



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 CyberAcademy@cisa.dhs.gov no later than August 19, 2022, 12:00 p.m. Eastern Time (ET).

What

The Federal Cyber Defense Skilling Academy is a full-time, three month course created 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](#). The Academy will conduct CDA training and includes CompTIA Security+ testing for certification. Each course cohort will have no more than 25 students.

Who

Full-time, civilian DHS federal employees in any job series, grades GS-5 – GS-11 are eligible to apply to the Academy. Exceptions may be made for GS-12 – GS-15 employees if there are available spots in the course.

When

Cohort Begins: October 3, 2022
Break 1: November 21 – 25
Break 2: December 26 – 30
Cohort Concludes: January 9, 2023

All accepted applicants will join virtually Monday through Friday from 8 am to 5 pm ET, excluding federal holidays. During breaks, accepted applicants will return to their regular duty assignment unless their home agency has approved leave.

Consistent attendance is vital to successfully completing the course. The Academy recommends students do not miss more than five consecutive days, and no more than a total of eight days throughout the class term. This is to ensure the student does not fall behind. Anyone who has scheduled or plans to schedule leave outside of the breaks identified are encouraged to apply to a future cohort. Sick leave or emergency personal leave is permitted. Accepted applicants will need to make-up any missed class time by accessing class recordings and self-study materials on their own personal time.

Class recordings are available for two weeks after each session.

Applicant Agreement

The applicant agrees to abide by the following requirements by initialing each requirement. There are no exceptions to these requirements.

Applicant
Initials

Applicant Agrees to the Following Requirements

1. The applicant understands that, if selected as a student, the Academy is the student's duty day for the 40-hour, full-time work week.



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2. Students will refrain from conducting activities associated with their regular duty assignment, including but not limited to meetings, calls, and work deliverables.
 3. During the Academy’s instruction periods, the student is required to be on camera and in business casual attire for every class. Only select job series with specific security and safety precautions may be excluded from this requirement.
 4. By applying for this course, the applicant confirms to not have scheduled annual leave during the course dates outside of the two one-week breaks.
 5. Missed instruction days and lab work must be made up on the student’s own personal time, so the student does not fall behind in the curriculum.
 6. If the student fails to complete the required work assigned in the allotted class time, the student agrees to complete the required work during their personal hours, prior to the end of the Academy.
 7. The student must have access to the following to participate in the Academy:
 - Minimum configuration requirements:
 - Personal or government 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
 - Email: Routine Access to federal government email account
 - Recommended configuration requirements:
 - Internet bandwidth: 50+ Mbps
 - CPU: 2.0 GHz, Quad Core or better
 - RAM: 8.0+ GB
 - Secondary Monitor

Supervisor Agreement

The applicant’s supervisor agrees to abide by the following requirements by initialing each requirement. There are no 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 Signature: _____

Supervisor Confirmation

A supervisor is defined as any person who has the ability to approve leave for the applicant. For TSA applicants, please your FSD or AFSD must sign this 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: _____