Application Package for Summer 2024 Student Trainee/Summer Intern (Rising Leader Intern Program) At U.S. Cyber Command (USCYBERCOM) located at Fort Meade, MD

Instructions: Please read everything within this package carefully and provide all requested information/documentation on the checklist to Cyber_Recruiting@cybercom.mil by 12:00 pm (EST) on 1 November 2023.
In the subject line of your email, type "Intern 2024 Application" and in the body include "Attn J16".
Failure to provide all of the required information/documentation in the requested format by the deadline may result in an ineligible/reduced rating.

Application Package Checklist: Include all items on this checklist in one email to the alias above by the deadline.
☐ Updated résumé
☐ College/university transcripts
☐ Responses to questions on page 3 of this document**
☐ Writing Sample on page 4 of this document**
**You do NOT need to extract pages 3-4 of this document and submit them as separate attachments. You can simply complete them within this document and attach this document to your email submission.

Overview:
Pay Scale and grade: GS-3/4/5/7 (Information Technology/Computer Science Student Trainee) -or-
GS-3/4/5/7 (Other non-IT/cyber Job Series (i.e. Financial Management/Acquisition))
Salary: Please see the GS Pay Scale Table for Washington, D.C located on www.opm.gov
Service: Competitive service position under Direct Hire Authority Appointment type: Term Work Schedule: Full-time (40 hrs/wk), 10-12 week summer internship in 2024 (Employee may be required to travel, work other than normal duty hours, to include evenings, weekends and/or holidays)
Location: Fort Meade, Maryland
Relocation expenses: Not reimbursed
Non-supervisory status position
Number of Vacancies: 12

Position Summary: The U.S. Cyber Command (USCYBERCOM) with the U.S. Army is accepting applications for highly competitive, full-time, paid, summer 2024 positions under the Rising Leaders Program. The program consists of a 10-12 week (approximately June-August) in-person experience at USCYBERCOM located at Fort Meade, Maryland. Qualified applicants will be considered for various projects based on interest, skills, and qualifications to work in the requesting Directorate or Cyber National Mission Force. Selected interns are required to follow a robust individual development plan that includes, but is not limited to: onboarding/welcome activities, cyber/IT project, leadership activities/experiences, mandatory/specialized training, and mentorship engagements. Interns will receive performance feedback from their supervisors and may be recommended for conversion to a Recent Graduate position within an Army or USYCBERCOM formation.

Who Can Apply:
This vacancy is open to current, full-time college/university students (sophomores and juniors) and graduate students. Interns are appointed in term competitive service positions under Direct Hire Authority at entry-level grades (GS-03 through GS-07) based on college credits and degree levels earned.

Conditions of Employment:
  – You must be a U.S. Citizen
  – You must be of legal working age
  – You must undergo a background investigation, polygraph, and be able to obtain and maintain a Top Secret SCI clearance (Note: security clearance processing includes a review of finances, foreign national contacts, and police background checks)
  – You must complete a urinalysis/drug test and fingerprints

- You must be currently enrolled, and in good academic standing (a minimum GPA of 2.95 out of 4.0), in a full-time accredited Bachelor's or Master's degree program
- You must be able to relocate to Fort Meade, Maryland and have reliable local transportation
- You must submit a complete application/resume and supporting documents

Required Information and Documentation:
1. The full name of your academic institution and anticipated graduation date (month/year) must be included in your application/resume. **Education must be accredited by an accrediting institution recognized by the U.S. Department of Education**
2. Your Current GPA must be reflected on your application/resume.
3. An electronic, unofficial copy of your transcripts
4. College/University semester start dates may conflict with the program end date. You must provide your college/university upcoming/fall start date on your application/resume.
5. You must indicate your requested end date (that, at a minimum, falls at the end of the 10th week of the program) on your application.
6. Please indicate on your application if you are willing to accept an alternate solution (e.g., unclassified experience at an offsite location) if a classified, in-person experience is not possible. Alternate solutions are not guaranteed.

Knowledge, Skills and Abilities: General Information Technology/Computer Science/Cyber/Data/Engineer-related or other non-IT/STEM experience (i.e. Financial Management, Business) demonstrating each of the following four competencies: attention to detail, excellent customer service, strong oral and written communication skills, problem solving AND the quality level of education/experience, which demonstrates the possession of the knowledge, skills, abilities, and competencies necessary for successful job performance required for this position.
1. Ability to work in ambiguous and unstructured situations is critical
2. Demonstration of strong oral and written communication skills
3. Demonstration of technical and/or analytical experience
4. Ability to professionally engage with/brief senior military and civilian leaders
5. Ability to protect confidential/sensitive information and prevent authorized disclosure of such information to unauthorized entities
6. Knowledge of Joint Cyberspace Operations (CO) planning, concepts, principles, and practices, and familiarity with broad range of military operations is highly desirable

Qualifications: Applicants must meet the minimum qualification requirements for work category, occupation, work level, pay band & grade.

Questions for Summer 2024 Student Trainee/Summer Intern (Rising Leader Intern Program)
At U.S. Cyber Command (USCYBERCOM) located at Fort Meade, MD

Instructions: Select or type your answer to each question.

Applicant's full name (First, Middle, Last):

1. Are you a U.S. Citizen? ☐ Yes ☐ No

2. Are you 18 or older?   ☐ Yes ☐ No

3. Are you currently enrolled in a bachelor's or master's degree program at an accredited university/college? Select one:
☐ Yes, I am enrolled in a bachelor's degree program at an accredited university/college
☐ Yes, I am enrolled in a master's degree program at an accredited university/college
☐ No, I am not enrolled in an accredited bachelor's or master's degree program

4. What is the full name and mailing address of the accredited university/college for which you are currently enrolled?
Name of college/university:
Address of college/university:

5. What is your current GPA? Note: you must have a minimum GPA of 2.95 out of 4.0 to be eligible. Transcripts are required.
GPA:

6. What is your current status in college/university? Select one:
☐ Full-time undergraduate sophomore
☐ Full-time undergraduate junior
☐ Full-time undergraduate senior
☐ Full-time graduate student with a minimum of 15 semester hours completed

7. Will you remain a full-time college/university student in summer 2024 (i.e. will you be on summer break and will return to college in the fall)? ☐ Yes ☐ No

8. What will be your status in college/university during fall 2024? Select one:
☐ Full-time undergraduate sophomore
☐ Full-time undergraduate junior
☐ Full-time undergraduate senior
☐ Full-time graduate student with a minimum of 15 semester hours completed

9. What is your exact start date for fall 2024 courses?
Fall 2024 start date (Month/Day/Year):

10. What is your requested internship end date (to allow time to return to your college/university for fall courses)?
Requested end date (Month/Day/Year):

11. What is you projected college/university graduation date?
Graduation Date (Month/Year):

12. Are you able to relocate to the Fort Meade, MD area for 10-12 weeks during summer 2024? ☐ Yes ☐ No

13. Are you willing to undergo extensive screening to include polygraph, fingerprints, urinalysis/drug testing, TS/SCI security clearance processing (this includes a review of finances, foreign national contacts, and police background checks)?
☐ Yes ☐ No

14. Are you willing to accept an alternate solution (e.g., unclassified experience at an offsite location) if a classified, in-person experience is not possible? Alternate solutions are not guaranteed and cannot be requested by the candidate. ☐ Yes ☐ No

Writing Sample for Summer 2024 Student Trainee/Summer Intern (Rising Leader Intern Program)
At U.S. Cyber Command (USCYBERCOM) located at Fort Meade, MD

Instructions: Provide a writing sample (maximum of 2 paragraphs, single spaced, 12pt font) answering the question. Submit your writing sample with your application package.

Question: Why do you want to serve at U.S. Cyber Command?

The best responses will include some/all KSAs: General experience demonstrating each of the following four competencies: attention to detail, excellent customer service, strong oral and written communication skills, problem solving AND the quality level of education/experience, which demonstrates the possession of the knowledge, skills, abilities, and competencies necessary for successful job performance required for this position.

1. Ability to work in ambiguous and unstructured situations is critical
2. Demonstration of strong oral and written communication skills
3. Demonstration of technical and/or analytical experience
4. Ability to professionally engage with/brief senior military and civilian leaders
5. Ability to protect confidential/sensitive information and prevent authorized disclosure of such information to unauthorized entities
6. Knowledge of Joint Cyberspace Operations (CO) planning, concepts, principles, and practices, and familiarity with broad range of military operations is highly desirable

Applicant's full name (First, Middle, Last):

Type Writing Sample Here: