

Preparing for the Due Process Adjudicator Professional Certification (DPAPC) Assessment

Preparing for the DPAPC assessment by gaining additional training, education, or experience in the topic areas may prove beneficial. To take the DPAPC assessment you must meet training, experience, and testing requirements for credentialing.

Competency Preparatory Tools (CPTs) help you prepare for your DPAPC assessment. The DPAPC CPTs consists of a series of open-ended questions in each of the three security areas to assist you in increasing your proficiency.

Note: Specific CPT questions are not found on the assessment.

To view available CPTs for each Security Professional Education Development (SPeD) certification assessment, please visit <https://www.cdse.edu/certification/prepare.html>.

CDSE-offered Training

You are invited to familiarize yourself with courses addressing the topics noted in the DPAPC Areas of Expertise. The Center for Development of Security Excellence (CDSE) provides diverse security courses and products to Department of Defense (DoD) personnel, DoD contractors, employees of other federal agencies, and selected foreign governments. Training is presented through a variety of learning platforms and is streamlined to meet performance requirements.

Before taking the DPAPC assessment, you must first complete the following training courses provided by CDSE, or equivalent instruction as determined by CDSE on behalf of the Director, Defense Counterintelligence and Security Agency (DCSA):

- Introduction to DoD Personnel Security Adjudications (PS001.18)
- DoD Personnel Security Adjudications (PS101.01)
- DoD Advanced Personnel Security Adjudications (PS301.01)

To view available CDSE-offered training, please visit <https://www.cdse.edu/catalog/index.html>.

CDSE-offered Education

CDSE has established a program of advanced and graduate-level courses designed specifically to broaden DoD security specialists' knowledge and understanding of the security profession and prepare them for leadership positions and responsibilities. All of the courses are tuition free and are offered in a virtual instructor-led environment.

To view available CDSE-offered training, please visit <https://www.cdse.edu/education/index.html>.



DPAPC Area of Expertise

The DPAPC provides the recognition and official record of an individual’s demonstrated understanding and application of occupational and technical knowledge, skills, and expertise necessary to proficiently perform essential due process adjudicator tasks (i.e., writing statement of reasons (SOR), evaluating SOR responses, recommending eligibility determinations or other functions following SOR response evaluations).

The Areas of Expertise specified in the following chart were identified during practice analysis as critical domains that should be addressed by the DPAPC assessment. The weights indicated were derived from importance ratings provided by subject matter experts (SMEs) during the assessment development process.

Area of Expertise	
Adjudication Process Using the Whole Person Concept (WPC)	Exam Weight: 57%
Procedures for Due Process	Exam Weight: 36%
Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process	Exam Weight: 7%

Policy/Reference Finder

The resources below can be used to assist you in locating current versions of policies used within the CPTs.

Note: Unclassified publications that contain tactics, techniques, procedures, etc., may require a Common Access Card (CAC) to access.

- Security Executive Agent Directives are available via the National Counterintelligence and Security Center: <https://www.dni.gov/index.php/ncsc-how-we-work/ncsc-security-executive-agent/ncsc-policy>
- DoD Issuances are listed on the Washington Headquarters Services Executive Services Directorate website:
 - DoD directives: <https://www.esd.whs.mil/Directives/issuances/dodd/>
 - DoD instructions: <https://www.esd.whs.mil/Directives/issuances/dodi/>
 - DoD manuals/publications: <https://www.esd.whs.mil/Directives/issuances/dodm/>
 - Directive-type memorandums: <https://www.esd.whs.mil/DD/DoD-Issuances/DTM/>
- All Joint Publications (JPs): <https://www.jcs.mil/Doctrine/Joint-Doctrine-Pubs/>
 - JPs that require CAC access are available via the Joint Electronic Library Plus (JEL+): <https://jdeis.js.mil/my.policy>



Topic Area: Adjudication Process Using the Whole Person Concept (WPC)				
Concepts/Topics		Question	Answer	Reference
Adjudication Process Using the WPC	How is the WPC applied to the adjudication process?	How will you apply the process for evaluating and determining the relevance of information?		DoDM 5200.02, April 3, 2017
Adjudication Process Using the WPC		How will you analyze pertinent adjudicative guidelines to include disqualifiers and mitigators?		DoDM 5200.02, April 3, 2017
Adjudication Process Using the WPC)		How will you apply the process for resolving incomplete issues/scope through additional inquiry?		DoDM 5200.02, April 3, 2017
Adjudication Process Using the WPC		How will you apply the process for rendering initial and continued eligibility determinations or initiation of due process?		E.O. 12968, August 4, 1995 E.O. 10865, February 20, 1954 DoDM 5200.02, April 3, 2017



Topic Area: Procedures for Due Process				
Concepts/Topics		Question	Answer	Reference
Procedures for Due Process	How will you describe and apply procedures for due process?	What are SOR examples?		E.O. 12968, August 4, 1995, Section 5.2 E.O. 10865, February 20, 1954, Section 3
Procedures for Due Process		What is the purpose of Letters of Denial/Revocation?		E.O. 12968, August 4, 1995, Section 5.2 E.O. 10865, February 20, 1954, Section 3
Procedures for Due Process		How will you apply due process procedures relating to SOR?		E.O. 12968, August 4, 1995, Section 5.2 E.O. 10865, February 20, 1954, Section 3
Procedures for Due Process		How will you apply due process procedures relating to Opportunities to Respond?		E.O. 12968, August 4, 1995, Section 5.2 E.O. 10865, February 20, 1954, Section 3
Procedures for Due Process		How will you apply due process procedures relating to Adjudication Determinations?		E.O. 12968, August 4, 1995, Section 5.2 E.O. 10865, February 20, 1954, Section 3
Procedures for Due Process		How will you apply due process procedures relating to Opportunities to Appeal?		E.O. 12968, August 4, 1995, Section 5.2 E.O. 10865, February 20, 1954, Section 3
Procedures for Due Process		What are the basic differences in Due Process Procedures (e.g., contractor, military, civilian)?		E.O. 12968, August 4, 1995, Section 5.2 E.O. 10865, February 20, 1954, Section 3



Topic Area: Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process				
Concepts/Topics		Question	Answer	Reference
Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process	What are the pertinent statutes, executive orders, and regulations governing the personnel security process?	What is the purpose of Executive Order 10450 (Security Requirement for Government Employment)?		E.O. 10450, April 27, 1953
Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process		What is the purpose of Executive Order 12968 (Access to Classified Information)?		E.O. 12968, August 4, 1195
Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process		What is the purpose of Executive Order 10865 (Safeguarding Classified Information within industry)?		E.O. 10865, February 20, 1960
Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process		What is the purpose of the Under Secretary of Defense for Intelligence (USD(I)) Memorandum: Interim Guide for implementation of Public Law 110-181, Section 3002 (Bond Amendment, 20 June 2008)?		Public Law 110-181, January 1, 2008 (The Bond Amendment)
Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process		What is the purpose of the 10 November 1998 Memorandum – Personnel Security Investigations and Adjudications (Attachment 2)?		Assistant Secretary of Defense for Command, Control, Communications, and Intelligence Memorandum, November 10, 1998 (Personnel Security Investigations and Adjudications)
Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process		What is the purpose of the ICPG-704.2 – Personnel Security Adjudicative Guidelines for Determining Eligibility for Access to Sensitive Compartmented Information (SCI) and other Controlled Access Program Information (October 2008)?		ICPG 704.2, February 10, 2008



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Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process	What are the pertinent statutes, executive orders and regulations governing the personnel security process?	What is the purpose of the ICPG-704.3 – Denial or Revocation of Access to SCI, Other Controlled Access Program Information, and Appeals Process?		ICPG 704.3, October 2, 2008
Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process		What is the purpose of the National Security Act of 1947?		Public Law 80-253, 61 Stat. 495 (The National Security Act of 1947)
Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process		What is the purpose of the Intelligence Reform and Terrorism Prevention Act of October 2004 (IRTPA)?		Public Law 108-458, December 17, 2004 (Intelligence Reform and Terrorism Prevention Act of 2004)
Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process		What is the purpose of The Privacy Act of 1974?		Public Law 93-579, 88 Stat. 1896, December 31, 1974 (The Privacy Act)
Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process		What are the requirements for safeguarding, retention, and destruction of adjudicative records?		DoDM 5200.02, April 3, 2017
Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process		What are the policies and procedures of the Freedom of Information Act (FOIA)/ Privacy Act (PA)?		Public Law 110-175, 121 Stat. 2524, January 4, 2016 (The Freedom of Information Act)



Topic Area: Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process				
Concepts/Topics		Question	Answer	Reference
Pertinent Statutes, Executive Orders, and Regulations Governing the Personnel Security Process	What are the pertinent statutes, executive orders, and regulations governing the personnel security process?	What is the Office of Personnel Management (OPM) Memorandum: Federal Investigative Standards (December 13, 2008)?		Federal Investigative Standards, December 14, 2012

Helpful Tips

- The body of material covered on the DPAPC assessment cannot be memorized in its entirety. Use memory techniques only to help recall key points.
- Focus on the application of accepted principles, practices, and theories, not memorizing facts, dates, and names.
- The DPAPC assessment is based on DoD policy only, and does not incorporate additional Component or agency requirements.

