



Army Transition Plan

For

The Training and Certification Tracking System

Version 1.1
17 October 2007

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EXECUTIVE SUMMARY

In achieving the Department of the Army vision of Network Operations, Computer Network Defense and well initiated security practices, it is imperative that the Department focus on providing an educated and trained workforce to ensure the security of our networks, information, and information systems. All personnel performing IA functions either primary and/or additional/embedded must be trained and certified In Accordance With (IAW) DoD and Army regulatory requirements. Additionally User IA Awareness training must be managed, tracked, and reported for all users with Network Access.

The NETCOM, Information Assurance and Compliance Office (OIA&C) along with the Chief Information Office/G6 evaluated various applications to track the training and certification status of IA Workforce personnel. IAW DoDD 8570.1, Information Assurance Training, Certification, and Workforce Management and DoD 8570.1-M, Information Assurance Workforce Improvement Program the Army must track and report certification and training status for personnel (military, civilian, and contractors) performing IA functions whether in garrison or strategic environment. This information is a required reporting item for the Federal Information Security Management Act (FISMA). To meet these goals OIA&C will perform the transformation of training and certification information from the Asset and Vulnerability Tracking Resource (A&VTR) database along with linking other training and certification databases in a phase approach. All IA Workforce personnel can start reporting their training and certification data into the Training and Certification Tracking System and cease inputting training information in A&VTR. The training functionality will cease in A&VTR on 1 November 2007

- Phase I - Initial operating capability (ongoing)
- Phase II- Integrations of IA virtual training courses (Completed)
- Phase III-Additional system/Data Imports (3rd, 4th Qtr FY07 and 1st Qtr FY08)
- Phase IV-Full operational capability (1st Qtr FY08)
- Phase V-Linkage to other Databases (2nd Qtr FY08)

1. Introduction

1.1 Purpose

This plan is to provide guidance to the IA community on how to transition their training and certification status and information into the new Army Training and Certification Tracking System. This system will enable managers and supervisors a snapshot of their organization training and certification status verified by/from an authoritative source.

1.2 Scope

This document identifies the IA tracking system and its functions in achieving Army reporting requirements IAW the DoD and FISMA regulatory requirements

1.3 Applicability

The guidance outlined herein applies to all Army personnel at all levels performing IA functions, as outlined in DoD 8570.1-M. It is applicable to all duty titles to include Helpdesk, database, acquisition, and intelligence personnel.

1.4 References

- AR 25-2, Information Assurance, 3 August 2007

- DoD Directive 8570.1 Information Assurance Training, Certification, and Workforce Management, August 15, 2004
- DoD 8570.1-M Information Assurance Workforce Improvement Program, 19 December 2005
- Army Best Business Practice IA Training and Certification, 9 March 2007
- Privileged-Level Access Agreement Acceptable Use Policy (AUP), 3 November 2006
- Memorandum Information Assurance (IA) Training and Certification Tracking System, 8 August 2007
- Links
 - DISA IASE Web Site: <http://iase.disa.mil/index2.html>
 - Army Virtual Training Web Site: <https://iatraining.us.army.mil/>
 - ATC database <https://atc.us.army.mil>
 - Skillport (e-learning) <https://usarmy.skillport.com>
 - Fort Gordon training <https://ia.gordon.army.mil>

2. Training

It is imperative that the IA Workforce is provided every avenue of training to enhance the successful passing of one of the DoD baseline commercial certifications. DoD and Army purchased various training solutions (on-line, classroom, and blended) to assist personnel performing IA functions.

2.1 DoD Training Initiatives

DoD acquired on-line training for the Security+ and Certification Information System Security Professional training. These courses provide baseline training for Technical and Management personnel seeking those commercial certifications. DoD offers online training for both certifications. On-line training is available and can be accessed at <https://www.vte.cert.org/vteweb/>.

2.1.1 Other DoD initiatives

2.1.1.1 CISA and CISM preassessment exams: ISACA has developed CISA and CISM self-assessment tools for the DoD workforce to help exam candidates assess their knowledge of the exam job practice areas and determine their strengths and weaknesses. Each self-assessment contains 50 sample items covering the appropriate proportion of subject matter to match the exam blueprints. The self-assessments are one of many tools that can be used to help prepare for the CISA and CISM exams. These tools are available at www.isaca.org/dodinfo . You will not need a username or password to access the self-assessments. This is open to Military, Government Civilians and Government Contractors

2.1.1.2. ISC (2) Self Assessment Program: The DoD-(ISC)2 Self Assessment Program is available for both the CISSP and SSCP exams. DIAP has issued coupons to all service components to access the CISSP and SSCP assessments. URL to register:
<https://www.expresscertifications.com/ISC2/DoD/Register.aspx>

- Only candidates in the IATIII or IAMII or IAMIII positions scheduled to take the CISSP or SSCP exams will receive a coupon to access this site. Each coupon code is unique and will be retired upon candidate registration. Once the candidate receives the coupon additional instructions will be provided to access the site.
- Details of the (ISC)² Self Assessment program:
 - Three attempts maximum for the CISSP exam
 - CISSP assessments have 100 questions each and four hours are allotted for self assessment completion.
 - During the assessment, individuals may toggle back and forth between questions and make changes to their answers. Upon completion of the assessment, candidates will not be able to re-enter their assessment.
 - An individual will be able to print his/her pass/fail report (and only this page) upon completion of the assessment. The individual can print the pass/fail report and provide to his/her management.
 - Once an individual passes an assessment, the experience is completed and the need to return to (ISC)² self assessment is restricted.
 - Instructions found at <https://atc.us.army.mil> under Training and Certification News

2.1.1.3. DoD Security+ and CISSP on-line training: Security + and CISSP VTE: are available at no-cost. DoD has purchased a Carnegie Mellon developed Virtual Training Environment (VTE) for Security + and CISSP that can be used by all services. Military, civilian, and contractors with a .mil address can access the training. This is an on-line training platform that gives instructor led classroom training and labs. To access Security + and CISSP training register at <https://www.vte.cert.org> DoD 8570.1-M

2.2 Army Training Initiatives All IA Workforce personnel performing IA functions must accomplish the required on-line training applicable to their position as noted in the IA Training and Certification Best Business Practice. In order to meet the requirement of the DoD regulatory guidance, Army has revamped the System Administrator/Network Manager (SA/NM) course into a one week Security+ course. All individuals attending a schoolhouse Security+ and/or CISSP training course must complete all minimum skillport training requirements prior to attendance. Users who attended the SA/NM prior to the name change (Security+ Level II Schoolhouse Course) do not have to attend the Security+ one week course

3. Certifications: IA certification programs are intended to produce IA personnel with the demonstrated ability to perform the functions of their assigned position. Each category and skill level has specific training and certification requirements. Meeting these requirements will require a combination of formal training, experiential activities such as on the job training, and continuing education. These training and certification requirements must be provided by the Department of Defense at no cost to government employees (military or civilian).

3.1 Baseline All IA personnel working IA functions must be certified to the DoD Baseline certification IAW their position within six months of assignment of IA duties. Personnel not certified within

six months of assignment of IA duties or who fail to maintain their certified status will not be permitted to carry out the responsibilities of the position. Individuals who are already performing IA functions and who are DoD employees or contractors on the effective date of DoD 8570.1-M have up to four years to comply with the certification requirements, based on Army and organization plans to meet each calendar year certification requirement noted in DoD 8570.1-M charter 9.

3.2 Computing Environment In addition to the baseline IA certification requirement for their level, IATs with privileged access MUST OBTAIN APPROPRIATE COMPUTING ENVIRONMENT (CE) CERTIFICATIONS for the operating system(s) they support as required by their employing organization. This requirement ensures they can effectively apply IA requirements to their hardware and software systems. Vouchers for those certifications will not be tracked in the ATC system. The Skillport has courses that can assist with training towards computing environment certifications.

4. Voucher Tracking/Process Managers shall only request vouchers that are pertinent to their IA Workforce position. The request form can be found at <https://atc.us.army.mil>> Compliance information. The minimum training requirements must be completed prior to requesting a voucher. Additionally, each individual working IA functions must register on the Training and Certification Tracking System at <https://atc.us.army.mil> in order to receive an Army voucher. Vouchers are only available to **Military and Government Civilians**. Organizations' manager shall prioritize voucher request by Technical and Management responsibilities in order to meet the Calendar Year certification requirements mandated by DoD 8570.1-M

4.1 Voucher Tracking Managers can track voucher distribution among their workforce through the IA training and certification tracking system. Managers can import their vouchers by using an excel spreadsheet; procedures are located in the Managers' Manager Guide. The system will track each voucher by individual name, organization, cost, date purchase, and date uploaded to the system. The tracking system provides the necessary data for Army to request commercial certification vouchers for each Calendar Year, which will optimally save money for organizations. A form for identifying command voucher requirements is at appendix A. This data should be compiled at the Regional Chief Information Office, Direct Reporting Unit, Army Service Component, Army Command, and Program Executive Office levels then emailed to doris.wright@us.army.mil or chrisandra.smith@us.army.mil . All vouchers purchased by Army will be tracked by this system.

4.2: Voucher Process Certification vouchers can only be distributed to Government Civilians and Military personnel. This office can not provide contractors vouchers. It is against the Federal Acquisition Regulation. Individuals will only receive vouchers IAW their profile status. Profile status is their Technical I-III or Management I-III levels. For example-a government civilian working at a Technical Level II position can only receive a voucher for one of the DoD baseline certifications listed under Technical Level II noted in DoD 8570.1-M and the IA Training and Certification BBP. Since Management levels are not cumulative, managers in levels II and III can also receive one certification voucher in management level I area.

The process for obtaining a voucher will include validation by

- The individual's manager/supervisor validates the user's profile status on the system.
- Appointment orders and/or privileged user access agreement loaded in the user's profile once all signatures have been obtained. Refer to the manager guide for instructions.
- Signed voucher request form/s for the requested certification voucher. The form can be uploaded in the user's profile by the individual's manager (annotated in the system) or emailed to

doris.wright@us.army.mil or iawip@us.army.mil . The form is found on the database homepage in the Compliance Information section and as Appendix B and must be signed by the individual's manager/supervisor and their RCIO or Command's IAPM/IAM. The document must be in a .pdf format to upload in the individual's profile. When the voucher is uploaded into system, send an email to doris.wright@us.army.mil and iawip@us.army.mil for notification of a voucher request. Training requirements are located in the IA Training and Certification BBP. Users will not receive a certification voucher from Army if all training and validation requirements are not complete.

- Pre-assessment tests are completed and email to the individual's manager (refer to paragraph 2.1.1)

Once the voucher is issued to the user (IA person) they must take their exam within 60 days of issue date. The voucher can not be transfer to another person within the individual's command. If this timeline cannot be met, the individual must notify their manager/supervisor one month before the expiration date of the voucher. The manager must contact OIA&C at doris.wright@us.army.mil and/or chrisaundra.smith@us.army.mil so the voucher can be added back into the pool for another person. A critical component is follow-up to ensure test completions and recordings of examination dates.

5. Management Functions

5.1 Office of Information Assurance and Compliance

- Update system as required
- Provide assistance to registrants
- Update certifications and training requirements IAW DoD 8570.1-M update process.
- Oversee process for data exchange between ATC tracking system and other tracking systems

5.2 Information Assurance Program Manager/Information Assurance Manager or representative: Management capabilities are not automatically provided when a manager is annotated as an IAMI/IAMII/IAMIII. This feature must be done manually. Please see Manager Guide

- Ensure that Managers (IAM or representative) are assigned to validate users' profiles and based on appointment orders/privilege access agreement and IA functional duties in the ATC tracking system
- Review requests for system changes, then forward to OIA&C
- Submit calendar year initial estimate for certifications to OIA&C

5.3 Manager/supervisor (This could be the IAM/IAPM/Commander or their representative):

Ensure that individuals requesting certification vouchers have completed the following:

- All minimum training requirements are completed for their level per the IA training and certification BBP
- Validate personnel profile status (Tech I-III, IAMI-III, CND status, etc)
- Preassessment test is complete and a score of at least 75% has been obtained
- Has scheduled and ready to take the vendor certification test within 60 days

5.4 Users

- Register in ATC (<https://atc.us.army.mil>)
- Answer questionnaire
- Provide training and certification information in profile
- Ensure all minimum training requirements are completed prior to attendance at a schoolhouse Security+ and CISSP course and entered in the ATC database
- Ensure all minimum training requirements IAW their profile/functional requirements are completed prior to voucher request

6. Reporting: The following reports are reporting features of the System.

- FISMA roll up chart
- Vouchers issued chart
- Certification report: (list of certifications completions)
- Training Budget Plan
- Feature enhancements to the reporting features are scheduled during 1st QTR FY08

7. Technical Support/Help Desk

Technical/Help Desk support is an integral part of this initiative. The ATC tracking system has a link that sends an email to the IAStar technical support team for immediate issues. Technical /Help Desk support for the Training and Certification Tracking System is noted below

- Tier 1: Servicing RCIO/AC/ASCC/DRU representative (*First Step*)
- Tier 2: OIA&C (*If tier 1 cannot solve the problem*)
- Tier 3: Vendor (IAStar) (*If tier 2 cannot solve the problem*)

8. Phase I- Initial Operating Capability

8.1 Features Users will be able to log in to the system and establish their training profiles. OIA&C has pre-loaded the hierarchy for commands and PEOs. Once a profile is created, the IAM/supervisor (designated by the manager) will be required to validate the profile online.

8.2 Guides Guides are posted on the system for users and manager. Users will only see the guides that correspond with their privileges for the system, e.g. Users will only see the user guide and managers will see the user and manager guides. It is recommended that managers familiarize themselves with the guides to assist their personnel.

8.2 Data Input Schedule Each command needs to set up a timeline for their subordinates to populate the system. Once a command is finished notify OIA&C at NETCOMIAWIP@hqda.army.mil or doris.wright@us.army.mil and chrisaundra.smith@us.army.mil.

Additional registration recommendations

- All users and managers read the user and/or management guides before navigating the system.
- Each Installation IAM registers to the system so the RCIO IAPM can annotate those individuals as a manager to validate and manage their IA workforce/user personnel training and certifications.
- At that point installation managers can assign managers at their activities.

9. Phase II- Integrations of IA virtual training courses. The OIA&C is working to automate the linkage of all training courses that were/are completed on the IA Virtual Website at <https://iatraining.us.army.mil>. All completions will automatically link into the individual's profile once they register on the ATC tracking system. This will take out the manual process of annotating the specialized training. This training will be automated by the end of 3rd Qtr FY07. This feature is complete

10. Phase III- System/Database integrations

10.1 Skillport courses: All skillport module completions will be automated to link from the individual's custom patch in skillport to the ATC tracking system. Each individual module within the IA Custom path reference in the IA Training and Certification BBP will be listed in the individual's profile. These courses will be integrated during 1st Qtr FY08

10.2 Fort Gordon IASO/Awareness Training: The IASO/Awareness Training from the Fort Gordon's website at <https://ia.gordon.army.mil> is currently automated. If an individual took the IASO and/or Awareness training from the Fort Gordon's website their profile in the ATC tracking system will be annotated as completion via Fort Gordon. This informs the manager/supervisor that the training was completed on a specific date via Fort Gordon training site.

11. Phase IV- Full Operational Capability (FOC):

By the end of 4th Qtr FY07 or sooner (ETA 1 Nov 07) the ATC database will be FOC for Army-wide use. Army's first focus is on the IA Workforce population. As more licenses are acquired Managers can begin to allow General Users to use the database to track their initial and Annual Awareness training. If you find valid training course noted in the IA training and certification BBP or computing and baseline certifications that are not entered in the ATC tracking system send an email to doris.wright@us.army.mil and chrisaundra.smith@us.army.mil.

12. Phase V- Linkage to other Databases There are organizations that have existing automated systems to track IA training and certifications. If you have a current system with training and certification data send an email to OIA&C at doris.wright@us.army.mil and chrisaundra.smith@us.army.mil and identify the name of the system, what IA training fields it tracks, and what certifications it tracks. During 2nd Qtr FY 08 OIA&C will begin work to exchange data with these systems for tracking the required ATC fields.

Appendix A- VOUCHER ESTIMATE

Organization/Command: _____

Name: _____

Address: _____

AKO Email: _____

Estimate of vouchers needed (by FY) (military and civilians only)
(CY 07 – 10%, CY08 – 40%, CY09 – 70%, CY10 – 100%)

Name:

Phone number:

AKO Email address

Certification Type

Number requested

IATI	
A+	
Network+	
SSCP	
IATII	
GIAC Security Essentials Certification (GSEC)	
Security Certified Network Professional (SCNP)	
System Security Certified Practitioner (SSCP)	
Security+	
IATIII	
Certified Information Security Auditor (CISA)	
Certified Information Systems Security Professional (CISSP)	
GIAC Security Expert (GSE)	
Security Certified Network Architect (SCNA)	
IAMI	
GIAC Information Security Fundamentals (GISF)	
GIAC Security Leadership Certificate (GSLC)	
Security+	
IAMII and IAMIII	
Certified Information Security Manager (CISM)	
GIAC Security Leadership Certificate (GSLC)	
Certified Information Systems Security Professional (CISSP)	

Appendix B- CERTIFICATION VOUCHER REQUEST

Information Assurance workforce
PROFESSIONAL CERTIFICATION VOUCHER REQUEST

(Army's Representative Email to: Phyllis.bailey@us.army.mil or fax to: (703) 602-7195/dsn: 332

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404-427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol.9, and E.O. 9397.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing certification exam vouchers submitted by Department of the Army personnel.

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in denial of voucher request

PART 1. Employee Information

Name (Last, First, MI):		Last 4 of SSN: Not required	Date of birth (mm/dd/yyyy): Not Required
Command UIC:	Rank/Grade/Step:	Rating/Job Series:	
Command and Address (Mailing):	Office Phone		Fax
	Com: () - x-		Com: () - x-
	DSN: - x-		DSN: - x-
Position Title:			
Employee AKO Email Address:			

PART 2. Certification / License History

Professional Certifications Held (List):	Date Awarded	Expiration Date
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		

Name (Last, First, MI):	LAST 4 OF SSN: Not ReQUIRED
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PART 3 request for certification / license exam voucher

Name of Certification / Exam (full title):	Type (Check One): New / First Time: <input type="checkbox"/> Renewal / Recert: <input type="checkbox"/>
Certification Organization / Company (i.e. CompTIA):	

PART 4. Eligibility & Qualifiers (Completed by applicant and verified by Command Approving Official)

Have all Army minimum training requirements noted in the IA Training and Certification Best Business Practice been completed.	<input type="checkbox"/>	The credential being sought has been mapped to the job or position noted on the individual's appointment orders. Only one voucher can be requested at a time and only one voucher can be provided for the individual's level.	<input type="checkbox"/>
Has the member passed a pre-assessment test for the certification being sought? A score of 75 percent is required.	<input type="checkbox"/>	The member must report examination results (pass and/or fail) within 30 calendar days of taking the exam in the training and certification tracking system at https://atc.us.army.mil . (Note: pass and/or fail will be verified by the individual's manager/supervisor)	<input type="checkbox"/>
The member scheduled and takes the examination within 60 calendar days of receipt of exam voucher. (Note: Do NOT request exam voucher until you are able to meet above obligation)	<input type="checkbox"/>	The individual's manager/supervisor must sign (in this block) that this individual is ready for the certification examination and will be ready to take it within 3 months of the date it is provided to them. Mgr/supervisor Name: _____ Signature/dtd _____	<input type="checkbox"/>

PART 5. Certification and signature of applicant

CERTIFY THAT all statements in my application are true and correct to the best of my knowledge and belief.

Full Name of Applicant (Printed):
Signature of Applicant:
Date Signed:

PART 6. RCIO/Command Approval (IAPM/IAM)

**I certify applicant was counseled and determined eligible for the stated certification examination.
The applicant meets prerequisites and regulatory requirements.**

Approved Voucher Request <input type="checkbox"/>	Disapproved Voucher Request <input type="checkbox"/>
Full Name (Printed):	Phone Number: () - x-
Signature & Title:	Date:
AKO Email Address:	

If application is e-mailed must use CAC digital signature. This form must be uploaded into the Training and Certification tracking system (<https://atc.us.army.mil>) once all signatures are obtained. The manager will send an email notifying OIA&C that the voucher request is ready for review. Details in user guide.

Appendix C – COMMAND IMPLEMENTATION SCHEDULE

Effectively immediately, request all Commands/organizations notify their personnel to input data and create their profiles.

- - ◆ USACE
 - ◆ USAAC
 - ◆ PEO AVN
 - ◆ PEO AMMO
 - ◆ PEO MS
 - ◆ RCIOSW
 - - ◆ AMC
 - ◆ Army Central
 - ◆ SMDC
 - ◆ SDDC
 - ◆ USASOC
 - ◆ USMA
 - ◆ RCIONW
 - ◆ PEO C3T
 - ◆ NETCOM
 - ◆ MDW
 - ◆ PEO IEW&S
 - ◆ USARPAC
 - ◆ HRC
 - ◆ ATEC
 - ◆ CIDC
 - ◆ SWA
- | |
|----------------------------|
| FORSCOM |
| Army North |
| NGB |
| PEO EIS |
| ACQUISITION SUPPORT CENTER |
| RCIONE |
| TRADOC |
| Army South |
| OAA |
| PEO SOLDIER |
| PEO GCS |
| USARC |
| RCIOSE |
| MEPCOM |
| West Point |
| PEO STRI |
| PEO CS&CSS |
| USAREUR |
| IMCOM |
| INSCOM |
| MEDCOM |

Appendix D Change Request Form
Email request to chrisaundra.smith@us.army.mil and
doris.wright@us.army.mil

Organization: _____
IAPM name: _____
Requestor: _____
(name, email, phone, duty location)

*all change requests must be coordinated with your IAPM before submission to OIA&C.

Description of change:

How the change increases efficiency or all Commands:

Submission date: _____

Appendix E – PRE-TEST DATA SHEET

Before vouchers will be issued pre-tests must be completed for the applicable certification. Refer to paragraph 2.1.1 for pre-test websites. Userid and password for the COMPTia assessment must be obtained your IAPM/IAM. <http://currency.comptia.org/dod>

Security +
CISSP
Network +
A +
CISM
CISA

Test results should be return to your IAM/manager/supervisor via email for verification.

Appendix F- How to Register

To register in the Army Training and Certification Tracking System is a three step process.

Step 1: Requires the user to register by entering and selecting information pertaining to their organization and location.

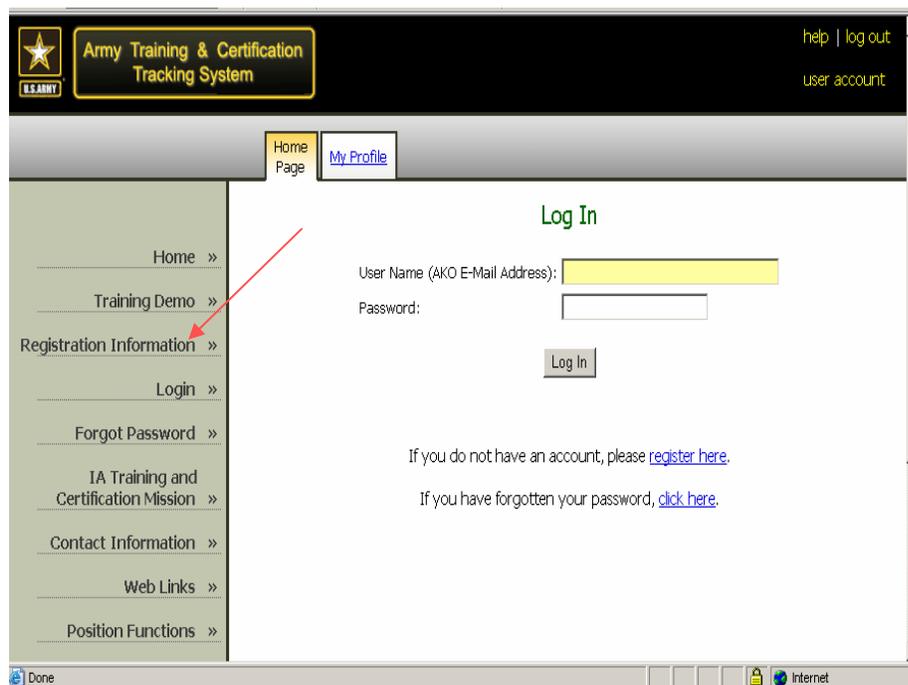
Step 2: Requires the user to answer a series of questions that categorize them into a Technical or Management level. This step also provides a profile that represents training and certification requirements.

Step 3: Requires the user must enter additional certifications and training to include on-the-job training completed in their profile and has it verified by their manager/supervisor.

Step 4: This is not a user interaction-courses completed via skillport, IA Virtual Training website, and Fort Gordon website will be automatically imported into the user's profile.

Registration process

1. Type in the URL: <https://atc.us.army.mil>
2. Click on "Registration Information" located on the left hand side



3. Click on [Register on this Web Site \(Click Here\)](#)

Registration Information

Home »
Training Demo »
Registration Information »
Login »
Forgot Password »
IA Training and Certification Mission »
Contact Information »
Web Links »
Position Functions »
Compliance Information »

Eligibility

All Military, Government Civilians, Contractors and Foreign Nationals (RCIO, IAPM, IAM, IASO, SA, etc) with privileged access to an Information System must download and sign the Privilege User Agreement. All IA personnel in valid IA positions are authorized to attend all courses listed in the Army's IA BBP. Military and Government Civilians will not incur any cost associated with taking a vendor certification exam or training requirements however contractors will incur cost for obtaining certifications if not paid for by their contracting agency.

Cost

- Any TDY expenses must be funded by the Units. (Military and Government Civilians)
- All Skillport Courses are free of charge. Contractors' access are limited to the IA Custom Paths

Registration Procedures

- [Register on this Web Site \(Click Here\)](#)
- An email will be sent to your next higher tier that you have Registered so they can activate your account
- Fill in the specified information and answer the appropriate questions pertaining to your level of job functions
- Your supervisor will verify that you have completed and satisfied the requirements to take a certification exam or receive a certification voucher (Army will receive a certain amount of money

4. Fill out the required files. Mandatory fills are: Name, (First/Last), Email Address (AKO only), Phone number (work), Personnel Type (Select one from the drop down menu), Occupational Specialty, RCIO, and HQ alignment. Complete the fields then click “Register” located in the Gray box.

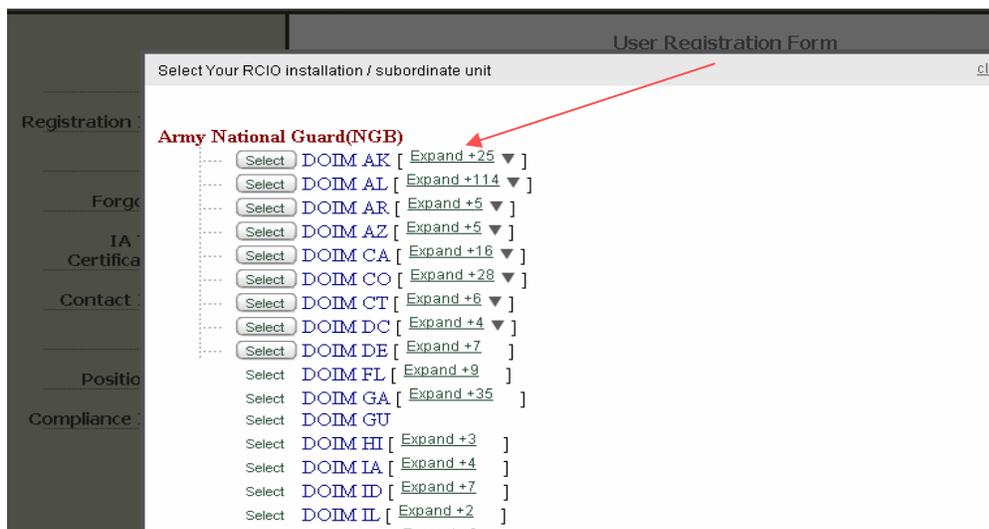
User Registration Form
All Fields are Required

First Name:
Middle Initial:
Last Name:
Email Address: (Use your AKO e-mail address)
Phone Number:
Personnel Type:
Security Classification: [\[see descriptions\]](#)
Degree Type: Associate Degree
Occupational Specialty: None

Regional Chief Information: Select From List OR [\[Search\]](#)
Office (RCIO): [\[for Unit\]](#)
Unit: Select your RCIO first

HQ Alignment (MACOM): Select From List OR [\[Search for Unit\]](#)
Unit: Select your HQ Alignment first

5. The RCIO and HQ Alignment can be expanded by clicking on “Expand” by the appropriate organization.



Search For Unit

The link will open a search box for you to type in your unit. The system will locate your Unit and populate ...

Regional Chief Information Office (RCIO): OR [\[Search for Unit\]](#)
Select your RCIO or use the search box to find your unit quicker

Unit Search :

Unit: Select your RCIO first

HQ Alignment (MACOM): OR [\[Search for Unit\]](#)
Select your MACOM or use the search box to find your unit quicker

Unit Search :

Unit: Select your HQ Alignment first

6. Once registered you and your manager will receive an email. The email to your manager will note that the user registered for an account at the organizations selected during your registration process. The email to the user will provide the userid and login information.

7. Once the user receive the email with logon credentials, go back to <https://atc.us.army.mil> and log on the system. Once on the system a series of questions will appear for the user to answer. Please focus on the questions and answer them as they pertain to the user’s job functions. The first question sets the stage on what category of questions will be asked by the system.

- a. General User: User with no IA functional requirement—Example Helpdesk personnel who only answers trouble calls.
- b. I have Privilege Access: This is for Technical personnel in levels I-III.
- c. I have Management Responsibility: This is for Management personnel in levels I-III

[<< Cancel](#)

Profile Questionnaire - Page 1

The DoD IA Workforce consists of authorized users of the Information System (IS). User access is determined by job functional roles and responsibilities. DoDI 8570.01 requires the workforce be trained and certified based on a number of factors. In order to place you in the proper category, level, and function please complete this brief questionnaire. Your responses will generate a Profile for compliance with the Army Training & Certification Best Business Practices (BBP).

Access

1) Choose the answer that best describes your access to the Information System (IS)

- I am a General User (non-privileged access). I use the IS to access the NIPIRnet / SIPIRnet and software applications to perform my duties.
- I have Privileged Access. I perform technical duties related to the IS. I am an authorized user who has access to system controls, monitoring, administration, criminal investigation, or compliance functions.
- I have Management Responsibility.

2) Do you work in a Network Operations Security Center (NOSC)?

- Yes
- No

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Continue answering the questions that aligns to the functional requirements performed at the user’s duty location and within their job position. Once the Profile Questionnaire is complete click on “Finish/Save” in the Gray box, this will complete your profile and provide you with the minimum Army training requirements and certification requirements that align with your duty position.

Table: Training and Certification data transition from AVTR to ATC

#	Army Training and Certification Status	If yes	If no
1	New hires (Government Civilians,	Register in the Army	Register in the Army

	Military, and contractors working IA functions)	Training and Certification Tracking System (https://atc.us.army.mil)	Training and Certification Tracking System (https://atc.us.army.mil)
1	Training entered into AVTR	Stop entering	Register in the ATC and input training
2	Training taken on the Army's Virtual Training system entered in AVTR	Stop entering	Training will automatically populate in profile once registered in the ATC (TBA 4 th QTR FY 07)
3.	Skillport training taken in skillport entered in AVTR	Stop entering	Enter training into the ATC once registered. Skillport modules will populate automatically in the user's profile (TBA 1 st QTR FY 08)
4.	Commercial Certification completions entered in AVTR	Stop entering	Provide certification type, date, and cert Id number in the ATC (This linkage will be automated through DMDC 1 st Qtr FY08)
5.	Need a commercial certification voucher through Army (Government Civilian and Military only)	Fill out voucher request form and follow the requirements in this document to obtain a voucher	Do not fill out form but register in the ATC and input training and certification information
6.	Individual paid for own voucher	See DoD memorandum re-impursement of credentials to seek certification re-impursement (must pass test to receive re-impursement)	Seek certification voucher through your organization manager/supervisor and IAM/IAPM

Appendix G- Glossary

DOD

DEPARTMENT OF DEFENSE

FISMA	FEDERAL INFORMATION SECURITY MANAGEMENT ACT
FN	FOREIGN NATIONAL
IA	INFORMATION ASSURANCE
IAM	INFORMATION ASSURANCE MANAGER
IAT	INFORMATION ASSURANCE TECHNICAL