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SUBJECT: **Application Checklist for Cyber Network Defender – MOS 25D**

5. _____ S2 Security clearance verification memo (see example)
6. _____ Letter of Commitment (see example)
7. _____ Last five evaluations (SSNs blacked out; SFC/MSG will provide NCOERs per years of experience requested)
8. _____ Proctor Request form. (If ACES proctor, provide information below)

Name/Email: _____ Phone: XXX-XXX-XXXX

I have completed and submitted all items on this checklist. I acknowledge that it is my responsibility to ensure all required documents are accurate and up to date.

Signature

Date



DEPARTMENT OF THE ARMY
Your Organizational Unit
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Today's Date

MEMORANDUM FOR Office Chief of Signal – Enlisted Division, Attn: 25B/25D Career Manager
506 Chamberlain Avenue, Fort Gordon, GA 30905-5735

SUBJECT: Request to Proctor 25D In-Service Screening Test (ISST)

1. The Signal School Office Chief of Signal (OCOS) Enlisted Division has developed the 25D ISST in conjunction with the Army Research Institute (ARI) to identify personnel with the non-cognitive personality traits and cognitive Information Technology skills required to perform as a MOS 25D, Cyber Network Defender. The successful “passing” of the test is a requirement to attend the Cyber Network Defender’s MOS producing course and for reclassification into MOS 25D.
2. The 25D ISST is a 45 minute web-based irrelevant domain exam that requires a proctor present for the entire duration of the test.
3. OCOS has coordinated the by name administration of the 25D ISST to 25D Candidates with the HQ, Installation Management Command at the Army Continuing Education System (ACES) facilities.
4. If an ACES facility is not available, OCOS can designate a proctor in the grade of E8 or higher, W3 or higher, or O4 or higher to administer the test to an OCOS 25D Candidate.
5. By signing the statement below, you are requesting to proctor the 25D ISST in accordance with the prescribed procedures.
6. I, type proctor's full name and rank, request permission to proctor the 25D ISST to type full name of tester and will be present for the duration of the test. My contact information is phone number, (###) ###-####, and email address, type address.
7. Signed: proctor affix your digital or handwritten signature here.



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MEMORANDUM FOR Office Chief of Signal – Enlisted Division, Attn: 25B/25D Career Manager 506 Chamberlain Avenue, Fort Gordon, GA 30905-5735

SUBJECT: **(RANK Last, First) Job Experience and Credentials**

1. SUMMARY OF QUALIFICATIONS (Required Entry)

- Highly trainable with the exceptional ability to learn new concepts and procedures with minimal instruction or supervision
- Results-oriented perspective towards solving problems using quantitative tools
- Excellent communication and interpersonal skills that build strong professional rapport with clients, coworkers, and superiors

2. EDUCATION and CERTIFICATIONS (Required Entry)

Bachelor of Science in Computer Science	University of Leeds [month] 2012
CompTia Security + CE Certification	Jun 2015
CompTia A + CE Certification	Jun 2015
CompTia Network + CE Certification	Jun 2015

3. IT WORK EXPERIENCE (Required Entry)

Information Technology Specialist • (**List tasks performed**)	1 Signal Brigade Jan 2012-Jan 2013
Help Desk Technician • (**List tasks performed**)	160 th Signal Brigade Jan 2011-Jan2012

4. REFERENCES

1SG Joe, Greg I.	greg.joe.mil@mail.mil	706-777-7777
WO3 Snuffy, Joe	joe.snuffy.mil@mail.mil	706-777-7778

Signature: _____

Date: _____



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MEMORANDUM FOR Office Chief of Signal – Enlisted Division, Attn: 25B/25D
Career Manager, 506 Chamberlain Avenue, Fort Gordon, GA 30905-5735

SUBJECT: Security Clearance Verification for (**RANK, Last Name, First Name, Middle Initial**)

1. References: AR 380-67, Personnel Security Program, 24 Jan 14.
2. (**RANK, Last Name, First Name, Middle Name, XXX-XX-1234**) was granted (**Type of security clearance for example TS/SCI**) eligibility on (**date clearance was granted**) by the Army Central Clearance Facility (CCF). (**Rank Last Name**) had a PPR closed on (**date investigation was closed**)
3. The point of contact for this memorandum is (**Your S2/ Security Manager's Name, Phone Number, and E-mail address**).

**Security Manager's Signature
Block with Signature**



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MEMORANDUM FOR Office Chief of Signal – Enlisted Division, Attn: 25B/25D Career Manager, 506 Chamberlain Avenue, Fort Gordon, GA 30905-5735

SUBJECT: Letter of Recommendation for SSG Joe Smith

1. It is my absolute privilege to recommend SSG Joe Smith for the MOS 25D Cyber Network Defender. I have reviewed SSG Smith's credentials and found his records very worthy for 25D candidacy. As such, SSG Smith has earned my vote of confidence for 25D selection.
2. SSG Smith served with me during a year-long deployment to Balad, Iraq 2004. My observation of him is that of an industrious Senior Network Administrator fully capable of performing his technical duties.
3. SSG Smith possesses the qualities of a self-starter and a leader. He is a well-rounded, respected member of both the military and civilian community.
4. SSG Smith sets the example through his words and deeds. He routinely scores above average on his APFT, with his most recent score being 270. He also maintains Army height and weight standards, IAW Army Regulation 600-9, and retains a Top Secret security clearance. He is a superb candidate for this position. There is absolutely no doubt in my mind that SSG Smith will represent the Army exceptionally well. He comes with my highest endorsement!
5. You can reach me at first.last.mil@mail.mil or (706) 777-7777.

Your BN CDR or BN CSM
LTC/CSM, SC
Commanding



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MEMORANDUM FOR Office Chief of Signal – Enlisted Division, Attn: 25B/25D
Career Manager, 506 Chamberlain Avenue, Fort Gordon, GA 30905-5735

SUBJECT: Letter of Commitment for MOS 25D and 25D Course

1. I, (RANK, Last, First, Middle Initial) by signing this memorandum agree to the following statements:

a. I understand that if I am selected for and complete the Cyber Network Defender MOS 25D course, I will have to serve a minimum of 36 months upon completion of the 25D training as a 25D. If I do not have enough time in service remaining after I receive the final acceptance memo; I will re-enlist or extend to meet the 36 months obligation before attending the 25D course.

b. I understand I will be reclassified to the MOS 25D after completion of the 25D course.

2. Point of contact for this memorandum is the undersigned at first.last.mil@mail.mil or (706) 777-7777.

FName LName
RANK, USA