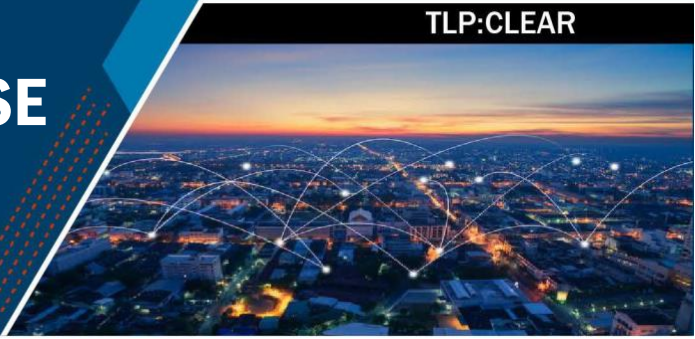




# FEDERAL CYBER DEFENSE SKILLING ACADEMY

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## Supervisor and Applicant Agreement and Approval Form

The supervisor and applicant both agree to abide by the following conditions for the applicant's participation in the three-month program. Submit this completed and signed form, along with the rest of the application package, to the Skilling Academy. Directions on how to apply are on the [Federal Cyber Defense Skilling Academy](#) website.

### What

The [Federal Cyber Defense Skilling Academy](#) is an intense, full-time, three-month accelerated training program for federal employees to develop the baseline knowledge, skills, and abilities of a Cyber Defense Analyst (CDA). The course is mapped to the [National Institute for Cybersecurity Education \(NICE\) Cybersecurity Workforce Framework](#) and provides valuable opportunities to practice new CDA skills in a lab environment. As an added incentive, students will receive CompTIA Security+ training during the last two weeks of the Skilling Academy.

### Who

Full-time, civilian federal employees in any job series, grades GS-11 and below, or grade equivalent for non-GS employees, are eligible to apply to the Skilling Academy. Priority for participation in this program will be given to those who are not in information technology, information security, or cybersecurity-related job series.

The program has a limited capacity, therefore, those who apply are committing to attend, participate and complete the entire rigorous three-month program.

### When

Each Skilling Academy session runs 12 weeks, with two week-long breaks. Accepted students are required to attend a mandatory 4-hour New Student Orientation. All students are required to join virtually Monday through Friday from 8:00 a.m. to 5:00 p.m. ET, excluding federal holidays. Students will not be able to maintain their Alternative Work Schedule during the program. Students will return to their regular duty assignment during breaks unless the home agency has approved leave.

This application is for the following program dates:

### Applicant Agreement

The applicant agrees to abide by the following requirements by initialing each requirement. There are limited exceptions to these requirements.

Applicant  
Initials

Applicant Agrees to the Following Requirements

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. The Skilling Academy is the student's focus for the 40-hour, full-time work week during the entire 3-month duration of the course.
2. Students will refrain from conducting activities associated with their regular duty assignment, including, but not limited to, meetings, calls and work deliverables.
3. Depending on agency requirements, accepted students may be required to complete an SF-182 to receive approval from their organization to attend the program. Applicants should discuss the requirements of this program with their supervisor to ensure program requirements can be fulfilled. Applicants are responsible for working with their supervisor to confirm compliance with their home agency's policies, to include any necessary timekeeping to ensure salary payments from their home agency are not interrupted.

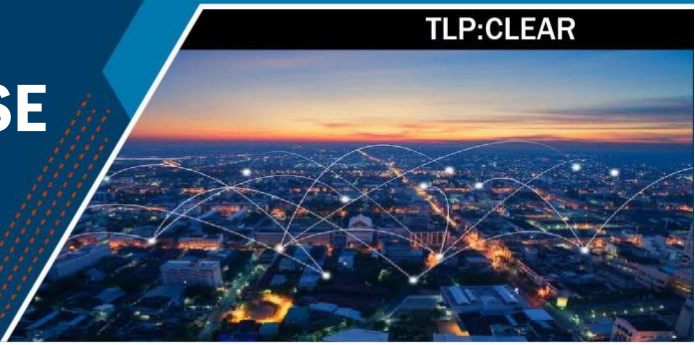
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4. During the Skilling Academy’s instruction periods, the student is required to be on camera and in business casual attire for every class.
5. By applying for this course, the applicant confirms to not have scheduled annual leave during the course dates outside of the two previously identified weeklong breaks. Consistent attendance is vital to successfully completing the course.
6. To ensure the student does not fall behind, missed instruction days and lab work must be made up by accessing class recordings and self-study materials. Class recordings are available for two weeks after each session.
7. If the student fails to complete the required work assigned in the allotted class time, the student agrees to complete the required work as soon as possible.
8. If a student misses eight or more classes or 20% of the labs in the Skilling Academy, the student will be marked as incomplete and will not graduate from the program. The student may, however, apply to a future program cycle.
9. Sick leave and emergency personal leave are permitted, however, it is the student’s responsibility to make up any missed class content as soon as possible.
10. Due to the accelerated nature of the program, students will need their supervisor’s approval to withdraw from the program after the cohort begins.
11. Students must have access to the following to participate in the Skilling Academy.

Minimum configuration requirements:

- Personal or government furnished equipment (GFE) laptop or desktop computer with an up-to-date operating system
- Speakers or headset
- Camera
- Microphone
- Internet bandwidth: 10 Mbps
- CPU: 1.1 GHz, Dual Core
- RAM: 4.0 GB
- Browser: Edge, Chrome, Firefox, Safari
- Apps: MS Teams
- Email: Access to federal government email account
- Note: If you do not have a GFE laptop, you may be able to use Workplace as a Service (WPaaS) to access your federal government email account and MS Teams account. Contact your agency’s IT Service Desk for more information on WPaaS.

## Supervisor Agreement

The applicant’s supervisor agrees to abide by the following requirements by initialing each requirement. There are limited exceptions to these requirements.

Supervisor  
Initials

Supervisor Agrees to the Following Requirements

\_\_\_\_\_

\_\_\_\_\_

1. The supervisor understands that this course will be the applicant’s focus for their 40-hour, full-time work week during the three-month course.
2. If the applicant is selected as a student, the supervisor agrees to release the student to dedicate their 40-hour work week to this course.

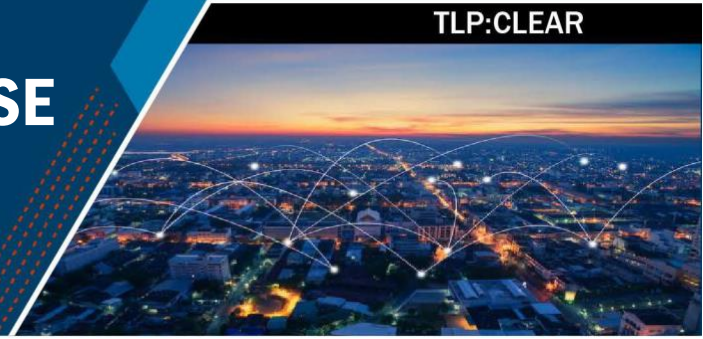
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3. During times of instruction, the supervisor will refrain from contacting the student for work-related taskings, including, but not limited to, meetings, calls and work deliverables.
4. Additionally, the student will not be required to work outside the standard 40-hour work week.

## Applicant Details

Pay Plan: \_\_\_\_\_ Job Series: \_\_\_\_\_

Grade: \_\_\_\_\_ Agency: \_\_\_\_\_

Division: \_\_\_\_\_ Branch: \_\_\_\_\_

## Applicant Confirmation

By signing this form, you agree to abide by the requirements under the "Applicant Agreement" section and verify that the "Applicant Details" information is correct.

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

Applicant Title: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

## Supervisor Confirmation

A supervisor is defined as any person who can approve leave for the applicant. For TSA applicants who work for individual airports, applicants will need approval from the supervisor who approves their schedule changes. In most cases, this will be the applicant's Federal Security Director (FSD) or Assistant Federal Security Director (AFSD). It is the applicant's responsibility to notify any additional supervisors that they report to when applying to the program.

By signing this form, you agree to abide by the requirements under the **Supervisor Agreement** section and verify that the **Applicant Details** information is correct.

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

Supervisor Title: \_\_\_\_\_

Supervisor Email Address: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

### Privacy Act Statement

**Authority:** 5 U.S.C. § 301, 44 U.S.C. § 3101, and 6 U.S.C. 652(c)(11) authorize the collection of this information.

**Purpose:** The Federal Cyber Defense Skilling Academy is designed to help civilian federal employees develop their cyber defense skills through training in the baseline knowledge, skills, and abilities of a Cyber Defense Analyst (CDA). The Federal Cyber Defense Skilling Academy Supervisor and Applicant Agreement and Approval Form is used for the Federal Cyber Defense Skilling Academy application process. It is a form signed by both the applicant and their supervisor listing the conditions that must be abided by for the applicant to be able to participate in the Federal Cyber Defense Skilling Academy.

**Routine Uses:** Information collected may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using the information as necessary and authorized by the routine uses published in DHS/AII-003 Department of Homeland Security General Training Records, November 25, 2008, 73 FR 71656.

**Disclosure:** Providing this information is voluntary. However, failure to provide this information may prevent CISA from deciding applicant eligibility.

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