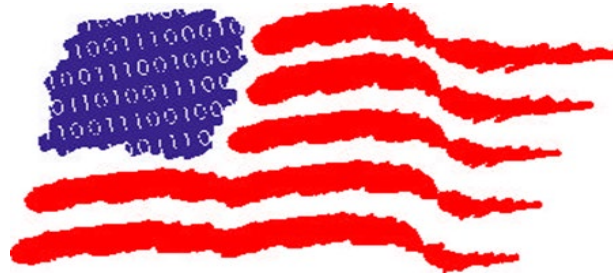# CyberCorps® Scholarship For Service (SFS)



# 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
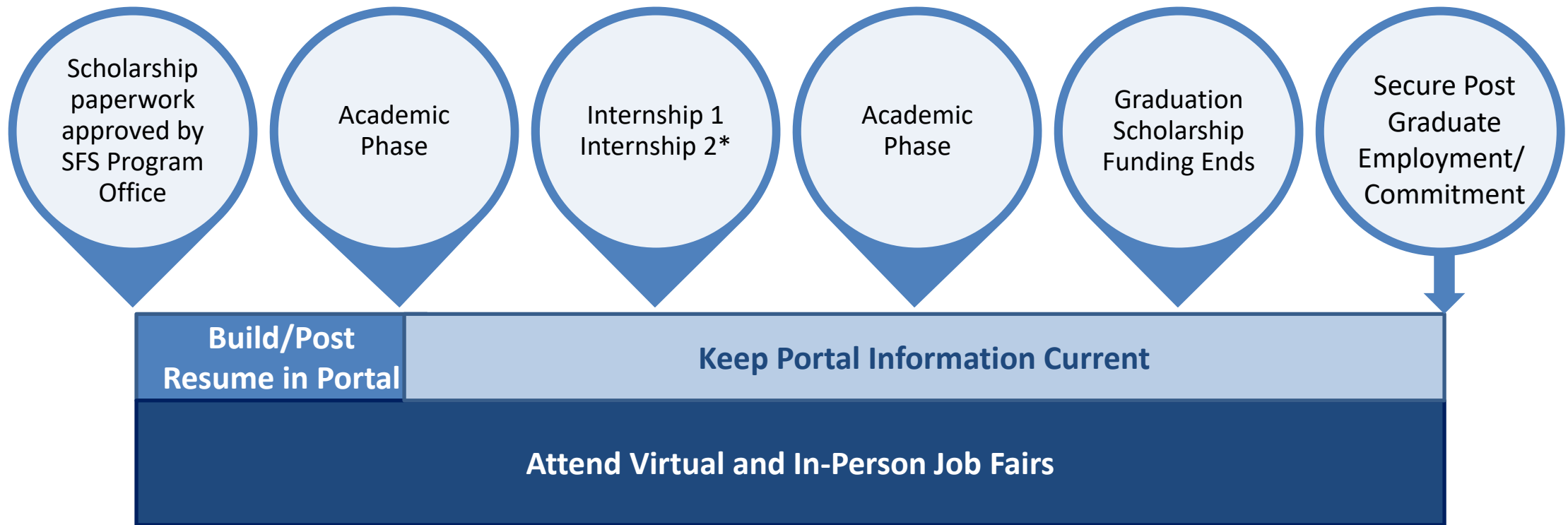- Key Reminders
- Questions and Answers

# 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.
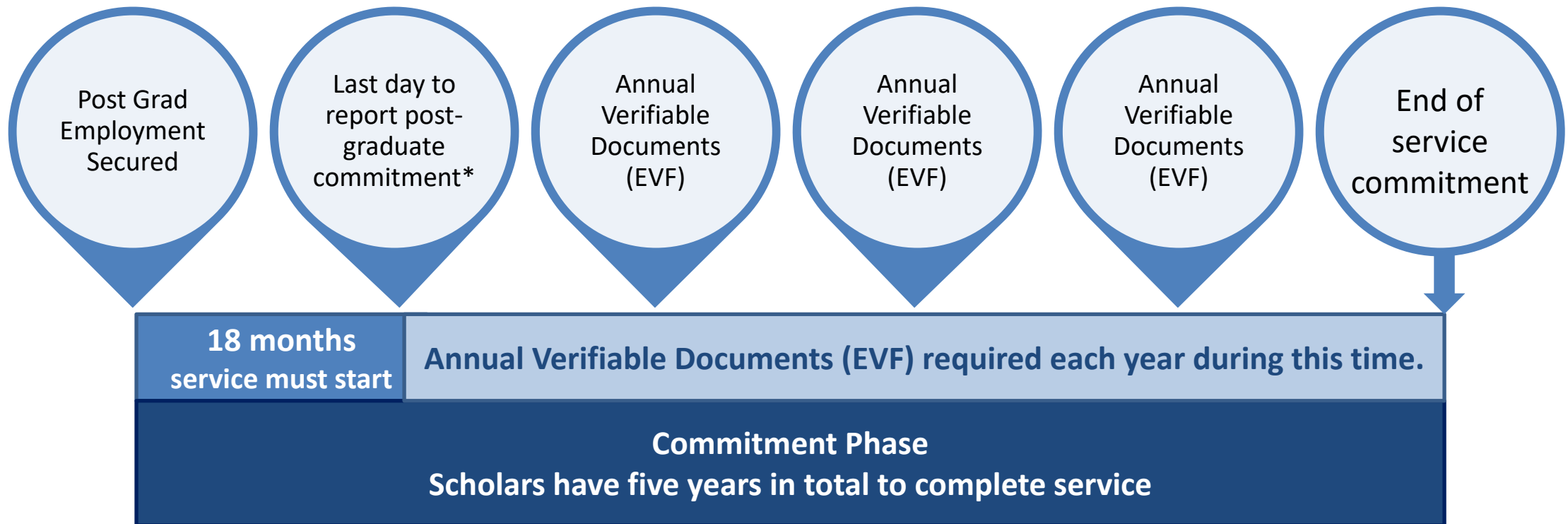
# Process Timeline Overview

| 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

# Profile

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

# Resume Building

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

# **Document Repository**

➢ Upload other additional documents for commitments and employment verifications

# Job Activity Report

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

# 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

# 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

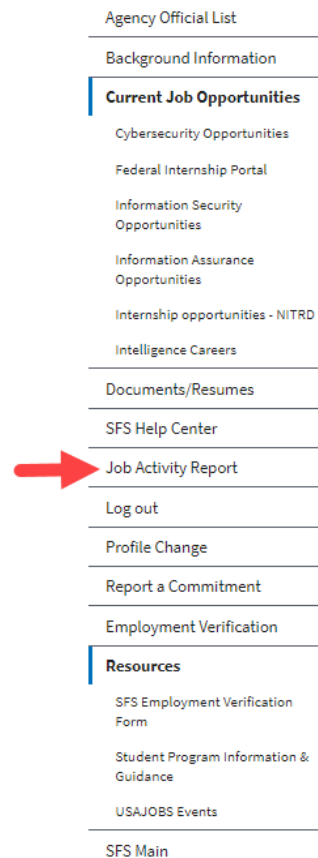## Students: *Commitment Information*

| 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 ⌄

\*Commitment Type

--Select-- ⌄

Select Commitment Type Internship or Postgraduate

\*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 require additional information



Students: *Commitment Documents*

Please upload the following documents to complete your commitment

ℹ **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 submited 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.

# 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

Agency Official List

Background Information

**Current Job Opportunities**

Cybersecurity Opportunities

Federal Internship Portal

Information Security Opportunities
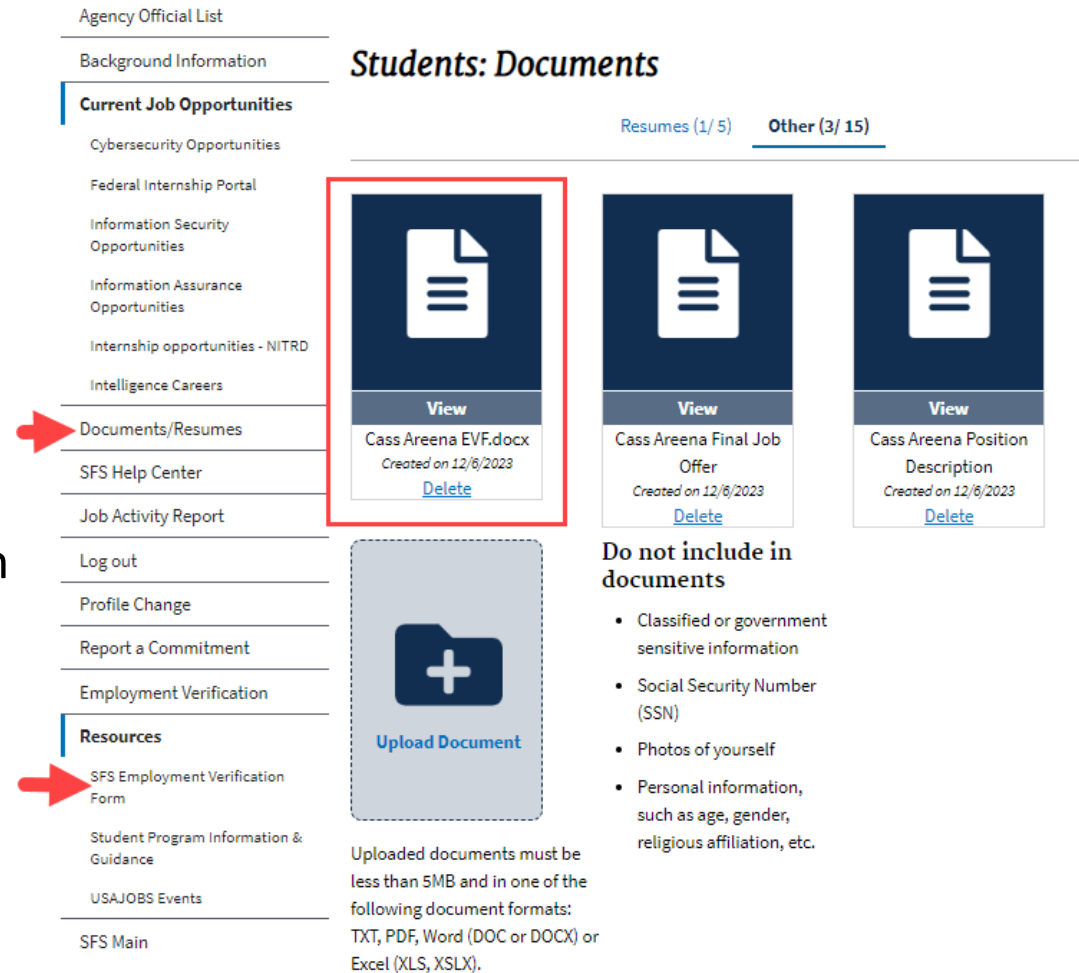
Information Assurance Opportunities

Internship opportunities - NITRD

Intelligence Careers

➤ Documents/Resumes

SFS Help Center

Job Activity Report

Log out

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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 12/8/2023*
Delete

**View**
Cass Areena Final Job Offer
*Created on 12/8/2023*
Delete

**View**
Cass Areena Position Description
*Created on 12/8/2023*
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 <u>reported and approved before work begins</u>**

➢ **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)

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