



Office, Chief Information Officer / G-6

DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
107 ARMY PENTAGON
WASHINGTON DC 20310-0107

08 AUG 2007

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Information Assurance (IA) Training and Certification Tracking System

1. References:

a. DoD 8570.1-M, IA Workforce Improvement Program, 19 December 2005.

b. Army Regulation AR 25-2, Information Assurance, 14 November 2003.

c. IA Training and Certification Best Business Practice (BBP), 9 March 2007, link: <https://informationassurance.us.army.mil/bbp/>.

d. Privilege-Level Access Agreement Acceptable Use Policy (AUP) Best Business Practice, 3 November 2006, link: <https://informationassurance.us.army.mil/bbp/>.

2. The Department of Defense (DoD) issued guidance for training and certification of the IA workforce addressed in reference (a). The mandate requires personnel performing IA functions to be trained and obtain an IA certification. The training and certification status is required to be tracked and reported to DoD annually. Army Regulation 25-2 addresses management and technical training requirements in reference (b). The IA Training and Certification BBP was developed to address procedures for implementing the IA training and certification program in reference (c). The Privilege-Level Access Agreement AUP BBP addresses the requirements for technical personnel to sign and acknowledge the responsibilities of information system access privileges in reference (d).

3. In order to meet DoD requirements for reporting, the Office of IA and Compliance (OIA&C) has acquired a Commercial Off the Shelf product for managers to have a centralized view of their personnel training and certification status. This system allows managers to:

a. Identify: Identify the IA workforce through the online assessment tool designed to map individuals to the proper category and level designated by DoD 8570.1-M in reference (a).

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b. Train: The system Profile generates a Training Plan with the courses needed for Army and DoD compliance.

c. Certify: Certification exam vouchers can be imported, distributed, and managed for all levels.

d. Comply: Multiple reports can be generated at every level of the system hierarchy. The reports are in-line with the DoD and Federal Information Security Management Act reporting requirements.

e. Reporting Hierarchy: The Unit structure will allow for reporting through multiple channels. The dynamic hierarchy captures users at every level.

f. Database Integration: The system can extract training and certification data from an organization's database.

4. The database is linked or in the process of being linked to the Defense Manpower Data Center, IA Virtual Training Site, Fort Gordon IA Courses, Skillport training modules and other organization's training databases. The linkage provides an automated import of course and certification completions. The product is called the Army Training and Certification Tracking System (ATCTS).

5. In addition to tracking training and certification, the system will track voucher expenditures. Managers need to validate their personnel profile level(s) and sign the voucher request form prior to vouchers being released. Managers shall only request vouchers that are applicable to their personnel's IA Workforce position and level. The request form can be found at <https://atc.us.army.mil>> Compliance information. The minimum training must be completed prior to requesting a voucher. Each individual working in IA functions must register on the ATCTS at <https://atc.us.army.mil> in order to receive a voucher. Vouchers are only available to Military and Government Civilians. Organization managers shall prioritize voucher request by technical and management responsibilities in order to meet the calendar year certification requirements mandated by DoD 8570.1-M. Organization managers should first look at certifying their management categories II/III and technical level categories.

6. Effective immediately, organization managers will direct their personnel to record their training and certifications in the ATCTS at <https://atc.us.army.mil> and cease using the Asset and Vulnerability Tracking Resource (A&VTR) at <https://avtr.us.army.mil>. A user guide, manager guide, and FAQ file are located on the home page. Once personnel list their training and certification information in the system, they will no longer report their information in A&VTR. Personnel requiring appointment orders per reference (b) will load them into the ATCTS. Personnel requiring a privilege-level

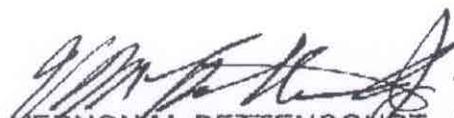
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access agreement per reference (a) will load them into the ATCTS. The documents help provide managers the ability to validate their personnel in the appropriate profile category (technical and/or management). The documents also help managers validate training and certification requirements by cross referencing the user's duty appointment orders with the profile annotated by way of the questionnaire.

7. Beginning 1 November 2007 training records in A&VTR will no longer be used for validation of training statistics for IA personnel.

8. My points of contact for this action are Ms. Phyllis Bailey, 703-602-7408, DSN 332, phyllis.bailey@us.army.mil and Ms. Doris Wright, 703-602-7420, doris.wright@us.army.mil.


VERNON M. BETTENCOURT, JR
Acting Chief Information Officer/G-6

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