

Voucher Procedures

This office provides a maximum of 2 vouchers per position. No exceptions

Location of training and documents:

Measureup pre-test: <http://dod.measureup.com>

Skillport: <https://usarmy.skillport.com>: All skillport training is located under - CIO-G-6/Cybersecurity IA/IT Training

Army Training and Certification Tracking System (ATCTS):
<https://atc.us.army.mil>

Duty appointment letter and PAA templates: Location: ATCTS homepage under documents

Voucher request form: ATCTS homepage under documents (military and DACs only)

FedVTE: <https://www.fedvte-fsi.gov/> Send an email to Ronald.m.wallace.ctr@mail.mil if you do not know your Federal Virtual Training Environment (FedVTE) community manager. Fedvte will be under constructions from 13 Feb 15 - TBD

1. A+ requirements

- a. Register in the Army Training and Certification Tracking System (<https://atc.us.army.mil>).
- b. Be appointed on letter in an IATI IA position.
- c. Complete all modules: CompTIA A+: CIO/G6 NETCOM IA> CompTIA A+ 801; and CIO/G6 NETCOM IA> CompTIA A+ 802 in skillport.
- d. Complete IA fundamental (IAF) course on the Fort Gordon website: <https://ia.signal.army.mil> under course.
- e. Upload duty appointment letter and privilege access agreement.
- f. Take the DOD 801 and DOD 802 measureup pre-assessment test.
- g. Fill out and obtain all signatures on the voucher request form then send to your ATCTS manager for upload. ATCTS manager uploads voucher request and completed measureup pre-assessment test into the individual's profile.

2. Network+: requirements

- a. Register in the Army Training and Certification Tracking System (<https://atc.us.army.mil>.)
- b. Be appointed on letter in an IATI position.
- c. Complete the CompTIA Network+ 2014 (Skillport) modules.
- d. Complete IA Fundamental (IAF) course on the Fort Gordon website: <https://ia.signal.army.mil> under courses.
- e. Upload duty appointment letter and Upload Privilege Access Agreement.
- f. Take the CompTIA Net+ measureup pre-assessment test (Network Technologies).
- g. Fill out and obtain all signatures on the voucher request form then send to your ATCTS manager for upload. ATCTS manager uploads voucher request and completed measureup pre-assessment test into the individual's profile.

*** Individuals have until 1 Aug 15 to take the Net+ 2012 skillport. After that date the Net+ 2014 will be the only training accepted***

3. Security+ requirements

- a. Be appointed on letter in an IATII or IAMI IA position.
- b. Complete CIO G6/NETCOM Information Assurance Security+ SY0-401 (Skillport) modules.
- c. Complete: IA Fundamental (IAF) course on the Fort Gordon website: <https://ia.signal.army.mil> under courses.
- d. Upload duty appointment letter in ATCTS.
- e. Upload Privilege Access Agreement if working Technical functions.
- f. Fill out and obtain all signatures on the voucher request form.
- g. The ATCTS manager must upload voucher request and measureup preassessment test results in the individual's profile.

4. CompTIA CASP requirements

- a. Must be appointed on letter in an IATIII or IAMII or IASAE I or IASAE II position.
- b. Complete the CASP modules on FedVTE <https://www.fedvte-fsi.gov/> or CIO/G6 NETCOM IA CompTIA Advanced Security Practitioner (CASP) in skillport.

c. Complete: IA Fundamental (IAF) course on the Fort Gordon website: <https://ia.signal.army.mil> under courses.

d. Upload duty appointment letter in ATCTS.

e. Upload Privilege Access Agreement if working Technical functions.

f. Fill out and obtain all signatures on the voucher request form

g. Complete the CASP measureup preassessment test.

h. The ATCTS manager must upload voucher request and measureup preassessment test results in the individual's profile.

5. ISC(2) CISSP requirements

a. Be appointed on letter in an IATIII or IAMII or IAMIII or CND-SP Manager or IASAE IA position.

b. Complete the CIO/G6 NETCOM IA CISSP 2013 skillport modules.

c. Complete the IA fundamental course at <https://ia.signal.army.mil>.

d. Fill out and obtain all signatures on the voucher request form then send to your ATCTS manager for upload.

6. ISC(2) CAP requirements

a. Be appointed on letter in an IAMI or IAMII position.

b. Complete the IA Fundamental course at <https://ia.signal.army.mil>.

c. Complete the (ISC)2™ CAP® Prep in FedVTE.

d. Fill out and obtain all signatures on voucher request form then send to your ATCTS manager for upload in individual's profile.

7. ISACA CISM requirements

a. Be appointed in an IAMII or IAMIII or CND-SP Manager position.

b. Complete the IA Fundamental course at <https://ia.signal.army.mil>.

c. Complete the CIO/G-6 NETCOM IA-Certified Information Security Manager (CISM) 2013 modules in skillport (<https://usarmy.skillport.com>).

d. Fill out voucher request form, obtain all signatures and send to your ATCTS manager.

e. The ATCTS manager must upload voucher request in the individual's Profile.

f. Once voucher is receive from Army CIO/G6 fill out the registration form located on the ISACA website and schedule exam for the next ISACA testing cycle. Exams are conducted during June, September and December each year.

8. ISACA CISA requirements

- a. Be appointed on letter in an IATIII or CND-Auditor position.
- b. Complete the IA Fundamental course at <https://ia.signal.army.mil>.
- c. Complete the CIO/G-6 NETCOM IA Certified Information Systems Auditor (CISA) modules in skillport.
- d. Fill out the voucher request form and obtain all signatures.
- e. The ATCTS manager must upload voucher request in the individual's Profile.

f. Once voucher is receive from Army CIO/G6 fill out the registration form located on the ISACA website and schedule exam for the next ISACA testing cycle. Exams are conducted during June, September and December each year.

9. EC-Council CEH requirements

- a. Be appointed on letter in a Computer Network Defense Service Provider position as listed in DoD 8570.01-M. Personnel in CND-SP Manager are not authorized CEH vouchers.
- b. Complete the CIO/G-6 NETCOM IA Certified Ethical Hacker (CEH) v8 modules in Skillport.
- c. Complete the IA fundamental course at <https://ia.signal.army.mil>.
- d. Fill out a voucher request, obtain all signatures and send to your ATCTS manager.
- e. The ATCTS manager must upload voucher request in the individual's profile.

10. Microsoft Windows 7 (70-680) requirements

- a. Individuals must be appointed on letter in an IA Technical position and hold a baseline certification.
- b. Complete the CIO/G6 NETCOM IA>7-680 MCTS, Windows 7 Configuration modules in skillport or FedVTE Windows Operating Systems Security Course Introduction.
- c. Fill out a voucher request form, obtain all signatures and send completed form to the ATCTS manager for upload in individual's profile.

11. Cisco ICNDI (CCENT) and ICNDII (CCNA) requirements

- a. Individuals must be appointed on letter in an IA Technical position and hold a baseline certification.
- b. Complete the Skillport CIO/G-6 NETCOM IA-2013 - 100-101 - Interconnecting Cisco Networking Devices Part 1 (CCENT - ICNDI) or FedVTE courses: Cisco Network Security 1.
- c. Complete the skillport CIO/G-6 NETCOM IA - 200-101 - Interconnecting Cisco Networking Devices Part 2 (ICNDII) or FedVTE Cisco Network Security 2.
- d. Fill out a voucher request form, obtain all signatures then send to the ATCTS manager to upload in your ATCTS profile.

12. Cisco CCNA Security (640-554) requirements

- a. Individuals must be appointed on letter in an IA Technical I or II position.
- b. Individuals must already have a CCENT (ICNDI) or CCNA certification.
- c. Complete the skillport CIO/G-6 NETCOM IA 650-554 CCNA Security IINS 2.0 or FedVTE course: CCNA Security.
- d. Fill out a voucher request form, obtain all signatures then send to the ATCTS manager to upload in profile.

13. RMF training: People who are working or worked the DIACAP process for their organization

- a. Must be registered in the Army Training and Certification Tracking System (<https://atc.us.army.mil>).
- b. Take the DIACAP training located on the IA Virtual website. Completion will be pulled into their ATCTS profile.

