



**NATIONAL INTELLIGENCE UNIVERSITY
DAYTIME PROGRAM
APPROVAL FORM**

NAME (Last)	(First)	(MI)	GRADE/RANK
EMAIL ADDRESS (Non-Secure)		EMAIL ADDRESS (Secure)	
CURRENT ORGANIZATION		POSITION TITLE	
PROGRAM NAME			

_____ is applying to the National Intelligence University (NIU) part-time daytime _____ program at the Intelligence Community Campus in Bethesda, MD. While the employee participates in this program, he/she will remain on the billet of his/her parent organization, and that organization will be responsible for all personnel-related matters (e.g., performance evaluations, timesheets, promotion consideration, leave approvals). Up to _____ hours per week for NIU classes, research, writing, and studying may be marked as regular paid hours on the employee's parent organization time record system.

_____ understands and agrees that, if accepted into this NIU program, he/she will be released from duty at the parent organization for up to _____ hours per week to attend NIU classes, perform coursework, study, and/or perform NIU thesis-related research and writing.

_____ understands and agrees that he/she may attend unclassified NIU classes virtually, study, perform coursework or thesis-related research and writing from home during official duty hours only with supervisor approval and completion of an approved telework agreement with the parent organization.

APPLICANT'S SIGNATURE	DATE
PARENT ORGANIZATION AUTHORIZING OFFICIAL PRINTED NAME	
PARENT ORGANIZATION AUTHORIZING OFFICIAL TITLE AND CONTACT PHONE NUMBER	
PARENT ORGANIZATION AUTHORIZING OFFICIAL SIGNATURE	DATE