

# ACADEMIC PLAN

**Privacy Act Information.** Authority: The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4118), EO 9397, November 1943 (SSN). Purpose and Use: Used in the administration of the Federal Training program. Disclosure: Personal information provided in this application package is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

<b>Name</b>	<b>Career Program</b>	<b>Office Phone-Commercial</b>	<b>Office Phone-DSN</b>
<b>Occupational title/series/grade</b>		<b>E-Mail Address</b>	<b>Duty Location</b>
<b>Office Address</b>		<b>SSN:</b>	
		<b>MACOM:</b>	
		<b>Training Location:</b>	

<b>Education Beyond High Level [highest academic level]</b>				
<u>School</u>	<u>Location</u>	<u>Program</u>	<u>Degree/Certificate</u>	<u>Date</u>

<b>Name and address of School/Institute to which applying</b>	<b>Initial Registration date</b>	<input type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b>
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<u>Course Title</u>	<u>Course Dates</u>	<u>Credit Hrs</u>	<u>Tuition Cost</u>	<u>Book Cost</u>

I understand that course changes require prior approval by my supervisor to ensure that substitute courses are consistent with this plan.

**Applicant Signature**

I have discussed this academic plan with the employee and find the courses consistent with developing competencies to meet the identified training needs of the employee.

**Supervisor Signature**

I have reviewed this academic plan and find that the courses will develop competencies consistent with the training needs of the career field/program.

**FCR Signature**

Note: Due to funding cycles, only courses that begin during the fiscal year (FY) are approved for funding. Approval does not carry over into the next FY. A new academic plan must be submitted and approved for courses that begin in the next FY.