



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON, DC 20310-0300

DAPE-CPZ-NS

MAY 21 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Information Assurance (IA) Training and Certification Requirements in the Defense Civilian Personnel Data System (DCPDS), Position Descriptions (PDs), and Vacancy Announcements (VAs)

1. References:

a. Department of Defense (DoD) Directive 8750.01, dated 15 August, 2004, subject: Information Assurance Training, Certification, and Workforce Management.

b. DoD Manual 8570.01-M, dated 19 December 2005, subject: Information Assurance Workforce Improvement Program (incorporating Change 1, 15 May 2008).

c. Memorandum, DoD Civilian Personnel Management Service (CPMS), dated 04 June 2007, subject: Update of Information Assurance (IA) Training and Certification Data in the Defense Civilian Personnel Data Systems (DCPDS) (Enclosure 1).

d. Memorandum, Office of the Secretary of the Army, ATTN: NETC-EST-I, dated 08 August 2007, subject: Information Assurance (IA) Training and Certification Tracking System (Enclosure 2).

2. References a and b require DoD personnel performing IA functions be identified in appropriate DoD Component manpower databases by category and level so that positions with IA duties and responsibilities are staffed with trained and certified personnel. DoD completed updates to DCPDS to support the person and position fields for this requirement (reference c). The Office of IA and Compliance acquired the Army Training and Certification Tracking System (ATCTS) which allows managers to identify, train, and certify employee IA requirements, generate reports, and extract training and certification data (reference d). Thus, verified ATCTS information migrated into the Defense Civilian Personnel Data System (DCPDS) on 23 May 2008, and will continue to migrate into DCPDS on a monthly basis to meet the DoD reporting requirement.

3. In addition to the above requirements, the U.S. Army Network Enterprise Technology Command (NETCOM) and the Army CIO/G-6 request that the training and certification data be added to PDs and VAs of covered positions. We have determined that adding the DoD training and certification requirements to IA PDs and VAs is appropriate with the following conditions:

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a. Where these proposed additions affect bargaining unit members' conditions of employment, managers are required to comply with all statutory and contractual labor relations obligations in effecting this change. This is particularly true if these requirements have not previously been implemented for bargaining unit employees.

b. The exact wording on PDs and VAs should be: "Incumbent (or Selectee) is required to satisfactorily complete the appropriate training and obtain the required certification/recertification for this position as outlined in DoD Publication 8570.01-M Information Assurance Workforce Improvement Program, dated 19 December 2005 (incorporating Change 1, 15 May 2008)."

4. Management will determine positions affected and submit personnel actions that indicate if the position is subject to IA provisions. Specifically, management must indicate, in the notes section of the Request for Personnel Action, the type of IA category (Managerial, Managerial-DAA, Technical); the number of hours per week to be spent performing IA duties (25-40, 15-24, 1-14), and the level of IA training certification required (I, II, III).

5. The local servicing Civilian Personnel Advisory Center will assist managers in adding the information in 3b above to the affected PDs and VAs, and will ensure data is uploaded to the appropriate fields in DCPDS.

6. Policy concerns may be directed to my point of contact, Rita V. Orona, 703-325-6639, DSN 221-6639, or via email rita.orona@us.army.mil. Questions concerning IA information on PDs and VAs and updating DCPDS may be directed to Mark Flanagan, 410-306-1752, DSN 458-1752, or via email Mark.Flanagan@chra.army.mil.

FOR THE DEPUTY CHIEF OF STAFF, G-1:

2 Encls

1. CPMS Memo, 4 Jun 07
2. OSA Memo, 8 Aug 07


SUSAN DUNCAN
Assistant G-1 for Civilian Personnel

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CF:

DIRECTOR, CIVILIAN HUMAN RESOURCES AGENCY
DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP
OFFICE, ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE
AFFAIRS), ATTN: SAMR-PO (MS. WARD)
OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON)
OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. NUGENT)



DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL MANAGEMENT SERVICE
1400 KEY BOULEVARD
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JUN 4 2007

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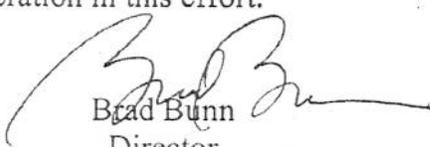
SUBJECT: Update of Information Assurance (IA) Training and Certification Data in the Defense Civilian Personnel Data System (DCPDS)

Department of Defense (DoD) Directive 8570.1, "Information Assurance Training, Certification, and Workforce Management," requires all DoD personnel performing IA functions to be identified in appropriate DoD Component manpower databases by category and level so that positions with IA duties and responsibilities are staffed with trained and certified personnel, in accordance with the DoD Manual 8570.01-M, "Information Assurance Workforce Improvement Program." To comply with this directive and manual, all DoD civilian employees occupying IA positions must have their IA Certification and Training data input into DCPDS. This applies to all positions with IA duties and responsibilities, whether performed as the primary or as an additional embedded duty.

DCPDS has been updated to support this requirement with the additional person and position fields to include, for the **person**: date IA appointment letter signed; cumulative IA sustainment training hours; IA workforce category; IA workforce level; IA specialty type; certification type; date certification due; certification provider; date certification received; date waiver granted; date waiver expired; and date computing environment certification received. The **position** fields include IA category; IA level; position specialty code; and IA duty.

Components should ensure that DCPDS is updated in accordance with the above referenced directive and manual no later than July 13, 2007. The proper coding of DCPDS is paramount to accurate workforce management, analysis, and reporting. I am requesting that Component HR Directors submit a memorandum to Director, Civilian Personnel Management Service, that describes your completion status and any issues you are encountering in updating the DCPDS records. This memorandum can be faxed to 703-696-5468, attention Polly Black. Questions regarding input to DCPDS can be directed to Ms. Polly Black at 703-696-1467 or polly.black@cpms.osd.mil. Questions regarding the IA Directive or Manual can be directed to Mr. Steven Busch at 703-604-1480 ext 112 or Steven.Busch.ctr@osd.mil.

Thank you for your cooperation in this effort.


Brad Bunn
Director

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08 AUG 2007

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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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