



# FEDERAL CYBER DEFENSE SKILLING ACADEMY

TLP:CLEAR



## SUPERVISOR AND APPLICANT AGREEMENT AND APPROVAL FORM

The supervisor and applicant must both confirm and agree to abide by the following conditions for the applicant’s participation in the three-month Skilling Academy program. Please 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](#) webpage.

Please indicate the Skilling Academy Pathway and Session you are applying for:

### Skilling Academy

The [Federal Cyber Defense Skilling Academy](#) is an intense, full-time, three-month accelerated training program for full-time federal employees to develop the baseline knowledge, skills, and abilities of various cybersecurity work roles. All courses are mapped to the [NICE Workforce Framework for Cybersecurity \(NICE Framework\)](#) and provide valuable opportunities to practice new skills in a lab environment.

All full-time federal employees in any job series and any grade or grade equivalent for non-General Schedule (GS) employees are eligible to apply to the Federal Cyber Defense Skilling Academy. Government contractors are not permitted to participate.

### Timeline

Each Skilling Academy session runs 12 weeks and may include up to two week-long breaks. Accepted students are required to attend a mandatory New Student Orientation session the week prior to the start of a course. Supervisors are also highly encouraged to participate in the first hour of orientation and are welcome to stay for the entire duration.

During the three-month program, all students are required to participate virtually Monday through Friday from 8 a.m. to 5 p.m. ET, excluding federal holidays. Students cannot maintain their alternative work schedule during this time. Students return to their regular duty assignment during breaks unless the home agency has approved leave.

### Applicant Agreement

By initialing next to each requirement, the applicant signifies their acknowledgement and agreement to abide with the specified conditions. Please note, there are limited exceptions to these requirements.

Applicant  
Initials

The Applicant Confirms and Acknowledges the Following Conditions

- \_\_\_\_\_ 1. The applicant is currently a full-time federal employee within the United States Government.
- \_\_\_\_\_ 2. The Skilling Academy will be the student’s focus for the 40-hour, full-time work week during the entire three-month duration of the course.

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- \_\_\_\_\_ 3. Students will refrain from conducting activities associated with their regular duty assignment, including, but not limited to, meetings, calls and work deliverables.
- \_\_\_\_\_ 4. Depending on agency requirements, accepted students may be required to complete an SF- 182 to receive approval from their organization to attend the Skilling Academy. 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.
- \_\_\_\_\_ 5. During the Skilling Academy’s instruction periods, students will be required to be on camera and in business casual attire for every class.
- \_\_\_\_\_ 6. Due to the rigorous and fast-paced cadence of the course, the Skilling Academy strongly advises students against taking scheduled leave during the course. If a student accrues eight unexcused absences or do not finish 20% of the labs in the Skilling Academy, they will be marked as incomplete and will not graduate from the program. Students may, however, apply to future sessions.
- \_\_\_\_\_ 7. 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.
- \_\_\_\_\_ 8. To ensure students do 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.
- \_\_\_\_\_ 9. If a 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.
- \_\_\_\_\_ 10. If a student decides to withdraw from the session after the start date, a formal withdrawal form signed by the student’s supervisor will be required.
- \_\_\_\_\_ 11. To fully participate in the Skilling Academy, students must have access to the following hardware and software requirements:
  - Personal or GFE laptop or desktop computer with Windows 10 or newer
  - Speakers with headset
  - Camera
  - Microphone
  - Internet bandwidth: 10 Mbps
  - CPU: 1.1 GHz, Dual Core
  - RAM: 4.0 GB
  - Browser: IE, Edge, Chrome, Firefox, Safari
  - Apps: MS Teams
  - Email: Access to federal government email account

**Supervisor Agreement**

By initialing next to each requirement, the applicant’s supervisor signifies their acknowledgement and agreement to abide with the specified conditions. Please note there are limited exceptions to these requirements.

Supervisor Initials

The Supervisor Confirms and Acknowledges the Following Conditions:

- \_\_\_\_\_ 1. The supervisor confirms the applicant is a full-time federal employee within the Unites States Government.
- \_\_\_\_\_ 2. 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.

- \_\_\_\_\_ 3. 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 and acknowledges that the student will not be required to work outside the standard 40-hour work week.
- \_\_\_\_\_ 4. 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.
- \_\_\_\_\_ 5. The Skilling Academy is not responsible for providing supervisors with status updates and/or attendance records of the student, except in cases requiring disciplinary intervention. It is the student’s responsibility to communicate directly with their supervisor regarding program status updates and attendance records as required by their home agency. In cases where students are absent from scheduled training without prior approval or notification, action will be taken by the Skilling Academy to properly rectify the situation with notification to both the student and supervisor.

**Applicant Details**

Pay Plan: \_\_\_\_\_ Job Series: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Department: \_\_\_\_\_  
 Agency/Component: \_\_\_\_\_ Office/Division: \_\_\_\_\_

**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 Email Address: \_\_\_\_\_  
 Applicant Signature: \_\_\_\_\_

**Supervisor Confirmation**

It is the applicant’s responsibility to notify any additional supervisors that they report to when applying to the program. A supervisor is defined as any person who can approve leave for the applicant. Please note, Transportation Security Administration applicants who work for individual airports 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).

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. Supervisors must electronically sign the section below using a digital certificate (i.e., PIV or CAC). For additional instructions, please refer to the Skilling Academy webpage.

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 information gathered will be used to establish the federal applicant's eligibility for the Federal Cyber Defense Skilling Academy, and if selected to participate in the program, create a Cyberworld Institute (CWI) and COMTECH Corp. account, contact students about opportunities for cyber security training, and provide information about the classes offered by the 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/All-003 Department of Homeland Security General Training Records, November 25, 2008, 73 FR 71656 and DHS/ALL-004 General Information Technology Access Account Records System (GITAARS), November 27, 2012, 77 FR 70792. If accepted into the program, names and email addresses will be disclosed to Cyberworld Institute (CWI) and COMTECH Corp. to allow access to the learning content.

**Disclosure:** Providing this information is voluntary. However, failure to provide this information may prevent CISA from deciding applicant eligibility, creating a Cyberworld Institute (CWI) and COMTECH Corp. account if selected to participate in the program and contacting you in the event there are queries about your request or registration.