

# Cyber IA Directorate Information Assurance Training and Certification August 2010 Newsletter



UNITED STATES ARMY

ARMY STRONG

August 2010

## CompTIA Certification CPUs

CompTIA is transitioning to a continuing education format to meet the ISO 17204 standards. Currently CompTIA is evaluating the list of courses from the services. The course completions equate to a certain number of Continuing Professional Education Credits. CompTIA hopes to have everything formulated and confirmed NLT Oct 10. Personnel certified in A+, Network+ and Security+ by

standards. All personnel holding one of the CompTIA certifications and who are part of the IA workforce shall enroll in the Continuing Education (CE) program on **1 Jan 2011** and no later than **31 Dec 2012**. Certified personnel who do not enroll in the CE program by 31 Dec 2012 will have to **RETAKE** the commercial certification exam under the CE umbrella or naming schema. The retake is required if you are a member of the DoD IA workforce only.

The yearly maintenance fee will be paid by DoD as long as your certifications have been released through DMDC at <https://www.dmdc.osd.mil/appj/dwc/index.jsp>. **MANAGERS:** Please ensure

your personnel have released their certifications through DMDC.

Personnel taking the exam on or after 1 Jan 2011 will have a certificate expiration date of three years from the date certified, however when the individual enrolls in the CE program they will have three years from the date to complete the CPE credits therefore their certification will not expire.

CPE credit requirements:  
**Security+:**  
50 CPEs every 3 years

**Network+:**  
30 CPEs every 3 years

**A+:**  
20 CPEs every 3 years

### Inside this issue:

- COMPTIA CERTIFICATIONS
- CERTIFICATION VOUCHER REQUEST FORM
- IDENTIFYING YOUR IA WORKFORCE
- FOR MANAGERS: WHAT TO DO WITH INACTIVATED ATCTS ACCOUNTS
- RELEASE YOUR CERT THROUGH DWCA, TODAY!
- AWARENESS TRAINING
- GENERAL USER WITH LOCAL ADMIN PRIVILEGES
- COMPUTING ENVIRONMENT CERTIFICATIONS



31 Dec 2010 will be "certified for life" by CompTIA stan-

## Certification Voucher Request Forms

The voucher request form is located at <https://atc.us.army.mil> under Compliance Information. The voucher request form requires three signatures: 1) The individual's supervisor in part 3, 2). The individual signature in part 4, 3). The individual's appointed Information Assur-

ance Manager or Information Assurance Program Manager or the Commander. This office receives many request with the signature of the IASO (IAMI), Technical person or individuals that have no affiliation with IA in part 5. In order to process your

voucher request all training, documentation (appointment letter and Privilege Access Agreement if applicable and all appropriate training must be completed and in the individual's profile. The CompTIA preassessment test results shall be loaded with the voucher request form to expedite processing.



## Identifying Your IA Workforce and Duty Appointment Orders

### IA Workforce

All IA workforce personnel must be appointed on letter/memo to their position. Managers should continue to focus on how IA workforce personnel are categorized during validation due to the fact that appointment letters are targeted by inspection/assessment teams to ensure personnel are in valid IA positions. It may be difficult at times to determine who should be considered part of the

IA workforce when certain job duties or titles do not seem to necessitate this "IA" categorization. There is a checklist to help you identify your IA workforce personnel and categorize them accordingly in the ATCTS under Compliance Information.

### Appointment Orders

ATCTS user accounts that do not have appointment orders uploaded to the user profile must remain "unverified" until appoint-

ment letter has been added with appropriate signature. It is vital that appointment letters document position title and the IA category and level accurately. For example, a designated position title of IAM would not have the IA category and level of IAT III. Refer to the IA Training and Certification BBP for further guidance. The new BBP is located on the ATCTS homepage.

## Exam Vouchers availability

Do you want to take the exam for CAP, ISSEP or ISSAP? We have six vouchers in each category that are about to expire. Please request yours today. You can test five to six months later.

CIO/G6 currently has vouchers for the following exams:

- CAP
- ISSEP
- ISSAP

**These vouchers will expire next month. Therefore Government Civilians and Military personnel who wish to take the exam may send an email to [netcomiawip@conus.army.mil](mailto:netcomiawip@conus.army.mil) for issuance.**

We are currently out of **A+, Security+, CISM, and CISSP** vouchers and **anticipate receiving more on or about 30 Sep 2010.**

To receive a voucher students must upload duty appointment letter and their PLAA in their ATCTS profile and complete minimum training requirements for their IA position. Voucher request form and pre-assessment test results (where required) should

be uploaded to student's profile by the ATCTS manager or send to NETCOMIAWIP. **\*Only the IAM, IAPM, or Commander should sign the voucher request form in Part 5. IASO's, SA's and all others should not sign as the aforementioned positions unless given exclusive permission to do so.**

## General Users with Privileged Access

Managers at the organization levels have the option of adding all of their General Users in ATCTS. Please fill out the General User import spreadsheet located on the ATCTS homepage under Compliance Information

Identifying your IA workforce is not always black and white. You may have general users who do not work in a technical IA position but have power user rights on their machine. ATCTS now has an option for General Users with Local Admin Privileges. This profile assign-

ment is for personnel who are not considered part of the IA workforce but have local admin rights on their machine only. When a new user registers in the system as a General User with Local Admin, they will be required to meet specific training requirements found in their pro-

file, however because they are not part of the IA workforce, they are not required to obtain a commercial certification. Users with the position General Users with Local Admin Privileges will not be counted in IA workforce reports run from ATCTS.

## Inactivated Accounts in ATCTS

When personnel PCS to other duty stations, their ATCTS accounts are inactivated by the manager of the unit they no longer reside. ATCTS managers have the ability to reactivate accounts of in processing personnel by going through the following steps:

- a. Select your management tab
- b. Above the list of users, on the horizontal gold bar click the "Find and Move Users Here" link
- d. Type the user's FULL AKO email address and click Find User
- e. You will see the user and their current SC/FCIO and MACOM structure
- f. Select "Request Move"
- g. The move request goes into a que for the user's previous organization to approve or reject (within 24-48 hours). Inactivated accounts will be moved immediately.



**"I can't login to my ATCTS account!"**

## Computing Environment Certification

As part of meeting DoD 8570.01-M Change 2 requirement, all IA personnel in technical and CND-SP positions must obtain at least one Computing Environment (CE) certifications for the operation system or tools/devices they maintain as well as a baseline certification. All services and agencies under DoD are required to be at 100% compliance for obtaining certifications for the afore-

mentioned IA categories by CY 2010 (31 Dec 2010). Managers shall have their technical/specialty personnel on a path to obtain CE certifications if they have not already done so. All certified personnel, (civilian, contractor, and military) are to release their certifications through DMDC as well as update ATCTS on the certification obtained. Currently the DMDC system does not

track CE certifications, therefore it will have to be manually updated by the ATCTS manager in the interim.

The Navy has put together a very good mapping of the IAT computing environment certifications. Please review link below. We will try to post it on ATCTS as well. [https://www.cool.navy.mil/ia\\_documents/ia\\_iat\\_flow.htm](https://www.cool.navy.mil/ia_documents/ia_iat_flow.htm)

### Computing Environment Certification

DoD 8570.01-M Change 2

## IA Awareness Training requirements

The ATCTS tracks Initial and Annual IA Awareness training for personnel registered in the database. The completion of the training requires the individual to complete three steps. All three steps must be completed in order to receive full credit and for the completion to

import into ATCTS. Step one requires the user to launch and go through the computer based training, Step 2 requires the individual to read the Army addendum. Step 3 requires the individual to login using their CAC or AKO credentials to take the Army's 25 question

test. Once all steps are complete the individual will have two certificates. The first certificate is from completing the computer based training (no signature on certificate and the second certificate will have LTC Fox's signature. He is the Director of the School of Information Technology.

## Points of Contact

E-mail: Group

Netcomiawip@conus.army.mil

Phyllis.bailey@us.army.mil

Doris.wright@us.army.mil or

David.lickwar@us.army.mil

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<https://www.cool.army.mil/index.htm>



Cyber Directorate-Training Division  
2530 Crystal Drive, 6th Flr  
Arlington, VA 22202

## National Guard and Reserve Members

If you are a member of the National Guard or Reserves, you may be able to receive GI Bill reimbursement for licensing and certifications test fees. Qualifying members of the Guard and Reserve can now receive reimbursement of up to \$2,000 per test. The benefit has been available to Active Duty service members through the GI Bill since 2002, and was extended to qualifying members of the Guard and Reserve in January 2006. For more information and to find out whether you qualify for this benefit, please see the Department of Veterans' Affairs [Licensing and Certification Brochure](#).

### Information Assurance Training & Certification

**"More than a line on a resume. It's the knowledge that secures the team."**

**HOLD A DOD 8570.01-M  
CERTIFICATION?  
RELEASE YOUR CERTI-  
FICATION TO DOD  
TODAY!!!**

<https://www.dmdc.osd.mil/dwc> <<https://>

### DWCA Certification Release

As part of the Information Assurance Workforce you will release your certification status in the Defense Workforce Certification Authorization (DWCA) tool. You can accomplish this by visiting <https://www.dmdc.osd.mil/dwc> <<https://www.dmdc.osd.mil/dwc>> from the NIPRNET using your CAC to authenticate. You must also enter your certifications in ATCTS as well, <https://atc.us.army.mil>. This will ensure that your renewal fees are paid by DoD. Please note that all IA

Workforce personnel (military, civilians, and contractors) must release their certifications in the DWCA website but DoD will only pay for military and civilians renewal fees (only one certification) for the level assigned. Failure to do the item above will result in non payment of your renewal fees.

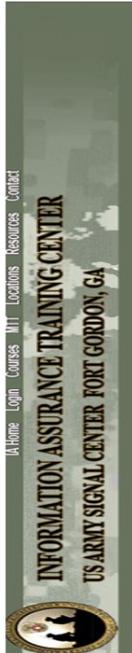
**Payments for 2010 annual fees for ISC(2) and ISACA certifications will be paid by DoD on or about 1 Oct 2010.**

### Skillport Requests

Contractors requesting skillport accounts must be registered in the ATCTS. An email from the government POC must be accompanied with the skillport registration form. Accounts take approximately 3-4 days to process. When inquiring about a submitted form after four work days, annotate in the Subject Line: "STATUS" in all caps so that we may quickly address your issue.

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## Enlisted, Warrant Officer and Officer courses



The School of Information Technology and the Instructors at the Enlisted, Warrant Officer and Officer courses pull individuals who are attending the courses into their ATCTS unit hierarchy in order to view training completions. This enables the instructors to process voucher request forms for their students. This office request that organization managers do not inactivate or attempt to pull those individuals back under their organization

hierarchy. Please contact Penny Thompson at 706-791-3655 or Joey Gaspard at 706-791-5137 if you are uncertain if the individual is attending one of the courses above. This is only for individuals attending a course at Fort Gordon, GA.

## Helpful websites



<https://iatraining.us.army.mil>

- PII
- PED
- Safe Home Computing
- Phishing
- Host of other courses

<https://ia.signal.army.mil>

- IASO
- IA Awareness
- Mobile Training Team schedule (POC Joey Gaspard at [joey.gaspard@us.army.mil](mailto:joey.gaspard@us.army.mil))

<https://vte.cert.org>

- host of security training to include Sec+, Net+, CISSP. Registration required

<https://usarmy.skillport.com>

## ATCTS recommendations/ suggestions

If you have a recommendation or suggestion for ATCTS to help the managers and users better track, report and manage their IA Training and Certification please send to comments to [netcomiawip@conus.army.mil](mailto:netcomiawip@conus.army.mil)

## Training and Certification Working Group

The Training Division is in the process of re-establishing the IA Training and Certification Working Group. We will be conducting the sessions via DCO. Please provide name, email address, organization and phone number of the IAPM or IAM or their representative who would like to be apart of the WG to [netcomiawip@conus.army.mil](mailto:netcomiawip@conus.army.mil). First meeting with be around the first week of Oct 2010.