

# Army CIO/G6, Cyber Security Directorate

## Training and Certification Newsletter 1 November 2013



UNITED STATES ARMY

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#### **RELEASING YOUR CERTIFICATION TO DOD AND ARMY**

*IF YOU HAVE NOT RELEASED YOUR CERTIFICATION PLEASE GO TO <https://www.dmdc.osd.mil/appj/dwc/index.jsp> AND COMPLETE THE RELEASE.*

*AS A GOOD PRACTICE EVERY INDIVIDUAL NEEDS TO GO TO DMDC TO MAKE SURE THEIR CERTIFICATION IS HAS BEEN VALIDATED BY THE CERTIFYING BODY FROM WHICH THEIR CERTIFICATION WAS OBTAINED.*

*ALL CERTIFIED INDIVIDUALS MUST GO INTO DMDC AND RE-RELEASE THEIR CERTIFICATION EACH TIME THEIR 3 OR 4 YEARS RESTART SO DMDC CAN CAPTURE THEIR NEW DATES.*

*THIS IS IMPORTANT FOR TOKEN AND VOUCHER DISTRIBUTION BY THE ARMY AND DOD, WHEN AVAILABLE.*

*THE LINKAGE BETWEEN DMDC AND ATCTS IS THE EDIPI. PLEASE MAKE SURE THAT YOU HAVE VALID CAC INFORMATION IN ATCTS.*

#### **CERTIFICATION VS QUALIFICATION:**

*CERTIFICATION IS THE PERCENTAGE OF PERSONNEL THAT HAVE OBTAINED A BASELINE AND/OR A COMPUTING ENVIRONMENT CERTIFICATION AS REQUIRED BY THEIR APPOINTED DUTY POSITION PER DOD 8570.01-M.*

*QUALIFICATION IS WHEN APPOINTED IA PERSONNEL HAVE MEET THE CERTIFICATION REQUIREMENT, DOCUMENTATION, ON-THE-JOB-TRAINING AND BACKGROUND CHECKS. THIS YEAR'S FISMA REPORT HAS A LOW PERCENTAGE OF PERSONNEL THAT ARE FULLY QUALIFIED. THE MAIN ISSUES WERE DUE TO APPOINTMENT LETTERS AND PRIVILEGED ACCESS AGREEMENTS NOT LOADED INTO ATCTS. PLEASE ENSURE THAT YOUR PERSONNEL ARE FULLY QUALIFIED. THIS IS REQUIRED BY DOD 8570.01-M.*





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**COMPTIA CONTINUING EDUCATION PROGRAM**

1. Individuals that did not enroll in the Continuing Education Program by 31 Dec 2012 must retest if they do not hold a higher baseline certification. However if the certification is required for your job you will need to retest. The retest must be completed by 31 Dec 2013. Individuals without valid credentials will not be counted in the Federal Information Security Management Act report as meeting the DoD requirement therefore will decrease the certification percentage for their organizations.
2. CompTIA will be emailing information around 1 Jan 2014 to certified individuals that are coming up on their first maintenance fee payment. Please go into your CompTIA account to make sure you have requested to receive CompTIA updates and email notifications. The email from CompTIA will note your certification expiration date and information on how to enter Continuing Education Points. CompTIA has requested that individuals use their personal email address because their office has received many bounced emails from accounts when sending out CompTIA updates.
3. Three documents are located on the Army Training and Certification Tracking System homepage under "documents" that provide courses on the Army E-Learning, Federal Virtual Training and DoD IASE sites that can count towards Continuing Education Points. Personnel can receive up to 9 points for work experience as well and 90% of their points by completing the Information Assurance Fundamental training located at <https://ia.signal.army.mil>.
4. All personnel holding any DoD Baseline certification must release their certification to the DoD through the DMDC website. The URL is <https://www.dmdc.osd.mil/appj/dwc/index.jsp>. Everyone needs to go to the DMDC website to make sure their certifications have been released and not showing an unknown status. The name in DMDC must match the name in the vendor's website. See diagram below
5. Instructions on the DMDC website
  - A. Go to <https://www.dmdc.osd.mil/appj/dwc/index.jsp>
  - B. Log on with your CAC
  - C. Click on "Authorize the Release of Your Personal Certification Qualification"
  - D. Scroll to the bottom of the page, look under "My Certifications" and make sure it shows your base certification and your certification enrollment. Example: Line 1: Security+ . Line 2: Security+ CE Enroll or Security + CE. If you do not see this then continue to item "E"
  - E. Click on "Computing Technology Industry Association"
  - F. Scroll to the bottom of page and make sure it shows Current Status\* Valid and not unknown. See picture below. If it shows "Unknown" then you need to make sure your name in DMDC is annotated the same way as it is in your. If it does not show your certification CE enrollment, click on "Release Additional Certifications".

Current Matching Information			
Career ID	First Name	Middle Initial	Last Name
[Redacted]	[Redacted]	[Redacted]	[Redacted]
<b>Current Status *</b>	Valid		
<b>Available Options</b>	Release Additional Certifications		



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**CECOM and Fort Gordon Mobile Training Team (MTT) requirements**

The Army CIO/G6 Cyber Security Directorate is currently taking requests from organizations that wish to host a one or two week MTT class at their location. Send all request to: [usarmy.belvoir.hqda-cio-g-6.list.training-and-certification@mail.mil](mailto:usarmy.belvoir.hqda-cio-g-6.list.training-and-certification@mail.mil). The following information must accompany the request:

1. POC name, organization, phone number ,email address and training location address
2. Purpose months/dates for the training and type of class/es requested: i.e. CISSP, CASP, CISM, etc. A list of courses were sent to the IAPMs in Sep 13. Fort Gordon MTT teaches CISSP, Security+ Network+ and CEH. The CECOM MTT teaches: CISSP, Security+, Network+ A+, CASP, CISM, Risk Management Framework, ACAS, Windows 7, CCNA Security and others.
3. Specify: Fort Gordon MTT or CECOM MTT. This office will work with Fort Gordon and CECOM for available instructors. All of the POCs and classes will be loaded in ATCTS. Once a person request a seat the email will go to the POC for acceptance or deny.
4. All classes will be managed through ATCTS. The Training classroom feature should be completed by 15 Nov 13. People will be able to start signing up for Dec classes by the latter part of Nov 13. Class request shall begin around the second week in Dec 13. Please take into account the Christmas holidays..
5. A maximum of 4 classes per Army Command, Army Service Component Command and Direct Reporting Unit will be accepted.
6. Must have a minimum of 10 and maximum of 16 people in order to host a class. The classes are for Military, DA Civilians and Contract personnel in appointed positions requiring the certification or training Contractors must have the permission of their Government led and Contract Officer Representative in order to attend a class.
7. You can contact the individuals on the front page of this newsletter for more information regarding classes or Joey Gaspard, [joey.a.gaspard.civ@mail.mil](mailto:joey.a.gaspard.civ@mail.mil) for Fort Gordon or James Hollingsworth, [james.P.hollingsworth.ctr@mail.mil](mailto:james.P.hollingsworth.ctr@mail.mil) for CECOM MTTs.



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**FREE TRAINING FOR CONTINUING EDUCATION CREDITS, SUSTAINMENT TRAINING AND ENHANCING YOUR CYBER IA SKILLS**

The Federal VTE site: <https://www.fedvte-fsi.gov/> provides Cyber Security training for DoD and Federal IA professionals. Interested IA professions should contact their FedVTE Community Manager, IA Training POC or their Information Assurance Manager on how to obtain an account. The Army's POC is John Steward at [john.h.steward.ctr@mail.mil](mailto:john.h.steward.ctr@mail.mil). A list of community managers are located on the ATCTS homepage under "Documents". The FedVTE provides over 60 courses ranging from 1 to 40 hours.

The Army e-Learning provides over 25,000 courses free to all DA civilians and Military personnel. Contractors have access to a small portion of the free courses that relates to security and information technology. Contractors who desire to get access to the entire catalog can contact the Army e-Learning POC, Leslie York at [leslie.a.york.civ@mail.mil](mailto:leslie.a.york.civ@mail.mil). The cost is about \$500.00

**Certification Continuing Professional Education Credits**

**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

**CASP:**

75 CPEs every 3 years  
 \$49.00 annually

All GIAC: CPEs completed every 4 years: <http://www.giac.org/certifications/renewal>—  
 \$100.00 annually OR 499.00 every 4 years

**ISC(2) CISSP and CAP**

CISM and CISA: <http://www.isaca.org/Certification/Pages/maintain.aspx>

At least 40 per year  
 Total: 120 CPEs every 3 years  
 \$85.00 annually (non members)  
 \$40.00 annually (members)

CISSP: Total of 120 every 3 years  
 At least 40 CPEs per year  
 \$85.00 annual dues

**CAP**

60 CPEs every 3 years  
 At least 10 CPES per year  
 \$65.00 annual dues

When entering CPE credits in your vendor's account (ISACA, ISC(2), etc), the CPE credit/s must align to the certification objectives.



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### EXAM VOUCHERS AVAILABILITY (DA CIVILIANS AND MILITARY)



The Army CIO/G6, Cyber Security Directorate has the following vouchers available

1. Security+
2. Network+
3. A+

\*Army E-learning modules are waived for the expiring vouchers only\*

CompTIA.



**ARE YOU CERTIFIED AND TRAINED:**  
Newly appointed IA personnel/hires (civilians and military) have six months from date of appointment to become fully qualified.

Personnel outside of the 6 month appointed window must be qualified. All organizations should be at 100% compliant.

Vouchers available on 1 Dec 13: CISSP, CISM, CASP, CEH, CAP. We have a very short supply of CCNA vouchers.

### Annual Maintenance Fee TOKENS available for DA Civilians and Military personnel (Free)

The following tokens are or will be available for military and DA civilians **ONLY** to pay their annual certification maintenance fees. The available date is listed to the right of the certification. Please do not upload request until the date listed. Request GIAC tokens through the website below.

CISM/CISA (now)  
Security+ (1 Dec 13)  
A+ (1 Dec 13)  
Network+ (1 Dec 13)  
CISSP (1 Dec 2013)  
GIAC (Certification History at (<https://exams.giac.org/pages/history>), (now)

Individuals holding multiple CompTIA certifications (A+, Sec+ and Net+) will satisfy the AMF for the lower certifications by paying the highest certification AMF. The CPEs will be satisfied as well when All are completed for the highest Certification.

This office cannot reimburse payment for tokens or vouchers purchased by the Individual. Tokens will be provided for the highest certification only if available.

### Instructions to request a token

1. Go to the ATCTS homepage. (you do not need to log on but you need an account in order to receive a token or voucher.
2. Click on "Documents" located on the left hand side of the page
3. Download the voucher/amf request form and fill out parts one and two
4. Send the completed form to your ATCTS manager to upload in your ATCTS account in the voucher request/pretest area.
5. This office will provide the token to the individual. This office receives an automatic email from the system therefore there is not a need to send an email as well.



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#### CERTIFICATION UPDATES

1. The Security+ 301 is moving to Security+ 401 around June 2014. Security+ 301 will not be retired until around December 2014.
2. Last day to schedule your CISM/CISA December Exam was 30 Oct 2014. If you missed the deadline please let me know and I will see if I can work with ISACA to get you scheduled. The next exam is June 2014.

#### DOD CYBER AWARENESS CHALLENGE TRAINING version 2

The DoD Cyber Awareness Challenge Training v2 is currently in testing by DoD.

Army will not implement v2 until the software package is provided to Fort Gordon School of Information Technology for implementation on the Fort Gordon Site at <https://ia.signal.army.mil>. This is the mandated site that all personnel assessing the Army's network must complete the training. The implementation may be a month after the training is available on the DoD IASE website. Please do not get discouraged. Individuals will be able to take the training around the latter part of December or sooner depending on how quickly the software package is sent from DoD. Remember, DoD Cyber Awareness Challenge training is an annual requirement, meaning if it was taken within 365 days then they are compliant until they hit their 366th day.

Army is moving to one certificate. Currently each individual taking the training must complete the Computer Based Training, which provides a certificate that the individual signs then take the Army's 10 question exam to receive the final certificate to meet the full requirement.

Effective immediately, individuals will be able to complete the Computer Based Training then at the end go straight into the Army's 10 question exam which will provide the Army's certificate only. This meets the overall requirement for the Cyber Awareness Challenge Training. Army will continue to accept DoD Cyber Awareness Challenge training certificates that were completed via other service portals as long as it is the DoD version of the training.



**Can I receive a voucher to take two types of certifications**

Yes, if you change job duties and working functions that require a different type of certification.

**INFORMATION ASSURANCE FUNDAMENTAL (IAF) TRAINING**

The 40 hour IAF training course located on the Fort Gordon website at <https://ia.signal.army.mil> counts as 40 CPE credits for the CISSP, CASP and Security+ certifications.

The training will be annotated under “Training-other IT industry” in the individual’s CompTIA account.

The IA Fundamental course counts towards **16** CPE points for A+ certification and **24** CPE points for Network+

A detailed listing of skillport, FedVte and DoD courses that counts as CompTIA CPE credits are located on the ATCTS homepage under documents. Title: CompTIA CPE course **listing**.

Remember that work history counts for 3 CPEs per year for CompTIA certified holders. Work history template is on the ATCTS homepage under documents.

**Helpful Websites**

<https://iatraining.us.army.mil>  
Many DoD and Tool training.

<https://ia.signal.army.mil>  
-Information Assurance Fundamentals  
-DoD IA Awareness (complete steps 1 and 2)  
-Mobile Training Team schedule (POC Joey Gaspard at [joey.gaspard@us.army.mil](mailto:joey.gaspard@us.army.mil))

<https://usarmy.skillport.com> : 2500+ security and technology courses

FedVte: <https://www.fedvte-fsi.gov>

DMDC: <https://www.dmdc.osd.mil/appj/dwc/index.jsp>





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#### DAILY TRAINING QUESTIONS

1. Can I upload voucher/amf request in my profile? Answer: Yes, If you are an ATCTS unit manager. If you are not then you cannot load voucher/amf request. If you are an ATCTS manager, you have to search for your name from your unit management tab. Your My profile tab treats you as a regular user.
2. Do I have to upload my measureup pretest and where do I load it? Answer: Yes, the pretest must be uploaded in your profile and it must not be no more than 30 days old. The pretest must be uploaded in the voucher request/pretest area. Only ATCTS managers have this capability.
3. Can I receive a voucher if I'm not in an appointed IA position. Answer: Individuals not appointed in an IA position can receive vouchers nearing expiration. The IA Program Managers will be notified 2 months prior to expiration of the vouchers that are available for distribution. Those vouchers will be provided until exhausted. Once all of the vouchers are distributed the requirements in the IA Training and Certification Best Business Practice must be adhered to for the level of certification voucher requested.
4. How do I request membership into a FEDVTE community? Answer: Community memberships are initiated by an invitation sent from a Community Manager. If you wish to request membership to a community, you must do so using an out-of-band channel (i.e., emailing the Community Manager and requesting an invitation be sent). Please contact [John.h.steward.ctr@mail.mil](mailto:John.h.steward.ctr@mail.mil) for more information.

#### Information Assurance Scholarship Program

The DoD Information Assurance Scholarship Program Academic Year 2014-2015: Education Opportunity for Civilian and Military Personnel is currently opened. The All Army message will be available for distribution by the latter part of Nov or sooner.

The IA Scholarship Program, Charter 112, title 10 United States Code authorizes the DoD IASP retention program. This program provides professional development opportunities for current employees who support DoD's critical information assurance, information technology, and cyber security management and infrastructure protection functions. Under the program, selected DoD civilian employees and military members can earn graduate degrees in several disciplines, all of which have an IA concentration.

Please review last year's DoD IASP memorandum. This memorandum will provide the steps to help you start your package. There are a number of items that must be included in the package. A copy of the memo is located under the NEWS group on the ATCTS homepage.

The participating institutions offering full-time academic programs leading to a master's or doctoral degree are the Air Force Institute of Technology; the National Defense University Information Resources Management College in conjunction with Partnering Colleges and Universities; and the Naval Postgraduate School.

The DoD IASP only pays for the cost of tuition and the required fees and books. The organization is responsible for any TDY cost, the individual salary while in school and backfilling of the position if the person is selected. The individual's supervisor and one level up supervisor are agreeing with paying the cost (TDY, etc) that is the responsibility of the organization when the individual is nominated by DoD.



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## 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? The Performance of work (PWS) statement should state: "The contractors must comply with DFAR 252.239.7001." Additionally you can add the DoD and Army requirements in the PWS as well.
- Is their contract number listed in their ATCTS profile?
- Is there a DD254 on file for all classified contracts or contracts that requires access to classified material?

### Contractor Certifications

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

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 baseline certification as stated in their contract. The contractor has 6 months to obtain the rest of the qualification requirements unless it is stated in their contracts. (Computing Environment certification/certificate of training; Privilege Access Agreement; Duty appointment letter; background check; On-the-Job Training).

## 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 or DA civilian made aware of the type of certification/s and/or certificate of training required for their position?
- Does the supervisor mentor throughout the certification process?
- Does the supervisor counsel the individual as appropriate?

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.