

SECURITY PROFESSIONAL EDUCATION
DEVELOPMENT (SPēD)
CERTIFICATION PROGRAM

IMPLEMENTATION PLAN

June 2013

(revised January 29, 2014)

Document History

Date	Version	Description	Author/Comments By
6/2013	1.0	Initial Version.	DSS/CDSE-P
2/5/2014	1.1	Removal of references to “SEPC” and “four core certifications.”	DSS/CDSE-P

TABLE OF CONTENTS

1. PURPOSE	3
2. PHASE I: ESTABLISH AN IMPLEMENTATION PLAN	3
Overview	3
SPēD Certification Program Objectives	3
Applicability	4
Integrated Project Team (IPT)	4
POA&M	4
Index Positions	5
SPēD Certification Benefits	8
3. PHASE II: EXECUTE THE IMPLEMENTATION PLAN	9
Communication Plan	9
Roles and Responsibilities	10
4. PHASE III: MANAGE THE SPēD CERTIFICATION PROCESS	11
DoD Component SPēD Program Management Office (PMO)	11
Commercial Testing	11
Candidate Registration	12
Certification Tracking	12
Enclosure 1. SPēD Instruction Template	13
Enclosure 2. SPēD Instruction Example	17
Enclosure 3. Statement of Understanding – Security Position	25
Enclosure 4. Management Acknowledgement – Security Position	27
Enclosure 5.	28
Part I. Abbreviations and Acronyms	28
Part II. Definitions	28

1. PURPOSE

a. This plan provides a template and guide for implementing the Security Professional Education Development (SPeD) Certification Program throughout the Department of Defense (DoD). It represents the combined ideas and input of all the DoD stakeholders responsible for broad policy and execution of the Department's security efforts. By following the guidance outlined in this plan, organizations will enhance and improve the training, education, and professional development of the nation's security workforce.

b. This plan approaches the implementation of the SPeD Certification Program from a system-wide perspective. Its comprehensive framework is separated into three phases and its modular design allows organizations to customize a plan to meet their particular needs. To support the implementation of this plan, the Defense Security Service (DSS) Center for Development of Security Excellence (CDSE) has developed a suite of tools and products available online at www.CDSE.edu and by email at SPeDCERT@DSS.MIL.

2. PHASE I: ESTABLISH AN IMPLEMENTATION PLAN

a. Overview. DoD Instruction 3305.13, "DoD Security Training" and DoD Manual 3305.13-M, "DoD Security Accreditation and Certification" establish the SPeD Certification Program as the DoD-recognized security certification program. DoD Components are directed to establish Component-specific policies, procedures, programs, and requirements in accordance with the above Instruction and Manual. Additionally, Components are encouraged to support the continuous improvement of the SPeD Certification Program with regard to Component-specific needs or issues impacting the effective implementation of SPeD. Finally, DoD Components are directed to develop individual implementation plans for their approach to fully implement SPeD by 14 March 2016. To assist in this regard, Enclosure 1 provides a template and Enclosure 2 offers an example for use by any organization in creating an instruction to implement the SPeD Certification Program.

b. SPeD Certification Program Objectives. The goal of the SPeD Certification Program is to effectively and efficiently ensure all security professionals are trained, educated, and certified to a DoD-established base-line level commensurate with their duties as described in the employee's current position description. A certification validates individuals have the minimum requisite knowledge to occupy and perform effectively in roles deemed critical to the protection of the nation's security interests. In this regard, the objectives of the SPeD Certification Program are to:

(1) Promote a common and shared understanding of both security functional tasks and the knowledge and skills associated with the competencies required to perform those tasks (hereinafter referred to as the Security Essential Body of Knowledge (SEBK)).

(2) Establish an interoperable and interchangeable DoD security professional workforce by providing uniform processes for assessing knowledge and skills and determining whether a

member of the security profession has met minimum DoD knowledge requirements of relevant segments of the SEBK.

(3) Ensure security personnel possess the knowledge and skills associated with the competencies necessary to successfully carry out DoD-defined security functional tasks.

(4) Facilitate sound professional development, education, and training by ensuring, through a formal evaluation process, professional development, education, and training programs provide individuals the opportunity to acquire the documented SEBK.

(5) Develop a workforce of certified security professionals capable of providing the best possible guidance and support to those responsible for the protection of information, assets, operations, and personnel.

c. Applicability. Department of Defense employees who perform security functions as a primary duty, more than 50 percent of the time. To achieve this goal, positions requiring certification are to be indexed and documented by the end of September 2014. Incumbents of defense security positions will not need to obtain certifications to retain their current defense security positions. Individuals who move into defense security positions after the position has been indexed are required to obtain certification in accordance with [DoD 3305.13-M](#).

d. Integrated Project Team (IPT). To establish a SPēD Certification Implementation Plan, organizations are encouraged to begin by identifying a primary point-of-contact (SPēD Program Management Officer) and forming an IPT. Members of the cross-functional IPT are responsible for representing their respective departments and coordinating the development of the organization's comprehensive SPēD Certification Implementation Plan. The core membership of the IPT should include:

(1) Chairperson: Sets dates and agendas, conducts meetings, and approves IPT membership.

(2) Human Capital Management Office Representative: Provides expertise in human resources, personnel, and workforce.

(3) Security Representative: Provides security expertise and advice on the implementation of the SPēD Certification Program.

(4) General Counsel: Ensures the implementation plan, supporting processes, and outcomes comply with appropriate issuances, policies, and procedures.

e. POA&M. To manage the roll out of the SPēD Certification Implementation Plan, the IPT is encouraged to develop a Plan-of-Action and Milestones (POA&M). At a minimum, the POA&M should include the events listed in Table 1.

Table 1. POA&M

Event	Days / Frequency
Identify Members and Form IPT	Days 1-14
Schedule IPT Meetings	Monthly (or as required)
Establish and Agree on Implementation Timeline & Milestones	Days 14 - 60
Brief Security Managers and Supervisors on SPēD Implementation	Days 60 - 90
Review and Index Position Descriptions (PDs)	Days 60 - 120
Develop Communication Plan and Brief Workforce	Days 90 - 150
Manage the SPēD Certification Process	Day 150 - ongoing

f. Index Positions. PD responsibilities and requirements for all Defense Security Position (DSP) billets should be reviewed. This is one of the most critical steps in the SPēD implementation process.

(1) Existing PDs should be updated to reflect current security responsibilities for each position.

(2) Each PD should be examined and indexed to the appropriate SPēD certification requirement. To assist in determining the appropriate SPēD certification for each DSP, Tables 2 and 3 are provided.

(3) SPēD certifications should be codified to the PDs as conditions of employment. Enclosures 3 and 4 provide “Statement of Understanding” and “Management Acknowledgment” examples for making SPēD certification a condition of employment for indexed DSPs.

Table 2. Three Core SPēD Certifications

<p>The Security Fundamentals Professional Certification (SFPC) is the first of three core certifications and is a prerequisite to the other core certifications. Each core certification is linked to different DSP responsibilities.</p> <p>SFPC: Security Fundamentals Professional Certification</p> <ul style="list-style-type: none"> Assesses an individual’s understanding of foundational security concepts, principles, and practices. Appropriate for all DSP billets supporting security programs. <p>SAPPC: Security Asset Protection Professional Certification</p>
--

- Assesses an individual's application of foundational security concepts, principles, and practices.
- Appropriate for DSP billets responsible for security program(s) execution.

SPIPC: Security Program Integration Professional Certification

- Assesses an individual's understanding and application of risk assessment and security program management based on security concepts, principles, and practices.
- Appropriate for DSP billets responsible for risk management.

Table 3. SPED Certification and PD Alignment

Certification	Alignment	PD
SFPC	Support	Provides technical and/or administrative support to one of the three roles represented below. Often an additional duty assignment. Receives detailed, specific instructions from supervisor. Normally does not develop procedures for activities outside of personal duty responsibilities.
SAPPC	Execute	Executes or implements security program functions in support of an organization. Position may or may not be supervisory. Objectives, scope, priorities, and deadlines are established by supervisor. Develops processes from available guidelines. Knowledge required is in-depth for specialty area only.
SPIPC	Counsel/Manage Risk	Provides senior leadership with best possible advice regarding the efficient and effective execution of security responsibilities to protect DoD personnel, information, activities, facilities, and operations. Serves as conduit for translating security stakeholders' needs and expectations into operational requirements and serves as the individual accountable for surfacing and addressing security challenges and opportunities. Duties are characterized by responsibilities to officials within the agency with input to policies with the agency. Knowledge required spans more than one security discipline. Duties are characterized by ability to translate broad guidance into organization-wide processes and products, flexibility, research and analysis, and accomplishing objectives normally through the work of others.

g. SPeD Certification Benefits

(1) For the security practitioner, SPeD Certification:

(a) Provides a common set of standards to measure minimum skill requirements for a position.

(b) Demonstrates success and mastery of knowledge, skills, and abilities.

(c) Bestows a recognized credential for security professionals across the Defense Security Enterprise.

(d) Supports the seamless transfer of security professionals among DoD Components and Agencies.

(e) Promotes interoperability among DoD practitioners.

(f) Furthers professional development.

(2) For the DoD Components and Agencies:

(a) Promotes a common and shared understanding of security functional tasks.

(b) Builds an interoperable DoD security workforce.

(c) Furthers sound professional development and training.

(d) Provides a recognized credential for security professionals.

(e) Identifies competent professionals in the security discipline.

(f) Establishes a reference point for determining an individual's understanding of concepts and principles deemed critical to protect DoD assets.

(3) For the Nation:

(a) Defines standards for security professionals.

(b) Drives professional accountability.

(c) Assures continued competency of security professionals.

(d) Meets DoD and National Security plans and objectives for developing and professionalizing the security workforce.

3. PHASE II: EXECUTE THE IMPLEMENTATION PLAN

a. Communication Plan. Key to the successful execution of a SPēD Certification Implementation Strategy is the development and roll-out of a comprehensive Communication Plan. At a minimum, the Communication Plan should include a command briefing to the entire workforce as well as one-on-one meetings between affected incumbents and their managers to discuss how SPēD Certification requirements impact security positions. Table 4 provides an example of an effective Communication Plan and Table 5 provides a Command Briefing outline.

Table 4. Communication Plan Example

<u>Type of Communication</u>	<u>Responsible Party</u>	<u>Audience</u>	<u>Information to be Communicated</u>
Manager Rollout Meeting	IPT	Security Professionals	<ul style="list-style-type: none"> • Certifications and levels • POA&M established by the IPT • Effects of certifications on the workforce • Planning and execution of meetings between incumbents and their managers
Command Briefing	IPT	<ul style="list-style-type: none"> • Component Staff • Commanders • Security Directors 	<ul style="list-style-type: none"> • General information about the SPēD Program and the impact to incumbent workforce • Certifications and levels • Outline next steps: <ul style="list-style-type: none"> ○ Upcoming Manager one-on-ones ○ Register for assessments
One-on-Ones	Supervisors	Individual Security Personnel	Specific information about how the SPēD Certification Program will affect the employee: <ul style="list-style-type: none"> • Effect on current position • Effect on future professional development • Encourage incumbent to register and take assessments

Table 5. Command Briefing Outline

- **SPēD Certification Program Overview**
 - Outline the SPēD Certification Program
 - Explain the SPēD Implementation Plan
 - Describe the SPēD Certification testing process
 - Detail the indexing process and its impact on Defense Security Position billets
- **Next Steps**
 - Schedule upcoming manager one-on-ones with security professionals
 - Encourage incumbents to register, schedule, and complete certification
 - Highlight the benefits of SPēD Certification

b. Roles and Responsibilities

(1) Unit Commanders/Directors (or equivalent) ensure personnel under their cognizance who require SPēD certification:

- (a) Receive adequate time to prepare for and take SPēD certification assessments.
- (b) Obtain the necessary permission to travel to locations to take SPēD certification assessments.
- (c) Take appropriate action when SPēD certification is not attained or maintained.

(2) Supervisors ensure individuals under their supervision who require SPēD certification:

- (a) Attain the requisite SPēD certification as annotated on their PD.
- (b) Receive official duty time and resources to take the SPēD certification assessment.
- (c) Take advantage of the tools available to assist with passing the appropriate SPēD Certifications.
- (d) Obtain annotations in their PD validating the requirement for SPēD certification.
- (e) Include SPēD Certification in their Individual Development Plans.
- (f) Receive duty time and resources to complete the minimum number of required professional development units (PDUs) to maintain SPēD certification.

- (g) Take appropriate action when SPēD certification is not attained or maintained.
- (3) Employees will:
 - (a) Promote professional self-development.
 - (b) Pursue training that will assist them in acquiring the appropriate SPēD certification.
 - (c) Wait 90 days before retaking a SPēD certification assessment after failing.
 - (d) Achieve the certification(s) required for their position within 24 months of appointment.
 - (e) Maintain SPēD certification through the completion of the required PDUs every 24 months.

4. PHASE III: MANAGE THE SPēD CERTIFICATION PROCESS

a. DoD Component SPēD Program Management Office (PMO). Once an organization establishes and executes a SPēD certification implementation plan, the DoD Component SPēD PMO's role is to identify, motivate, and guide all of the security indexed personnel in their organization to register for SPēD Certification testing. In this regard, the DoD Component SPēD PMO determines which candidates are eligible for SPēD certification assessment, certifies authorized to test, and authorizes SPēD certification assessment.

b. Commercial Testing. The DSS CDSE has contracted to deliver SPēD certification testing through a comprehensive and secure network of test centers located worldwide. Those who are eligible for SPēD certification testing include:

- (1) DoD personnel assigned to a security position.
- (2) DoD personnel who volunteer for SPēD certification testing.
- (3) DoD contractor personnel performing security duties directly for a DoD Component.
- (4) Industry security professionals and practitioners performing duties under the National Industrial Security Program.

c. Candidate Registration. To register for SPēD Certification testing, eligible candidates must:

- (1) Notify their supervisor and DoD Component SPēD PMO of their intent to participate in the SPēD Certification Program

(2) Create or update a Security Training, Education and Professionalization Portal (STEPP) account (<http://www.cdse.edu/stepp/howto-create-account.html>)

(3) Select the Profile link in STEPP located on the top-right navigation bar

(4) Check the box indicating their desire to create a Pearson VUE account to participate in SPēD certification testing

(5) Select the “My SPēD Certification” link in the email that will arrive 24-48 hours later

(6) Verify “My SPēD Certification” account information

(7) Request authorization to test

(8) Create a VUE testing account after receiving DoD Component SPēD PMO authorization to test

(9) Schedule a date, time, and test center location for the assessment

d. Certification Tracking. Through its STEPP Portal Learning Management System, DSS has established a data records exchange with its commercial testing partner. Through this relationship, DSS is able to identify all who have taken SPēD certification assessments, those who have been conferred, and the title of certification received by each candidate.

(1) Most DoD Component organizations now have access to online reports via STEPP, thereby providing real-time information on all of their personnel who have participated in the SPēD certification program to include: exam results, certifications conferred, and type of certification achieved.

ENCLOSURE 1

SPēD INSTRUCTION TEMPLATE

[Organization Name]
INSTRUCTION

NUMBER XXXX.XX

SECURITY PROFESSIONAL EDUCATION DEVELOPMENT (SPēD)

1. GENERAL OVERVIEW

- a. Purpose. [Establish policies, plans, and procedures for implementing the SPēD Certification Program]
- b. SPēD Certification Program Objectives. [Outline the goals and objectives of the SPēD Certification Program]
- c. Applicability. [Require SPēD certification for positions requiring the performance of security functions as a primary duty more than 50 percent of the time and including direct security positions that will be indexed by September 2014]

2. ESTABLISH THE IMPLEMENTATION PLAN

- a. Integrated Project Team. [Identify cross-functional members and describe their roles]
- b. POA&M. [Explain steps required to roll out the implementation plan]

Table 1. POA&M Example

Event	Days / Frequency
Identify Members and Form Integrated Project Team (IPT)	Days 1-14
Schedule IPT Meetings	Monthly
Establish and Agree on Implementation Timeline & Milestones	Days 14 - 60
Brief Security Managers and Supervisors on SPēD Implementation	Days 60 - 90
Review, Update, Index, and Codify Position Descriptions	Days 60 - 120
Develop Communication Plan and Brief Workforce	Days 90 - 150
Manage the SPēD Certification Process	Day 150 - ongoing

c. Index Positions. [Describe the process for examining, updating, aligning, and indexing position descriptions]

3. EXECUTE THE IMPLEMENTATION PLAN

a. Communication Plan. [Outline how the SPēD Certification Implementation Strategy will be developed, launched, and conveyed to the workforce]

Table 2. Communication Plan Example

<u>Type of Communication</u>	<u>Responsible Party</u>	<u>Audience</u>	<u>Information to be Communicated</u>
Manager Rollout Meeting	IPT	Security Professionals	<ul style="list-style-type: none"> • Certifications and categories • POA&M established by the IPT • Effects of certifications on the workforce • IPT oversight of manager one-on-ones • Planning and execution of one-on-one meetings between incumbents and their managers
Command Briefing	IPT	<ul style="list-style-type: none"> • Component Staff • Commanders • Security Directors 	<ul style="list-style-type: none"> • General information about the SPēD Certification Program and the impact to incumbent workforce • Certifications and categories • Outline next steps: <ul style="list-style-type: none"> ○ Upcoming Manager one-on-ones ○ Register for assessments
One-on-Ones	Supervisors	Individual Security Personnel	Specific information about how the SPēD Certification Program will affect the employee:

			<ul style="list-style-type: none">• Effect on current position• Effect on future professional development• Encourage incumbent to register and take assessments
--	--	--	---

Table 3. Command Briefing Outline

<ul style="list-style-type: none">• SPeD Certification Program Overview<ul style="list-style-type: none">○ Outline the SPeD Certification Program○ Explain the SPeD Implementation Plan○ Describe the SPeD Certification testing process○ Detail the indexing process and its impact on Defense Security Position billets• Next Steps<ul style="list-style-type: none">○ Schedule upcoming manager one-on-ones with security professionals○ Encourage incumbents to register, schedule, and complete certification○ Highlight the benefits of SPeD Certification
--

b. Roles and Responsibilities. [Include any other relevant positions, e.g., Facility Security Officers, 0080s]

c. Supervisors will ensure that individuals under their supervision who require SPeD certification. [Detail specific actions that support SPeD certification]

d. Employees will be responsible for. [Outline specific actions needed to achieve and maintain SPeD certification]

4. MANAGE THE SPeD CERTIFICATION PROCESS

a. DoD Component SPeD PMO. [Describe the SPeD PMO's role in identifying, motivating, and guiding security indexed personnel to SPeD certification testing]

b. Commercial Testing. [Explain the eligibility criteria for SPeD certification commercial testing]

c. Candidate Registration. [List the 10 steps required to register for SPeD certification testing]

d. Certification Tracking. [Outline the SPeD PMO's requirement to report on exam results, certifications conferred, and types of certifications achieved]

ENCLOSURE 2

SPēD INSTRUCTION EXAMPLE

[Organization Name]
INSTRUCTION

NUMBER XXXX.XX

SECURITY PROFESSIONAL EDUCATION DEVELOPMENT (SPēD)

1. GENERAL OVERVIEW

a. Purpose. This Instruction implements Executive Order 13434, “National Security Professional Development;” DoD Directive 5200.43, “Management of the Defense Security Enterprise;” DoD Instruction 3305.13, “DoD Security Training;” and DoD Manual 3305.13-M, “DoD Security Accreditation and Certification;” that establish the Security Professional Education Development (SPēD) Program as the DoD-recognized security certification program. This Instruction provides guidance for establishing specific policies, procedures, programs, and requirements in accordance with the above Instruction and Manual. This Instruction further directs the development of a plan to fully implement the SPēD Certification Program.

b. SPēD Certification Program Objectives. The goal of the SPēD Certification Program is to efficiently and effectively ensure all security professionals are trained, educated, and certified to a DoD-established base-line level commensurate with their duties as described in the employee’s current position description (PD). A certification validates that individuals have the minimum requisite knowledge to occupy and perform effectively in roles deemed critical to the protection of the nation’s security interests. In this regard, the objectives of the SPēD Certification Program are to:

(1) Promote a common and shared understanding of both security functional tasks and the knowledge and skills associated with the competencies required to perform those tasks (hereinafter referred to as the Security Essential Body of Knowledge (SEBK)).

(2) Establish an interoperable and interchangeable DoD security professional workforce by providing uniform processes for assessing knowledge and skills and determining whether a member of the security profession has met minimum DoD knowledge requirements of relevant segments of the SEBK.

(3) Ensure security personnel possess the knowledge and skills associated with the competencies necessary to successfully carry out DoD-defined security functional tasks.

(4) Facilitate sound professional development, education, and training by ensuring, through a formal evaluative process, that professional development, education, and training programs provide individuals the opportunity to acquire the documented SEBK.

(5) Develop a workforce of certified security professionals capable of providing the best possible guidance and support to those responsible for the protection of information, assets, operations, and personnel.

c. Applicability. This document applies to Department of Defense employees that require the performance of security functions as a primary duty more than 50 percent of the time. To achieve this goal, positions requiring certification must be indexed and documented by the end of September 2014. Certification of individuals filling those positions is then required 2 years after an individual assumes that position. Incumbents of indexed positions currently are not required to obtain certification, unless they move to another indexed position.

2. ESTABLISH THE IMPLEMENTATION PLAN

a. Integrated Project Team (IPT). To establish the SPēD Certification Implementation Plan, an IPT will be formed and a primary point-of-contact (SPēD Program Management Officer) will be selected. Members of the cross-functional IPT will be responsible for representing their respective organizations and coordinating the development of a SPēD Certification Implementation Plan for use across the organization. The core membership of the IPT will include:

(1) Chairperson. Sets dates and agendas, conducts meetings, and approves IPT membership.

(2) Human Capital Management Office Representative. Provides expertise in human resources, personnel, and workforce management.

(3) Security Representative. Provides security expertise and advice on the implementation of the SPēD Certification Program.

(4) General Counsel. Ensures the implementation plan, supporting processes, and outcomes comply with appropriate issuances, policies, and procedures.

b. Plan-of-Action and Milestones (POA&M). To execute the SPēD Certification Implementation Plan, the IPT will develop a POA&M. At the minimum, the POA&M will include the elements listed in Table 1:

Table 1. POA&M Example

Event	Days / Frequency
Identify Members and Form IPT	Days 1-14
Schedule IPT Meetings	Monthly
Establish and Agree on Implementation Timeline & Milestones	Days 14 - 60
Brief Security Managers and Supervisors on SPēD Implementation	Days 60 - 90
Review, Update, Index, and Codify PDs	Days 60 - 120
Develop Communication Plan and Brief Workforce	Days 90 - 150
Manage the SPēD Certification Process	Day 150 - ongoing

c. Index Positions. PD responsibilities and requirements for all Defense Security Position (DSP) billets will be reviewed. This is the most critical step in the SPēD implementation process.

(1) Existing PDs will be updated to reflect current security responsibilities for each position.

(2) Each PD will be examined, aligned, and indexed to the appropriate SPēD certification requirement. To determine the appropriate SPēD certification for each DSP, Tables 2 and 3 are provided below.

(3) SPēD certifications will be codified to the PDs as conditions of employment. Enclosures 3 and 4 provide “Statement of Understanding” and “Management Acknowledgment” examples for making SPēD certification a condition of employment for all indexed DSPs.

Table 2. Three Core SPēD Certifications

The Security Fundamentals Professional Certification (SFPC) is the first of three core certifications. Each core certification is linked to increasing levels of DSP responsibilities.

SFPC: Security Fundamentals Professional Certification

- Assesses an individual’s understanding of foundational security concepts, principles, and practices.
- Appropriate for all DSP billets that support security programs.

SAPPC: Security Asset Protection Professional Certification

- Assesses an individual’s application of foundational security concepts, principles, and practices.
- Appropriate for DSP billets responsible for security program(s) execution.

SPIPC: Security Program Integration Professional Certification

- Assesses an individual’s understanding and application of risk assessment and security program management based on security concepts, principles, and practices.
- Appropriate for DSP billets responsible for risk management.

Table 3. SPeD Certification and PD Alignment

Certification	Alignment	PD
SFPC	Support	Provides technical and/or administrative support to one of the three roles represented below. Often an additional duty assignment. Receives detailed, specific instructions from supervisor. Normally does not develop procedures for activities outside of personal duty responsibilities.
SAPPC	Execute	Executes or implements security program functions in support of an organization. Position may or may not be supervisory. Objectives, scope, priorities, and deadlines are established by supervisor. Develops processes from available guidelines. Knowledge required is in-depth for specialty area only.
SPIPC	Counsel/Manage Risk	Provides senior leadership with best possible advice regarding the efficient and effective execution of security responsibilities to protect DoD personnel, information, activities, facilities, and operations. Serves as conduit for translating security stakeholders' needs and expectations into operational requirements, and serves as the individual accountable for surfacing and addressing security challenges and opportunities. Position resides at mid- to high-levels within the agency and may or may not be supervisory. Duties are characterized by responsibilities to officials within the agency with input to policies with the agency. Knowledge required normally spans more than one security discipline. Duties are characterized by ability to translate broad guidance into organization-wide processes and products, flexibility, research and analysis, and accomplishing objectives normally through the work of others.

3. EXECUTE THE IMPLEMENTATION PLAN

a. Communication Plan. To execute the SPeD Certification Implementation Strategy, a comprehensive Communication Plan will be developed and launched. At the minimum, the Communication Plan will include an all-hands briefing to the entire workforce as well as one-on-one meetings between affected incumbents and their managers to discuss how SPeD Certification requirements impact their positions. Table 4 provides an example of an effective Communication Plan and Table 5 provides a Command Briefing outline:

Table 4. Communication Plan Example

<u>Type of Communication</u>	<u>Responsible Party</u>	<u>Audience</u>	<u>Information to be Communicated</u>
Manager Rollout Meeting	IPT	Security Professionals	<ul style="list-style-type: none"> • Certifications and categories • POA&M established by the IPT • Effects of certifications on the workforce • IPT oversight of manager one-on-ones • Planning and execution of one-on-one meetings between incumbents and their managers
Command Briefing	IPT	<ul style="list-style-type: none"> • Component Staff • Commanders • Security Directors 	<ul style="list-style-type: none"> • General information about the SPeD Certification Program and the impact to incumbent workforce • Certifications and categories • Outline next steps: <ul style="list-style-type: none"> ○ Upcoming Manager one-on-ones ○ Register for assessments
One-on-Ones	Supervisors	Individual Security Personnel	Specific information about how the SPeD Certification Program will affect the employee: <ul style="list-style-type: none"> • Effect on current position • Effect on future professional development • Encourage incumbent to register and take assessments

Table 5. Command Briefing Outline

- **SPēD Certification Program Overview**
 - Outline the SPēD Certification Program
 - Explain the SPēD Implementation Plan
 - Describe the SPēD Certification testing process
 - Detail the indexing process and its impact on Defense Security Position billets
- **Next Steps**
 - Schedule upcoming manager one-on-ones with security professionals
 - Encourage incumbents to register, schedule, and complete certification
 - Highlight the benefits of SPēD Certification

b. Roles and Responsibilities. Unit Commanders/Directors (or equivalent) will ensure that personnel under their cognizance who require SPēD certification:

(1) Receive adequate time to prepare for and take SPēD certification assessments.

(2) Obtain the necessary permission to travel to locations to take SPēD certification assessments.

(3) Take appropriate action when SPēD certification is not attained or maintained.

c. Supervisors will ensure that individuals under their supervision who require SPēD certification:

(1) Attain the requisite SPēD certification as annotated on their PD.

(2) Receive official duty time and resources to take the SPēD certification assessment.

(3) Take advantage of the tools available to assist them to pass the appropriate SPēD certifications.

(4) Obtain annotations in their PD validating the requirement for SPēD certification.

(5) Include SPēD certification in their Individual Development Plans.

(6) Receive duty time and resources to complete the minimum number of required professional development units (PDUs) to maintain their SPēD certification.

(7) Take appropriate action when SPēD certification is not attained or maintained.

d. Employees will:

- (1) Promote professional self-development.
- (2) Pursue training that will assist them in acquiring the appropriate SPēD certification.
- (3) Wait 90 days before retaking a SPēD certification assessment after failing the first attempt.
- (4) Achieve the certification(s) required for their position within 24 months of appointment.
- (5) Maintain SPēD certification through the completion of 100 PDUs every 24 months.

4. MANAGE THE SPēD CERTIFICATION PROCESS

a. DoD Component SPēD PMO (Program Management Office). Once the SPēD certification implementation plan has been established and executed, the DoD Component SPēD PMO will identify, motivate, and guide all of the security indexed personnel in the organization to register for SPēD Certification testing. In this regard, the DoD Component SPēD PMO will determine which candidates are eligible for SPēD certification assessment, certify good standing, and authorize SPēD certification assessment.

b. Commercial Testing. The Defense Security Service (DSS) Center for Development of Security Excellence (CDSE) has partnered with Pearson VUE to deliver SPēD certification testing through their comprehensive and secure network of test centers located at over 800 sites worldwide including 250 DoD bases. Those who are eligible for SPēD certification testing include:

- (1) DoD personnel assigned to a security position
- (2) DoD personnel who volunteer for SPēD certification testing
- (3) DoD contractor personnel performing security duties directly for a DoD Component
- (4) Industry security professionals and practitioners performing duties under the National Industrial Security Program

c. Candidate Registration. To register for SPēD Certification testing, eligible candidates must:

- (1) Notify their supervisor or DoD Component SPēD PMO of intent to participate in the SPēD Certification Program
- (2) Create or update a Security Training, Education and Professionalization Portal (STEPP) account (<http://www.cdse.edu/stepp/howto-create-account.html>)

- (3) Select the Profile link in STEPP located on the top-right navigation bar
- (4) Check the box indicating their desire to create a Pearson VUE account to participate in SPēD certification testing
- (5) Select the “My SPēD Certification” link in the email that will arrive 24-48 hours later
- (6) Verify “My SPēD Certification” account information
- (7) Request authorization to test
- (8) Create a Pearson VUE testing account after receiving DoD Component SPēD PMO authorization to test
- (9) Schedule an assessment
- (10) Select date, time, and test center location

d. Certification Tracking. Through its STEPP Learning Management System, DSS has established a data records exchange with its commercial testing partner Pearson VUE. Through this relationship, DSS is able to identify all who have taken a SPēD certification assessment, those who have been conferred, and the type of certification received by each candidate.

(1) DoD Component organizations now have access via STEPP to online reports that provide real-time information on all of their personnel. Utilizing this access, the SPēD PMO will maintain a current record of all who have participated in the SPēD Certification Program to include: exam results, certifications conferred, and types of certifications achieved.

ENCLOSURE 3

STATEMENT OF UNDERSTANDING - SECURITY POSITION

Employee's Name:

Position Title/Series/Grade:

Position Location:

1. The position listed above has been indexed as a position that requires DoD Security Professional Education Development (SPeD) certification. The above-named employee must have or attain the following certification(s):

Certifications Required (check all that apply):

- Security Fundamentals Professional Certification (SFPC)
- Security Asset Protection Professional Certification (SAPPC)
- Security Program Integration Professional Certification (SPIPC)
- Other (insert name): _____

2. A review of your records indicates:

- You currently possess the required certification(s).
- You **do not** possess the required certification(s). Since you do not have the required certification(s), you have **24 months** from your entry on duty date to attain the above-checked requisite certification(s).

3. Failure to obtain and continuously maintain the required certification(s) may result in removal from this position. In the event you must be removed from this position, every effort will be made to place you in a non-security position for which you qualify. If other employment is not available, every effort will be made to assist you in obtaining employment with other Federal agencies.

4. If efforts to place you in another position in Federal service are unsuccessful, you may be separated.

5. I hereby authorize the release to DoD of all personal information relevant to SPeD certifications attained and/or attempted attainment, and the associated certification(s) maintenance.

I understand and accept the above conditions for the position identified.

Employee Signature

Date

Civilian Personnel Representative

Date

ENCLOSURE 4

MANAGEMENT ACKNOWLEDGMENT - SECURITY POSITION

Employee's Name: _____

Position Title/Series/Grade: _____

Position Location: _____

1. The position listed above has been designated as a position requiring DoD Security Professional Education Development (SPeD) certification. The above-named employee is required to attain the certification(s) indexed to this position. Records indicate the employee does not possess the required certification and has **24 months** to obtain the required certification.

2. The certification(s) required for this position is:

Certifications Required (check all that apply):

Security Fundamentals Professional Certification (SFPC)

Security Asset Protection Professional Certification (SAPPC)

Security Program Integration Professional Certification (SPIPC)

Other (insert name): _____

3. Management acknowledges its responsibility to:

a. Ensure employee is allotted official duty time in order to accomplish needed training, **and**

b. Monitor the employee's progress toward meeting certification requirements.

4. Management acknowledges the employee is required to maintain the certification(s) indicated above.

5. Management acknowledges its responsibility and agrees to provide the employee with the opportunity to attain and maintain the required certifications.

First line supervisor _____ **Date** _____

Second line supervisor _____ Date _____

ENCLOSURE 5

PART I. ABBREVIATIONS AND ACRONYMS

CDSE	Center for Development of Security Excellence
DoD	Department of Defense
DSP	Defense Security Position
DSS	Defense Security Service
IPT	integrated project team
PD	position descriptions
PDU	professional development unit
PMO	Program Management Office
POA&M	Plan-of-Action and Milestones
PDU	professional development unit
SAPPC	Security Asset Protection Professional Certification
SEBK	Security Essential Body of Knowledge
SFPC	Security Fundamentals Professional Certification
SPēD	Security Professional Education Development
SPIPC	Security Program Integration Professional Certification
STEPP	Security Training, Education and Professionalization Portal

PART II. DEFINITIONS

DSP. Position with responsibility for security capabilities or performing security activities per the security functional tasks, whether performed as primary or additional duties. This applies to military, civilian, and contractor positions mandated in a statement of work or contract.

Incumbent. An incumbent is a security professional (employee) encumbering a position that has been indexed as requiring SPēD certification, but who was hired against that position prior to it being designated as an indexed position.

IPT. A multidisciplinary group of people who are collectively responsible for delivering a defined product or process, in this case, the delivery of the SPēD implementation plan.

PDU_s. Used to maintain a SPēD certification.

POA&M. A guiding document for the implementation of a new process or system. The POA&M report should document findings or vulnerabilities of the process or system being implemented, and should include a plan of action, milestones, and milestone dates. In this document, the project or program manager should provide mitigation status updates for each finding or vulnerability periodically (usually monthly), throughout the implementation time period.

Primary Duty. Profiled defense security positions that require more than 50 percent of the time performing one or more defined categories of security functional tasks shall be indexed, for certification purposes, as performing defined categories of security functional tasks.

SAPPC. Assesses an individual's application of foundational security concepts, principles, and practices.

SFPC. Assesses an individual's understanding of the foundational security concepts, principles, and practices.

SIPPC. Assesses an individual's understanding and application of risk assessment and security program management based on security concepts, principles, and practices.

STEPP. The system of record for the SPeD Certification Program.