



### **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 Fundamentals Professional Certification (SFPC) 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 SFPC 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 51 DS3 Areas of Expertise (AoEs) were supported.

From May to August 2022, the Security Professional Education Development (SPeD) Program Management Office (PMO) and CPTA facilitated four workshops with 13 SFPC SMEs from the Defense Counterintelligence and Security Agency (DCSA), Defense Logistics Agency (DLA), U.S. Air Force (USAF), U.S. Army (USA), U.S. Marine Corps (USMC), and U.S. Navy (USN) to review and discuss the results of the legacy document review and to collect feedback and recommendations on changes to the DS3. At the end of the four workshops, the SFPC SMEs proposed changes which included updated terminology, consolidation of procedures, removal of outdated content, and/or greater specificity or clarity in descriptions.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 July 2023, the SPeD PMO and CPTA developed the JTA survey and received the necessary approvals to distribute the survey to the community. In July 2023, the SPeD PMO and CPTA distributed the JTA survey to 402 members of the SFPC population to validate the recommendations made by the certified participants during the workshops. The SPeD PMO received 129 valid survey responses from the community (i.e., response rate of 32%). The results of the survey validated the updated DS3 and revealed five DS3 AoEs that were flagged as potentially not required to successfully perform the work role.

In November 2023, following the analysis of the JTA survey, the SFPC Program Manager and the CPTA facilitated three workshops with eight SFPC SMEs (representing DCSA, Defense Intelligence Agency [DIA], USAF, USA and USN) to review the survey results (i.e., flagged DS3 AoEs) and address the resulting changes to the learning objectives and assessment blueprint. The SFPC SMEs concurred with removing 1.) two of the five flagged DS3 AoEs based on the survey results and 2.) one DS3 AoE based on a lack of relevant learning objectives resulting in 48 DS3 AoEs. A newly modified assessment blueprint was agreed upon by the SMEs. The DS3 updates and the modified assessment blueprint were presented to and approved by the DSTC in January 2024. The SFPC assessment will be revised using the approved DS3 updates and modified assessment blueprint.