Scholarship For Service

A "HOW TO" GUIDE

What is SFS? Scholarship For Service is a program designed to produce highly trained information assurance professionals at selected Centers of Academic Excellence in Information Assurance Education. Through this program, we have created a superbly qualified pool of students available to Federal agencies for internships or permanent placement. These students have received scholarship funds and are obligated to serve in the Federal government for a period equivalent to the length of their scholarships (typically, two years).

How do I view their resumes? Log onto www.sfs.opm.gov and register as an agency official. Once registered, you may view the resumes of available students and retrieve the information you will need to contact those in which you are interested to interview them on the phone or set up in-person interviews. (Students are not funded to defray the cost of travel to appear for in-person interviews. Agencies may have to pay travel expenses if they wish to conduct in-person interviews.)

I found a student I like. How do I hire him or her? *Agencies under title 5, United States Code:* Federal agencies may use the direct hire authority issued by OPM on June 20, 2003 to appoint students who qualify to GS-2210 information assurance positions at the GS-9 level and above. When using this authority, agencies must have an open competitive announcement that indicates the agency intends to make a direct-hire appointment. The announcement may be closed after the direct-hire appointment is made.

For information assurance positions classified to other series or GS-2210 positions at lower grade levels, numerous avenues are available "to appoint" SFS students to internship or long-term positions. These include competitive examining, merit promotion, the Federal Career Intern Program, the Student Career Experience Program, and any appropriate noncompetitive placement authority for which the student may be eligible. However, OPM strongly recommends agencies use the authority for hiring individuals in fellowship and intern programs (5 CFR 213.3102(r)) to place Scholarship For Service (SFS) students. The "r" authority has several advantages: public notice is not required, there is no limit on the grade level to which individuals may be appointed (providing they qualify) there is no limitation on promotion potential (provided they qualify), agencies can develop their own qualifications for positions filled through this authority because it is a schedule A excepted authority, and time-in-grade restrictions do not apply.

Agencies under other titles: Federal agencies whose employment system is governed by other titles should use whatever appointing authorities are appropriate under the regulations that govern their temporary employment practices.

How does one document a direct-hire appointment? When documenting direct-hire authority appointments on the SF-50/52, *Notification of Personnel Action or Request for Personnel Action*, HR personnel must use two Nature of Action authority codes. First, they must use **AYM** as the 1st authority, entering the specific OPM issued direct-hire authority number and date; and second, **BAC** as the 2nd authority which will automatically reflect 5 CFR Part 337.201. For example: **AYM** GW001 6/20/03 and BAC 5 CFR Part 337.201. When making direct-hire appointments, it is imperative that **both** authority codes be used to enable OPM to evaluate the use of this authority without requiring agency reports.

How do I find out more about the program? Visit www.sfs.opm.gov and peruse the guidance for agency officials. You may also contact the SFS Program Office at sfs.opm.gov or call Kathy Roberson, SFS Program Manager, at (210) 805-2423, extension 506.