



### RECOMMENDATION FORM

#### **Applicant Information:**

Name: \_\_\_\_\_

#### **Recommender Information:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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In accordance with the Family Educational Rights and Privacy Act, this letter of reference will become part of your file but it will not be disclosed to any unauthorized individual without your consent. If you are given a scholarship under this program, you will have access to the contents of this letter unless you voluntarily waive your right of access. Please check one of the boxes below before you sign or date the following statement.

I have read the information above and hereby:

- waive  
 do not waive

my right of access to this document should I receive a scholarship under this program.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT: Please check box, sign, and date above.**

RECOMMENDER: Thank you for your time in providing this recommendation for the applicant named above. Please mail **AND** email the recommendation on official letterhead to:

CyberCorps Scholarship Selection Committee  
 c/o CSIA Scholarship Program Assistant  
 The George Washington University  
 Cyber Security Policy and Research Institute  
 304 Staughton Hall  
 707 22<sup>nd</sup> St. NW  
 Washington, DC 20052  
 Email: [csia@gwu.edu](mailto:csia@gwu.edu)

We ask that you do this as soon as possible, but **no later than Tuesday, January 31, 2012 at 5 pm Eastern Time**, since only after an application packet is complete can selected students be called in for personal interviews. If you cannot meet this deadline, please suggest that the student find another recommender, as a missing recommendation letter will negatively affect the student's chance for a scholarship.

If you have any questions, please contact the scholarship program assistant at (202) 994-5513.

This recommendation consists of two parts, a Competency Ratings Table and a letter of reference on your organization's letterhead.

### 1. COMPETENCY RATINGS TABLE

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- 0=Inadequate Opportunity to Observe
- 1=No Knowledge or Ability
- 2=Basic Knowledge or Ability
- 3=Intermediate Knowledge or Ability
- 4=Advanced Knowledge or Ability
- 5=Superior Knowledge or Ability

Please rate the applicant, \_\_\_\_\_, using the above scale, on each of the following competencies:

Competency	Rating (0 or 1-5)
Knowledge of the techniques of the information security discipline, including encryption, access control, physical security, training, threat analysis, and authentication.	
Knowledge of the human factors in information security, including human computer interaction, design, training, sabotage, human error prevention and identification, personal use policies, and monitoring.	
Ability to identify and analyze problems, distinguish between relevant and irrelevant information to make logical decisions, and provide solutions to individual and organizational problems.	
Ability to consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.	
Ability to make clear and convincing oral presentations to individuals or groups; listens effectively and clarifies information as needed, facilitates an open exchange of ideas and fosters an atmosphere of open communication.	
Ability to express facts and ideas in writing in clear, convincing and organized manners appropriate to the audience and occasion.	

### 2. LETTER OF REFERENCE

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Please provide your comments on the applicant in a short letter of recommendation **ON YOUR ORGANIZATION'S LETTERHEAD**. Please indicate whether you know the applicant in an academic or employment relationship, indicate how long you have known the applicant, and assess the applicant's potential for academic success and fulfillment of a degree requirement in a program of study in computer security and information assurance. The emailed copy should be the text of this letter, sent from your account.

You may wish to expand on the information in the Competency Ratings Table above. Any additional information on his or her academic work, intellectual qualities, motivation, potential for growth, character, personal qualities, creativity, leadership, emotional maturity, and special strengths or weaknesses will be very helpful.

Recommender's Signature \_\_\_\_\_ Date \_\_\_\_\_