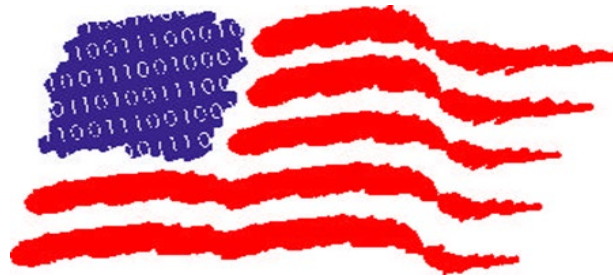


CyberCorps® Scholarship For Service (SFS)



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.

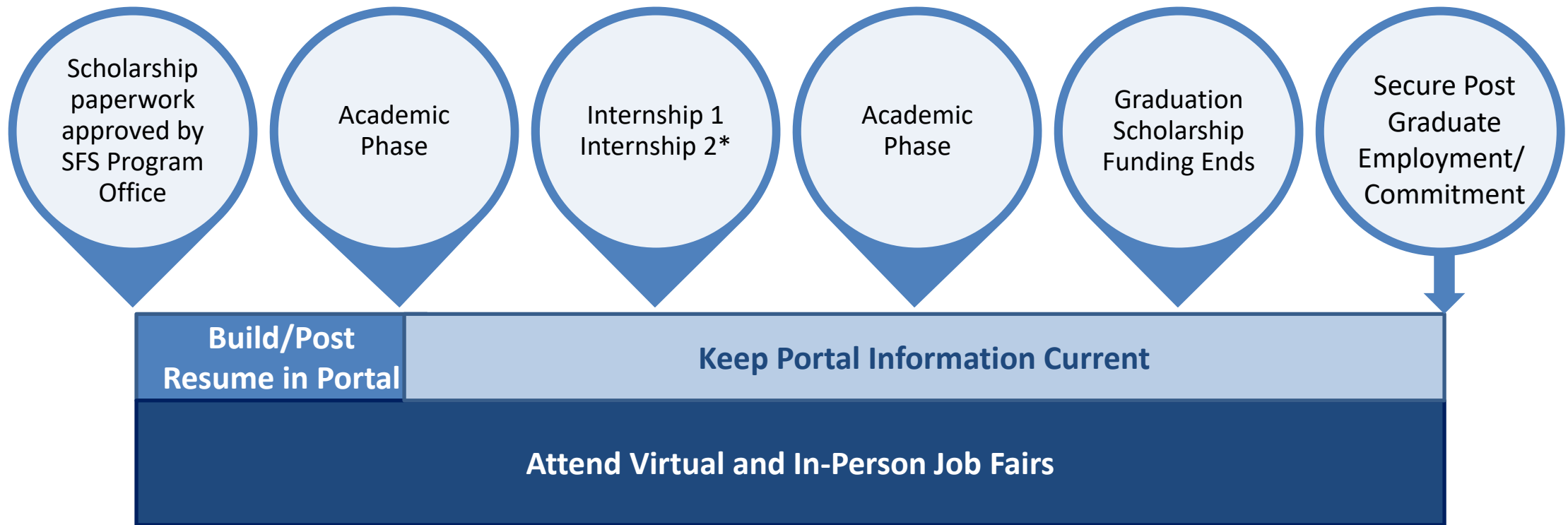


Topics we will discuss . . .

- 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



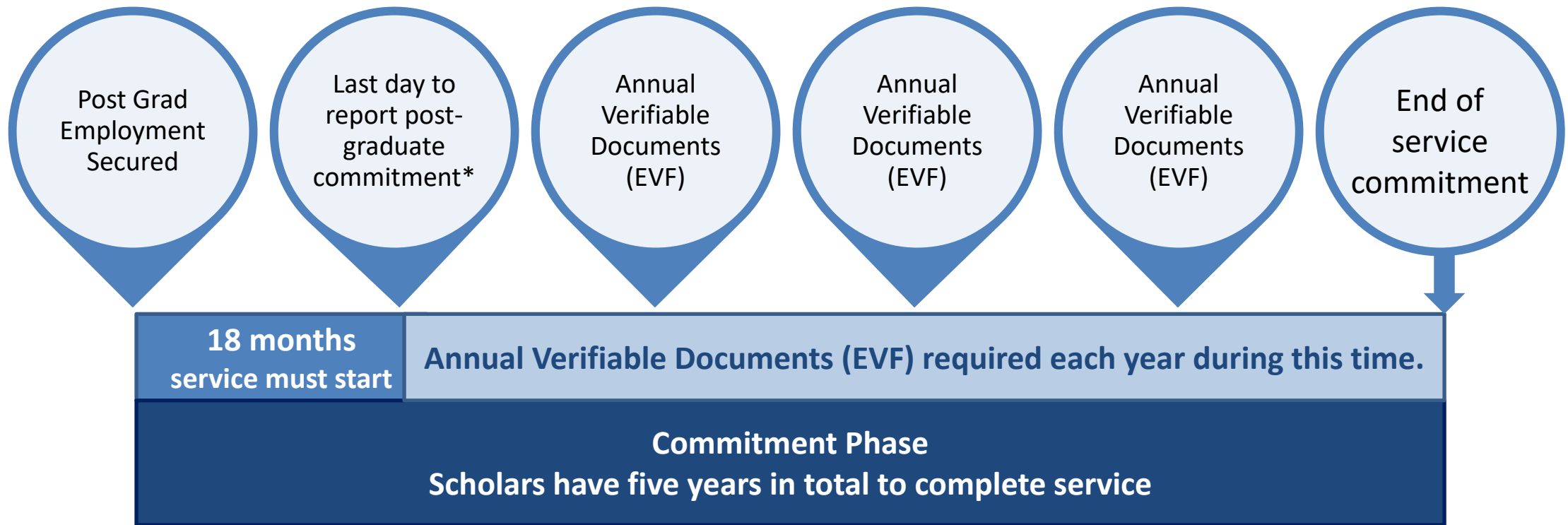
Process Timeline Overview



* **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



CyberCorps® Scholarship for Service

[About Us](#) ▾[Become an SFS Student](#) ▾[Current SFS Students](#) ▾[Academia](#) ▾[Agencies](#) ▾[Administrators](#) ▾[Principal Investigator Login](#)[Registration](#)[SFS Help Center](#)[Prospective Institutions](#)[Resources](#)

Step 1

PRINCIPAL INVESTIGATORS: 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.



CYBERCORPS®
SCHOLARSHIP FOR SERVICE

PI Briefing January 2024

6

Login.gov



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

OMB #
Expires:



CyberCorps®: Scholarship for Service

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[Academia](#) ▾

[Agencies](#) ▾

[Administrators](#) ▾

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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PI Briefing January 2024

Managing Scholar Information in the SFS Portal



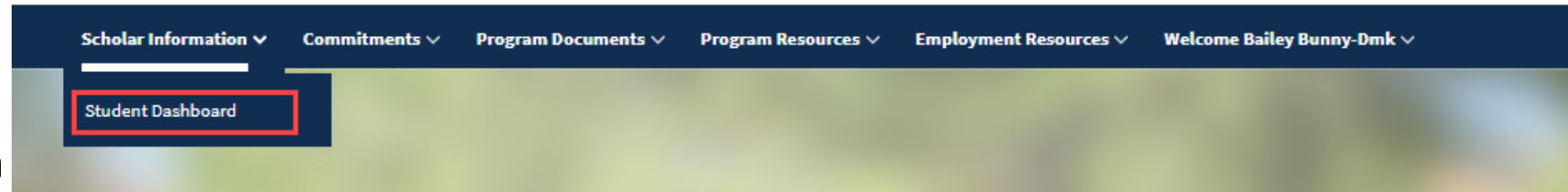
Official Website of the U.S. Office of Personnel Management

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CyberCorps® Scholarship for Service

- Student Dashboard allows to view scholar information and documents



Hello Bailey,

Welcome to the Principal Investigator portal!

[Return to top](#)

[About Us](#)

[History/Overview](#)

[Become an SFS Student](#)

[Overview](#)

[Current SFS Students](#)

[Login](#)

[Academia](#)

[Principal Investigator](#)

[Agencies](#)

[Login](#)



CYBERCORPS®
SCHOLARSHIP FOR SERVICE

PI Briefing January 2024

Student Dashboard Navigation

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

Export to Excel				
UID	Student Name ↑	Contract	Institution	School Type
5134	AnA TesterStudentB	N/A	Arizona State University	4 Year
6424	Cass Areena	Version 3	Arizona State University	4 Year
6438	Danson Jones	Version 2	Arizona State University	4 Year
6421	Freyja Taylor	Version 3	Arizona State University	4 Year
6423	Jesus Jones	Version 2	Arizona State University	4 Year
1885	Student Tester	N/A	Arizona State University	4 Year
1886	Student Tester	N/A	Arizona State University	4 Year



Student Dashboard Navigation - Column Options

- Pin
- Autosize
- Reset

Export to Excel


UID	Student Name		Contract	Institution	School Type
1885	Student Tester		N/A	Arizona State University	4 Year
1886	Student Tester				
5134	AnA TesterStudentB				
6421	Freyja Taylor				
6423	Jesus Jones				
6424	Cass Areena				
6438	Danson Jones				

Export to Excel

UID	Student Name		Institution
1885	Student Tester		niversity
1886	Student Tester		niversity
5134	AnA TesterStudentB		niversity
6421	Freyja Taylor		Arizona State University
6423	Jesus Jones		

Export to Excel

Student Name		Contract
Student Tester		
Student Tester		
AnA TesterStudentB		
Freyja Taylor		Version 3
Jesus Jones	6423	Version 2
Cass Areena	6424	Version 3

	Student Name	UID	Contract
---	--------------	-----	----------

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



Student Dashboard Navigation - Filter Options

- Filter column
- Filter table

Export to Excel

Student Name	Contract
Student Tester	
Student Tester	
AnA TesterStudentB	
Freyja Taylor	
Jesus Jones	
Cass Areena	6424
Danson Jones	6438

Export to Excel

Student Name	Contract
Student Tester	N/A
Student Tester	N/A
AnA TesterStudentB	N/A
Freyja Taylor	Version 3
Jesus Jones	Version 2
Cass Areena	Version 3
Danson Jones	Version 2



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***

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					

*Office Hours coming soon!




Student Profile View

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

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

OMB # 3206-0248
Expires: 11/4/2024

 **CyberCorps® Scholarship for Service**

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

Principal Investigators: *Student Profile View*

[View Job Activity](#) [Back to Student Dashboard](#)

Name

*Profile Status

Active

*First Name

Cass

Middle Name or Initial

*Last Name

Areena

Suffix (e.g., Jr., III or M.D.)

College 1 Information

*University/College Attending

Arizona State University

Degree Program

Bachelor of Science

Major

Cybersecurity

*Expected Graduation Date (mm/yyyy)

5/2025

*Date Available for Internship (mm/yyyy)

6/2024

*Date Available for Post-Grad Commitment
(mm/yyyy)

6/2025



Student Profile View – Student Documents

Student Documents

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

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

Scholar Information ▾

Commitments ▾

Program Documents ▾

Program Resources ▾

Employment Resources ▾

Welcome Bailey Bunny-Dmk ▾

List

Dashboard

Download To Excel

Show

10 ▾

Search:

entries

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

Principal Investigators: *Commitment List*

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



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SCHOLARSHIP FOR SERVICE

PI Briefing January 2024

19

Commitments – Commitment Review

Principal Investigators: *Commitment Review*

[Back to Commitment List](#)

[View Documents](#)

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

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

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

OMB # 3206-0248
Expires: 11/4/2024

 **CyberCorps® Scholarship for Service**

Scholar Information ▾ Commitments ▾ Program Documents ▾ Program Resources ▾ Employment ▾

List
Dashboard

Principal Investigators: *Commitment Dashboard*

i **Principal Investigator – SFS Commitment Dashboard**
The commitment dashboard displays a report of commitments in the database. By selecting a commitment approval status, start and end dates, the user can populate the dashboard with the total number of commitments for the selected approval status and date range as well as the number of commitments by agency, agency type, commitment type and commitment and agency type combined.

*Approval Status
Approved ▾

From
01/01/2023

To
12/31/2024

Update Results

Commitment(s) By Agency Type
Summary of all submitted commitments

Agency Type	Total	Percentage
Federal Executive	6	100

*Approval Status
-- Select -- ▾

From
mm/dd/yyyy

To
mm/dd/yyyy

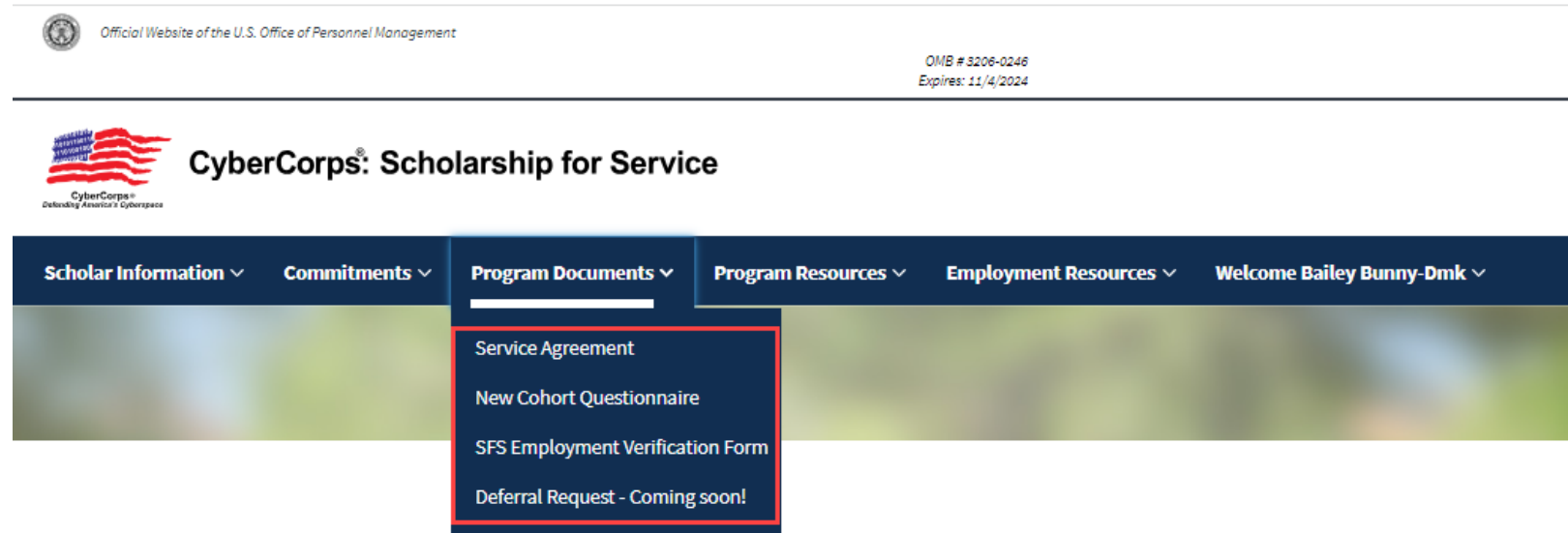
Update Results

Commitment(s) By Commitment Type
Summary of all submitted commitments

Commitment Type	Total
Internship	2
Postgraduate	4



Program Documents



- Service Agreement
- New Cohort Questionnaire
- SFS Employment Verification Form

Hello Bailey,

Welcome to the Principal Investigator portal!

➤ Deferral Request coming soon!



Program 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 ▾

PI Guide - Coming Soon!

Student Guide

Promissory Note Sample 1

Promissory Note Sample 2

Promissory Note Sample 3

Promissory Note Sample 4

Promissory Note Sample 5

System Release Notes - Coming Soon!

- Student Guide
- Promissory Note Samples

Hello

Welcome to the Principal Investigator Portal!

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



CYBERCORPS®
SCHOLARSHIP FOR SERVICE

PI Briefing January 2024

24

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!




CYBERCORPS®
SCHOLARSHIP FOR SERVICE

PI Briefing January 2024

25

Profile Changes

**CyberCorps® Scholarship for Service**

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

Main Menu

Profile Change

SFS Help Center

Log out

Principal Investigator: *Profile Change*

The fields below display your current profile. To make changes, simply edit that field's data and select **Submit**. Only the SFS Program Office can change your University/College name. Required fields are indicated by an asterisk(*). Please do not use acronyms. Please use your school email as your email address. You will receive confirmation that your change(s) have been successfully processed. Changes may take up to two business days to update.

*First Name

Bailey

➤ 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?



Thank you for your partnership in helping scholars and the program succeed!



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



CyberCorps® Scholarship for Service

About Us ▾

Become an SFS Student ▾

Current SFS Students ▾

Academia ▾

Agencies ▾

Administrators ▾

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

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.



Scholar 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

CyberCorps® Scholarship for Service

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About Us ▾ Become an SFS Student ▾ Current SFS Students ▾ Academia ▾ Agencies ▾ Administrators ▾

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: Resumes

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

View

Cass Areena
Resume.docx
Created on 12/6/2023
[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).



Scholar Document Repository

- Scholar uploads 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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CyberCorps® Scholarship for Service

About Us ▾ Become an SFS Student ▾ Current SFS Students ▾ Academia ▾ Agencies ▾ Administrators ▾

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: Documents

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

View

Cass Areena EVF.docx

Created on 12/8/2023

Delete

Upload Document

Do not include in documents

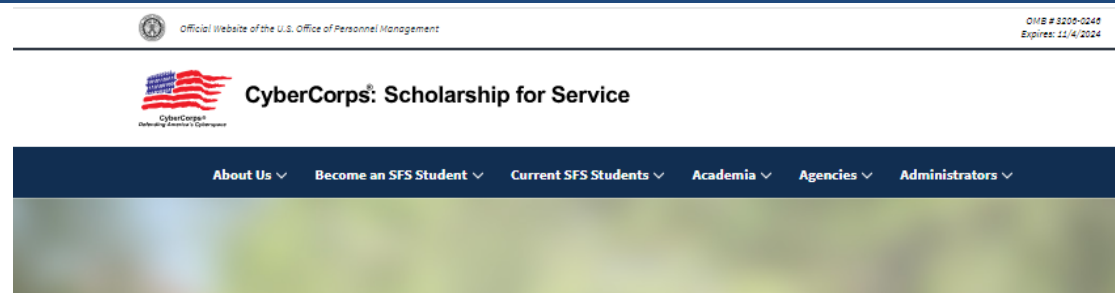
- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.

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).



Job Activity Report

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



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

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

Students: Job Activity Report

The image shows the "Students: Job Activity Report Edit" form. It has a sidebar with navigation links similar to the first screenshot, with "Job Activity Report" highlighted. The main content area contains the following fields: "Student Name" (Cass Areena), "University/College Attending" (Arizona State University), "Discipline" (Cybersecurity), "Degree Program" (Bachelor of Science), and "Expected Graduation Date" (5/2025). Below these are several input fields, some of which are highlighted with a red box: "*Date Applied (mm/dd/yyyy)", "*Position Title", "USAJOBS Control Number / Announcement Number", "*Agency Type" (a dropdown menu), "*Agency Name", "Duty Location", and "Contact First Name".

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SCHOLARSHIP FOR SERVICE

PI Briefing January 2024


11

Scholar 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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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

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



Scholar 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

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

*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

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

OMB # 3208-0240
Expires: 11/4/2024

CyberCorps: Scholarship for Service

About Us | Become an SFS Student | Current SFS Students | Academia | Agencies | Administrators

Agency Official List

Background Information

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Internship opportunities - NITRD

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Job Activity Report

Log out

Profile Change

Report a Commitment

Employment Verification

Resources

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 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

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

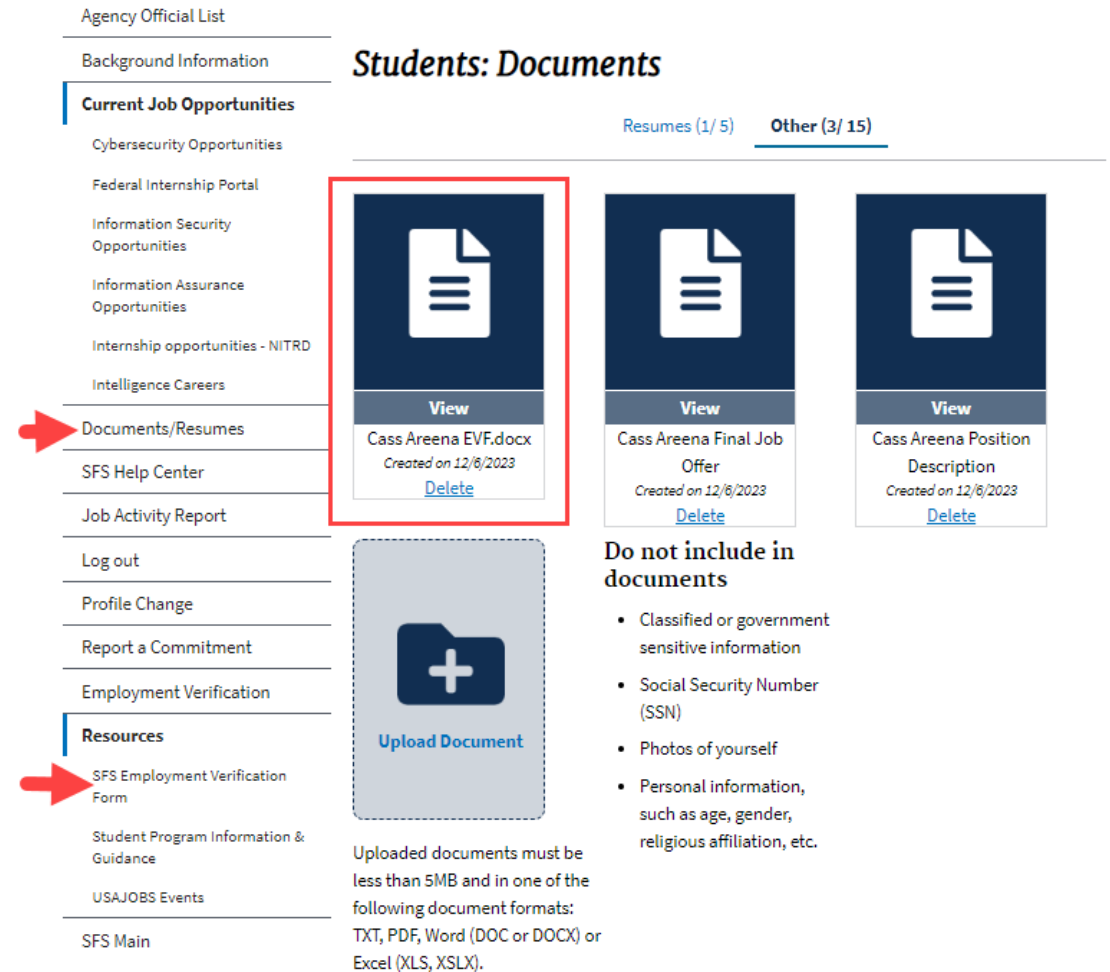
Need "Approved" status

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



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



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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: Documents

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

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).

