



CyberCorps®: Scholarship For Service (SFS) (Scholarship Track)

Service Agreement

The CyberCorps®: Scholarship For Service (SFS) Program provides the means for program-approved academic institutions to grant scholarships to students (hereinafter referred to as participants) who agree to pursue a degree in the information assurance fields and serve at an approved Federal, State, local, or tribal Government agency (hereinafter referred to as “participating agency”) in a qualifying position (i.e., a position in the information assurance field) for a period of up to three years upon completing academic degree requirements, depending on the length of the scholarship. This Service Agreement sets forth the participant’s responsibilities.

I. Participant Responsibilities

The SFS scholarship participant agrees to the following:

1. Scholarship Phase:

During the scholarship phase the participant will:

- a) maintain enrollment at a participating college or university on a full-time basis;
- b) maintain good academic standing, as defined by his or her academic institution, in an information assurance program of study;
- c) at the end of the semester (or quarter or trimester, as applicable), submit an official course transcript to the Principal Investigator (PI) at the academic institution, the hiring official at the participating agency making an employment offer to the participant, or to the SFS Program Office, if so requested, listing the courses in which the participant is enrolled and the final grade(s) received;
- d) if the period of scholarship exceeds an academic year, search for and serve an information assurance-related internship of at least 10 weeks at a participating agency;
- e) participate in SFS-sponsored job fairs and all other SFS program activities;
- f) register with the SFS program, complete a participant profile, and create a résumé on-line at www.sfs.opm.gov;
- g) update SFS profile (résumé, job search activity report, and contact information) at least once quarterly;
- h) search for post-graduation employment with a participating agency in an information assurance-related position;
- i) complete periodic surveys as requested by the SFS Program Office; and
- j) respond to all requests from SFS Program Office and PI for information concerning the SFS program and participant status in accordance with guidance provided in the request.

2. Commitment Phase:

Following completion of academic degree requirements, the participant will:

- a. work full time in a qualifying position at a participating agency for a period commensurate with the length of the scholarship or one year, whichever is longer;¹
- b. provide documentation to the SFS Program Office verifying employment;
- c. ensure contact information in SFS profile remains current throughout period of obligation;
- d. complete periodic surveys as requested by the SFS Program Office; and
- e. respond to all requests from SFS Program Office and PI for information concerning the SFS program and participant status in accordance with guidance provided in the request.

3. Monitoring Phase:

Upon completion of the Service Commitment Participants enter the Monitoring Phase. During this phase the Program Office monitors the Participant's employment status and keeps current contact information on Participants. This begins upon completion of the Service Commitment and concludes 8 years after the Service Commitment end date. Participants will be required to:

- a. update contact information when it changes;
- b. complete periodic surveys as requested by SFS Program Office (usually annually).

4. Failure to secure a qualifying position:

If participant has not secured a qualifying position upon graduation, the participant agrees to:

- a. continue to search for employment with a participating agency in a qualifying position;
- b. respond to all requests from SFS Program Office and PI for information concerning the SFS service commitment in accordance with guidance provided in the request; and
- c. continue to update SFS profile (résumé, job search activity report, and contact information) at least once quarterly.

It is expected that the participant enters the commitment phase within 18 months of graduation however an extension may be granted by the SFS Program Office. If the participant has not secured a qualifying position within 18 months of graduation or by the end of the granted extension the participant understands that he/she will be indebted to the Federal Government and may be required to reimburse the SFS Program. Section II-2 addresses exceptions.

II. Participant Reimbursement to the Federal Government

1. A participant who fails to comply with any Program requirement established under this Service Agreement will be indebted to the Federal Government and must immediately reimburse the SFS Program. Failure to promptly reimburse the SFS Program will require that the funds be collected as a debt owed the U.S. Treasury.ⁱⁱ The reimbursable amount will be prorated based on time already served to fulfill the employment obligation following completion of degree requirements.

- a. Failure to fulfill the terms of the program during the scholarship phase occurs for any of the following reasons:
 1. the participant's enrollment is terminated by the academic institution for reasons under the control of the participant (including failure to meet academic or behavioral standards);
 2. any changes to the participant's curriculum or major field of study that are not compatible with the SFS program;
 3. failure to complete academic degree requirements within the scholarship period unless there are mitigating circumstances agreed to by the SFS Program Office;
 4. the participant fails to qualify for internship placement, including obtaining a security clearance if required;

