Security and Emergency Services Community of Interest
0080-Information/Personnel Security Administration

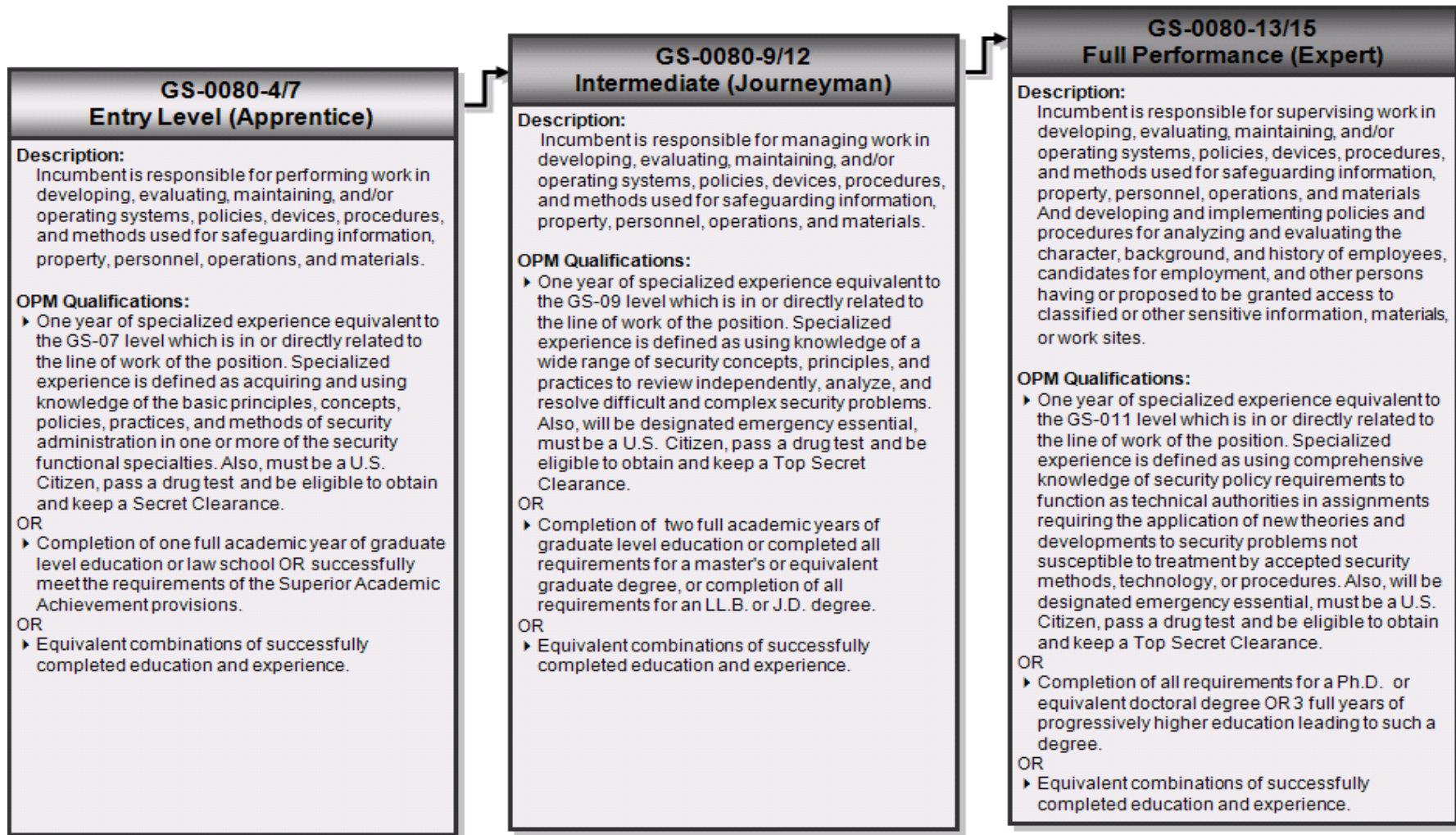## Career Road Map

Prepared by: Booz | Allen | Hamilton

Career progression within the 0080-Information/Personnel Occupational Series is marked by advancing levels of expertise in matters of Security Administration

GS-0080-4/7
Entry Level (Apprentice)

Description:
Incumbent is responsible for performing work in developing, evaluating, maintaining, and/or operating systems, policies, devices, procedures, and methods used for safeguarding information, property, personnel, operations, and materials.

OPM Qualifications:
- One year of specialized experience equivalent to the GS-07 level which is in or directly related to the line of work of the position. Specialized experience is defined as acquiring and using knowledge of the basic principles, concepts, policies, practices, and methods of security administration in one or more of the security functional specialties. Also, must be a U.S. Citizen, pass a drug test and be eligible to obtain and keep a Secret Clearance.
OR
- Completion of one full academic year of graduate level education or law school OR successfully meet the requirements of the Superior Academic Achievement provisions.
OR
- Equivalent combinations of successfully completed education and experience.

GS-0080-9/12
Intermediate (Journeyman)

Description:
Incumbent is responsible for managing work in developing, evaluating, maintaining, and/or operating systems, policies, devices, procedures, and methods used for safeguarding information, property, personnel, operations, and materials.

OPM Qualifications:
- One year of specialized experience equivalent to the GS-09 level which is in or directly related to the line of work of the position. Specialized experience is defined as using knowledge of a wide range of security concepts, principles, and practices to review independently, analyze, and resolve difficult and complex security problems. Also, will be designated emergency essential, must be a U.S. Citizen, pass a drug test and be eligible to obtain and keep a Top Secret Clearance.
OR
- Completion of two full academic years of graduate level education or completed all requirements for a master's or equivalent graduate degree, or completion of all requirements for an LL.B. or J.D. degree.
OR
- Equivalent combinations of successfully completed education and experience.

GS-0080-13/15
Full Performance (Expert)

Description:
Incumbent is responsible for supervising work in developing, evaluating, maintaining, and/or operating systems, policies, devices, procedures, and methods used for safeguarding information, property, personnel, operations, and materials And developing and implementing policies and procedures for analyzing and evaluating the character, background, and history of employees, candidates for employment, and other persons having or proposed to be granted access to classified or other sensitive information, materials, or work sites.

OPM Qualifications:
- One year of specialized experience equivalent to the GS-011 level which is in or directly related to the line of work of the position. Specialized experience is defined as using comprehensive knowledge of security policy requirements to function as technical authorities in assignments requiring the application of new theories and developments to security problems not susceptible to treatment by accepted security methods, technology, or procedures. Also, will be designated emergency essential, must be a U.S. Citizen, pass a drug test and be eligible to obtain and keep a Top Secret Clearance.
OR
- Completion of all requirements for a Ph.D. or equivalent doctoral degree OR 3 full years of progressively higher education leading to such a degree.
OR
- Equivalent combinations of successfully completed education and experience.

▸ The **Proficiency Rating Scale** below details the proficiency ratings and their corresponding definitions. Proficiency levels describe the levels of a competency required to perform a specific job successfully; these levels relate to the work required for a specific job. Different jobs require different levels of proficiency for successful performance.

PROFICIENCY RATING	PROFICIENCY
0	N/A - Non Applicable/No Knowledge Necessary
1	No Proficiency - Conceptual Knowledge Only/No Experience
2	Low Proficiency - Able to Apply with Help
3	Moderate Proficiency - Able to Apply Autonomously
4	High Proficiency - Proficient/Able to Help Others
5	Very High Proficiency - Expert Knowledge

▸ The Communities of Interest have outlined a career progress structure that more accurately reflects the change in your abilities and responsibilities over time. That structure is called the **Skill Level Structure**. It is associated with each Occupational Series and follows you from the time you are an entry-level employee until you reach management levels. Career progress in the USMC has traditionally been based on the Federal Government pay schedule system and the ranges within the pay schedule system are associated with the Skill Levels.

JOB SKILL LEVEL	SKILL BAND DEFINITION	JOB SKILL LEVEL PAY PLAN	BEGINNING GRADE	TARGET GRADE
1	Apprentice	GS	4	7
2	Journeyman	GS	9	12
3	Expert	GS	13	15

▸ Behavioral Indicators: It is important to define how the competencies are manifested at different proficiency levels. In other words, what behaviors do incumbents in the Occupational Series demonstrate that indicate various levels of proficiency in each competency area. These demonstrations are referred to as behavioral indicators, and provide an objective description of the behavior that you might view in an individual that provides evidence that they either have or do not have the competency of interest. These are **examples of what behaviors *could* look like** and are not inclusive of all behaviors that demonstrate each level of performance for the competency. Rather, this is a tool to help guide evaluations of employee performance and should **not** be used as a checklist for employees' behaviors.

Desired Certifications, Academic Credentials and Training for 0080-Information/Personnel

Level 1	Level 2	Level 3
Desired Certifications		
Naval Security Manager's Course	Naval Security Manager's Course	Naval Security Manager's Course
Defense Security Specialist	Defense Security Specialist	Defense Security Specialist
Marine Corps Security Specialist	Marine Corps Security Specialist	Marine Corps Security Specialist
DSTC Designated Certification(s)	Personnel Security Adjudication	Personnel Security Adjudication
	DSTC Designated Certification(s)	DSTC Designated Certification(s)
	DoD Lock Specialist	DoD Lock Specialist
	Physical Security Specialist	Physical Security Specialist
Desired Academic Credentials		
High School Graduate	Any BS/BA Degree	Any BS/BA Degree
Any AA/BS/BA Degree		
Desired Training		
Introduction to Personnel Security	Information Security Management	Information Security Management
Introduction to Information Security	Introduction to Personnel Security and Personnel Security Management	Introduction to Special Access Programs (SAPs)
Transmission and Transportation for DoD	JPAS/JCAVS Virtual Training	Personnel Security Management
Marking Classified Information	Introduction to Special Access Programs (SAPs)	Introduction to Special Access Programs (SAPs)
JPAS/JCAVS Training for Security Professionals	Transmission and Transportation for DoD	

The courses found on this page and throughout this roadmap are recommended courses and may not be inclusive of all training available.

Personnel Security Program Management

DEFINITION

Manages the personnel security process in compliance with applicable Department of Navy regulations, directives, and policies.

Entry	Intermediate	Full Performance
- Navigates the Joint Personnel Adjudication System (JPAS) to locate information with minimal guidance - Navigates the Electronic Questionnaire for Investigations Process (EQIP) with minimal guidance - Performs initial screening of EQIP submissions for missing, potentially disqualifying, or derogatory information - Identifies the appropriate investigation to be conducted given the security requirement - Knowledge of interviewing techniques - Participates in site/staff assist visits to evaluate program compliance	- Manages the continuous evaluation program - Processes Letters of Intent/Notification (LOI/Ns) - Makes temporary access determinations - Implements new government personnel security procedures - Manages special access programs (e.g., PRP, CNWDI, SAP) - Applies interviewing techniques to make credibility assessments - Serves as principal advisor to Commanding Officer on all matters of personnel security - Conducts site/staff assist visits or inspections to evaluate program compliance	- Provides recommendations to Commander regarding issues of personnel security (e.g., suspension of access) - Advocates for the mitigation of derogatory clearance disqualifiers where appropriate - Implements new government personnel security policies and procedures - Mentors and educates less experienced staff or external personnel on personnel security regulations, directives, and policies - Evaluates subordinate command security programs

Personnel Security Program Management

Skill Level	Proficiency		DEFINITION
	Min	Max	
1	1	2	Manages the personnel security process in compliance with applicable Department of Navy regulations, directives, and policies.
2	3	4	
3	4	5	

Course	Skill Level	Institution
DoD Advanced Personnel Security Adjudications	2,3	DSSA
DoD Personnel Security Adjudications	1,2,3	DSSA
DoD Personnel Security Seminar	2,3	DSSA
DoD Security Specialist	2,3	DSSA
Insider Threat	2,3	DSSA
Introduction to DoD Personnel Security Adjudication Course	1,2	DSSA
Introduction to Personnel Security	1,2	DSSA
Introduction to Special Access Programs (SAPs)	2,3	DSSA
Joint Personnel Adjudication System/Joint Adjudication Management System	1,2	DSSA
JPAS/JCAVS Training for Security Professionals	1,2	DSSA
JPAS/JCAVS Virtual Training for Security Professionals	1,2	DSSA
Naval Security Manager's Course	2,3	DoN
Personally Identifiable Information (PII)	1,2	DSSA
Personnel Security Management Course	2,3	DSSA

Personnel Security Program Management

Skill Level	Proficiency		DEFINITION
	Min	Max	
1	1	2	Manages the personnel security process in compliance with applicable Department of Navy regulations, directives, and policies.
2	3	4	
3	4	5	

Course	Skill Level	Institution
Records Management in the DoN: Everyone's Responsibility	1	NKO
SAP Mid-Level Management	2	DSSA
SAP Security Compliance Inspection Seminar	2	DSSA

Physical Security Program Management

DEFINITION

Manages the physical security program as it applies to safeguarding and protection of classified information.

Entry	Intermediate	Full Performance
- Comprehends Information Assurance (IA) program - Possesses knowledge and understands components and factors applicable to the safeguarding and protection of classified information - Comprehends security requirements in the applicable physical security functional areas - Possesses knowledge of the processes and procedures for conducting inspections and evaluations for compliance with security requirements - Participates in site/staff assist visits to evaluate program compliance	- Designates CAA/RAA/secure rooms in support of the IA program - Analyzes threats in the applicable physical security functional area - Advocates and applies electronic security systems to mitigate threats to physical security - Interprets physical security requirements as they impact existing or planned work/activities - Reviews compliance inspections for accuracy and completeness before submission to Command - Conducts site/staff assist visits or inspections to evaluate program compliance	- Integrates and coordinates physical security activities with those internal and external to the organization - Advocates for and ensures organizational compliance with physical security requirements - Writes physical security plans, policies, and procedures - Mentors and educates less experience staff on compliance inspection criteria, protocols, and procedures - Evaluates subordinate command security programs

Physical Security Program Management

Skill Level	Proficiency		DEFINITION
	Min	Max	
1	1	2	Manages the physical security program as it applies to safeguarding and protection of classified information.
2	3	4	
3	4	5	

Course	Skill Level	Institution
DoD Information Assurance Awareness	2,3	DSSA
DoD Security Specialist	2,3	DSSA
Introduction to Physical Security Course	2,3	DSSA
Naval Security Manager's Course	2,3	DoN
Physical Security Measures Course	2,3	DSSA

Information Security Program Management

DEFINITION

Manages the information security program as it applies to safeguarding and protection of classified information.

Entry	Intermediate	Full Performance
- Possesses an understanding of the concepts related to the access and control of classified information - Determines safeguarding requirements for classified information - Determines appropriate transmission measures for classified information (e.g., hand carry, fax, reproduction) - Applies appropriate classification and associated markings on classified documents such as documents on the SIPRNet (including email) - Applies derivative classification principles - Participates in site/staff assist visits to evaluate program compliance	- Designs and maintains information security accountability and control methods and tools - Responsible for the inspection and oversight of the access, control, and transmission of information - Manages collateral access programs (e.g., CNWDI and NATO) - Oversees preliminary inquiries incident to security violations - Applies original classification authority principles - Serves as principal advisor to Commander on all matters of information security - Conducts site/staff assist visits or inspections to evaluate program compliance	- Provides recommendations to Commander regarding issues of information security - Advises the Commander on security classification guides - Implements new government information security policies - Mentors and educates less experienced staff or external personnel on information security regulations, directives, and policies - Interprets and analyzes preliminary inquiries/JAGMANs to ensure regulatory compliance - Evaluates subordinate command security programs

Competency-Based Training Opportunites

Information Security Program Management

Skill Level	Proficiency		DEFINITION
	Min	Max	
1	1	2	Manages the information security program as it applies to safeguarding and protection of classified information.
2	3	4	
3	4	5	

Course	Skill Level	Institution
Derivative Classification	2,3	DSSA
DoD Security Specialist	2,3	DSSA
Fundamentals of Locksmithing	1,2	MBA USA, INC.
GSA Certified Safe & Vault Technician With GSA Approved Inspector Option	1,2	MBA USA, INC.
Information Security Management	2,3	DSSA
Information Security Orientation	1,2	DSSA
Introduction to Information Security	1,2	DSSA
Introduction to Special Access Programs (SAPs)	2,3	DSSA
Marking Classified Information Course	1,2	DSSA
Naval Security Manager's Course	2,3	DoN
OPSEC Analysis and Program Management	2,3	DSSA
OPSEC Fundamentals Course	2,3	DSSA
Original Classification	2,3	DSSA
Personally Identifiable Information (PII)	1,2	DSSA

Information Security Program Management

Skill Level	Proficiency		DEFINITION
	Min	Max	
1	1	2	Manages the information security program as it applies to safeguarding and protection of classified information.
2	3	4	
3	4	5	

Course	Skill Level	Institution
Records Management in the DoN: Everyone's Responsibility	1	NKO
SAP Mid-Level Management	2	DSSA
SAP Security Compliance Inspection Seminar	2	DSSA
Security Classification Guidance Course	2,3	DSSA
Transmission and Transportation for DoD	1,2	DSSA

Industrial Security Program Management

DEFINITION

Manages the industrial security program as it applies to safeguarding and protection of classified information.

Entry	Intermediate	Full Performance
- Comprehends current policy (e.g., DD-254) as it pertains to the employment of contract support personnel - Understands the roles and responsibilities of the Contracting Officer Representative (COR) - Coordinates with FSOs to ensure they understand security requirements when preparing contract documentation	- Manages access to classified information for contract support personnel - Works with contracting officers to prepare contract statements of work - Reviews statements of work to ensure that access to or receipt and generation of classified information is required for contract performance - Prepares, reviews, and validates the DD-254 (contract security classification specification)	- Provides recommendations to ensure contracts are appropriately written to meet stated requirements - Ensures that the requirements of NISPOM are implemented appropriately

Industrial Security Program Management

Skill Level	Proficiency		DEFINITION
	Min	Max	
1	0	1	Manages the industrial security program as it applies to safeguarding and protection of classified information.
2	3	4	
3	4	5	

Course	Skill Level	Institution
DoD Security Specialist	2,3	DSSA
Naval Security Manager's Course	2,3	DoN

Security Awareness, Education, & Training Program Management

DEFINITION

Provides for the development, execution, and evaluation of educational programs to ensure effective security awareness, education, and training.

Entry	Intermediate	Full Performance
- Comprehends principles, practices, policies, and techniques of training, education, and employee development - Possesses a broad understanding of overall security programs and policies - Comprehends concepts and intended purpose of security requirements (e.g., clearance eligibility, accountability and control standards, threat conditions) - Communicates security requirements with minimal guidance - Possesses an understanding of organizational mission requirements and the relationship with security - Prepares training materials (e.g., presentations, guides) in alignment with performance and learning objectives	- Delivers training and education on security requirements relevant to the mission of the organization - Identifies deficiencies in security training, education, and awareness (e.g., violation evaluation, surveys, trend analysis) - Designs training materials (e.g., presentations, guides) in alignment with performance and learning objectives - Uses innovative technologies to facilitate the development and delivery of training, education, and awareness programs	- Develops security requirements training, education, and outreach programs - Evaluates security training, education, and awareness deficiencies and develops programs/initiatives to address gaps - Educates leadership on the value added of security training, education, and awareness programs - Identifies training, education, and awareness resources - Advocates senior leadership buy-in to security awareness, education, and training programs

Security Awareness, Education, & Training Program Management

Skill Level	Proficiency		DEFINITION
	Min	Max	
1	1	2	Provides for the development, execution, and evaluation of educational programs to ensure effective security awareness, education, and training.
2	3	4	
3	4	5	

Course	Skill Level	Institution
Developing a Security Education and Training Program	2,3	DSSA
DoD Security Specialist	2,3	DSSA
Integrating CI and Threat Awareness into your Security Program	2,3	DSSA
Naval Security Manager's Course	2,3	DoN
Records Management in the DoN: Everyone's Responsibility	1	NKO

Foreign Disclosure

DEFINITION

Transfers information or defense articles to foreign governments or international organizations via Controlled Unclassified Information (CUI) and Classified Military Information (CMI).

Entry	Intermediate	Full Performance
- Possesses knowledge of the principles, practices, and policies of foreign disclosure - Possesses basic knowledge of counter-intelligence practices	- Interprets foreign disclosure requirements per the NDP-1 - Awareness and implementation of counter-intelligence reporting practices for foreign visits	- Reviews and approves visits of foreign personnel to the Command - Issues designated disclosure letters (DDLs)

Foreign Disclosure

Skill Level	Proficiency		DEFINITION
	Min	Max	
1	0	1	Transfers information or defense articles to foreign governments or international organizations via Controlled Unclassified Information (CUI) and Classified Military Information (CMI).
2	1	3	
3	3	4	

Course	Skill Level	Institution
DoD Foreign Disclosure Orientation	2,3	DSSA
Introduction to DoD Foreign Disclosure	2,3	DSSA
U.S. Army Foreign Disclosure Contact Officer Certification Curriculum	2,3	DSSA

Risk Management

DEFINITION

Identifies critical assets, threats, and vulnerabilities, and mitigation strategies to arrive at an acceptable level of risk throughout the information personnel security program.

Entry	Intermediate	Full Performance
- Understands risk management process, principles, concepts, and application - Participates and assists in the risk management process - Participates in the identification of critical assets	- Applies risk management process, principles, and concepts - Participates in the analysis, evaluation, development, coordination, and dissemination of risk management methods and tools - Defines and analyzes risk management, assessment, and mitigation procedures in accordance with organizational goals	- Develops and recommends risk management courses of action to senior leadership - Develops specific risk management policies and procedures; considers risk as a basis for every policy decision that is made - Participates in cross-functional risk management planning with other security disciplines (e.g., Physical, Information, Personnel)

Risk Management

Skill Level	Proficiency		DEFINITION
	Min	Max	
1	0	2	Identifies critical assets, threats, and vulnerabilities, and mitigation strategies to arrive at an acceptable level of risk throughout the information personnel security program.
2	2	3	
3	4	5	

Course	Skill Level	Institution
Risk Management for DoD Security Programs Course	2,3	DSSA

0080 Information/Personnel

0080
AT

- Competency Gaps: AT Resource Management; AT Program Review
- Certification Gaps: DSTC Designated Certifications; Physical Security Specialist; Defense Security Specialist; ASIS; Level II AT
- GS 9-11 is the recommended level to cross over

This graphic shows the 0080 Information/Personnel series other series that they can cross over into and be competitive in the hiring process. A **_Competency Gap_** is the difference between the current competency level of employees and the required competency level.
A **_Certification Gap_** is the difference between the current certification levels of employees and the required certification levels.

0080 Info-Pers. —— **0080 AT**
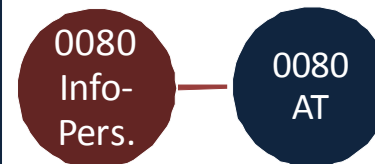
Acronyms Defined

Acronym	Acronym Defined
DoN	Department of Navy
DSSA	Defense Security Service Academy
MBA USA, INC.	MBA USA, INC.
NKO	Navy Knowledge Online

*For additional courses supporting the following behavioral competencies: Communication, Leadership, Self Management and Planning, Decision Making Problem Solving, Teamwork, and Health Safety please refer to the Civilian leadership Developent (CLD Course Catalog. This catalog can be found on this website:

https://www.manpower.usmc.mil/pls/portal/docs/PAGE/M_RA_HOME/MP/MPC/CWM/TRAININGRESOURCES/CIVILIAN%20LEADERSHIP%20COURSE%20CATALOG/MP_MPC_TR_CLCC_REF/FULL%20COURSE%20CATALOG.PDF