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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2023-28 |
| **DATE**  November 22, 2022 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

**FROM:** JOHN V. LADD /s/

Administrator, Office of Apprenticeship

**SUBJECT:** New Apprenticeable Occupation: Cyber Digital Forensics Analyst

1. **Purpose.** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the following new apprenticeable occupation: Cyber Digital Forensics Analyst
2. **Action Requested.** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

Cyber Digital Forensics Analyst will be added to the List of Occupations Recognized as Apprenticeable by OA located on www.apprenticeship.gov. A suggested Work Process Schedule and Related Instruction Outline are attached.

1. **Summary and Background.**
   1. Summary – The occupation Cyber Digital Forensics Analyst was submitted by Mr. Thomas P. Phillips, Director, on behalf of United Services Military Apprenticeship Program (USMAP), was processed by Ricky Godbolt and approved by the OA Administrator on November 10, 2022.
   2. Background –

***New/Revised Occupation Background -*** Under 29 CFR section 29.4, an occupation for a RAP must meet the following criteria to be determined apprenticeable:

1. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the job supervised learning:
2. Be clearly identified and commonly recognized throughout an industry;
3. Involve the progressive attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
4. Require related instruction to supplement the on-the job learning.
5. **New Apprenticeable Occupation.** The occupation Cyber Digital Forensics Analyst was submitted for an apprenticeability determination.

Cyber Digital Forensics Analyst

O\*NET-SOC CODE: 15-1299.06

RAPIDS CODE: 3043

Type of Training: Time-based

Cyber Digital Forensics Analyst perform the following duties:

* Identify digital evidence for examination and analysis in such a way as to avoid unintentional alteration.
* Prepare digital media for imaging by ensuring data integrity
* Examine recovered data for information of relevance to the issue at hand.
* Use specialized equipment and techniques to catalog, document, extract, collect, package, and preserve digital evidence.
* Identify digital evidence for examination and analysis in such a way as to avoid unintentional alteration.
* Review forensic images and other data sources (e.g., volatile data) for recovery of potentially relevant information.
* Document original condition of digital and/or associated evidence (e.g., via digital photographs, written reports, hash function checking).
* Create a forensically sound duplicate of the evidence (i.e., forensic image) that ensures the original evidence is not unintentionally modified, to use for data recovery and analysis processes.

**Inquiries.** If you have any questions, please contact Ricky C. Godbolt, Program Analyst, National Office of Apprenticeship at (202) 693-3815 or Godbolt.Ricky.C@dol.gov.

1. **Attachments.**

