Application Package for the Student Volunteer Program (SVP)
At U.S. Cyber Command (USCYBERCOM) located at Fort Meade, MD

Instructions: Please read the vacancy announcement and this package carefully and provide all requested information/documentation on the checklist to Cyber_Recruiting@cybercom.mil between 11:59 pm (EST) on 3 January and 11:59 pm (EST) on 31 January (annually). Applications will not be accepted prior to or after the identified vacancy open/close dates/times. F**ailure to comply with instructions and/or failure to provide all of the required information/documentation in the requested format by the EST deadline may result in a reduced or ineligible rating.**

Do **NOT** alter any application documents. Your questions and writing sample must be provided in this document and will not be accepted in any other format or template. **Exception**: If you experience technical difficulties with document functionality, then you may print the document, handwrite your responses on it, then scan and submit electronically. Writing must be legible.

Y**ou must use the following naming conventions to submit your documents**:
- o Application: U_SVPApp_First Name Last Name_U
- o Résumé: U_SVPRes_First Name Last Name_U
- o Transcripts: U_SVPTransc_ First Name Last Name_U

Attach this application document with your completed responses to the email with your résumé and law school transcripts.
In the subject line of your email, type "SVP Application- [Add desired semester and year, e.g., Fall 2025]," and in the body include "Attn SVP Program Managers".

Application Package Checklist: Include all items on this checklist in **one email** to the alias above by the deadline.***

☐ Provide an updated résumé that contains **ALL** of the following information in the requested format:
- o First and Last Name
- o Phone number and Email [Note: Provide the email address you check daily]
- o Provide names and abbreviations of all higher education academic institutions you have attended
- o Provide degree type for all completed and pending higher education degrees (i.e., Bachelor's degree, Master's degree, Doctoral degree, Juris Doctor degree, etc.)
- o Provide major/concentration(s) for all listed degrees
- o Provide GPA for all listed degrees [Note: there is no GPA requirement at this time, but you must be in good academic standing with your law school]
- o Provide graduation date(s) (actual or expected) for all degrees in month, day, and year format
- o Provide work experience and dates in month and year format
- o List active security clearance level and issuing Agency (if applicable) [Note: you do not need to have a security clearance to apply, but you will be required to obtain/maintain a TS/SCI if selected]
- o List military status (if applicable)
- o **Do NOT include photos, QR codes or any links** to social media, profiles, projects/portfolios, or any other links/websites on your résumé or application **for any reason**. **We cannot/will not open them.**
- o **Do NOT include your social security number or home/temporary address** on your résumé or application.

☐ Application Questions and Writing Sample
- o Your writing sample should not exceed 500 Words and must address the questions in the writing prompt, all Knowledge Skills and Abilities (KSAs), and at least one desirable attribute from the chart provided, as instructed in the Writing Sample section of this application.
- o Please double check your documents to ensure all questions have been answered and instructions followed.

☐ Provide law school transcripts electronically.***Contact us if your transcripts are not available by the deadline.
- o Note(s): We accept electronic, unofficial copies of transcripts, but official copies may be requested at a later date.
- o We are unable to access portals/links to review transcripts and they must be attached to the application email, as explained above.
- o The applicant is responsible for incurring any transcript costs.

☐ Provide confirmation on your application that you have received pre-approval/permission from your law school to complete a full-time (up to 40 hours per week) student volunteer position at the Command for academic credit.
- o Note(s): A Student Volunteer Program (SVP) **Participation Approval Letter** that includes any academic requirements (e.g. complete a paper, student evaluations, etc.) must be provided by an authorized academic official on school letterhead, when requested. This letter is due approximately two weeks prior to the Volunteer's start date.
- o Review/provide a copy of the **Pre-Publication Requirements Letter** (included on page 2) to your academic institution when seeking pre-approval/approval to receive academic credit.

Pre-Publication Requirements Letter

**Please maintain this letter and provide a copy to your respective scholarship/academic institution representative.

Dear Prospective or Current Student Volunteer and Scholarship/Academic Institution Representative,

Hello from the United States Cyber Command (USCYBERCOM)! The purpose of this letter is to inform you of policies regarding engagements/contact with the public that will impact your student/scholar and institution. Additionally, please be advised all Student Volunteers receiving academic credit for their participation in the Student Volunteer Program (SVP) must obtain and submit a signed SVP Participation Approval Letter on official letter head from their academic institution, when requested by USCYBERCOM (i.e., approximately two weeks prior to the Volunteer's start date). There is no designated template; however a sample letter template is available to the candidate upon request. The letter must validate the law student: 1. is still enrolled and in good standing at the school, 2. has permission to volunteer during his/her/their Fall or Spring Semester, and 3. must include any academic requirements and approximate due dates (e.g., paper, evaluation/feedback discussions or forms with/for USCYBERCOM, speeches, or any publications, etc.) to receive academic credit for the volunteer opportunity (if applicable).

If the student/scholar has a paper, speech, publication, evaluation, publication or ANY other oral or written requirement (related to USCYBERCOM or the National Security Agency) to satisfy for his/her/their academic institution/scholarship, or future academic/career goals, then he/she/they must submit all content for pre-publication review/approval at least 30 days in advance. The Pre-publication requirement is a lifetime obligation for the Student Volunteer. USCYBERCOM Student Volunteers will receive a brief and instructions on this process/lifetime obligation during indoctrination. If an evaluation/supervisor feedback is required for the student to receive academic credit, we respectfully request the Student Volunteer complete the following:

- Submit a meeting request with all evaluation/feedback questions in writing to Cyber_Recruiting@cybercom.mil at least 30 days in advance. Please put "ATTN SVP Program Managers" in the subject line.
- **Note**: We are unable to host in-person meetings, participate in video meetings, or access school/other portals or external websites to complete surveys/evaluations.
- We will schedule a phone meeting and provide a conference line number, or we will call you on the designated meeting date/time.
- Recordings of meetings are not authorized.

We appreciate you helping us uphold our policies. If you have any other questions, please have your student/ intern/scholar submit them to us directly for a quicker response. Thank you!

Sincerely,
Internship/Development Program Managers
USCYBERCOM

Application Questions (Student Volunteer Program at USCYBERCOM)

Instructions: Carefully review the "Eligibility" and "Conditions of Volunteering" sections of the vacancy announcement for more information prior to completing this application. Select/type your answer to each question in the spaces provided. Do **NOT** provide answers in any other format or template. *Exception*: If you experience technical difficulties with document functionality, then you may print the document, handwrite your responses on it, then scan and submit electronically. Writing must be legible. Reference the checklist and follow instructions on Page 1 of this application to submit your application.

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

1. Are you a U.S. Citizen (by birth or naturalization)? ☐ Yes ☐ No

2. If you are a dual citizen of the U.S. and another country, are you willing to sign a statement to renounce foreign citizenship? ☐ Yes ☐ No ☐ Not Applicable (Select "Not Applicable" if you are NOT a dual citizen and answered "Yes" to Question #1)

3. Are you 18 or older? ☐Yes ☐ No

4. 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/travel, and criminal/court background checks)? ☐ Yes ☐ No (explain why not):

5. Are you able to relocate to the Fort Meade, Maryland area? ☐ Yes ☐ No (explain why not):

6. Do you have reliable/personal transportation for the duration of the program?
   Note: Fort Meade is not fully accessible by public transportation.
   ☐ Yes ☐ No (explain why not):

7. Which semester/year are you able to on board/start volunteering by?
   ☐ Fall ☐ Spring   (add year for Fall or Spring):

8. Are you willing/able to start earlier (e.g., Summer) if you successfully complete your TS/SCI security clearance processing and program support/resources are available?
   ☐ Yes   ☐ No (explain why not):

9. Are you willing to accept an alternate solution (e.g., receive an unpaid, unclassified experience at an offsite location until you are fully cleared to access classified spaces and systems onsite)?
   ☐ Yes ☐ No (explain why not):

10. What is your current status? Review all and select **all that apply**:
    ☐ Veteran
    ☐ Current 1L student at an ABA-Approved law school who will be a 3L student during the semester/year selected in #7.
    ☐ Current part-time 2L student at an ABA-Approved law school who will remain enrolled as a law student during the semester/year selected in #7.

11. Are you in good academic standing with your ABA-approved law school? Note: Transcripts are required by the deadline.
    ☐ Yes (provide GPA):
    ☐ No (explain GPA):
    ☐ GPA is not available at this time (explain):

12. Are you able to volunteer full-time (up to 40 hours per week) for 14-16 weeks or the duration of your volunteer semester?
    ☐ Yes ☐ No (explain why not):

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

13. Are you able to extend your volunteer experience on a full-time or part-time basis for up to one semester, if approved? Note: you must maintain law student status to extend your program.
    ☐ Yes (please indicate if you are available full-time or part-time for an extension):
    ☐ No (explain why not):

14. Do you have your ABA-approved law school's <u>pre-approval/permission</u> to volunteer during your 3L academic semester, as described in this application package/vacancy? Note: a SVP Participation Approval Letter on official letter head from your law school with any school requirements will be requested at a later date. Approval for an extension of the program must also be obtained if/when applicable.
    ☐ Yes
    ☐ No (explain why not):

15. Do you agree to abide by the Pre-Publication requirements as described in this application package/vacancy? Note: You are required to provide a copy of the Pre-Publication Requirements Letter (provided in this application/vacancy) to your law school when seeking approval to participate in the program for academic credit.
    ☐ Yes
    ☐ No (explain why not):

16. How did you learn about this program/vacancy?
    ☐ Cybercom.mil
    ☐ USCYBERCOM social media
    ☐ School representative/advisor
    ☐ Recruiting event/career fair
    ☐ Other (explain):

[*Application Writing Sample continued on next page*]

Writing Sample for Fall 2024 Student Volunteer Program at USCYBERCOM

Instructions: Please submit your writing sample as part of your application package after reviewing the following instructions carefully:

- Answer the question(s) in the writing prompt below. Your response must address/demonstrate the possession of ALL knowledge, skills, abilities (KSAs) and at least 1 of the attributes from the chart below. Do **NOT** submit your writing sample separately or in any other format or template.
- The writing sample should be typed using Times New Roman, 12pt font, single spaced and should not exceed 500 Words. See Page 1 of application instructions if you experience technical difficulties with this document.
- Ensure the writing sample is free from spelling, grammar, and punctuation errors.
- Do **NOT** include photos, QR codes or any links to social media, profiles, projects/portfolios, or any other links/websites for any reason.

Student Volunteer KSAs:	Student Volunteer Desirable Attributes:
1. Demonstrates excellent research and writing skills. 2. Ability to communicate effectively both orally and in writing. This includes the ability to professionally engage with/brief senior military and civilian leaders. 3. Adaptability/ability to work in an ambiguous and fast-paced environment. 4. Professional or academic knowledge of basic cyber-space law.	A. Provides excellent Customer Service. B. Demonstrates teamwork. C. Attention to detail. D. Trustworthiness/ability to protect confidential/sensitive information and prevent authorized disclosure of such information to unauthorized entities.

Writing Sample Prompt: Please explain why you want to be a Student Volunteer at USCYBERCOM <u>and</u> why you are interested in the cyber-space community of legal practice.

<mark>Applicant's full name (First, Middle, Last)</mark>: _____

Type Writing Sample Here ONLY (You may continue onto the next page, but do not exceed 500 Words):

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

Continued Writing Sample (leave blank if you do not need the extra page).