

# Voucher Procedures

## Location of training and documents:

**Measureup pretest:** <http://dod.measureup.com>

**Skillport:** <https://usarmy.skillport.com>: All skillport training are located under- CIO-G-6/Cyber Security IA/IT Training

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

**Duty appointment letter and PAA templates:** 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 [John.h.steward.ctr@mail.mil](mailto:John.h.steward.ctr@mail.mil) if you do not know your Federal Virtual Training Environment (FedVTE) community manager.

## 1. CompTIA Network+ requirements

- a. Must register on the Army Training and Certification Tracking System (<https://atc.us.army.mil>)
- b. Be appointed on letter in an IATI or IATII position
- c. Complete the CompTIA Network+ 2012 (Skillport) modules
- d. Complete IA fundamental (IAF) course on the Fort Gordon website: <https://ia.signal.army.mil> under courses
- e. Take the DoD Net+ measureup pre-assessment test (Network Technologies)
- f. Upload duty appointment letter and privilege access agreement
- g. Fill out and obtain all signatures on the voucher request form then send to your ATCTS manager for upload
- h. Must take certification exam on the last day of class or within 30 days after receiving voucher

## 2. CompTIA Security+ requirements

- a. Register in the Army Training and Certification Tracking System at <https://atc.us.army.mil>
- b. Be appointed on letter in an IATII or IAMI or higher IA position
- c. Complete CIO G6/NETCOM Information Assurance Security+ (SkillPort) 301 (Skillport) modules and IA Fundamental course on the Fort Gordon website
- d. Take the DoD Security+ 301 measureup pre-assessment test
- e. Upload duty appointment orders in ATCTS
- f. Upload Privilege Access Agreement if working Technical functions

- g. Fill out and obtain all signatures on the voucher request form then send to your ATCTS manager for upload
- f. Must take certification exam on the last day of class or within 30 days after the class upon receiving voucher

### **3. ISC (2) CISSP: requirements**

- a. Register in the Army Training and Certification Tracking System at <https://atc.us.army.mil>
- b. Be in an IATIII or IAMII or IAMIII or CND-SP Manager or IASAE IA position with appointment letter specifying one of those categories. Duty appointment orders must be uploaded in their ATCTS profile and provide verified by the manager
- c. Complete the IA fundamental course at <https://ia.signal.army.mil>
- d. Complete the CISSP 2012 modules in skillport (<https://usarmy.skillport.com>)
- e. Fill out and obtain all signatures on the voucher request form then send to your ATCTS manager for upload
- f. Must take certification exam on the last day of class or within 30 days after receiving voucher

### **4. ISACA CISM: requirements**

- a. Register in the Army Training and Certification Tracking System at <https://atc.us.army.mil>
- b. Be in an IAMII or IAMIII or CND-SP Manager IA position with appointment letter specifying one of those categories. Duty appointment orders must be uploaded in their ATCTS profile and provide verified by the manager.
- c. Complete the IA Fundamental course at <https://ia.signal.army.mil>
- d. Complete the CISM 2012 modules in skillport (<https://usarmy.skillport.com>)
- e. Must schedule your exam for the next ISACA testing cycle. Exams are conducted during June, September and December each year.
- e. Fill out and obtain all signatures on the voucher request form then send to your ATCTS manager for upload

### **5. ISC2 CAP: requirements**

- a. Register in the Army Training and Certification Tracking System at <https://atc.us.army.mil>
- b. Be in an IAMI or IAMII IA position with appointment letter specifying one of those categories
- c. Complete the IA Fundamental course at <https://ia.signal.army.mil>
- d. Complete the CAP modules in FedVTE
- e. Fill out and obtain all signatures on the voucher request form then send to your ATCTS manager for upload
- f. Must take certification exam on the last day of class or within 30 days after receiving voucher

## **6. ISACA CISA: requirements**

- a. Register in the Army Training and Certification Tracking System at <https://atc.us.army.mil>
- b. Be in an IATIII or CND-Auditor IA position with appointment letter specifying one of those categories. Duty appointment orders must be uploaded in their ATCTS profile and provide verified by the manager.
- c. Complete the IA Fundamental course at <https://ia.signal.army.mil>
- d. Complete the CISA modules in skillport
- e. Fill out the voucher request form and obtain all signatures
- f. Must schedule the exam for the next ISACA testing cycle. Exams are conducted during June, September and December each year

## **7. CompTIA CASP: requirements**

- a. Must be registered in the Army Training and Certification Tracking System (<https://atc.us.army.mil>)
- b. Complete the IA Fundamentals course: <https://ia.signal.army.mil> under courses
- c. Upload duty appointment letter and PAA if in an IATIII position. Must be in an appointed IATIII or IAMII or IASAE I or IASAEII position on letter
- d. Fill out and obtain all signatures on the voucher request form then send to your ATCTS manager for upload
- e. Take the CASP measureup pretest. Must obtain at least 80%. Send the results to your ATCTS manager for upload
- f. Must take certification exam on the last day of class or within 30 days after receiving voucher

## **8. EC-Council CEH: requirements**

- a. Register in the Army Training and Certification Tracking System at <https://atc.us.army.mil>
- b. Individuals must be appointed on letter in one of the following positions: CNDSP Analyst, CNDSP Infrastructure Support, CNDSP Incident Responder or CNDSP Auditor
- c. Complete the skillport Ethical Hacker training modules (11 modules). Location: CIO-G-6/Cyber Security IA/IT Training>Baseline Certification Training>CIO/G-6 NETCOM IA Ethical Hacker
- d. Complete the IA fundamental course at <https://ia.signal.army.mil>
- e. Fill out a voucher request form and obtain all signatures. Send completed form to the ATCTS manager for upload
- f. Must take certification exam on the last day of class or within 30 days after receiving voucher

## **9. Microsoft Windows 7 (70-680): requirements**

- a. Register in the Army Training and Certification Tracking System at <https://atc.us.army.mil>
- b. Individuals must be appointed on letter in an IA Technical position and hold a baseline certification.

- c. Complete the CIO/G6 NETCOM IA>7-680 MCTS, Windows 7 Configuration modules in skillport **or** FedVTE Windows Operating Systems Security Course Introduction
- d. Fill out a voucher request form and obtain all signatures and send completed form to the ATCTS manager
- e. Must take certification exam on the last day of class or within 30 days after receiving voucher

#### **10. Cisco ICNDI (CCENT) and ICNDII (CCNA): requirements**

- a. Register in the Army Training and Certification Tracking System at <https://atc.us.army.mil>
- b. Individuals must be appointed on letter in an IA Technical position and hold a baseline certification
- c. Complete the CIO/G-6 NETCOM IA - 2013 - 100-101 - Interconnecting Cisco Networking Devices Part 1 (CCENT –ICNDI) **or** FedVTE courses: Cisco Network Security 1
- d. Complete the CIO/G-6 NETCOM IA - 2013 - 200-101 - Interconnecting Cisco Networking Devices Part 2 (ICNDII) **or** FedVTE Cisco Network Security 2
- e. Fill out a voucher request form, obtain all signatures then send to the ATCTS manager to upload in your ATCTS profile
- f. Must take certification exam on the last day of class or within 30 days after receiving voucher

#### **11. Cisco CCNA Security (640-553): requirements**

- a. Register in the Army Training and Certification Tracking System at <https://atc.us.army.mil>
- b. Individuals must be appointed on letter in an IA Technical position
- c. Individuals must already have a CCNA certification
- d. Complete the CIO/G-6 NETCOM IA 640-553 Implementing Cisco IOS Network Security **or** FedVTE course: CCNA Security
- e. Fill out a voucher request form and obtain all signatures then send to the ATCTS manager to upload in profile
- f. Must take certification exam on the last day of class or within 30 days after receiving voucher

#### **12. CompTIA A+: requirements**

- a. Be appointed on letter in an IATI or IATII IA position
- b. Complete all modules: CompTIA A+: CIO/G6 NETCOM IA> CompTIA A+ 801; and CIO/G6 NETCOM IA CompTIA> A+ 802 in skillport: <https://usarmy.skillport.com>
- c. Complete IA fundamental (IAF) course on the Fort Gordon website: <https://ia.signal.army.mil> under courses
- d. Take the DoD 801 and DoD 802 measureup pre-assessment test
- e. Upload duty appointment letter and privilege access agreement
- e. Fill out and obtain all signatures on the voucher request form then send to your ATCTS manager for upload