

Open Opportunities
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CYBER OPPORTUNITIES CONTEST

A Toolkit for Federal Agencies

CYBER OPPORTUNITIES CONTEST

OVERVIEW

The Federal Cyber Workforce Management and Coordinating Working Group in partnership with Open Opportunities, established the [Cyber Professionals Community \(CPC\)](#) to serve as a central hub to post and participate in development opportunities. The community can be found at: <https://openopps.usajobs.gov/communities/5>.

JOIN THE CONTEST

To expand awareness about this Community and in celebration of Cybersecurity Awareness Month, the **Working Group is hosting an interagency contest.**

WHEN

10/3 is the official kick of the contest and will wrap up by 12/2. **No enrollment is necessary!**

During this time period, any activity in the Cyber Professionals Community will automatically qualify as participation in the contest.

WHO

Everyone is welcomed and encouraged to participate:

- **Workforce professionals**, including trainers, learning development, and HR specialists
- **Hiring Managers, Supervisors**
- **Cyber practitioners** (incoming and current)

HOW

Become a CPC member and participate by:

- **Joining** the community
- **Posting and applying** for opportunities
- **Participating** in discussion boards

CONTEST DETAILS

Anyone who participates during the contest window will be entered to win and eligible for a prize per winning guidelines.

WINNERS

There will be a total of 4 winners for the contest - 2 agencies and 2 individuals.

Agencies will be selected based on:

1. # of opportunities posted
2. # of people who join the CPC from an agency

Individuals will be selected based on:

1. # of participant/applicant responses for a single cyber opportunity posted
2. # of entries on the CPC discussion board

POTENTIAL PRIZES*

Potential prizes for agencies and individuals include the following:

- A profile of each winning employee or agency in the Open Opportunities Newsletter
- Congratulatory meeting with the Office of National Cyber Director (ONCD) and Councils (i.e., Chief Human Officer, Chief Learning Officer, and/or Chief Information Officer)
- Shoutout on LinkedIn

**The above are subject to availability and resources.*

GETTING STARTED



We need YOUR HELP!

USING THE TOOLKIT

The enclosed information and resources can be used to promote and engage participation in the Cyber Opportunities Contest and Community at large.

WHAT'S INCLUDED

Distribute the ready-to-use materials in speaking events, newsletters, posts, and 1-1 or group discussions, etc. Personalize any sample messaging to help spread the word.

Quick Links to Toolkit Resources

- [Sample Communication Messages: Emails, Blogs, Website Posts](#)
- [Promotional Materials: Informational Posters, Desk Drops, Slick Sheets](#)
- [FAQs on the Contest and the Cyber Professionals Community](#)

WHAT YOU CAN DO

As a contest ambassador, you can:

- ✓ **Educate** others about the Community's value.
- ✓ **Encourage** posting and participation in the opportunities.
- ✓ **Search** for quick plug-ins to share contest details.
- ✓ **Post** opportunities.
- ✓ **Engage** in the discussion boards.
- ✓ **Participate** in the posted opportunities.

The Cyber Professionals Community (CPC) helps agencies connect cyber professionals to development opportunities that build, deepen, or expand their skill sets.



CREATE CONNECTIONS

Bring people together across agencies and the federal space.



CENTRALIZE OPPORTUNITIES

Streamline where to post and find development opportunities



SUPPORT CAREER DEVELOPMENT

Cultivate cyber career development and mobility in the federal government

Have Questions? Reach out to the [Working Group](#).



SAMPLE MESSAGING

Feel free to use any of the email sample messaging to reach out to your networks.

- [Sample email message #1 – to cyber leaders](#)
- [Sample email message #2 – to cyber professionals](#)
- [Sample email message #3 – to potential contest ambassadors](#)
- [Sample website, blog, and newsletter messaging](#)

SAMPLE EMAIL MESSAGE 1

Targeted Recipients: Workforce Practitioners, Cyber Hiring Managers, and Supervisors
 To: [Appropriate Listserv]
 Subject: Happy Inbox – A Special Announcement!

Dear Colleagues,

In celebration of Cybersecurity Awareness Month, the Federal Cyber Workforce Management and Coordinating Working Group, in partnership with Open Opportunities, is **hosting an interagency contest (see attached) to promote cyber skill and career development.**

How to get involved

1. **Create an account and join the [Cyber Professionals Community \(CPC\)](#)** – a network of professionals looking to connect, share knowledge, or fill and find their next development opportunities.
2. From now to 12/2, **post and fill cyber development opportunities** to the [CPC](#) such as micro assignments, rotational assignments, special projects – even volunteer work!
3. Exchange knowledge in the [CPC](#) **by engaging and responding to discussion board topics.**
4. Get other involved by **spreading the word and sharing with others** in your network and upcoming agency events.

The Working Group will announce 4 winners by **no later than December 30, 2022.** Winners will be eligible for various prizes – **don't miss out!**

Have questions? Reach out to the Working Group or [Open Opportunities Team](#).

Sincerely,
 [Name]

Quick Tips:

- 1 Tap listservs with targeted recipients.
- 2 Share the posters.
- 3 Plug-in at speaking events.

[Check out the
Informational Posters](#)

[Return to Toolkit List](#)

SAMPLE EMAIL MESSAGE 2

Targeted Recipients: Incoming and Current Cyber Professionals

To: [Appropriate Listserv]

Subject: We See Something Awesome in Your Future!

Dear Colleagues,

In celebration of Cybersecurity Awareness Month, the Federal Cyber Workforce Management and Coordinating Working Group, in partnership with Open Opportunities, is **hosting an interagency contest (see attached) to promote cyber skill and career development.**

Finding professional development opportunities can be tough. We made it easy with this contest and our one-stop Cyber Professionals Community. **Go ahead – click and expand your network; grow your knowledge and skills; and achieve your next career goal.** It's too easy not to!

Here's how to get started:

1. **Create an account and join the Cyber Professionals Community.**
2. From now until 12/2, **apply for available cyber development opportunities** such as micro assignments, rotational assignments, special projects – even volunteer work!
3. Exchange knowledge **by engaging and responding to discussion board topics.**
4. Get others involved by **spreading the word and sharing with your network.**

The Working Group will announce 4 winners by **no later than December 30, 2022.** Winners will be eligible for various prizes – **don't miss out!**

Questions? Reach out to the Working Group or [Open Opportunities Team](#).

Sincerely,

[Name]

Quick Tips:

- 1 Pass along in employee development discussions.
- 2 Share with new hires and mentees.
- 3 Include in employee resources.

[Check out the
Informational Posters](#)

[Return to Toolkit List](#)

SAMPLE EMAIL MESSAGE 3

Targeted Recipients: Potential Contest Ambassadors

To: [Appropriate Listserv]

Subject: We Need Your Voice!

Dear Colleagues,

In celebration of Cybersecurity Awareness Month, the Federal Cyber Workforce Management and Coordinating Working Group, in partnership with Open Opportunities, is **hosting an interagency contest (see attached) to promote cyber skill and career development.**

We need your voice to encourage, educate, and get the word out about this contest on the [Cyber Professionals Community](#) – a network of professionals looking to connect, share knowledge, and fill or find professional development opportunities. **Help close the current skills gaps by serving as a contest ambassador.**

Enclosed in this toolkit, you will find several resources to help you engage in speaking events and discussions, share across your network, and champion this contest and the [Cyber Professionals Community](#). We've included information such as:

- Contest Details
- Cyber Professionals Community Overview
- Answers to FAQs
- One-Page Fact Sheets
- Ready-to-Use Messaging

Have questions? Reach out to the Working Group or [Open Opportunities Team](#).

Sincerely,
[Name]

Quick Tip:

Find other contest ambassadors and share the ENTIRE toolkit.



[Check out the Informational Posters](#)

[Return to Toolkit List](#)

SAMPLE WEBSITE AND NEWSLETTER MESSAGING

In celebration of Cybersecurity Awareness Month, the Federal Cyber Workforce Management and Coordinating Working Group, in partnership with Open Opportunities, is launching an interagency contest to promote cyber skill and career development. **No enrollment is necessary!**

Collaborate, share, and connect with others. Whether you're a cyber professional, hiring manager, supervisor, or workforce practitioner, everyone is welcomed. There are 3 easy ways to get involved.

Join the [Cyber Professionals Community](#) and...

1. Post a variety of development opportunities – let's close the cyber skills gap!
2. Pursue available development opportunities – it's time to develop up!
3. Share the linked toolkit below and its resources – help get the word out!

The Working Group will announce 4 winners by **no later than December 30, 2022**. Winners will be eligible for various prizes.

Click here to download the toolkit to learn more about the contest, community, and ways to champion and message across your network.

**Note the toolkit will need to be uploaded and/or accessible. Please connect with the appropriate POCs at your agency to coordinate.*

Quick Tips:

- 1 Share on cyber intranet pages, newsletters, groups, etc.
- 2 Post on available social media accounts and channels.

[Check out the Informational Posters](#)

[Return to Toolkit List](#)



Informational Posters

Feel free to attach and share the posters with your networks.

- [Informational poster #1 – contest overview](#)
- [Informational poster #2 – Cyber Professionals Community overview](#)
- [Informational poster #3 – contest overview \(image/ social media\)](#)
- [Informational poster #4 – contest frequently asked questions](#)

INFORMATIONAL POSTER 1

This poster provides an overview of the contest. It can be attached as a PDF or copied and pasted to an email.



CYBER OPPORTUNITIES CONTEST

Posting Opportunities



HOW TO ENTER

- 1 Go to the Open Opps site to create your opportunity.
- 2 Post your opportunity to the Cyber Professionals Community
- 3 For every applicant, hiring managers will receive a point in the contest – those with the most points win!

QUESTIONS?

- Go to <https://usajobs.github.io/openops-help/>
- Or reach out to OpenOpps@usajobs.gov

POSTING OPPORTUNITY GUIDELINES

Hiring managers/supervisors and workforce can enter the contest by getting applicants Opportunities. Here are some examples of that qualify:

- **Micro Assignments** are short-term, part-time assignments with a quick completion date.
- **Details and Rotational Assignments** are temporary position placements.
- **Special Projects** are sets of focused activities geared towards specific initiatives.
- **Rotations** are short-term, temporary assignments to gain experience in another area.
- **Volunteer work** (i.e., focus groups, events, mentoring) are activities that provide help with a program, initiative, or effort.

Earn points by garnering interest from applicants. An application received earns a point. The hiring manager with the most points wins!

WINNERS

There will be a total of 4 winners.

Agencies will be selected based on:

1. # of opportunities posted
2. # of people who join the CPC from an agency

Individuals will be selected based on:

3. # of participant/applicant responses for an opportunity posted
4. # of entries on the CPC discussion board

CYBER OPPORTUNITIES CONTEST

Overview

JOIN TODAY!

Calling **all** those supporting or in the cyber workforce! Take **5 minutes** to join this interagency contest and unlock access to opportunities, experts, and others with similar goals and interests.

This **rapid 60-day** contest is focused on amplifying development opportunities and connecting cyber talent across the federal government.



Check out the [Cyber Professionals Community](#) TODAY!

 "I'm trying to find the places where I can give other folks the opportunity to come and share their ideas, collaborate, and make things better. I want to provide opportunities because I had such a great experience with it."
– Sara Cope, GSA/Digital.gov 

KEY DATES

- **October 3, 2022**
Contest starts
- **December 2, 2022**
Contest window ends
- **December 30, 2022**
Winners will be announced

QUESTIONS?

- [How do I create a discussion thread?](#)
- [How do I join the community?](#)
- [Additional FAQ's](#)
- Or reach out to OpenOpps@usajobs.gov

CURRENT FEDERAL EMPLOYEES CAN PARTICIPATE BY:

- **Joining the [Cyber Professionals Community](#)**
Earn points for your agency by simply joining the community.
- **Posting and applying for opportunities**
Earn points by receiving applicants for your cyber opportunities. Agencies with the highest total number of opportunities posted will also be featured.
- **Participating in discussion boards**
Earn points by creating or responding to posts within the [Cyber Professionals Community](#).

Complete at least 1 of the 3 qualifying activities by December 2nd and automatically be entered to win.

Winners could win an employee spotlight and other additional spotlights.

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CYBER OPPORTUNITIES CONTEST

Overview

JOIN TODAY!

Calling **all** those supporting or in the cyber workforce! Take **5 minutes** to join this interagency contest and unlock access to opportunities, experts, and others with similar goals and interests.

This **rapid 60-day** contest is focused on amplifying development opportunities and connecting cyber talent across the federal government.



Check out the [Cyber Professionals Community](#) TODAY!

“ I was doing work in a way I hadn’t before, and I got to meet so many incredible people.

– Railyn Stokes, U.S. Department of the Interior



KEY DATES

October 3, 2022
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Winners will be announced

QUESTIONS?

- [How do I create a discussion thread?](#)
- [How do I join the community?](#)
- [Additional FAQ's](#)
- Or reach out to OpenOpps@usajobs.gov

CURRENT FEDERAL EMPLOYEES CAN PARTICIPATE BY:



Joining the [Cyber Professionals Community](#)

Earn points for your agency by simply joining the community.



Posting and applying for opportunities

Earn points by receiving applicants for your cyber opportunities. Agencies with the highest total number of opportunities posted will also be featured.



Participating in discussion boards

Earn points by creating or responding to posts within the [Cyber Professionals Community](#).

Complete as many qualifying activities by December 2nd and automatically be entered to win.

Winners could win an employee spotlight and other prizes.

CYBER OPPORTUNITIES CONTEST

Development Opportunities



HOW TO ENTER

- 1 Go to the [Open Opportunities](#) site and sign-up.
- 2 Join the [Cyber Professionals Community](#).
- 3 Actively participate in the Community by posting or filling opportunities and talking – those with the most points win!

QUESTIONS?

- [How do I post an opportunity?](#)
- [How do I extend an offer?](#)
- [How do I join the community?](#)
- [How do I write a great opportunity?](#)
- [Additional FAQ's](#)
- Or reach out to OpenOpps@usajobs.gov

DEVELOPMENT OPPORTUNITY GUIDELINES

Participants can enter the contest by posting, applying, and/or fulfilling development opportunities.

Here are some examples of opportunities that qualify:

- **Micro Assignments** are short-term, part-time assignments with a quick completion date.
- **Details** are full or part-time temporary position placements.
- **Special Projects** are sets of focused activities and/or tasks geared towards specific initiatives and efforts.
- **Rotational Assignments** are short-term, temporary assignments to gain experience in another area.
- **Volunteer work** (i.e., focus groups, events, surveying, mentoring) are activities that provide help or service to a program, initiative, or effort.

Earn points by engagement – posting and fulfilling opportunities – even responding on discussion boards! Each activity earns a point. Those with the most points wins!

WINNERS

There will be a total of 4 winners.

Agencies will be selected based on:

1. # of opportunities posted
2. # of people who join the CPC from an agency

Individuals will be selected based on:

1. # of participant/applicant responses for a single cyber opportunity posted
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INFORMATIONAL POSTER 2

This poster highlights the value of the Cyber Professionals Community. It can be attached as a PDF or copied and pasted to an email.



CYBER PROFESSIONALS' COMMUNITY
Overview

STRONGER TOGETHER

The Cyber Professionals Community consists of various members, ranging from workforce practitioners, supervisors, and cyber professionals - all who are committed to strengthening their skill set portfolio and network.

200+ members/XX federal agencies

DISCOVER. CONNECT. BUILD

Opportunities and discussion boards are focused on development in the following high-demand skill areas:

- build, secure, operate, defend, and protect United States cyberspace resources;
- conduct related intelligence activities;
- enable future operations;
- lead, acquire, and manage cyber initiatives;
- develop cyber workforce talent; and
- conduct cyber related legal and law enforcement activities.

AGENCY PERKS *(Leadership, Supervisors, and Workforce Practitioners)*

-  Learn what other areas of the government are doing and share best practices.
-  Gain interagency insights and points of contact.
-  Tap into the talent and expertise that's often buried in agency silos.
-  Develop high-demand and diverse skills within the cyber talent community.

EMPLOYEE PERKS

-  Active online discussion boards collaborate across agencies.
-  Explore cyber careers and other agencies without commitment.
-  Stay up to date on best practices and everchanging technology
-  Advance your career by sharpening skills or diversifying skill set.

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Advance your career by sharpening skills or diversifying skill set.

INFORMATIONAL POSTER 3

This poster promotes the Cyber Opportunities Contest. It can be attached as a PDF or copied and pasted to an email.

Starts 10/3

CYBER OPPORTUNITIES CONTEST

JOIN

Join the Cyber Professionals Community (CPC)

SHARE

Share ideas/thoughts on the CPC discussion board

POST + FILL

Post and fill opportunities in the CPC

Entries close after December 2nd!

How to get started:

- Navigate to <https://openopps.usajobs.gov/communities/5>
- Create an account and join the Cyber Professionals Community.
- From now to 12/3, post and/or apply for various types of available cyber learning opportunities.
- Engage and respond to discussion board topics.
- Spread the word and sharing with others through your network and upcoming agency events.

No Enrollment Necessary!

[Go to Sample Messages](#)

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Starts
10/3

CYBER OPPORTUNITIES CONTEST



JOIN

Join the Cyber Professionals Community (CPC)



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No Enrollment Necessary!

FREQUENTLY ASKED QUESTIONS

This provides answers to questions about the Cyber Professionals Community and Cyber Opportunities Contest. It can be attached as a PDF or copied and pasted to an email.



FREQUENTLY ASKED QUESTIONS

Cyber Opportunities Contest

JOINING THE CYBER PROFESSIONALS COMMUNITY

Q: Does my manager need to approve me joining the community?
A: There is no approval process to join the community. If the contest is required from your role, we suggest getting approval.

Q: What is the time commitment to join the community?
A: There is no time commitment required to join the community. You can participate as much as you can.

Q: What are requirements to join the community?
A: You must have a federal personal identity verification (PIV) to join the community. We highly encourage you to join the community, especially those interested in the cyber field.

NEED SUPPORT?

Check out these resources for more information:

- [How to create a profile](#)
- [How to post an opportunity](#)
- [How to extend an offer](#)
- [How to join a community](#)
- [How to create a discussion thread](#)
- Additional information can be found in the [Help Center](#)

Still can't find the answer you are looking for?
Reach out to the Open Opps team at [OpenOpps@hhs.gov](#)



FREQUENTLY ASKED QUESTIONS

Cyber Opportunities Contest

PARTICIPATING IN THE CONTEST

Q: Where do I enter the contest?
A: You can enter the contest by going to the [Cyber Professionals Community](#) and joining, posting an opportunity, or post on the discussion board.

Q: How do I know I have entered the contest?
A: Once you participate in 1 of the 3 eligible activities, you will be automatically entered to the contest. No further action is required.

Q: What if I am unable to complete the opportunity by the contest deadline?
A: While we recommend not losing traction to complete the opportunity, it is not required by the contest deadline. To enter the contest, an opportunity only needs to be approved and posted.

Q: When will a winner be announced? How will I be informed?
A: A winner will be announced before the end of 2022. Participants will receive updates, including winner announcements.

OPPORTUNITIES IN THE CYBER PROFESSIONALS COMMUNITY

Q: What kinds of opportunities can be posted in the Cyber Professionals Community?
A: Any type of opportunity related to cyber can be posted in the community. Some examples include micro-assignments, details, rotational assignments, special projects, rotations, volunteer work, etc.

Q: How do I select a candidate?
A: Hiring managers should follow standard hiring practices when selecting a candidate. For more information, see the [Open Opportunities Help Center](#).

Q: How do I know if I've been selected for an opportunity?
A: A hiring manager will reach out to you via phone or email to discuss details and talk about next steps.

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FREQUENTLY ASKED QUESTIONS

Cyber Opportunities Contest

PARTICIPATING IN THE CONTEST

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FREQUENTLY ASKED QUESTIONS CONT.

Cyber Opportunities Contest

JOINING THE CYBER PROFESSIONALS COMMUNITY

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Q: What is the time commitment to join the community?

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NEED SUPPORT?

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- [How to extend an offer](#)
- [How to join a community](#)
- [How to create a discussion thread](#)
- Additional information can be found in the [Help Center](#)

Still can't find the answer you are looking for?
Reach out to the Open Opportunities Team at
OpenOpps@usajobs.gov

QUESTIONS? (1 OF 2)

Find your assigned agency point of contact (POC) to ask questions about the Cyber Opportunities Contest.

Agency	Assigned POC
Agency for International Development	Kari Szakal
Department of Agriculture	Antoinetta Scott
Department of Commerce	Keenan Emmitt
Department of Defense	Charles Williams
Department of Education	Kari Szakal
Department of Energy	Donovan Wilson
Department of Health and Human Services	Sharon Atteh-Chi
Department of Homeland Security	Charles Williams
Department of Housing & Urban Development	Ashley Hoffman
Department of the Interior	Lance Kelson
Department of Justice	Berwyn Gonzalvo
Department of Labor	Jennifer Yee & Nichayla Porreca
Department of State	Sharon Atteh-Chi

QUESTIONS? (2 OF 2)

Find your assigned agency point of contact (POC) to ask questions about the Cyber Opportunities Contest.

Agency	Contact
Department of Transportation	Keenan Emmitt
Department of the Treasury	Jennifer Yee & Nichayla Porreca
Department of Veterans Affairs	Jennifer Yee & Nichayla Porreca
Environmental Protection Agency	Donovan Wilson
General Services Administration	Keenan Emmitt
National Aeronautics and Space Administration	Keenan Emmitt
National Science Foundation	Sharon Atteh-Chi
Nuclear Regulatory Commission	Kathy Lyons-Burke
Office of Personnel Management	Berwyn Gonzalvo & Keenan Emmitt
Small Business Administration	Kari Szakal
Social Security Administration	Patrice Burnett
Non-CFO Act Agencies	Charles Williams