



What is a Job Task Analysis (JTA)?

The JTA process is a vital step in the development and maintenance of a certification program to ensure the assessment correctly reflects the major job duties, knowledge, and skills needed to successfully perform in the work role. The Security Asset Protection Professional Certification (SAPPC) undergoes a full JTA at least every five years to ensure the currency and validity of its assessment content. These major job duties, knowledge, and skills are combined into a document called a Skills Standard.

Certified members of the community are involved throughout the JTA process to identify where updates are needed based on changes to Department of Defense (DoD) policy, as well as their own firsthand expertise. Once certified members identify what changes are needed, the information is formatted into a survey and distributed to a sample of current SAPPC certificants, henceforth subject matter experts (SMEs), to validate the proposed changes. The Certification Program Technical Agent (CPTA) analyzes the results of the survey which are presented to the Department of Defense Security Training Council (DSTC) for final approval.

JTA Process and Results

In April 2022, the CPTA reviewed policy documents to identify potential updates for the Department of Defense Security Skills Standard (DS3). Results of the legacy document review indicated that 33 of the DS3's 63 Areas of Expertise (AoEs) were found to be relevant to SAPPC. Of those 33 AoEs relevant to SAPPC, all were supported by policy.

From June to August 2022, the Security Professional Education Development (SPeD) Program Management Office (PMO) and CPTA facilitated three workshops with 10-12 SAPPC SMEs from the Defense Counterintelligence and Security Agency (DCSA), U.S. Air Force (USAF), U.S. Army (USA), U.S. Marine Corps (USMC), U.S. Navy (USN), and Defense Logistics Agency (DLA) to review and discuss the results of the legacy document review and to collect feedback and recommendations on changes to the relevant AoEs. At the end of the workshops, the SAPPC SMEs proposed changes which included updated terminology, consolidation of procedures, removal of outdated content, and/or greater specificity or clarity in descriptions.

From August 2022 to September 2023, the SPeD PMO and CPTA developed the JTA survey and received the necessary approvals to distribute the survey to the certified community. In October 2023, the SPeD PMO and CPTA distributed the JTA survey to all 1,537 members of the SAPPC population to validate the recommendations made by the certified participants during the workshops. The SPeD PMO received 278 valid survey responses from the community (i.e., response rate of 20.9%). The results of the survey validated the updates SMEs made to the AoEs and flagged two AoEs as potentially not required to successfully perform the work role.

From January to February 2024, following the analysis of the JTA survey, the SPeD PMO and the CPTA facilitated four workshops with 10 SAPPC SMEs (representing DCSA, USA, USAF, USN, Pentagon Force Protection Agency [PFPA], and U.S. Space Force [USSF]) to review the survey results (i.e., flagged AoEs) and address how the resulting changes would impact the learning objectives and assessment blueprint. The SAPPC SMEs recommended maintaining the two flagged AoEs maintaining all 33 DS3 AoEs previously identified as relevant to SAPPC. A new assessment blueprint was agreed upon by the SMEs. The updated DS3 and the modified assessment blueprint were presented to and approved by the DSTC in April 2024. The SAPPC assessment will be revised using the approved DS3 updates and modified assessment blueprint.