



DEPARTMENT OF THE ARMY  
OFFICE OF THE SECRETARY OF THE ARMY  
107 ARMY PENTAGON  
WASHINGTON DC 20310-0107

Office, Chief Information Officer / G-6

JUL 19 2011

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Information Assurance (IA) Military Workforce Certification Process

1. References:

- a. Department of Defense 8570.01 M, Information Assurance Workforce Improvement Program, Chapter 7 (IA Workforce Identification, Tracking and Assignments), 20 April 2010.
- b. DoD 8570.01, Information Assurance, 15 August 2004.
- c. AR 25-2, Chapter 4-3, Information Assurance Training, 23 March 2009.
- d. Chief Information Officer/G-6, Cyber Directorate, Best Business Practices 05-PR-M0002, IA Training and Certification Version 4.0, 6 August 2010.

2. This policy memorandum provides guidance and standards for the identification, tracking, training and certification of IA personnel in Military Occupational Specialties 25B (Information Technology Specialist) and 25U (Signal Support Specialist) performing Information Assurance Technical-1 (IAT-1) functions.

3. Background. The Department of Defense mandates that all IA certification programs include training, industry-standard certifications and work experience that enables execution of IA functions and tasks. Prior to obtaining industry certification, Soldiers must acquire the knowledge, skills and abilities to execute tasks and responsibilities required by their assigned duty positions. Certified military/civilian IA professionals validate and supervise on-the-job training performance of IAT-1 functions.

4. At the conclusion of Advance Individual Training (AIT), Soldiers awarded the 25B or the 25U MOS have been trained in basic technical and networking skills commensurate with their future IAT-1 duty positions. In consideration of this, and in order to allow entry-level personnel to gain practical experience, the Army is modifying the IA certification requirement for those in ranks E-1 through E-4.

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5. Execution. As the Army's Designated Approval Authority, I designate the training received during AIT for 25B and 25U MOSs as sufficient for entry-level IAT-1 functions. Industry certification therefore is no longer necessary for E-1 through E-4 personnel in IAT-1 positions.

a. 25B10 and 25U10 Soldiers will register in the Army Training Certification Tracking System (ATCTS). Skill Level-1 Soldiers will be annotated as a General User under the oversight of a certified individual.

b. Soldiers must possess the knowledge, skills and abilities to execute the tasks and responsibilities required by their assigned position and verified by the chain of command. Soldiers without industry certification will therefore only perform duties at the IAT-1 category and level.

c. Either upon assignment to a Non-Commissioned Officer position that specifically requires an industry IA certification as annotated by the Table of Allowance and Equipment (TOE), Modified TOE or Table of Distribution and Allowances; or appointment orders to an additional-duty IA position as defined by AR 25-2, Chapter 3, Soldiers must meet industry-level IA certification requirements corresponding to the IAT-1 functions defined in DoD 8570.01-M within six months of assuming the IA position. Organizations will develop and maintain a unit-specific on-the-job practical evaluation to assess functional IAT-1 requirements and will maintain the evaluation form or checklist in the Soldier's organizational file. Once the certification is achieved, Soldiers will be upgraded to the category of "IA Workforce" in ATCTS.

d. Commanders at all levels retain the authority to recognize a Soldier's leadership and technical potential and may approve a Soldier's seeking commercial certification prior to promotion to E-5 as an exception to paragraph 5.c. of this memorandum.

e. Network Enterprise Center Directors and the Department of the Army Inspector General will accept this memorandum for 25B10 and 25U10 Soldiers (rank E-1 to E-4) for supervised privileged/elevated access commensurate with their skill level and knowledge base.

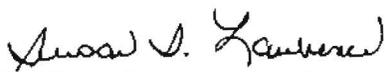
6. Duration. This policy is effective upon signature and will be re-evaluated two years after the date of this memorandum.

7. The metrics definition form for this action is located at: j:\cyber\2011\01. Staffing Actions\25B and 25U memo.

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8. The points of contact for this issue are: Mr. James Lord, james.c.lord4.civ@mail.mil or (703) 545-1650; Ms. Phyllis Bailey, Phyllis.e.bailey2.civ@mail.mil or (703) 545-1698; and Ms. Doris Wright, Doris.M.Wright2.ctr@mail.mil or (703) 545-1703.

  
SUSAN S. LAWRENCE  
Lieutenant General, GS  
Chief Information Officer/G-6

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DIRECTOR, U.S. ARMY ACQUISITION SUPPORT CENTER

**METRIC DEFINITION FORM**

<b>Policy Document Title</b>	US Army Information Assurance (IA) Military workforce certification process
<b>POC for the Policy</b>	James Lord, james.c.lord4.civ@mail.mil

**COMPLIANCE METRIC**

<b>Noncompliance Consequences</b>	Noncompliance will result in Soldiers' in SL1-4 being placed in duty positions for which they lack the experience necessary for success. This could negatively impact career progression and IA security implementation at their assigned commands.
<b>Enforcement Start Date</b>	1-Oct-11
<b>Policy Enforcer</b>	Army Cyber Command will enforce this policy. The NETCOM IAPM will oversee implementation by organizations with personnel in SL-1 duty positions.
<b>Compliance POC</b>	Within CIO/G-6, James Lord is assigned to maintain awareness of specific compliance issues with this policy.
<b>Compliance Reporting Frequency</b>	Metrics statistics will be collected quarterly, in the last week of the each quarter.
<b>Compliance Report Source</b>	Updates to compliance status will be stored at <a href="https://atc.us.army.mil">https://atc.us.army.mil</a> .

**EFFECT METRIC\***

<b>Intended Effect</b>	Soldiers will receive on-the-job training and experience, which will enable them to execute tasks in accordance with IA policy, and ensure career progression and accountability.
<b>Effect POC</b>	Within CIO/G-6, James Lord will determine whether compliance with the policy has resulted in or failed to produce the intended effect.
<b>Baseline</b>	The baseline measurement is the number of E1-E4 personnel currently in IA positions who are not IA-certified. That number currently is 750.
<b>Measure of Success</b>	Measurement of success or failure will be determined when the number of new school-trained 25U and 25B Soldiers is documented in ATCTS and certified personnel are assigned to conduct oversight.
<b>Effect Reporting Frequency</b>	Data on the status of success or failure will be collected quarterly.
<b>Effect Reporting Begins:</b>	Reporting will begin in January 2012.
<b>Effect Reporting Ends:</b>	Effect reporting will end in December 2013.
<b>Effect Report Source</b>	The effect POC email is james.c.lord4.civ@mail.mil.

\*Required only for C4/IT policies under GNEC initiatives