



# Federal Cyber Defense Skilling Academy



## Supervisor & Applicant Agreement and Approval Form

This form outlines the expectations for the supervisor and applicant to the Federal Cyber Defense Skilling Academy to agree to for the duration of the cohort. By signing below, they both are agreeing to the outlined conditions during the six months of the training cohort.

**What:** The Federal Cyber Defense Skilling Academy is a 12-week cohort created 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 will provide training in CDA to include CompTIA Security+ with testing for certification.

**Who:** DHS federal employees in any job series. The course is developed for those between GS-5 and GS-11 and exceptions can be made for GS-12 thru GS-15.

**When:** The academy runs March 28 through July 1, 2022, with two week-long breaks the weeks of April 25 and May 30. All students will join virtually weekdays from 8 a.m. to 5 p.m. EDT, excluding federal holidays.

**Applicant Agreement:** The applicant agrees that during the instruction periods, they will refrain from conducting activities associated with their current position, including but not limited to conference calls and work deliverables. Additionally, the applicant agrees that missed instruction days and lab work shall be completed on their own time so the applicant does not fall behind the others in their cohort. Lastly, if applicant while in class fails to complete the required work assigned in the duration allotted, they agree to complete such work during their personal hours.

**Supervisor Agreement:** The manager agrees that during the times of instruction they will refrain from contacting the applicant for work-related tasking, including but not limited to conference calls and work deliverables.

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

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

**Supervisory Name:** \_\_\_\_\_

**Supervisory Signature:** \_\_\_\_\_