Name
- Current Address
- Permanent Address
- Emergency Contact
- College Information
- Security Certificates
- Student Documents

CYBERCORPS®
SCHOLARSHIP FOR SERVICE

Student Profile View – Student Documents

➢ Documents may include:
- Resume
- Service Agreements
- Job Offer letters
- Position Descriptions
- Employment Verification Forms
- Service Obligation Complete letter

Student Documents

Document Name	Document Type	Date Created	
Cass Areena Resume.docx	Resume	12/6/2023	**Download**
Cass Areena EVF.docx	Employment Verification Form	12/6/2023	**Download**
Cass Areena Final Job Offer	Job Offer Letter - Final/Firm	12/6/2023	**Download**
Cass Areena Position Description	Position Description	12/6/2023	**Download**

Job Activity Report

> Monitor scholars' employment search

Principal Investigators: *Student Profile View*

View Job Activity   Back to Student Dashboard

Name

*Profile Status

Active

*First Name

Cass

Home > Student Profile > Job Activity Report

Principal Investigators: Job Activity Report

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

Commitments - List

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

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

CyberCorps®: Scholarship for Service

CyberCorps®
Defending America's Cyberspace

Scholar Information ∨	Commitments ∨	Program Documents ∨	Program Resources ∨	Employment Resources ∨	Welcome Bailey Bunny-Dmk ∨

List

Dashboard

Download To Excel

Show

10

entries

Search:

Principal Investigators: *Commitment List*

Action ▲	Student	Commitment Type	Agency Name	Agency Type	Job Title	Start Date	Status
View	Cass Areena	Internship	Agricultural Marketing Service	Federal Executive	IT Spec	6/1/2024	Review Pending
View	Danson Jones	Internship	Job Corps	Federal Executive	Dev	2/1/2026	Approved
View	Danson Jones	Internship	Bureau Of International Labor Affairs	Federal Executive	Dev	2/1/2025	Approved
View	Danson Jones	Postgraduate	Bureau Of Labor Statistics	Federal Executive	Tester	2/2/2034	Approved
View	Danson Jones	Postgraduate	Bureau Of Labor Statistics	Federal Executive	dev	1/1/2032	Approved
View	Danson Jones	Postgraduate	Defense Counterintelligence And Security Agency	Federal Executive	Dev	8/1/2030	Approved
View	Freyja Taylor	Postgraduate	Alabama, The University Of	State	Testing Status		Review Pending

➢ Access to a scholar's commitment
➢ See Status
➢ Hover over status to see more details

Commitments – Commitment Review

➢ View commitment details
➢ View Documents
➢ Document opens or downloads (browser setting)

Principal Investigators: *Commitment Review*

Back to Commitment List

View Documents

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

*Sub Agency
Agricultural Marketing Service

View Student Document

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

Commitments – Commitment Approval

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

➢ **To Recommend Approval or Reject**
  ➢ View Commitment
  ➢ Scroll to bottom of Commitment
  ➢ Select appropriate button

Show

10 ⌄

entries

Search:

Action ▲	Student	Commitment Type	Agency Name	Agency Type	Job Title	Start Date	Status
View	Cass Areena	Postgraduate	Local Government Information Systems (LOGIS)	State	IT Analyst		Review Pending

Student Information

Student Social Security Number
xxx-xx-1234

Student's Last Name
Areena

Student's First Name
Cass

*Agency Type
State ⌄

*Agency
Local Government Information Systems (LOGIS) ⌄

*Commitment Type
Postgraduate ⌄

*Job Title
IT Analyst

Justification
Conducting IT Analyst work for cyber threats to state of Minnesota offices and state IT systems.

Recommend Approval   **Recommend Reject**

Commitments – Commitment Dashboard

- ➤ Can filter by Status and Date
- ➤ View total number of commitments
- ➤ Number of commitments by agency, agency type, commitment type, and commitment and agency type combined
- ➤ Helpful for understanding summary of commitment overview for your institution
- ➤ Placement statistic monitoring

Program Documents
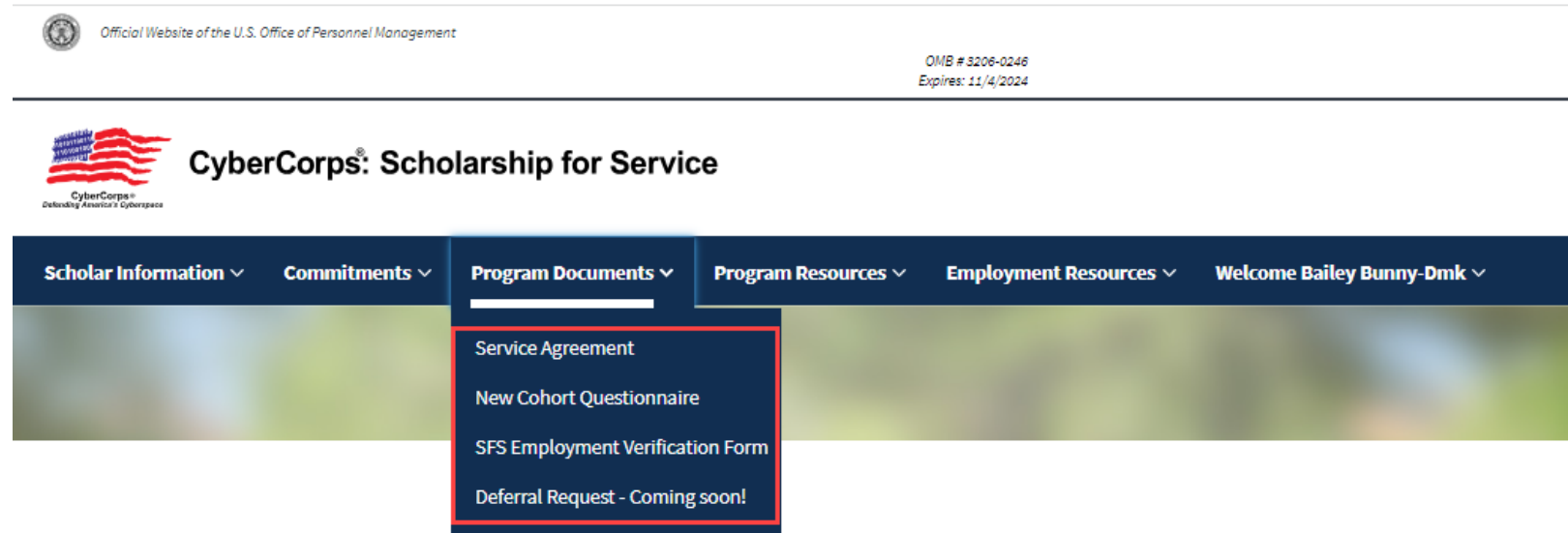
- ➢ Service Agreement
- ➢ New Cohort Questionnaire
- ➢ SFS Employment Verification Form

➢ Deferral Request coming soon!

Program Resources

> Student Guide
> Promissory Note Samples

> PI Guide coming soon!
> System Release Notes coming soon!

Employment Resources

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

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

CyberCorps®: Scholarship for Service

| Scholar Information ⌄ | Commitments ⌄ | Program Documents ⌄ | Program Resources ⌄ | Employment Resources ⌄ | Welcome Bailey Bunny-Dmk ⌄ |

- Intelligence Careers
- Internship Opportunities - NITRD
- Federal Internships
- USAJOBS Events
- Federal Resume Writing - Coming Soon!
- Agency Official List - Coming Soon!

➢ **Support your scholar**

Hello Bailey,

Welcome to the Principal Investigator portal!

➢ Federal Resume Writing coming soon!
➢ Agency Official List coming soon!

Profile Changes

> ➤ This profile information on the page does not reflect on the website.
> Note: Only the SFS Program Office can update your information on the website.

Future System Functionality

- ➤ Updated Resources
- ➤ Agency Official List
- ➤ Scholar Employment Verification Wizard
- ➤ Tiered Helpdesk approach
- ➤ Usability enhancements
- ➤ Automated New Cohort Process

New Cohort Submissions - Reminders

- **Must be submitted before classes begin**
- Default/collection plan must in place at your institution
- NSF approval required if end of award funding is after scholarship funding set to end
- 1 year funding must have NSF approval via email
- **Signatures** must be **digitally authenticated** or hand signature, typed fonts are not accepted
- Include each scholar recipient document as an individual attachment in a single email:
  1. Service Agreement
  2. New Cohort Questionnaire
     - *Please do not send all attachments as one combined PDF document attachment.*
     - *All new cohort documentation submissions may be sent in one email with multiple attachments.*
     - *NEW Questionnaire is available (removes promissory note and deferral questions).*

Common Errors:
- Ensure citizenship question is completed on page 8, item 7 of Service Agreement
- **Graduation date** list as **Month** and Year; **Funding Dates** list as **Semester/Quarter/Trimester** and Year
- Award number must be listed on the Service Agreement in the signature block area

Key Reminders

- **Scholarship Funding** is between the scholar and the PI
- **Details are important and necessary**, they help us help you
- Scholar must **maintain current profile** and **contact information**
- **Scholars** are responsible to **upload all required documentation**
- The scholar remains obligated to meet all service (including service documentation) requirements, even if they do not receive the notices from the SFS Program Office
- **Signatures** must be **digitally authenticated** or hand signature, typed fonts are not accepted
- New Cohort packages must be **submitted before classes begin**
- Deferral requests require NSF approval and **must be received before the period for starting** (18 months) or completing the **service obligation** (five-year Commitment Phase)
- A reconsideration request may be allowed, must be in writing and received by the SFS Program Office within 30 days of denied referral request
- **Email the SFS Program Office if there are any program changes with your scholars**

Questions?

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

Backup Slides

Scholar Profile

> **Scholar required to keep updated contact information**:
> > Current address
> > Permanent address
> > Email
> > Phone number
> > Name changes

Scholar Resume Building

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

Scholar Document Repository

➢ Scholar uploads other additional documents for commitments and employment verifications

Job Activity Report

- Scholar tracks your job applications
- Is not reporting a commitment
- Is not reporting an employment verification

Scholar Reporting Commitments - Internships

- ➢ **Must be reported and approved <u>before</u> 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

Scholar Reporting Commitments – Post Graduate

➢ **Must be reported and approved <u>before</u> 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

Agency Official List

Background Information

Current Job Opportunities

Cybersecurity Opportunities

Federal Internship Portal

Information Security Opportunities

Information Assurance Opportunities

Internship opportunities - NITRD

Intelligence Careers

Documents/Resumes

SFS Help Center

Job Activity Report

Log out

Profile Change

Report a Commitment

Employment Verification

Resources

SFS Employment Verification Form

Student Program Information & Guidance

USAJOBS Events

SFS Main

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

Select Commitment Type Internship or Postgraduate

*Commitment Type

--Select--

*Job Title

Salary Range

Hourly

*From

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

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 need 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 ⌄] entries

Search: [   ]

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
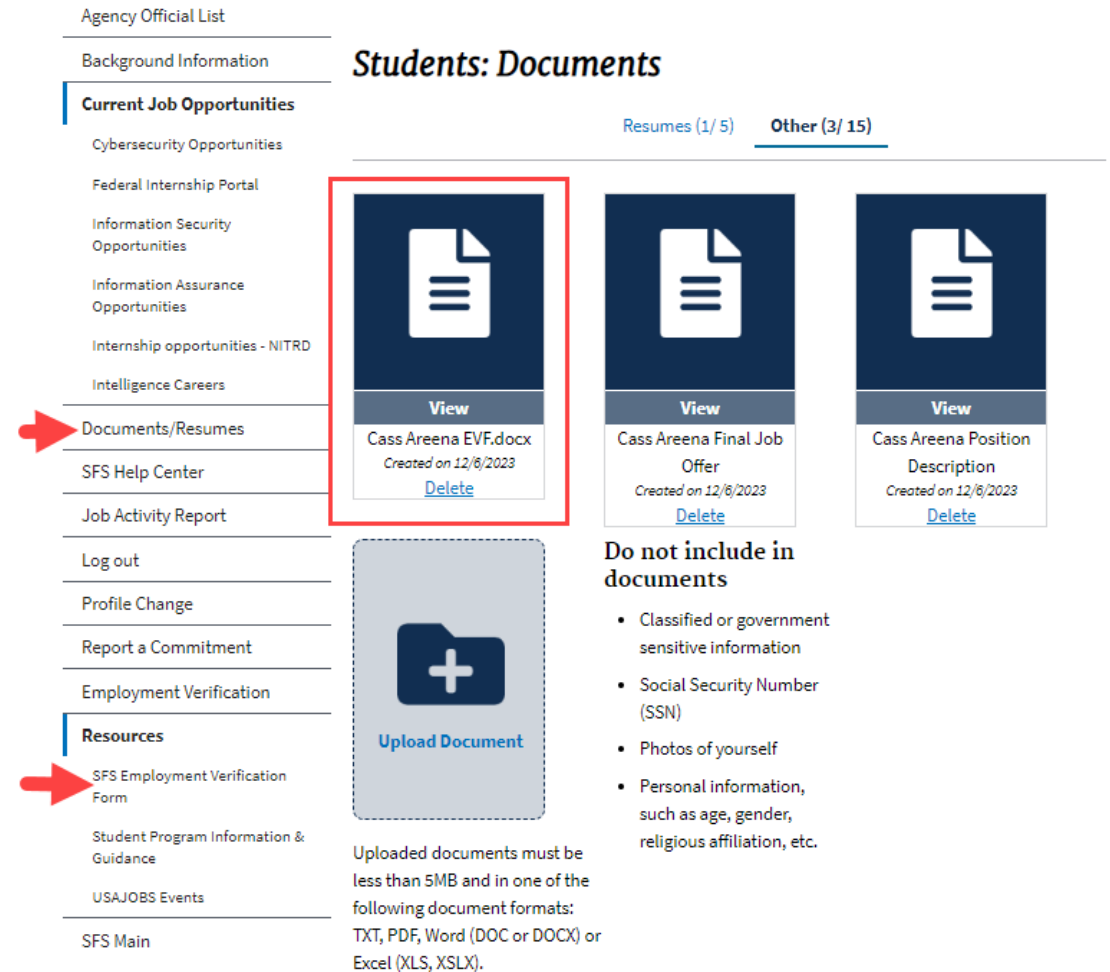
Previous [1] Next

Need "Approved" status

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

Scholar 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