**CISA’s President’s Cup Cybersecurity Competition**

**Justification Letter Draft**

[Your Name]  
[Your Title / Position]  
[Department or Agency]  
[Date]

To:  
[Supervisor Name]  
[Title]  
[Department / Agency]

**Subject: Approval Request – Participation in the President’s Cup Cybersecurity Competition**

Dear [Supervisor Name],

I am requesting approval to participate in the President’s Cup Cybersecurity Competition (PCCC) on [competition dates], during duty hours with your endorsement. This opportunity will be incorporated into my Individual Development Plan (IDP) and Performance Plan as advanced technical training.

**Key Benefits of Participation:**

1. **Continuous Learning & Professional Development**

The PCCC offers immersive cybersecurity challenges in a controlled, simulated environment to enhance advanced technical skills such as incident response, threat analysis, and adaptive problem-solving. These skills are critical for ensuring mission readiness in today’s dynamic threat landscape.

1. **Safe, Simulated Training Environment**

Participants engage in realistic cyber scenarios within a sandboxed environment, enabling experimentation and innovation without risk to operational infrastructure or federal systems.

1. **Professional Growth & Peer Engagement**

Whether competing individually or as part of a team, participants benefit from engaging with the broader federal cybersecurity community. This fosters knowledge exchange, broadens perspectives, and strengthens interagency collaboration.

1. **Knowledge Transfer & Organizational Benefit**

After the competition, I will compile and present an after-action report summarizing key insights, tactics, and lessons learned. These practical takeaways will help enhance our agency’s cybersecurity practices, improve team readiness, and preempt emerging threats.

1. **Alignment with Federal Cybersecurity Priorities**

The PCCC is designed to identify and develop top cybersecurity talent across the federal workforce, aligning with national initiatives under Executive Order 13870 and the NICE Framework to build a strategic cyber workforce.

1. **Continuing Professional Education (CPE) Credits**

Participation qualifies for Continuing Professional Education credits toward certification renewals (e.g. CISSP, CISM, Security+, OSCP, GIAC). Competition and preparation hours can be self-reported as qualifying CPEs.

**In-Person Finals Competition**

Should I qualify for the Finals, the competition will take place in person in April within the National Capital Region (NCR). Depending on the track(s) I qualify for, the Finals may span 1 to 3 business days. Attendance at the Finals may require agency approval for travel, and I will need your authorization in accordance with our policies.

**Preparation & Time Allocation**

* **Training:** Approximately 4 hours/week from [start date] through [competition date]
* **Competition Duration:** [total contest hours]

**Expected Outcomes**

* Enhanced technical capabilities through realistic cyber scenarios.
* Best-practice insights in detection and mitigation techniques.
* Actionable recommendations to strengthen our agency’s cybersecurity posture.
* Stronger connections within the federal cybersecurity community.

Your support will enable targeted professional development, reinforce our agency’s cybersecurity posture, and contribute to federal-wide cyber excellence. I appreciate your consideration and will ensure accountability and knowledge sharing following the event.

Respectfully,

[Your Name]  
[Contact Info]