

1212-06:

DTG:150202Z Dec 12 **Precedence:** Routine **DAC:** General

To: COMMARFORCOM G-6(UC), COMMARFORPAC G6(UC), COMMARFORRES G6(UC), MCI WASHINGTON DC(UC), COMMCICOM(UC), MCNOSC QUANTICO VA(UC), CG MCB QUANTICO VA(UC), CG MCIEAST-MCB CAMLEJ(UC), CG MCIPAC(UC), CG TECOM G6(UC), CG MCRC QUANTICO VA(UC), CG MCCDC QUANTICO VA(UC)

CC: CMC WASHINGTON DC C4(UC), CMC WASHINGTON DC C4 CP(UC), MARFORCYBERCOM FT MEADE MD(UC), COMMCICOM G-6(UC), COMMARCORSYSCOM QUANTICO VA ISI(UC), COMMARCORSYSCOM QUANTICO VA(UC), CG MCB CAMP BUTLER JP(UC), CO MCB HAWAII(UC)

UNCLASSIFIED/

MSGID/GENADMIN/CMC WASHINGTON DC C4 CY/1212-06//  
SUBJ/MANDATORY ENROLLMENT IN THE CONTINUING EDUCATION (CE) PROGRAM FOR CYBERSECURITY WORKFORCE (CSWF) PERSONNEL HOLDING COMPTIA CERTIFICATIONS//

REF/A/DOC/DOD/23APR07//

REF/B/DOC/DOD/24JAN12//

REF/C/DOC/DOD/MAY09//

NARR/REF A IS DOD DIRECTIVE 8570.01, CYBERSECURITY TRAINING, CERTIFICATION, AND WORKFORCE MANAGEMENT. REF B IS DOD-MANUAL 8570.01, CYBERSECURITY WORKFORCE IMPROVEMENT PROGRAM. REF C IS SECNAV MANUAL 5239.2, DEPARTMENT OF THE NAVY CYBERSECURITY WORKFORCE MANAGEMENT MANUAL TO SUPPORT THE CYBERSECURITY WORKFORCE IMPROVEMENT PROGRAM.//

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GENTEXT/REMARKS/1. SITUATION. IAW REFS A, B, AND C, THIS MESSAGE PROVIDES AMPLIFYING DIRECTION THAT ALL CSWF (FORMALLY IAWF) PERSONNEL BE APPROPRIATELY IDENTIFIED, TRACKED, AND MANAGED SO THAT IA POSITIONS ARE STAFFED WITH PERSONNEL TRAINED AND CERTIFIED BY CATEGORY, LEVEL, AND FUNCTION. THE MANDATORY ENROLLMENT IN THE COMPTIA CONTINUING EDUCATION (CE) IS A REQUIREMENT AND MUST BE COMPLETED BY 31 DECEMBER 2012. WAIVERS OR EXCEPTIONS WILL NOT BE CONSIDERED.

2. MISSION. THIS MESSAGE APPLIES TO ALL USMC CSWF PERSONNEL HOLDING A COMPTIA CERTIFICATION AS A REQUIREMENT OF THEIR POSITION AND PERFORMING PRIVILEGED USER OR MANAGEMENT FUNCTIONS REGARDLESS OF MILITARY SPECIALTY OR CIVILIAN JOB SERIES, AND TO INCLUDE CONTRACTORS. COMPTIA'S CERTIFICATION RENEWAL POLICY REQUIRES INDIVIDUALS TO EARN CONTINUING EDUCATION UNITS (CEU'S) TO KEEP THEIR COMPTIA CERTIFICATIONS CURRENT.

3. EXECUTION. INDIVIDUALS WITH MULTIPLE COMPTIA CERTIFICATIONS MUST RENEW AT THE HIGHEST LEVEL OF CERTIFICATION, WHICH WILL ALSO RENEW LOWER-LEVEL CERTIFICATIONS. DEPENDING ON CERTIFICATION LEVEL, BETWEEN TWENTY AND SEVENTY-FIVE CEU'S MUST BE EARNED DURING THE THREE-YEAR CERTIFICATION RENEWAL CYCLE. CEU'S MAY BE EARNED IN A RANGE OF WAYS INCLUDING APPROVED ONLINE TRAINING, IN AN ACCREDITED SCHOOL, AT USMC/DON/DOD CYBERSECURITY CONFERENCES, OR BY APPROVED COMMAND LEVEL IAM TRAINING. CLARIFICATION ON CERTIFICATION SCENARIOS IS PROVIDED BELOW:

3.A. USMC CSWF (MILITARY, CIVILIAN, CONTRACTORS) WHO EARNED A COMPTIA CERTIFICATION AS A REQUIREMENT FOR THEIR CSWF POSITION JANUARY 2011 TO PRESENT ARE ALREADY ENROLLED IN THE COMPTIA CE PROGRAM AND ARE NOT CERTIFIED FOR LIFE. THE MEMBER MUST COMPLETE ALL CE ACTIVITIES AND PAY ALL ANNUAL CE MAINTENANCE FEES WITHIN 3 YEARS OF EARNING THE CE VERSION OF THE CERTIFICATION.

3.B. USMC CSWF (MILITARY, CIVILIAN, CONTRACTORS) WHO EARNED A COMPTIA CERTIFICATION AS A REQUIREMENT FOR THEIR CSWF POSITION PRIOR TO 31 DECEMBER 2010, MUST ENROLL INTO THE COMPTIA CE PROGRAM. THE MEMBER MUST COMPLETE ALL CE ACTIVITIES AND PAY ALL ANNUAL CE MAINTENANCE FEES WITHIN 3 YEARS OF ENROLLING INTO THE CE PROGRAM.

3.C. USMC CSWF (MILITARY, CIVILIAN, CONTRACTORS) WHO MUST HOLD A COMPTIA CERTIFICATION AS A REQUIREMENT FOR THEIR CSWF POSITION, MUST ENROLL INTO THE COMPTIA CE PROGRAM NO LATER THAN 31 DEC 2012. ENROLLMENT IS FREE AND AT NO COST TO USER.

3.D. USMC CSWF (MILITARY, CIVILIAN, CONTRACTORS) WHO MUST HOLD A COMPTIA CERTIFICATION AS A REQUIREMENT FOR THEIR CSWF POSITION ARE NOT CONSIDERED CERTIFIED FOR LIFE SINCE THEY MUST ENROLL IN THE COMPTIA CE PROGRAM.

3.E. USMC CSWF (MILITARY, CIVILIAN, CONTRACTORS) WHO MUST HOLD A COMPTIA CERTIFICATION AS A REQUIREMENT FOR THEIR CSWF POSITION MUST MAINTAIN THEIR CERTIFICATION (CRITERIA ESTABLISHED BY COMPTIA (E.G., ANNUAL CE MAINTENANCE FEE + ANNUAL CE EVENTS). THE MEMBER MUST COMPLETE ALL CE ACTIVITIES AND PAY ALL ANNUAL CE MAINTENANCE FEES WITHIN THREE YEARS OF ENROLLMENT.

4. FURTHER INFORMATION CAN BE REQUESTED BY EMAILING THE HQMC C4 CYBERSECURITY WORKFORCE AT IAWF(AT)USMC.MIL OR SEEKING INFORMATION ON THE HQMC C4 CYBERSECURITY WORKFORCE WEBPAGE [HTTPS:\(SLASH, SLASH\)C4.HQI.USMC.MIL/IAWF.ASP](https://c4.hqi.usmc.mil/iawf.asp). REQUEST WIDEST DISSEMINATION.

5. QUESTIONS REGARDING THIS MESSAGE CAN BE ADDRESSED BY THE POCS IDENTIFIED ABOVE.

6. THIS GENADMIN IS DIRECTED BY MR. R. A. LETTEER, CHIEF, CYBERSECURITY DIVISION.//

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