Center for Development of Security Excellence (CDSE)

Mr. Michael Scott  Chief, Certification Division
Purpose

- To provide the background for the Department of Defense (DoD) Security Professional Education Development (SPēD) Certification Program and Certification Indexing lessons learned

Agenda

- DoD SPēD Certification Program
- Certification Human Resource Implementation Lessons Learned
- Questions
Requirements

  - Each establishes the SPēD 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
- DoD Components are encouraged to support the continuous improvement of the SPēD Certification Program with regard to Component-specific needs or issues impacting effectively implementing SPēD
- DoD Components are directed to develop individual implementation plans for fully implementing SPēD in their organizations
**Certification**

**CORE CERTIFICATIONS**

- Security Fundamentals Professional Certification (SFPC)
- Security Asset Protection Professional Certification (SAPPC)
- Security Program Integration Professional Certification (SPIPC)

**SPECIALTY CERTIFICATIONS AND CREDENTIAL**

- Adjudicator Professional Certification (APC)
- Due Process Adjudicator Professional Credential (DPAPC)
- Physical Security Certification (PSC)
- Industrial Security Oversight Certification (ISOC)
- Special Program Security Certification (SPSC)

**CERTIFICATION BENEFITS**

- Demonstrates success and mastery of knowledge, skills, and abilities by a security professional
- Provides a recognized credential for security professionals
- Provides a common set of standards to measure requirements for a position
- Supports seamless transfer of security professionals among DoD Components and Agencies
- Facilitates interoperability among DoD security practitioners

Accredited by the National Commission for Certifying Agencies
1972: DoD Security Institute (DoDSI)
- DoDSI chartered to execute security program training mission

- Defense Security Service (DSS) created the PSITG to train DSS Special Agents to conduct background investigations

1997/98: DSS Training Office
- DoDSI closed; training mission transferred to DSS

2000: DSS Academy (DSSA)
- DSS established DSS Academy in Linthicum, Maryland

1999: DoDD 5105.42
- DSS officially delegated security program training mission USD(I) given authority, direction, and control of DSS Director signed DSSA charter

2003: COE Accredited
- CDSE accredited by the Council on Occupational Education (COE)

2006: DS3
- DoD Security Skill Standards (DS3) published

2007: DoDI 3305.13
- Policy, standards, and procedures established for DoD security training; DSS Director assigned as functional manager Security Professional Education Development (SPēD) program, established as the DoD-level security education, training, and certification program

2008: DSS Study
- Focused on reinvigorating SETA; DoD Security Training Council (DSTC) established as the advisory board on DoD security training

2008: DSS Director Memo
- Established CDSE

2010: DSS Director Memo
- Established SPēD Certification Program Policy

2011: DoD 3305.13-M
- Security Asset Protection Professional Certification (SAPPC) accredited by NCCA in January 2014

2012: SFPC Accredited
- Security Fundamentals Professional Certification (SFPC) accredited by NCCA in December 2012

2013: DoDI 3305.13
- Instruction updated to clearly define functional manager responsibility to include security education, training, and certification

2014: SAPPC Accredited
- Security Program Integration Professional Certification (SPIPC) accredited by NCCA in February 2015

2015: SPIPC Accredited
Supporting Security Competency

Training
Education
Certification
Maintenance

Attain
Measure
Maintain

DS3 Skill Standards
Certification Indexing

WORKFORCE MANAGEMENT
THE RIGHT PEOPLE WITH THE RIGHT CAPABILITIES IN THE RIGHT POSITIONS

PROFESSIONAL DEVELOPMENT
THE RIGHT PEOPLE WITH THE RIGHT CAPABILITIES
Certification cultivates “swift trust” as it promotes a shared understanding of “certified” capabilities

- Informs others what an individual knows and is able to do

Positions indexed to certifications inform others of stakeholders’ expectations of individuals to succeed in those positions

- As a result, implementing a certification program promotes a more efficient and effective “labor exchange market”
- To do so, the enterprise needs visibility into who holds what certification(s) and which positions require which certification(s)
To properly execute enterprise-wide workforce management:

- **Functional Managers**
  - Work with community to design, develop, administer, and maintain a certification program

- **Under Secretary of Defense for Personnel and Readiness (USD(P&R))**
  - Ensures DoD has the appropriate processes and systems for tracking who holds what certification(s) and which positions require which certification(s)
    - Program System of Record
    - Defense Manpower Data Center (DMDC)
    - Defense Civilian Personnel Data System (DCPDS)/Military Personnel Data System (MilPDS)
Certification Indexing

- Component-specific requirements
  - Short-term requirement → “Develop and execute plan for codifying which positions require which certification(s)”
  - Long-term requirement → “Fill indexed positions with appropriately certified individuals”

- Focus on meeting short-term requirement
  - Certification Indexing and the LEAD Process
  - Executing the LEAD Process
  - Codifying certification indexing decisions
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Security Leadership</th>
<th>Security SMEs</th>
<th>HR, HC, Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1:</td>
<td>LOCATE</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Step 2:</td>
<td>EXAMINE/ALIGN</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Step 3:</td>
<td>DESIGNATE</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Step 4:</td>
<td>REVISE PDs</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Step 5:</td>
<td>APPROVE PDs</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Step 6:</td>
<td>CODE SYSTEMS</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Step 7:</td>
<td>COLLATERAL DOCS</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
## The LEAD Process

### Locate
- Collect position descriptions (PDs) with security accountabilities and functions
  - Identify PDs performing security functions at least 50% of the time
  - Document results in appropriate columns on certification indexing worksheet

### Examine
- Examine PD accountabilities to determine whether a PD is performing “specialty” functions
  - Industrial security oversight? Adjudication? Physical security as a specialty? Program security officer?
  - Review remaining PDs to determine whether a PD is performing “Support,” “Execute,” or “Counsel/Manage Risk” security functions

### Align
- Make initial indexing decisions
- Document results and rationale in appropriate certification indexing worksheet

### Designate
- Review initial certification indexing decisions
- Finalize decisions
- Make appropriate changes when necessary
Revise PDs
  - Codify agreed-upon position requirement information
  - Include “condition of employment” language

Classify revised PDs

Codify certification indexing decisions in personnel systems

Prepare collateral documentation
HR Lessons Learned

- Attending workshops ahead of time
  - Explain the LEAD Process
  - Collaborate with community
  - Establish and share best practices

- Defining and planning HR actions
  - Decisions actions must be a joint accountability of Security Leadership, HR/HC/Personnel Department, and “Legal”
  - Policies and procedures for enacting appropriate HR actions if an individual does not meet “condition of employment” requirements
  - Involve Legal early
HR Lessons Learned

- Appropriate processes and systems for tracking who holds what certification(s) and which positions require which certification(s)
  - Program System of Record
  - Defense Manpower Data Center (DMDC)
  - Defense Civilian Personnel Data System (DCPDS)/Military Personnel Data System (MilPDS)
Questions?