



**CFO Leadership Certificate Program  
Employer Verification and Sponsorship Form**



**INSTRUCTIONS**

**Instruction to Applicant:**

The “*Employer Verification and Sponsorship Form*” for the Chief Financial Officer (CFO) Leadership Certificate Program is used to verify employment, knowledge and experience, and to provide government contractor information, if applicable, for admission to the Information Resources Management College at National Defense University (NDU iCollege). Note: This form must be completed by a U.S. Government employee.

The applicant’s Departmental, Agency, Bureau CFO, or Deputy CFO or comparable senior official responsible for financial management functions must complete and submit the form, *printed on organizational letterhead*, directly to the Office of Student Services (fax: 202-685-4860 or scanned/digitally signed attachment to [iCollegeOSS@ndu.edu](mailto:iCollegeOSS@ndu.edu)). The applicant may also attach additional comments in support of his/her application. Private Sector (Industry/Contractor) applicants: Government contract number is required.

Once the “*Application for Admission*” and additional required information (“*Employer Verification and Sponsorship Form*”, resume, etc.) are received, the Office of Student Services will process your admission and notify you of your acceptance via your email address on record.

**Questions?**

Please contact the Office of Student Services at 202-685-6300 or [iCollegeOSS@ndu.edu](mailto:iCollegeOSS@ndu.edu).

**CFO Leadership Certificate Program Eligibility Criteria**

1. **U.S. Government Affiliation:** Federal civilian government employees, military officers, and non-Federal Government employees (such as State and Local government employees), and Private Sector employees sponsored by a government agency. (Private Sector employees must submit a resume detailing last 5 years of employment history.)
2. **Pay Grade/Rank:** Federal civilian government employees must be at least GS/GM-14 or equivalent, and military officers must hold at least the grade of O-5. Non-federal employees must be of an equivalent grade. **High performing GS-13s and O-4s will be considered.**
3. **Education:** All students must possess a Bachelor’s Degree from a regionally accredited U.S. institution or the equivalent from a foreign institution.
4. **Documented Knowledge of Financial Management:** Undergraduate or Graduate degree in finance or business field, CPA, CGFM or CDFM.
5. **Experience:** Three years of federal financial management experience is required.
6. **Leadership Potential:** As noted by the student’s supervisor.

<p><b>Email to:</b> <a href="mailto:iCollegeOSS@ndu.edu">iCollegeOSS@ndu.edu</a></p> <p>(scanned with signature, digital signature)</p>	<p><b>Fax to:</b> (202) 685-4860</p>	<p><b>Mail to:</b> IRM College Attn: Office of Student Services 300 5<sup>th</sup> Avenue, Bldg. 62, Room 145 Fort Lesley J. McNair Washington, DC 20319-5066</p>
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*Official Organizational Letterhead Here  
(you may print directly over this block OR digitally sign below)*

**CFO LEADERSHIP CERTIFICATE PROGRAM  
EMPLOYER VERIFICATION/SPONSORSHIP FORM**

**Instruction to Employer Representative:**

The applicant is applying for admission to the Information Resources Management College (NDU iCollege). In order to process his/her application, we request that you print this form on *organizational letterhead* and submit it to the Office of Student Services (fax: 202-685-4860 or scanned/digitally signed attachment to iCollegeOSS@ndu.edu). Please feel free to attach additional comments in a letter or additional page on your letterhead. Note: This form must be completed by a U.S. Government employee.

**I. Applicant Information:**

1. Name: \_\_\_\_\_  
2a. Employer Department: \_\_\_\_\_  
2b. Employer Agency: \_\_\_\_\_  
2c. Employer Bureau/Service: \_\_\_\_\_  
2d. Employer Office: \_\_\_\_\_  
3. Job Title: \_\_\_\_\_ 4. Grade/Rank: \_\_\_\_\_

**II. Employer Representative (CFO, Deputy CFO) Information:**

5. Name: \_\_\_\_\_  
6. Organization Name: \_\_\_\_\_  
7. Your Title: \_\_\_\_\_ 8. Grade/Rank: \_\_\_\_\_  
9. Address: \_\_\_\_\_  
10. City/State/Postal Code: \_\_\_\_\_  
11. Telephone/Ext: \_\_\_\_\_ 12. DSN: \_\_\_\_\_

**III. Eligibility:**

13. Education: The applicant has earned at least a bachelor's degree from a regionally accredited institution:  
\_\_\_ Yes \_\_\_ No/uncertain
14. Grade/Rank: The applicant's current pay grade is equivalent to:  
**GS/GM-14 or O-5 or above** \_\_\_ Yes \_\_\_ No  
**GS/GM-13 or O-4:** \_\_\_ Yes \_\_\_ No
- 15a. Experience: The applicant has at least three years of federal financial management experience:  
\_\_\_ Yes \_\_\_ No/uncertain
- 15b. Current Job Series / Specialty Designator Code: \_\_\_\_\_ # Years: \_\_\_\_\_
- 15c. Prior Job Series / Specialty Designator Code: \_\_\_\_\_ # Years: \_\_\_\_\_
16. Please complete:  
(a) Describe the current "level of responsibility" (senior level management, supervisory, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (b) Provide a brief description of the applicant's position and your evaluation of the applicant's leadership potential: \_\_\_\_\_  
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17. Please document employee's mastery of financial knowledge through successful completion of one or more of the following:

- (a) \_\_\_ Undergraduate or Graduate degree in finance or business field
- (b) \_\_\_ CPA
- (c) \_\_\_ CGFM
- (d) \_\_\_ CDFM

**IV. Government Contract Information: PRIVATE SECTOR (Industry/Contractor) APPLICANTS ONLY (# 18-19)**

18. The applicant is performing work directly supporting the scope of a valid government agency contract:  
\_\_\_ Yes \_\_\_ No

19. The number of the contract being supported: \_\_\_\_\_

20. Start date of employment on this contract: \_\_\_\_\_

**V. Certification:**

21. Signature: \_\_\_\_\_ 22. Date (mm/dd/yy): \_\_\_ / \_\_\_ / \_\_\_