



DEPARTMENT OF THE ARMY
442D SIGNAL BATTALION
15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905

MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
CSB, Leader College of Network Operations (DODIN) 442nd
AND

SUBJECT: Utilization of Cyber Security (CS) Mobile Training Team (MTT)

1. Purpose: This document establishes an agreement between the Information & Communication Technologies Defense Division (ICTD-D), Fort Gordon, GA. and the requesting organization for requirements to conduct an IA MTT on site from

2. Requirements:

a. ICTD-D will:

- a. Provide the required number of qualified Instructors to conduct requested training.
- b. Provide approved curriculum for required course.
- c. Coordinate print request when required.
- d. Fund all cost associated with travel and per-diem for the requested Instructors.
- e. Enter all properly registered students into ATRRS.
- f. Provide server, LAN and 9 test stations for the Certification testing and the instructor will serve as proctor for exam (when requested and for applicable exams).

b. Requesting Organization will ensure the following:

(1) Requirements for Training

- a. Provide a 20 seat lab with laptops or PCs connected to the network.
- b. Provide necessary items for instructor (see item M.)
- c. Provide a minimum of 15 students.
- d. Register all students within ATCTS and identify their proper IA position.
- e. Submit a report generated thru ATC verifying that all students have completed the minimum requirements as outlined in the IA Training and certification BBP NLT 2 weeks prior to the class start date. (excludes CEH/CISM courses, requirements should be completed 4 weeks prior to class start date)
- f. Ensure that all students are released to attend the training without interruption. If any student misses more than 10% of the class they will not receive credit for attending.
- g. Verify that all contractors are allowed to receive Government funded training.
- h. Pick up required print materials if necessary the week prior to the start of the first class.

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- i. Textbooks are not required, but if they are desired then they will have to be obtained by the organization or individual.
- j. Ensure that all students provide instructors required demographic data the first day of class, including full SSNs, to register them in ATRRS via form 6690.
- k. Assist instructors in transmitting FG6690 to DODIN securely, when necessary.
- l. Sign and forward a copy of the MOA to your ACOM/ASCC/DRU IAPM for record.

m. Provide an area in the classroom for the Instructor with the following:

- 1. Whiteboard and projector
- 2. PC with internet connectivity
- 3. Speakers
- 4. Note cards for name plates

(2). Requirements For Mobile Testing

- a. Facilities Requirements.
- b. Room must be clean, well-lit and have a comfortable temperature.
- c. Room must not contain any reference material that could potentially help the candidates.
- d. Room must be quiet, closed and not have any phones or sound sources.
- e. At least 4 Feet must be kept between each candidate.
- f. Candidate must be seated facing the wall during testing.
- g. Provide up to 9 each 17” CRT or flat panel monitors (1024x768 minimum resolution) to be used with the supplied exam delivery workstations.
- h. Provide a dedicated functional printer with any necessary devices that will be connected to the test server locally or networked via the LAN (provided by the instructor).
- i. Provide vouchers or funding for exam.
- j. All voucher requirements will be accomplished prior to class date. In the case that you are not able to provide viable voucher numbers or other payment options to Training Coordinator a NLT than week prior to the training start date, then the option for testing will be void.

3. Terms of Agreement: This agreement is effective upon signature of both parties and will remain in effect until completion of training. If the terms agreed upon are not completed as prescribed, the training will not be conducted.

Local IAM or CDR

Joey A. Gaspard
GS-12
Chief, Cyber Security Branch

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