CYBERCORPS®
SCHOLARSHIP
FOR SERVICE

SFS@CMU

Student Handbook

2022-23

THE CYBERCORPS SCHOLARSHIP FOR SERVICE AT CARNEGIE MELLON UNIVERSITY (SFS@CMU)

STUDENT HANDBOOK

for all current SFS@CMU students in the 2022-23 Academic Year

2022-2023 Version Table

Version 1.0	3/24/22	Initial publication
Version 1.1	8/30/22	Prepared for AY 2022/23

TABLE OF CONTENTS

WELCOME

Welcome to the CyberCorps® Scholarship for Service (SFS) program at Carnegie Mellon University (SFS@CMU)!

This SFS@CMU Student Handbook will provide you with guidelines and expectations as you progress through your degree program at CMU. Please review the contents of this handbook carefully and reach out to the SFS@CMU team if you have any questions.

HOW TO USE THIS HANDBOOK

Consult this SFS@CMU Student Handbook for guidelines and expectations as you progress through your program at Carnegie Mellon. In addition, you should adhere to all additional policies, guidelines and resources specific to your program of study.

While you should refer to this handbook for information specific to SFS@CMU, you should also consult the CyberCorps Scholarship for Service page on the U.S. Office of Personnel Management (OPM) website (https://www.sfs.opm.gov/) for the most up-to-date information related to the SFS Program in general.

For the most up-to-date information about the NSF-funded SFS program, it is your responsibility to visit the official program website and adhere to all local policies stated in the next sections.

U.S. Office of Personnel Management (OPM) SFS Program Website:
https://www.sfs.opm.gov/

SFS OPM Program Information and Guidance Document: Download from the SFS student portal. SFS student portal login:
https://www.sfs.opm.gov/Student/Login

LOCAL PROGRAM POLICIES

Carnegie Mellon University (CMU) students participating in CMU's CyberCorps® Scholarship for Service program (SFS@CMU) must adhere to the following local program requirements, which supplement the general SFS program requirements.

All SFS@CMU Scholarship Recipients must:

- Remain in good standing as a student, as defined in this Handbook.
- Maintain a 3.0 GPA and have no administrative or academic violations on your record.
- Complete one pre-approved Ethics Course (see "Ethics Course Requirement").
- Complete and present a project related to cybersecurity in your second year.
- Attend the weekly SFS Seminar.
- Request permission from PI Haritos Tsamitis before engaging in any part-time employment while in the program. Any work over 16 hours per week requires special consideration and permission from PI Haritos Tsamitis, and in all cases, your ability to perform outside work is subject to any then-current limits on outside work of your relevant CMU academic program and any limits specified by OPM under the general SFS program requirements.
- If you receive special permission to work more than 16 hours per week, your living stipend will be reduced based on the number of hours over the limit that you work. (See Stipend Eligibility Requirements section for more information.)
- Seek prior approval from PI Haritos Tsamitis for all reimbursements, including travel, professional development and laptop.
- Participate in a summer internship during your program (must be at least 10 weeks); and upon graduation, complete full-time service for a period equivalent to the length of the scholarship in a position related to cybersecurity

at one an SFS eligible employer – see [section](#) for details.

- If seeking employment with an organization that is not listed in the approved places to work per the National Defense Authorization Act (NDAA) of FY18 (See [Eligible Employers](#) section), including, but not limited to FFRDCs, you understand and agree that you must first obtain prior approval from PI Haritos Tsamitis, followed by approval by the Office of Personnel Management (OPM) – see steps detailed in section 3.1 of the [OPM Program Information and Guidance](#) document.
- Submit all offer letters and position descriptions to the PI before accepting an offer. Note that all employment offers from non-executive branch federal agencies for both internships and post-graduate employment must be reviewed and approved via the student portal of the SFS website.
- Understand that your SFS@CMU program award offer is also subject to and contingent upon your execution of the separate Government-required SFS Service Agreement. You understand that you will be required to sign the SFS Service Agreement in front of the PI as a witness (or another alternate witness as may be then-permitted by the Government). You agree to abide by the required procedures for signing the SFS Service Agreement and to contact SFS-PI@andrew.cmu.edu with any questions.

To ensure you fully understand all of the requirements of the program, in addition to reviewing the local requirements set forth above please also review: the **SFS Service Agreement** that was provided to you for signature (or that you previously signed, if applicable); this current **SFS@CMU Student Handbook** made available to you by CMU; and the [SFS FAQs](#) (currently available at in the SFS student portal).

You will be required to sign an agreement for the current academic year. **It is your responsibility to comply with all program requirements.**

STUDENT RESPONSIBILITY

You are responsible for reading and understanding all communications that come from the SFS@CMU team regarding important updates, policies, processes and deadlines. We will send these important communications primarily through the SFS Seminar Course on Canvas and your Andrew email, so please check these channels regularly.

THE SFS@CMU TEAM

WHO WE ARE

The SFS@CMU team is dedicated to the success of our students and alumni. As such, we ask that you respond promptly to all requests from the SFS@CMU team and the SFS Program Office. In many cases, these requests are time sensitive and/or pertain to the status of your program.

This section identifies the integral members of the SFS@CMU team, and how they can help you throughout your time at CMU.

WHO SHOULD I CONTACT?

- Email SFS-PI@andrew.cmu.edu for inquiries related to projects, ethics course, transcripts, and internship and job offer approvals.

- Email SFSatCMU@andrew.cmu.edu for administrative needs (i.e., travel, reimbursements, etc.).

DR. DENA HARITOS TSAMITIS | PI

Principal Investigator (PI), SFS@CMU
Director, Information Networking Institute (INI)
INI Building, Room 115
SFS-PI@andrew.cmu.edu

As PI of SFS@CMU, Dena is responsible for:

- Providing guidance throughout your program
- Serving as your primary point of contact for questions regarding SFS policies
- Reviewing and approving all student requests

As PI, Dena is your primary point of contact for all inquiries and approvals related to your participation in the SFS@CMU program. All questions must be first directed to the PI; please do not contact the SFS Office of Personal Management (OPM) before reaching out to the PI.

DR. PATRICK TAGUE | CO-PI

Co-Principal Investigator (Co-PI), SFS@CMU
Associate Teaching Professor, INI
CMU-SV Campus
SFS-PI@andrew.cmu.edu

As Co-PI of SFS@CMU, Patrick is responsible for reviewing and approving all project proposals, as well as assisting with other SFS-related tasks. He evaluates the successful completion of project requirements, reviews final project technical reports, and attends project presentations and other SFS events.

DR. JOANNE PECA | SFS SEMINAR INSTRUCTOR

SFS Seminar Course Instructor
Associate Director, INI
Associate Professor the Practice, INI
jpeca@cmu.edu

Joanne works closely with the PI and Co-PI and leads the weekly synchronous SFS Seminar course.

BRITTANY FROST | ADMINISTRATIVE COORDINATOR

Senior Administrative Coordinator, CyLab
CIC Building, Room 2116
SFSatCMU@andrew.cmu.edu

Brittany facilitates stipends and related financial issues (reimbursements), as well as collects and maintains student agreements.

Brittany is your primary contact for any questions regarding SFS@CMU financial guidelines and stipulations.

RACHEL AMOS | EMPLOYER RELATIONS

Director of Career Services & Employer Relations, INI
INI Building, A116
ramos2@andrew.cmu.edu

Rachel arranges SFS-specific employer visits and interviews.

FINANCIAL GUIDELINES

TUITION & FEES

Regardless of your academic program, your tuition is handled by either the **INI Business Office (for INI students)** or **Brittany Frost in CyLab (for non-INI students)**. No action is required on your part, except for the select fees described below.

If you see any late fees on your tuition bill, notify SFSatCMU@andrew.cmu.edu. Late fees are removed once the scholarship is posted.

<mark>You are responsible for paying transportation, technology and student activity fees.</mark> These are not reimbursable through the SFS@CMU program, and you will be held responsible for any late fees associated with these costs.

STIPEND & ALLOWANCES

In addition to the tuition scholarship, all students receive stipends and allowances, allocated on either a per semester or yearly basis. See chart below for descriptions of these financial benefits.

	AMOUNT	DETAILS
STIPEND *(Review ELIGIBILITY REQUIREMENTS section)*	**$34,000 / year** ($17,000/semester)	Used primarily for Room & Board, Living Expenses and University fees (such as transportation, student activities, etc.) First year students will receive their stipends once they sign their SFS agreement following SFS orientation. The first check will be direct deposited into your bank account once approved by Accounts Payable. You will be notified by email when subsequent checks are available.
BOOKS ALLOWANCE	**Up to $2,000/year** (via reimbursement)	For purchase of books associated with or supporting degree requirements. For books purchased from Amazon, provide back-up receipts for with the full amount paid.[1] Excludes hardware or software purchases.
PROFESSIONAL DEVELOPMENT / TRAVEL ALLOWANCE[2]	**Up to $4,000/year** (via reimbursement)	Includes annual SFS Job Fair; may be used for security-related conferences and obtaining security-related certifications. May be used for the purchase of ONE general purpose or research purpose computer/laptop during the lifetime of the scholarship (see 'Reimbursement Process' section for more details.) **Before** scheduling your registration and travel, or purchasing a laptop, complete the SFS Student Professional Development Funds Approval Form (on Canvas) and submit to PI Haritos Tsamitis at SFSatCMU@andrew.cmu.edu.
HEALTH INSURANCE ALLOWANCE	**Up to $3,000/year** (via reimbursement[3])	Must be University Healthcare at the single rate (can include dental and vision).[4] For reimbursement, submit a screenshot of your Student Information Online (SIO) account activity showing the paid insurance charge(s), and a completed Expense Reimbursement Request form (found on Canvas) to SFSatCMU@andrew.cmu.edu.

---

[1] If the Amazon receipt states, "estimated tax to be collected" with an amount, include a back-up statement from the account showing the full amount paid or the tax will be removed from the reimbursement.

[2] Updated policy regarding stipend usage for laptops / computers are in effect as of April 27, 2021.

[3] You will be reimbursed once you have signed your SFS agreement and your funds become available.

[4] Family benefits can be obtained through the University Healthcare plan using stipend funds to pay the balance.

LENGTH OF PROGRAM

Stipend amounts will be processed on a per semester basis. For example, incoming INI students will receive a total stipend of $51,000 for their entire three-semester program, disbursed as below:

- First year fall semester: $17,000
- First year spring semester: $17,000
- Second year fall semester: $17,000

Students in four-semester programs will receive a stipend of $34,000 per year, disbursed as below:

- First year fall semester: $17,000
- First year spring semester: $17,000
- Second year fall semester: $17,000
- Second year spring semester: $17,000

In addition to the stipend, all SFS students receive the following **yearly allowances**—paid via reimbursements—to help cover other costs:

- **Books**: up to $2,000/year
- **Professional Development/Travel**: up to $4,000/year
- **Health Insurance**: up to $3,000/year

For these allowances, all students should submit reimbursements for up to the full budgeted amount, regardless of how many semesters their program is. Some costs, such as student insurance, are charged on an **annual** basis, regardless of whether you graduate in December or Spring. Note that reimbursements for books, professional development and travel can occur over the duration of your program and will vary for each student based on individual needs and circumstances.

STIPEND ELIGIBILITY AND WORKING DURING THE ACADEMIC SEMESTER

While at school, SFS@CMU students are only permitted to work up to 16 hours per week except to the extent special permission is granted from PI Haritos Tsamitis as described below.

To ensure you meet eligibility requirements for your stipend, you must request permission from PI Haritos Tsamitis to engage in any part-time employment while in the program. **Without limiting the general work restrictions set forth above, any work above 16 hours per week requires special consideration and permission from the PI.** In all cases, your ability to perform outside work is subject to any then-current limits on outside work of your relevant CMU academic program and any limits specified by OPM under the general SFS program requirements.

Per OPM policy as of September 27, 2021: if working more than 16 hours per week during an academic semester, please note will impact your stipend funds. You must obtain special permission from the PI to work more than 16 hours per week. If you do receive special permission to exceed that limit, your living stipend will be reduced based on the number of hours over the limit that you work:

- If you work 16 hrs. or less, you will receive 100% of stipend
- If you work between 17-30 hrs., you will receive 50% of stipend
- If you work 31 hrs. or more, you will receive no stipend

All other benefits remain the same.

Note that any time worked prior to graduating *will not* count towards your post-graduation commitment and the length of your service obligation will not change.

The PI must review and approve the student's request and send it to the Program office via email along with an acknowledgement statement from the student that they understand the work performed while in school will not count towards their

postgraduate (PG) commitment obligation and that this will not reduce the time of their post graduate service obligation.

Important Note: the above reflects the most recent policy that was updated on September 27, 2021.

For more information about OPM Eligibility Requirements, review SFS Program FAQs: https://www.sfs.opm.gov/Student/FAQs

TAXES

CMU does not withhold any state taxes when issuing the stipends. It is not reported as income and no Form 1099 will be issued.

For more information regarding this process, please see CMU's taxation policies page, below.

CMU Taxation Policies:
https://www.cmu.edu/finance/taxation/guidelines/scholarships-fellowships.html

DISCLAIMER: The SFS@CMU team is unable to provide tax guidance. Please consult with your tax accountant or appropriate financial consultant as needed.

REIMBURSEMENT PROCESS

Submit reimbursements to Brittany Frost at SFSatCMU@andrew.cmu.edu within 30 days of expense, and include:

- Expense Reimbursement Request form (found on Canvas)
- Itemized receipt (including the date, vendor name, payment method, itemization and total cost)
- Description of purchase.

Please scan and submit all documents and receipts as PDF files; pictures (.jpg, etc.) of receipts are not acceptable. Free scanning software is available for both iPhone and Android (Evernote, Adobe Scan, Microsoft Office Lens, etc.)

Refer to the SFS Reimbursement Guidelines on Canvas for additional details. This document will also be distributed to you at the beginning of each semester.

If the reimbursement is processed after 90 days, it will be considered taxable income.

GUIDELINES FOR PURCHASING LAPTOPS/COMPUTERS

Each student will be permitted to use their professional development allowance to purchase ONE general purpose or research purpose computer/laptop during the lifetime of the scholarship; this can be applied to any laptops purchased after August 1, 2020.

Guidelines for personal computer/laptop purchase are as follows:

- Prior approval by SFS@CMU PI is required. Students should complete the Professional Development Approval form and submit to SFSatCMU@andrew.cmu.edu.
- The recommended allowance is up to $1500 per general-use laptop; any higher coverage will need justification and will be reviewed on a case-by-case basis.
- An itemized receipt which displays proof of payment (last 4 digits of CC) and a completed Expense Reimbursement Form should be sent to SFSatCMU@andrew.cmu.edu.
- The expense request should be submitted within 30 days from the date of purchase. If reimbursements are not processed within 90 days, the reimbursement may be taxed according to IRS requirements.

- All costs must be charged to the student's personal credit card in order to be eligible for reimbursement.
- Expenses paid with gift cards or reward points are not eligible for reimbursement.

Remember that you are responsible for managing your funds and utilizing them for travel to the SFS job fair, professional certification, and other expenses. The PI has the discretion to approve or disapprove requests to use these funds; as such, please be mindful of allowance limits and document your expenses.

> **SFS Reimbursement Instructions & Guidelines:**
> Download the form from the SFS Seminar Course in Canvas. Canvas login: https://canvas.cmu.edu/

TRAVEL PROTOCOLS

As you plan your travel, please note these requirements:

- Secure approval from PI Haritos Tsamitis by submitting the Student Professional Development Approval Form (on Canvas) for her signature before making your travel plans and incurring expenses
- Plan your travel and accommodations well in advance of the conference or event
- Read and understand CMU's travel policy and ensure you are in compliance (link below)
- Networking events and activities at a conference that apply additional fees are not considered reimbursable.

> **CMU Business and Travel Expense Policies:**
> https://www.cmu.edu/policies/financial-management/business-travel-expense.html

In order for your reimbursement to be processed, you must fulfill the following requirements:

- Your expenses must be reasonable and necessary
- You must submit the signed Student Professional Development Approval Form to Brittany Frost within 30 days of the expense, along with your reimbursement receipts, Expense Report Form and conference agenda (when submitting for a reimbursement related to conference travel)
- The travel expense must be for you only. Expenses for individuals not affiliated with CMU, such as family or friends, are not considered reimbursable.

FLIGHTS

All flights should be lowest-cost economy. No upgrades will be reimbursed. Schedule your flights to arrive no earlier than one day prior to the conference start date and to depart no later than one day following the conclusion of the conference.

Flights should depart from and return to Pittsburgh, PA. If you will be adding extra personal travel, you should include a comparable flight itinerary.

DRIVING

When driving a personal vehicle, provide a map of mileage to be reimbursed for miles driven. You do not need to submit gas receipts, as gas is included in mileage.

When renting a vehicle, do not purchase rental car insurance. CMU maintains insurance for all employees and is unable to reimburse rental insurance if purchased.

CMU's Car Rental Insurance:
https://www.cmu.edu/finance/controller/bte/files-secured/auto-id-card.pdf.

MEALS

If the conference provides meals, SFS@CMU is unable to reimburse meal receipts during those times. Meal receipts must be itemized and cannot exceed per diem rates by city/state as set forth by the U.S. General Services Administration (GSA) at: http://www.gsa.gov/perdiem.

Please note that alcohol is not reimbursable.

FOR QUESTIONS REGARDING SFS@CMU FINANCIAL GUIDELINES AND STIPULATIONS:
Contact Brittany Frost, Senior Administrative Coordinator for CyLab by emailing SFSatCMU@andrew.cmu.edu.

SCHOLARSHIP PHASE

The scholarship phase of the SFS program extends from the time you enroll and matriculate to the university, to the time you graduate.

REGISTERING WITH THE SFS PROGRAM

Register with the SFS Program Office (www.sfs.opm.gov) in order to:

- Complete your participant profile
- Upload your resume
- Update your SFS profile at least once per quarter

Note: You will receive your access code from the SFS@CMU team after all SFS agreements in your cohort have been approved by the SFS Program. With this code, you will register on the SFS Program Office website (using the student login) to update your profile, upload your resume and start your job search status report.

> **REGISTER WITH THE OFFICIAL SFS PROGRAM OFFICE WEBSITE:**
> https://www.sfs.opm.gov/
>
> **REVIEW SFS PROGRAM FAQS**
> https://www.sfs.opm.gov/Student/FAQs

ENROLLMENT REQUIREMENTS

You must maintain full-time enrollment at Carnegie Mellon in addition to maintaining good academic standing, defined as a cumulative GPA of at least 3.0 or above.

SFS students must submit their course transcripts to PI Haritos Tsamitis at the end of each semester. Additionally, upon graduation, they must submit an official transcript to PI Haritos Tsamitis.

ACADEMIC REQUIREMENTS

RESPONSIBLE CONDUCT OF RESEARCH (RCR) TRAINING

All non-INI SFS students must complete the Responsible Conduct of Research (RCR) Training at http://www.citiprogram.org.

After you complete this training, send a copy of your certificate to SFS-PI@andrew.cmu.edu.

> RCR Training Website: http://www.citiprogram.org

PROJECT REQUIREMENT

All SFS@CMU students must complete a Cybersecurity/IA project. This requirement is designed to provide a hands-on experience through a cybersecurity project such as:

- Information security thesis
- Master's course project or independent study
- INSuRE project course
- Heinz Capstone

Submit your project proposal and information for approval to the SFS Seminar Course in Canvas for review and grading by the PI / Co-PI. Documents submitted should include:

- The course syllabus or project/thesis proposal
- The final product (i.e., Technical report/ Thesis/ Paper)
- Grade for the assignment

You will be required to present your project as a part of the SFS Seminar Course in your second year.

For a project being completed in a student's final semester, approval will be conditional until the final project and grade are received.

ETHICS COURSE REQUIREMENT

You must take and pass one approved ethics course in order to fulfill your ethics requirement. You can view the complete list of approved courses on the SFS Canvas site.

After successful completion of the approved ethics course, take a screenshot of SIO showing your final grade for the course, and upload it to Canvas.

View complete list of ethics courses on the SFS Seminar Canvas course.

SFS SEMINAR COURSE

The SFS Seminar (14-600) is a required weekly course that fosters engagement within your SFS@CMU cohort and provides valuable career guidance. It includes ethics case study discussions and presentations from SFS alumni and various government agencies, as well as project presentations for graduating students.

You are required to attend the seminar course and agency visits. If you are unable to attend, please inform the seminar instructor in advance.

The seminar is graded Pass / No Pass. You may miss up to two SFS Seminars, but these absences must be preapproved by the seminar instructor.

CANVAS

You will be enrolled in a Canvas course for **14-600: SFS Seminar**. It will host all seminar presentation slides, agency contact information, workshop information, announcements and references, and homework assignments, in addition to this handbook, and a discussion board.

Access the 14-600: SFS Seminar on Canvas
https://canvas.cmu.edu/

ACADEMIC INTEGRITY

You must adhere to Carnegie Mellon University's policies on academic integrity and community standards. These policies, as well as the appeal process, can be found online at the links below.

You will be removed from the SFS@CMU program if you violate the academic integrity policy. You will be held responsible for repaying the amount awarded to you through the program.

Review the CMU policies on Academic Integrity:
http://www.cmu.edu/policies/student-and-student-life/academic-integrity.html

Review the Academic Integrity Appeal Process:
http://www.cmu.edu/academic-integrity/headernav/policies.html

INTERNSHIP REQUIREMENT

You are required to secure an information security-related internship with an SFS eligible employer – see the Eligible Employer section for details. The internship should take place during the summer and be at least 10 weeks in length, depending on your clearances.

All employment offers from non-executive branch federal agencies for both internships and post-graduate employment must be reviewed and approved via the SFS student portal system. Please follow the steps detailed in section 3.1 of the OPM Program Information and Guidance document to request an exception.

CAREER SERVICES

Your home department or college provides career-related guidance. This includes resume reviews, career exploration consultation, internship and job search consultation, workshops/events and employer relations. To schedule a career coaching appointment with a consultant, login to Handshake, click "Career Center" then select "Appointments", and choose a day and time that work best for your schedule.

Rachel Amos coordinates SFS-specific employer visits and interviews for all SFS@CMU students.

CLEARANCES

Most federal IA positions require a security clearance. You will be required to submit personal information to the agency interested in hiring you to obtain your clearance(s). The SFS@CMU team recommends that you compile your information as early as possible. View the SF 86 form from the Office of Personnel Management (OPM) at the link provided below in order to understand the criteria employers will review for national security positions.

SF 86 Form:
https://www.opm.gov/forms/pdf_fill/sf86.pdf

ADDITIONAL RESOURCES

- **SFS@CMU Canvas Course.** Log in to Canvas to view: https://canvas.cmu.edu/
- **USA.gov and USAJobs** (https://www.usa.gov/government-jobs): job and internship opportunities with federal, state, local, or tribal government.
- **National Institute of Standards and Technology (NIST)** (https://www.nist.gov/nice-tutorials#Resume%20Writing): tutorials on

resume writing, interviewing, and NICE workforce framework

- **Handshake** (https://www.cmu.edu/career/handshake/for-students/index.html): CMU's online recruiting system, through which students and alumni can apply to positions, sign up for interviews and find contact information for thousands of recruiters.

POST-GRADUATION

COMMITMENT PHASE

After graduation, you must work full-time in a qualifying position at an SFS eligible employer, for a period commensurate with the length of the scholarship) and approved by the PI.

If you receive a full-time job offer as the result of a summer internship, you should be given at least until the first business day of October to respond. For offers generated from fall recruiting events, you should be given until November 15 or three weeks, whichever is later, to respond.

Prior to accepting an offer, you must submit your official offer letter for approval to the PI. Once you accept the position, email a copy of the acceptance letter to SFS-PI@andrew.cmu.edu.

You are expected to enter the commitment phase within 18 months of graduation. If you have not secured a qualifying position within 18 months, you will be required to reimburse the SFS Program, and the University will begin collections procedures. Therefore, it is recommended that you gain employment as soon as possible.

If you have not secured a qualifying position upon graduation, you must continue to seek federal employment at a qualifying agency; respond to requests from the SFS Program Office and PI as soon as possible; and continue to update your SFS profile. If you receive a qualifying offer, do not decline it, as you may need to accept the offer even it is not ideal.

ELIGIBLE EMPLOYERS

As described in the SFS Registrations Instructions and Program Requirements, internships (and post-graduation commitments must be served at one of the following:

1. Federal Executive Agency
2. Congress, including any agency, entity, office, or commission established in the legislative branch (i.e., GAO)
3. An interstate agency
4. State, local, or Tribal government
5. State, local, or Tribal government-affiliated non-profit that is considered to be critical infrastructure as defined in section 1016(e) of the USA Patriot Act

Students can apply for any full-time position that includes duties in Cybersecurity / Information Assurance at one of the locations above.

DOE LABS

As of September 2021, the DOE Labs agency type has been updated in the system to follow the Federal Executive Branch workflow (i.e., No pre-approval required). Please notify the SFS Program Office, sfs@opm.gov, if you continue to receive notifications to review commitments in the DOE Labs agency type.

> The OPM Student Guidance Document can be downloaded from the SFS student portal. SFS student portal login: https://www.sfs.opm.gov/Student/Login

EXCEPTION REQUESTS FOR NON-EXECUTIVE BRANCH POSITIONS

With permission of the OPM/SFS program office, a limited number of students may be placed in Federally Funded Research and Development Centers (FFRDCs).

All employment offers from non-executive branch federal agencies for both internships and post-graduate employment must be reviewed and approved via the SFS student portal system. Please follow the steps detailed in section 3.1 of the OPM

[Program Information and Guidance](#) document to request an exception.

As of September 2021, the new educator agency type has been added in the system and will follow the pre-approval process via the system (see above). Section 3.1 of the student guidance document describes the pre-approval process. The student guidance document is available via the PI and student portals.

For a position in this category to be approved, all three of the following must be met:

1. A full-time position (as defined by an academic institution)
2. An assignment must be at an active SFS institution (as of a starting date), and the teaching assignment must be comparable to other faculty/staff teaching cybersecurity courses.
3. The position description needs to be approved by OPM/NSF.

Please to submit any offers to your program PI for pre-approval.

This information was updated in September 2021.

VERIFYING EMPLOYMENT

You will need to provide documentation to the SFS Program Office verifying your employment and update your SFS profile online, ensuring it remains current throughout the commitment phase (two years). As SFS@CMU alumni, you are required to complete periodic surveys as requested by the SFS Program Office and must respond to all requests from SFS Program Office and PI Haritos Tsamitis.

As a reminder, please continue to submit all offer letters and position descriptions to the PI before accepting an offer. Certain positions (internship or post-grad) require pre-approval—see Section 3 of the OPM Program Information and Guidance document for more information.

Direct any inquiries regarding policies and approval requests to the PI of SFS@CMU: SFS-PI@andrew.cmu.edu; *please do not contact the SFS OPM before reaching out to the PI first.*

REPORTING COMMITMENTS

The Report a Commitment section of the student portal serves as the official mechanism for students to let the program office and the PI know they are meeting their SFS program commitment obligations. Therefore, all official commitments must be reported using the system.

The National Defense Authorization Act FY21 – 70/20/10 – states that:

(A) not less than **70** percent of such recipients are placed in an executive agency (as defined in section 105 of title 5, United States Code);

(B) not more than **10** percent of such recipients are placed as educators in the field of cybersecurity at qualified institutions of higher education that provide scholarships under this section; and

(C) not more than **20** percent of such recipients are placed in positions described in paragraphs (2) through (5) of subsection (d) – IE – State, Local, Tribal (FFRDCs are included here)

Note: Pre-approval (section 3.1 of the student guidance document describes this process) is based on the following:

No pre-approval required (70%)

- Federal – Executive Branch (Internship or Post Graduation)

Pre-approval required (20% & 10%)

- All positions other than Federal – Executive Branch (Internship or Post Grad)
  - Federal – Non-Executive Branch (20%)
  - State, Local, Tribal government (20%)
  - Federal Funded Research Development Centers (20%)
  - Educator in Cybersecurity at qualified SFS institutions (10%)

MONITORING PHASE

Following your commitment phase, you will enter the monitoring phase, which ends eight years after your service commitment end date.

During the monitoring phase, the SFS Program Office monitors your current employment status and contact information. In this phase, you are required to update your contact information when it changes, and complete periodic surveys as requested by the SFS Program Office (usually annually).

FOR INFORMATION ABOUT POST-GRADUATION OBLIGATIONS, REVIEW SFS PROGRAM FAQS:
https://www.sfs.opm.gov/Student/FAQs