



FEDERAL CYBER DEFENSE SKILLING ACADEMY

CYBER DEFENSE INCIDENT RESPONDER PATHWAY

TLP: CLEAR



SUPERVISOR AND APPLICANT AGREEMENT AND APPROVAL FORM

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 Incident Responder (CDIR). The course is mapped to the [National Institute for Cybersecurity Education \(NICE\) Cybersecurity Workforce Framework](#) and provides valuable opportunities to practice new CDIR skills in a lab environment.

Please submit this completed and signed form, along with the rest of the application package, to the Skilling Academy. Comprehensive instructions on how to apply can be found on the Federal Cyber Defense Skilling Academy website.

Timeline

Each Skilling Academy session runs 12 weeks and includes one week-long break. Accepted students are required to attend a mandatory four-hour New Student Orientation. Supervisors are also highly encouraged to participate in the first hour of orientation, although are welcome to stay for the entire duration.

During the three-month program all students will be required to participate 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 this time. Students will return to their regular duty assignment during breaks unless the home agency has approved leave.

This application is for the CDIR Pathway beginning on May 20, 2024.

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 three-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, student is required to be on camera and in business casual attire for every class.
- _____ 5. 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.
- _____ 6. 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.
- _____ 7. 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.
- _____ 8. 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.
- _____ 9. 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.
- _____ 10. 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

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

- _____ 11. 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.
- _____ 12. 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.
- _____ 13. 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.
- _____ 14. 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 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 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.

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