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Army CIO/G6, Cyber Directorate Information Assurance Training and Certification Newsletter 1 November 2011

Do not send
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UNITED STATES ARMY



ARMY
STRONG

THE DEADLINE IS APPROACHING ENROLL IN THE COMPTIA CONTINUING EDUCATION BY 31 DECEMBER 2011 YOU DO NOT NEED TO PAY THE FIRST YEAR AMF TO ENROLL

IA workforce personnel holding a CompTIA certification that is required for their duty position must enroll into the CompTIA continuing education process by 31 December 2011.

If not enrolled by 31 December personnel will be required to recertify to the current certification. The requirements are listed in the next section. You do not have to pay the Annual Maintenance Fee (AMF) in order to enroll.

The CIO/G6, Cyber Directorate has tokens available for military and civilian personnel to pay their 2011 annual fee for ISC(2) -CISSP only and CompTIA certifications (Sec+, Net+ A+)

Individuals holding multiple CompTIA certifications (A+,

Sec+ and Net+) will satisfy the AMF for the lower certifications by paying the highest certification AMF.

Personnel inquiring about CISSP 2011 maintenance fee payments must have their ATCTS manager upload a copy of their invoice into the "voucher request" area in their ATCTS profile.

CompTIA holders need to have their ATCTS manager upload a copy of their CompTIA invoice into their ATCTS profile in the "voucher request" area.

Certification Fees and CPE requirements

COMPTIA: http://certification.comptia.org/getCertified/steps_to_certification/stayCertified.aspx

Security+:

50 CPEs every 3 years
\$49.00 annually

Network+:

30 CPEs every 3 years
\$49.00 annually

A+:

20 CPEs every 3 years
\$25.00 annually

CISM and CISA: <http://www.isaca.org/Certification/Pages/How-to-Earn-CPE.aspx>

120 CPEs every 3 years
\$85.00 annually (non members)
\$40.00 annually (members)

All GIAC: CPEs completed every 4 years
\$100.00 annually

Inside this issue:

- ANNUAL MAINTENANCE FEE
- COMPTIA CPE ENROLLMENT
- ARMY CIO/G6 WORKFORCE MEMO AND ALARACT INFO
- CERTIFICATION REIMBURSEMENT
- SOUNDING OFF
- EXAM VOUCHER AVAILABILITY
- VOUCHER REQUIREMENTS
- INFORMATION ASSURANCE SCHOLARSHIP PROGRAM

COMPTIA Continuing Education (CE) enrollment process

CompTIA FAQs

Certified by 12/31/2010: certification will never expire but must opt into the Continuing Education program if part of the DoD workforce

Certified by 12/31/2010 and part of the DoD workforce: enroll in CE program by 12/13/11. You have 3 years to complete the CE requirements from the date enrolled into the program. If you do not enroll by 12/31/2011 you must retake the exam to stay current on the certification.

Certified on and after Jan 1, 2011: Individuals certified on and after Jan 1, 2011 have three years from their date certified to complete the necessary CPEs. They are automatically enrolled in the new CE program but is required to .

Payment: The CE program requires a fee. Individuals have the option of paying their remaining balance if they choose to complete their program in a shorter timeframe. Each year, individuals will be prompted to pay their annual fee into the CE program. The first year AMF must be paid before CPE credits can be annotated in your account.

A+ Network+
Security+ ?



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Continuing Education Credits for Classified IA Training

The Department of the Navy has worked an agreement with CompTIA and GIAC for all services IA workforce personnel to receive Continuing Education Credits for training conducted in a classified environment.

In cases where the individual cannot disclose the nature of training, GIAC and CompTIA will

accept a memorandum endorsed by the member's command that validates the training was conducted, though the details cannot be documented.

DoD IA Awareness Training v.10 for FY 12

The DoD FY12 v.10 DoD IA Awareness Computer Based Training (CBT) is available on the Fort Gordon website at <https://ia.signal.army.mil>. All users with network access are required to complete the training and the 10 question Army test located on the website above. If you have taken the v.9 training in September then you are not re-

quired to complete v.10 until next year. The DoD IA Awareness training is an annual requirement. The Fort Gordon website is the mandated location for completing the training

Computing Environment CE Certifications for the Army Information Assurance Workforce

The Army CIO/G6 Director approved the CE **ALARACT message 284/2011, DTG 011658Z Aug 11** for distribution.

The ALARACT is to inform the IA community of changes to the CE certification requirement and procedures to request additions to the Army Training and Certification Tracking System CE certification/certificate of training

list. DoD has published a Frequently Ask Question (FAQ) that provides details about the change in the CE certification policy in DoD 8570.01-M.

The DoD FAQ is located at <http://iase.disa.mil/eta/iawip/iaetafaq.html> under "Certification Questions>I am an IAT/CND-SP, do I need an Operating System

Certification in addition to my IA baseline certification". A Certificate of Training or a vendor certification is acceptable for meeting the CE requirement in accordance with DoD 8570.01-M FAQ. This change will be included in the DoD 8570.01-M revision next year.

Organizations must coordinate with their servicing Network Enterprise Center on the type of CE certification or Certificate of Training that will fulfill the Technical and Computer Network Defense-Service Provider position.

Information Assurance Support Officer Title IA Military Workforce Certification Process (25B and 25U)

Information Assurance Support Officer

Personnel performing IASO duties must be annotated as such in ATCTS. IASOs do not have a commercial certification requirement.

25B/25U Military Personnel:

Military personnel in the ranks of E-1 through E-4 shall be designated in ATCTS as: 25B/25U with supervised access. Details are in the memo signed by the Army CIO/G6.

All soldiers with privilege access must sign a Privilege Access Agreement. If the individual is not working under the direct supervision of a certified person, they will be designated in the appropriate IAT category and shall obtain a commercial certification.



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Information Assurance Scholarship Program for CY 12-13

The IASP is now open.

Please submit your applications to the address at the end of this paragraph. The program consist of two programs:

Recruitment: For current students (non-DoD) studying at select Center of Excellence Colleges in an IA education and research throughout the United States. Scholarships awarded to rising Juniors and Seniors to complete their bachelors' degree and to graduate students to begin or complete a Master's or PHD degree. Army Organizations requesting these graduates must have a valid billet at

individual graduating.

Retention: For DoD Civilians and Military members who are employed by the Army to attend school full time or part time to earn graduate level degrees. Eligible participants consist of: Active Component Military (Enlisted, Officer and Warrant Officer); USAR-AGR (Enlisted and Officer); and permanent DoD civilian employees.

Institutions: Air Force Institute of Technology at Wright-Patterson AFB, Ohio; The Naval Postgraduate School in

Monterey, California and the Information Resources Management College of the National Defense University, Washington DC.

An ALARACT message with program requirements is forthcoming

Address: 2530 Crystal Drive, 6th Floor Taylor Bldg., Arlington, VA, 22202, ATTN: Ms. Doris Wright

Enlisted, Warrant Officer and Officer courses

Paying for Certifications

The School of Information Technology and the Instructors at the Enlisted, Warrant Officer and Officer courses put 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 706-791-5137if



If you are a member of the National Guard or Reserves, you may be able to receive GI Bill reimbursement for licensing and certification 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](#)

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





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How to receive reimbursement if exam is paid out-of pocket

Military personnel can seek reimbursement by using their GI Bill. Unfortunately DANTES does not offer a program to reimburse for IT/IA certifications. Military personnel will need to seek assistance through their command. Individuals need to request a certification voucher through CIO/G6 Cyber Directorate **first** if their job requires a type of IA/IT certification. The individual must be appointed in an IA position and complete all training requirements before the Cyber Directorate will issue a voucher for taking a certification exam.

Civilian Personnel can seek reimbursement by filling out an SF 1164, Claim for Reimbursement for Expenditures. Civilian personnel in IA/IT appointed positions must seek assistance from their command. Individuals need to request a certification voucher through Army CIO/G6 Cyber Directorate **first** if their job requires a type of IA/IT certification.

Contractors can seek reimbursement through their contracting company.

Skillport Access

This office has received many Skillport request. Managers shall make sure that each individual is appointed on letter in an IA position and has registered in the Army Training and Certification Tracking System prior to submitting the request. Do not submit the request if both items are not complete. The contractor Skillport request form is located on the ATCTS homepage under documents.

All requests will be sent to doris.m.wright2.ctr@mail.mil and Ronald.m.wallace.ctr@mail.mil.

****Please do not send request to Chrisandra Smith, Patrice Bell or David Lickwar. *****

Inactivated Accounts in ATCTS

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. The General User import can be used to activate a large number of people as well.

When personnel PCS to other duty stations, their ATCTS accounts are inactivated by their ATCTS manager. ATCTS managers have the ability to reactivate accounts for in processing personnel by going through the following steps:

1. Select your management tab
2. Above the list of users, on the horizontal gold bar click the "Find and Move Users Here" link
3. Type the user's FULL AKO email address and click Find User

4. You will see the user and their current SC/FCIO and MACOM structure

5. Select "Request Move"

6. The move request goes into a queue for the user's previous organization to approve or reject (within 24-48 hours). Inactivated accounts will be moved immediately

Releasing your certification

All personnel must release their certification through DMDC.

This will help managers see how many of their personnel has enrolled in the continuing education program as well.

Name and email changes

Do not create an additional account in ATCTS due to name or email changes. Please send an email to ciog-6.netcomiawip.inbox@mail.mil with old and new name and email address



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ISC (2) :
years ,

SOUNDING OFF (<https://atc.us.army.mil>)

120 CPEs every 3
\$85.00 annually

If you think it's a good suggestion send responses to your IAM/IAPM. The IAM/IAPM can consolidate and provide this office the overall response for your brigade or command. The following items are recommendations from various organizations. Please let us know your thoughts. Please send your comments to your IAM/IAPM.

Send comments to ciog-6.netcomiawip.inbox@mail.mil

1. **JBLM:** Show expiration dates of baseline certification
2. **USASOC:** Group various reports together (need more clarification)
3. **FORSCOM:** Add in reports: CE certifications recommended by the managers
4. **USAREUR:** Add an area to create the Enterprise email address
5. **CECOM:** The ability within ATCTS to have more HQ units be able to view a user's profile.

(This will take major code changes).

6. **106th Signal Bde:** Create a way to batch activate accounts
7. **106th Signal Bde:** Create a way to choose units to use in reports.
8. **IMCOM:** Create a second AUP section



Information Assurance Training & Certification

“More than a line on a resume. It's the knowledge that secures the team.”

Upcoming New Features in the Army Training and Certification Tracking System <https://atc.us.army.mil>

- Network Enterprise Center-unit reports for Signal Command showing improvement
- Only the two most recent training completions (same type training) will be shown in the individual's website
- Individuals moved due to inactivation will have their unit listed in the user-move history.
- New “Add Manager” process that would involve searching for the user rather than selecting from a list
- Allow PDFs of IA Awareness training certificates (Upload by user)
- Adding the alternate enterprise email address
- Manager Report: Shows the list of manager for all units under the manager's purview
- The Supervisor annotated as providing “Direct Supervision” will be included in customizable reports..



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Exam Vouchers availability



How do I apply for a voucher:

This office has the following vouchers available

1. **CISSP**
2. **Security+**
3. **Network+**
4. **A+**

ARE YOU CERTIFIED AND TRAINED: Newly appointed IA personnel/hires (civilians and military) have six months from date of

appointment to become trained and fully certified. This includes baseline and computing environment. All IA workforce personnel working in a technical or Computer Network Defense –Service Provider (except CND-SP manager) position must obtain a computing environment certification or a certificate of training and upload their Privileged Access Agreement

In their ATCTS profile.

Certification goal percentages: RED is not a good goal. The mandate was 100% for IAM and IAT categories. The CND-SP and IASAE workforce must be at 100% by the end of CY 11.

- 0-50%: RED
- 51-90%: Amber
- 91-100%: Green

What's new for DoD 8570. manuals in CY 12

- The DoDD 8570.01 will be renamed to DoDD 8140, Cyber Security Workforce.
- Levels I, III, III will be changed to Apprentice, Journeyman and Master
- The new DoD 8570.01-M will include Netops, Red Team, Blue Team, etc.
- DoD is looking to include certain degree programs from the Centers of Academic Excellence Colleges into DoD 8570.01-M
- DoD will add "Certificate of training" on all areas in DoD 8570.01-M for CE/OS certifications

Helpful Websites

DoD published the "Department of Defense Strategy for Operating in Cyberspace," July 2011. To view this document go to :
<http://www.defense.gov/news/d20110714cyber.pdf>

Please register with your AKO email address on the following sites:

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

<https://vte.cert.org>

Registering with anything other than your AKO will result in your training not importing in your ATCTS account.

<https://iatraining.us.army.mil>
 -PII
 -PED
 -Safe Home Computing
 -Phishing

<https://ia.signal.army.mil>
 -Information Assurance Fundamentals
 -DoD IA Awareness
 -Mobile Training Team schedule (POC Joey Gaspard at joey.gaspard@us.army.mil)

<https://vte.cert.org>
 -host of security training to include A+, Sec+, Net+, CAP, CISA, CISM, CISSP. Registration required. You must register with your AKO email address in order import completions in your ATCTS account

<https://usarmy.skillport.com>

Managers, please do not upload voucher request forms and pretest unless all training and documentation are complete. This office has receive numerous request for vouchers when all items are not complete and filled out correctly.

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**Voucher requirements
Only Military and Civilian Personnel are eligible for vouchers**

A+ requirements

- (1). Be in an IATI or IATII IA position
- (2). CompTIA A+ Essentials, exam code 220-701; and CompTIA A+ Practical Application, exam code 220-702 and IA Fundamental course on the Fort Gordon website.
- (3). Take the DOD 701 and DOD 702 A+ preassessment test: <http://currency.comptia.org/dod>
- (4). Upload duty appointment letter and privileged access agreement
- (5). Fill out and obtain all signatures on the voucher request form. Voucher request form located on the ATCTS home-page under documents

Network+: requirements

- (1). Must register on the Army Training and Certification Tracking System (<https://atc.us.army.mil>)
- (2). Be in an IAT/IATII position
- (3). Complete the CompTIA Network+ 2009 (Skillport) modules and IA Fundamental course on the Fort Gordon website
- (4). Take the CompTIA Net+ preassessment test (Network Technologies): <http://currency.comptia.org/dod>
- (5). Upload duty appointment letter and Privileged Access Agreement
- (6). Fill out and obtain all signatures on the voucher request form. Voucher request form located on the ATCTS home-page under documents
- (7). The ATCTS manager must upload voucher request and preassessment test results in the individual's profile

c. Security+ requirements

- (1). Register in the Army Training and Certification Tracking System at <https://atc.us.army.mil>
- (2). Be in an IATII or IAMI or higher IA position
- (3). Complete CIO G6/NETCOM Information Assurance Security+ (SkillPort) - 2008 (Skillport) modules and IA Fundamental course on the Fort Gordon website
- (4). Take the CompTIA Security+ 2008 preassessment test: <http://currency.comptia.org/dod>



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- (5). Upload duty appointment letter in ATCTS
- (6). Upload Privileged Access Agreement if working Technical functions
- (7). Fill out and obtain all signatures on the voucher request form. Voucher request form located on the ATCTS homepage under documents
- (8). The ATCTS manager must upload voucher request and preassessment test results in the individual's profile

d. CISSP requirements- Must be registered in ATCTS-<https://atc.us.army.mil>

- (1). Be in an IATIII or IAMII or IAMIII or CND-SP Manager or IASAE IA position with duty appointment letter specifying one of those categories. Duty appointment orders must be uploaded in their ATCTS profile and verified by the manager.
- (2). Complete the IA Fundamental course on the Fort Gordon website and CISSP modules in skillport
- (3). Fill out voucher request form and obtain all signatures. Voucher request form located on the ATCTS homepage under documents

e. CISM requirements- Must be registered in ATCTS

- (1). Be in an IAMII or IAMIII or CND-SP Manager IA position with duty appointment letter specifying one of those categories. Duty appointment orders must be uploaded in their ATCTS profile and provide verified by the manager.
- (2). Complete the IA Fundamental course on the Fort Gordon website and CISM modules in skillport
- (3). Fill out voucher request form and obtain all signatures. Voucher request form located on the ATCTS homepage under documents

d. CAP requirements- Must be registered in ATCTS

- (1). Be in an IAMI or IAMIII IA position with duty appointment letter specifying one of those categories
- (2). Complete the IA Fundamental course on the Fort Gordon website, Course# ID: 206761_eng (Certification and Accreditation on skillport or the VTE CAP course (IAMI). IAMII must complete the IA Fundamental course and CISSP modules in skillport or the VTE CAP course if pursuing a CAP certification. Register at <https://vte.cert.org> with AKO email address
- (3). Fill out voucher request form and obtain all signatures. Voucher request form located on the ATCTS homepage under documents

e. CISA requirements- Must be registered in ATCTS

- (1). Be in an IATIII or CND-Auditor IA position with duty appointment letter specifying one of those categories. Duty appointment letter must be uploaded in their ATCTS profile and verified by the manager.
- (2). Complete the IA Fundamental course on the Fort Gordon website and CISSP modules in skillport or CISA course on the VTE website. Register at <https://vte.cert.org> with AKO email address.
- (3). Fill out voucher request form and obtain all signatures. Voucher request form located on the ATCTS homepage under documents



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Contractor Certifications

DoD DFARS 48 CFR Parts 239 and 252 RIN 0750-AF52
DFARS Clause: 252.239.7001

DFARS requires "The designated contracting officer's representative (COR) to document the current IA certification status of contractors personnel by category and level in the Defense Manpower Data Center

Contractor personnel who do not have proper and current certifications shall be denied access to DoD Information Systems for the purpose of performing information assurance functions. Contractors must be hired with the required level of certification as stated in their contract

Questions regarding contracts

- Do you have contractors that perform IA support functions?
- Does their contract have the IA certification category and level requirements stated, per DoD 8570.01-M?
- Are their contract number listed in their ATCTS profile?

Managers please assist this office by asking these questions and taking the necessary actions to complete the requirements. If you need suggested words to include in the contract please review the DFARS clause located on the ATCTS homepage under documents

DoD 8570.01-M requires that all Department of the Army Civilians and Military personnel working IA functions obtain a baseline and computing environment certification/certificate of training within six months of their IA appointment date.

Questions regarding Civilian and Military personnel

- Is the IA certification category and level requirement stated in the position description and the HR hiring checklist as a condition of employment?
- Is the soldier counseled on the type of certification/s required for their position ?
- Does the command offer remedial training if testing is unsuccessful and ensures that the Army retraining requirements are adhered to?
- Does the supervisor mentor throughout the certification process?
- Does the supervisor counsel the individual as appropriate?