



FEDERAL CYBER DEFENSE SKILLING ACADEMY



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 course. Submit this completed and signed form, along with the rest of the application package, to SkillingAcademy@cisa.dhs.gov.

What

The [Federal Cyber Defense Skilling Academy](#) is an intense, full-time, three-month accelerated training program for DHS 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 DHS federal employees in any job series, grades GS-5 – GS-11, are eligible to apply to the Skilling Academy. Exceptions may be made for GS-12 – GS-15 employees if there are available spots in the course. This cohort has a limited capacity, therefore, those who apply are committing to attend, participate and complete the entire rigorous three-month program.

When

The Skilling Academy runs from October 31, 2022, through February 10, 2023, with two week-long breaks during the weeks of November 21 and December 26. All students will join virtually Monday through Friday from 8 a.m. to 5 p.m. Eastern Time (ET), excluding federal holidays. Students will not be able to maintain their Alternative Work Schedule during the cohort. Students will return to their regular duty assignment during breaks unless the home agency has approved leave.

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 cohort, which runs from October 31, 2022, through February 10, 2023. There will be two one-week breaks; the first begins on November 21, 2022, and the second begins on December 26, 2022.
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 will be required to complete an SF-182 within the first two weeks of the cohort. Applicants should discuss the requirements of this program with their supervisor to ensure course requirements can be fulfilled. Applicants are responsible for working with their supervisor to confirm compliance with their home agency's



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policies, to include any necessary timekeeping to ensure salary payments from their home agency are not interrupted.

- _____ 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 one-week 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 future cohorts.
- _____ 9. Due to the accelerated nature of the program, students will need their supervisor’s approval to withdraw from the program after the cohort begins.
- _____ 10. Students must have access to the following to participate in the Skilling Academy:

Minimum configuration requirements:

- Personal or GFE laptop or desktop computer with Windows 10 or newer
- Speakers or 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, Skillable
- Email: Routine access to federal government email account

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.
- _____ 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.



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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 Signature: _____

Supervisor Confirmation

A supervisor is defined as any person who has the ability to approve leave for the applicant. For TSA applicants who work for individual airports, your Federal Security Director (FSD) or Assistant Federal Security Director (AFSD) must sign the Supervisor and Applicant Agreement and Approval Form, not your first-line supervisor.

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 Email Address: _____
Supervisor Signature: _____