COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This publication implements AFPD 36-26 T*otal Force Development and Management*. Compliance is mandatory for all military and civilian personnel, members of the Air Force Reserve (AFR) and Air National Guard (ANG). In collaboration with the Chief of Air Force Reserve (USAF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Staff for Manpower, Personnel, and Services (USAF/A1), the Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MR) develops Human Resource Management policy for the Security Professional Education Development Certification Program. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. This Air Force publication may not be supplemented without approval from Assistant Secretary of the Air Force Administrative Assistant (SAF/AA) and the Human Resource Management Strategic Board. Forward recommended changes or clarification requests from the field through the functional chain of command on an Air Force (AF) *Form 847, Recommendation for Change of Publication*, to SAF/AA at **usaf.pentagon.saf-aa.mbx.workflow@mail.mil**. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. **SUMMARY OF CHANGES**

This document has been substantially revised and needs to be completely reviewed. Major changes include: acronym use reduction; addition of **paragraph 2.1.5**. to clarify responsibilities for maintenance of the Statement of Understanding; deletion of SPēD Certification Waiver Sample Request Memorandum; deletion of sample SPēD Certification Appeal Request Memorandum; and removal Professional Development Activity Categories.

Chapter 1

GENERAL OVERVIEW

1.1. Applicability. This publication applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve and Air National Guard where security duties, as defined by the Office of Personnel Management's Security Administration (occupational series 0080) classification standard, are performed as a primary duty (50 percent or more).

1.2. Program Overview. The AF uses the Department of Defense (DoD) Security Professional Education Development (SPēD) Certification Program to evaluate the technical knowledge level of security personnel.

1.2.1. The DoD SPēD Certification Program is a condition of employment for all indexed AF employees performing security work as a primary duty as described in **paragraph 1.1** hired or placed in AF indexed positions on or after 14 March 2016.

1.2.2. Incumbent employees assigned on or before 13 March 2016 are not required to participate in the DoD SPēD Certification Program. However, if an employee subsequently enters any other indexed position, they will be required to participate.   Participation in the program becomes a condition of employment and must be fulfilled within the alloted timeframe outlined in paragraph 3.1.3.

1.3. Program Characteristics. The SPēD Certification Program is the Department of Defense (DoD) initiative to professionalize the security workforce. The purpose of the SPēD Certification Program is to promote interoperability, facilitate professional development and training, and cultivate a workforce of certified security professionals.

1.3.1. The SPēD Certification Program serves as a valid and reliable indicator of employee mastery of facts, concepts, and principles the DoD community deems critical to successfully perform functions, implement programs, and pursue missions necessary to manage risks to protect DoD assets.

1.3.2. The DoD SPēD Certification Program will:

1.3.2.1. Promote a common and shared understanding of both security functional tasks and the knowledge and skills associated with the competencies required to perform those functional tasks (hereinafter referred to as the security essential body of knowledge).

1.3.2.2. Establish a uniform process for assessing knowledge and skills and determining whether a member of the security workforce has demonstrated mastery of relevant segments of the security essential body of knowledge.

1.3.2.3. Certify that security personnel (military, civilian, and contractor) possess the knowledge and skills associated with the competencies necessary to successfully carry out DoD-defined security functional tasks.

1.3.2.4. Facilitate sound professional development, education, and training by ensuring, through a formal evaluation process, that such professional development, education, and training programs provide individuals the opportunity to acquire the documented security essential body of knowledge.

1.3.2.5. Develop a workforce of certified security professionals who will provide the best possible guidance and support to DoD managers and leaders responsible for protecting DoD assets and operations.

1.4. Program Management. The DoD SPēD Certification Program is a third party, nationally accredited workforce certification developed by and for the DoD security community. The primary governance functions are: the accreditation body, DoD conferral authority, DoD executive agent, DoD certification governance board, DoD program management office and component program management office.

1.4.1. Accreditation body: National Commission for Certifying Agencies (NCCA).

1.4.2. DoD conferral authority: Office of the Under Secretary of Defense (Intelligence) (OUSD(I)).

1.4.3. DoD executive agent: Defense Counterintelligence and Security Agency (DCSA)

1.4.4. DoD certification governance board: Department of Defense Security Training Council

1.4.5. DoD program management office: DCSA Center for Development of Security Excellence (CDSE).

1.4.6. Component program management office: AF Security Career Field Managment Team.

1.5. DoD SPēD Certifications. The DoD SPēD Certification Program is made up of multiple professional certifications:

1.5.1. Security Fundamentals Professional Certification: Provides a recognized and reliable indication of a security practitioner's understanding of foundational concepts, principles, and practices needed to successfully perform functions, implement programs, and pursue missions to protect DoD assets. This is the AF baseline certification for security employees that manage/execute security programs that focus predominantly on the protection of, or vetting the access to, sensitive and/or classified information.

1.5.2. Security Asset Protection Professional Certification: Provides a recognized and reliable indication of a security practitioner's ability to apply foundational concepts, principles, and practices needed to successfully perform functions, implement programs, and pursue missions to protect DoD assets.

1.5.3. Security Program Integration Professional Certification: Provides a recognized and reliable indication of a security practitioner's understanding and ability to apply risk management and security program management concepts, principles, and practices.

1.5.4. Physical Security Certification: Provides a recognized and reliable indication of a security practitioner's understanding and ability to apply DoD physical security concepts, principles, and practices.

1.5.4.1. Physical Security Certification is the baseline certification requirement for security employees that primarily (greater than 50 percent of assigned tasks) manage physical/weapon systems security and related programs (predominantly assigned to AF Security Forces (SF) squadrons or SF headquarters staffs).

1.5.4.2. All employees may test and be conferred with Physical Security Certification prior to obtaining Security Fundamentals Professional Certification.

1.5.5. Industrial Security Oversight Certification. Provides a recognized and reliable indication of a security practitioner's understanding and ability to apply DoD industrial security oversight concepts, principles, and practices under the *DoD 5220.22-M National Industrial Security Program Operating Manual.*

1.5.6. Special Program Security Certification: Provides a recognized and reliable indication of a security practitioner's understanding and ability to apply DoD special access program policies, principles, procedures, and requirements.

1.6. The Value of SPēD Certification.

1.6.1. Benefits for the security practitioner:

1.6.1.1. Demonstrates success and mastery of the knowledge, skills, and abilities required by a security professional.

1.6.1.2. Provides a recognized credential for security professionals across the DoD security enterprise.

1.6.1.3. Provides a DoD framework for advancement and professional growth.

1.6.1.4. Fosters broad understanding of the security concepts and principles deemed critical for DoD mission success.

1.6.2. Benefits for the AF:

1.6.2.1. Promotes an interoperable security workforce.

1.6.2.2. Facilitates sound professional development and training.

1.6.2.3. Facilitates personnel transfer of security professionals among DoD Components and Agencies.

1.6.2.4. Identifies competent professionals in the security discipline to management officials.

1.6.2.5. Provides an independent and measurable reference point for determining an individual's understanding of the concepts and principles deemed critical to protect DoD assets.

1.6.2.6. Impartially assures the current and continued technical competency of AF security professionals.

1.6.2.7. Promotes a common and shared understanding of DoD security functional tasks, knowledge, and skills associated with the competencies required to perform those functions.

1.6.3. Benefits for DoD:

1.6.3.1. Defines standards for DoD security professionals and drives professional accountability.

1.6.3.2. Meets National and DoD plans and objectives for developing the professional security workforce.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Deputy Chief of Staff, Manpower, Personnel, & Services will:

2.1.1. Provide program oversight through overarching human capital management expertise to the AF security functional community by implementing and integrating the DoD SPēD Certification Program.

2.1.2. Ensure DoD SPēD Certification Program designations and condition of employment language are included in applicable Core Personnel Documents (CPD), Standard Core Personnel Documents (SCPD), and other equivalent core personnel documents.

2.1.3. Ensure all AF indexing decisions are documented in Defense Civilian Personnel Data System (or an equivalent system of record) in support of DoD and AF program management activities.

2.1.4. Oversee and support enforcement of DoD and AF SPēD Certification Program governance policy across the AF enterprise.

2.1.5. Human Resources personnel will upload employee-signed Statement of Understanding into the employee's electronic personnel file. An example Statement of Understanding is found in **Attachment 2** of this instruction.

2.2. Security Functional Authority will:

2.2.1. Provide for overall implementation and advocacy of the DoD SPēD Certification Program within AF.

2.2.2. Designate an AF SPēD Program Management Office to support the implementation and management of the DoD SPēD Certification Program.

2.3. Security Functional Manager will:

2.3.1. Act on behalf of the Functional Authority and the AF security enterprise by providing executive oversight to the AF implementation of DoDM 3305.13 and this instruction.

2.3.2. Serve as the AF representative to the DoD Security Training Council.

2.3.3. Provide strategic direction to the security career field manager.

2.3.4. Ensure component deliverables cited in DoDM 3305.13 and DoD Security Training Council governance rules are executed on behalf of SAF/AA and the AF security career field.

2.4. Security Career Field Manager will:

2.4.1. Serve as the AF alternate representative to the Department of Defense Security Training Council.

2.4.2. Provide support and guidance to AF/A1 and AF Inspector General (IG).

2.4.3. Act as the interface between the DoD SPēD executive agent within DCSA, AF Functional Authority, and AF Functional Manager on topics related to security workforce certification.

2.4.4. Function as an AF Subject Matter Expert (SME) on various security certification issues or identify AF SMEs who can represent AF on DoD certification related working groups.

2.4.5. Provide guidance to senior security leaders assigned to MAJCOM/ /DRU/FOAs and other senior leaders as required.

2.4.6. Establish procedures for disseminating information concerning the DoD SPēD Certification Program to the indexed AF security workforce.

2.5. Chief, Security Career Field Team will:

2.5.1. Oversee the daily program management and AF customer care (military and civilian) in support of the DoD SPēD Certification Program on behalf of AF/A1 and the Security Functional Authority.

2.5.2. Provide guidance and support to Air Force Personnel Center (AFPC), the security Functional Authority, Functional Manager and Career Field Manager concerning development or modification of existing or draft AF security certification policy.

2.5.3. Approve or deny individual AF employee participation in the DoD certification process for all SPēD program certifications developed and maintained under the authority of DoDM 3305.13 and this instruction.

2.5.4. Provide support and guidance concerning the DoD SPēD Certification Program to the AF Inspector General (IG) and AF/A1.

2.5.5. Coordinate with DoD SPēD program management at the office Center for Devolopment of Security Excellence (CDSE) regarding actions impacting the AF security workforce.

2.5.6. Participate in various DoD SPēD Certification Program working groups.

2.5.7. Serve as an AFPC SME on security certification related issues.

2.5.8. Provide workforce outreach communication regarding policies that impact AF SPēD Certification Program participants.

2.5.9. Identify and catalog Civilian Core Personnel Documents, Standard Core Personnel Documents, and equivalent core personnel documents requiring DoD SPēD Program Certifications.

2.5.10. Educate, support, and assist individual commanders, supervisors, and employees in understanding the overarching goals of the DoD SPēD Certification Program and guide them throughout the process.

2.5.11. Provide support to the DoD SPēD program management office.

2.6. Unit Commander/Director (or equivalent) will:

2.6.1. Ensure subordinate supervisors of indexed civilian employees recognize that compliance is a condition of employment per DoDM 3305.13 **(T-0)**

2.6.2. Ensure subordinate supervisors of indexed employees monitor employee progress. **(T-1)**

2.6.3. Ensure subordinate supervisors of indexed employees provide duty time to their personnel to take certification assessments and complete required Professional Development

Units (PDUs) necessary for DoD SPēD certification biennial maintenance (Reference **paragraph 3.2**). **(T-1)**

2.7. Civilian Supervisor Responsibilities:

2.7.1. Ensure indexed civilian employees have signed a Statement of Understanding acknowledging certification attainment and maintenance is a condition of employment per DoDM 3305.13 and this instruction. **(T-1)**

2.7.2. Validate position descriptions have been indexed by the Security Career Field Management Team prior to submittal of request for personnel action. **(T-1)**

2.7.3. Provide indexed employees adequate time to prepare for and take DoD SPēD Certification Program assessments required for their position**. (T-1)**

2.7.4. Grant indexed employees time needed to complete the required Professional Development Units (PDUs) necessary for DoD SPēD Certification Program biennial maintenance. **(T-1)**

2.7.5. Ensure appropriate action is taken if the individual fails to accomplish or maintain the certification(s) required for their position as outlined in DoDM 3305.13 and this instruction (ref **paragraph 1.2.1** of this instruction and AFI 36-704 *Discipline and Adverse Actions*). **(T-1)**

2.8. Employee Responsibilities:

2.8.1. Attain the required indexed certification(s) within 24 months of signing the Statement of Understanding. **(T-1)**

2.8.2. Ensure a timely submittal of required PDUs and substantiating records to the DoD SPēD Certification Program Management Office as instructed by the DoD SPēD Certification Program Candidate Handbook. For guidance concerning the DoD approved PDU categories and the DoD SPēD certification maintenance guidelines, refer to the current version of the SPēD Certification Maintenance and Renewal Procedures at **http://www.cdse.edu** .**(T-0)**

2.8.3. Establish and maintain a Security Training, Education and Professionalization Portal (STEPP) account with Defense Security Service. **(T-0)**

2.8.3.1. Enter and maintain up-to-date contact information within STEPP. **(T-0)**

2.8.3.2. STEPP is the system of record for the DoD SPēD Certification Program.

2.8.4. When prompted by STEPP or the DoD/AF Program Management Office, indexed employees are required to establish accounts with the applicable commercial test vendor in order to schedule date, time, and location for DoD SPēD certification assessment testing. **(T-0)**

Chapter 3

GENERAL PROGRAM GUIDANCE

3.1. Employee Guidance. Employees whose Entrance on Duty or initial hiring date predates the DoD SPēD Certification Program implementation date (14 March 2016) are exempt from DoD SPēD Certification Program requirements as long as they remain assigned to their current CPD/SCPD (or equivalent core personnel document). **(T-1)**

3.1.1. Should a civilian employee be permanently reassigned via Request for Personnel Action to an indexed CPD or SCPD (or equivalent core personnel document) on or after the AF SPēD program implementation date the employee is required to fulfill all DoD SPēD Certification Program related conditions. **(T-1)**

3.1.2. AF will not index more than three DoD SPēD certifications to any position. In instances where the employee is assigned to a position requiring more than two (2) SPēD certifications, the employee will have an extra year per certification to meet program requirements. For example: employee must obtain two of the indexed SPēD certifications within the standard two year compliance window and the additional certification may be obtained during the third year of employment without adverse action or waiver request**. (T-1)**

3.2. DoD SPēD Certification Program Renewal Standards:

3.2.1. Only one certification maintenance expiration date will exist for each certification holder and will be tied to either Security Fundamentals Professional Certification or Physical Security Certification depending upon which certification was conferred first. **(T-0)**

3.2.2. A certification holder must submit a certification renewal form prior to their expiration date to fulfill certification maintenance requirements. **(T-0)**

3.2.3. A certification holder is responsible for entering 100 PDUs of professional development activities that meet the current maintenance guidelines and categories. **(T-0)**

3.2.4. A certification holder must accrue 100 PDUs within two years from their static conferral date to successfully meet the professional development requirement. **(T-0)**

3.2.5. At least 50 of the 100 PDUs must be acquired through approved professional development activities focusing on topic areas related to security. **(T-0)**

3.2.6. If the certification holder has more than one certification and 100 PDUs cannot be achieved by professional development activities, the certification holder must achieve a passing score on the most recently conferred certification. **(T-0)**

3.2.7. Certifications awarded after conferral of either Security Fundamentals Professional Certification or Physical Security Certification do not have to be independently maintained. **(T-0)**

3.2.8. A certification holder will be eligible to retest 180 days prior to their expiration date. The certification renewal eligibility to retest form will not be visible to the certification holder before this period is reached. A certification holder will only be able to retest their most recently conferred certification for maintenance. **(T-0)**

3.2.9. A certification holder who does not accrue 100 PDUs or successfully retests by their biennial renewal date will have their certification status changed to "expired." One "expired" certification will put all other certifications into "expired" status. **(T-0)**

3.2.10. AF General Officers and their civilian equivalents shall not be indexed to DoD SPēD certifications. **(T-1)**

3.2.11. Refer to the SPēD Certification Program Candidate Handbook for additional guidance concerning SPēD certification maintenance requirements.

3.3. SPēD Certification Program Waivers and Appeals.

3.3.1. AF employees shall submit all appeal and waiver requests to the AF Security Career Field Managment Team at **afpc.security.cft@us.af.mil** prior to final submittal to the DoD SPēD Program Management Office. **(T-1)**

3.3.2. AF employee waiver or appeal requests will be in standard memorandum format signed by the employee's immediate supervisor. All requests must be formatted IAW Air Force Handbook 33-337, *The Tongue and Quill*. **(T-1)**

3.3.3. The AF Security Career Field Managment Team will evaluate and forward appeals to the appropriate office for action and/or review based on policy established by the SPēD Certification Program Handbook, DoDM 3305.13 and this instruction.

3.3.4. The Security Career Field Team shall conduct a comprehensive review of all waiver and appeal requests prior to employee's completion of Deployment/Medical Leave/Extension Form located within the My SPēD Certification site. Contact the AF Security Career Field Managment Team at **afpc.security.cft@us.af.mil** for additional guidance. **(T-1)**

3.4. Base Education Testing and Testing Centers. The vast majority of DoD SPēD Certification Program assessment delivery will be conducted through contracted commercial vendors. AF base education centers will only be utilized on a case-by-case basis after coordination between the indexed employee, AF test center, AF Security Career Field Managment Team and DCSA/CDSE.

3.5. Exam Integrity. Should the test-taker receive assistance, in person, electronically, or via other means, the DoD SPēD Program Certification assessment shall be stopped and voided by the proctor. All instances where alleged certification assessment compromise is suspected shall be reported to the AF Security Career Field Managment Team at: **afpc.security.cft@us.af.mil** and DCSA: **SPEDCERT@dss.mil** within 24 hours of the incident. **(T-1)**

3.6. Education Center Testing Prioritization. If seating is limited, the following priority for DoD SPēD Certification Program testing will be used for admittance into the test center for the purpose of taking a DoD SPēD certification assessment. The priority notations are as follows with priority 1 being the most critical: **(T-1)**

3.6.1. Priority 1. AF military and civilian employees requiring certification for continued employment with the AF. **(T-1)**

3.6.2. Priority 2. AF military and civilian employees seeking certification where certification is not required for continued employment with the AF. **(T-1)**

Chapter 4

AIR FORCE SECURITY PERSONNEL SPECIAL ASSIGNMENTS

4.1. Personnel not Assigned to an AF Organization. Those security professionals who are AF employees, but not assigned to an AF organization, must use AF channels to obtain approval for DoD SPēD Certification Program testing.   This includes AF personnel assigned to other departments, components, joint bases, combatant commands and special duty assignments. Any locally established Joint SPēD program offices are required to coordinate all actions through the AF Security Career Field Management Team if the actions will impact AF employees. **(T-1)**

4.2. Security Civilian Career Broadening. AF Security Career Field civilian employees who have not attained and maintained a minimum of Security Fundamentals Professional Certification are ineligible security career broadening assignments funded by the central salary account. **(T-1)**

4.3. Civilian Security Key Career Positions (KCP). AF Security Career Field Civilian employees who have not attained and maintained a minimum of Security Fundamentals Professional Certification are ineligible for AF Security KCP assignments. **(T-1)**

Chapter 5

CERTIFICATION INDEXING

5.1. Indexing Definition. Indexing is the process of aligning one or more DoD SPēD certifications to a position description based upon the specific duties and responsibilities required of the position.

5.2. AF DoD SPēD Certification Indexing. Indexing will be accomplished by the AF Security Career Field Management Team using the Department of Defense Security Training Council's approved indexing model. **(T-1)**

5.3. Positions Indexed. All full-time AF civilian personnel performing security work (as defined by Office of Personnel Management (OPM) Security Administration 0080 occupational series classification standards) as a primary duty (50 percent or greater) shall have the appropriate certification(s) aligned to their position. **(T-0)**

5.4. Civilian Position Indexing Protocols. Employees within the Police Series 0083, Security Guard Series 0085, and Security Clerical and Assistance Series 0086 occupational series will not be indexed by the Security Career Field Management Team unless approved by the applicable Functional Authority, Functional Manager, or Career Field Manager. **(T-1)**

5.4.1. The Security Career Field Management Team will index each Standard Core Personnel Document (SCPD) as part of the SCPD development process before the document is posted on the AF/A1 SCPD Portal or local SharePoint site. **(T-1)**

5.4.2. The Security Career Field Management Team will index Core Personnel Documents or equivalent core personnel documents prior to the Request for Personnel Action advertisement/fill action process and/or as new CPDs are developed/revised. **(T-1)**

5.4.3. Supervisors who believe a security position has been inappropriately indexed should contact the Security Career Field Management Team within 60 calendar days of the employee being assigned to the position.

5.4.4. After 60 calendar days any indexing modifications must be approved by the Security Career Field Management Team or Security Functional Manager. Submit all AF indexing inquiries to: **afpc.security.cft@us.af.mil**.

5.4.5. The following language shall be placed in all DoD SPēD indexed position descriptions:

"Department of Defense certification, [add 1 or more DoD SPēD certification here as appropriate] conferral is required within two years of the established employee entry on duty or initial assignment date to this position in accordance with DoDM 3305.13 and AFI 36-2645, *Security Professional Certification and Development."* **(T-1)**

5.5. Contract Employees. Guidance concerning contract employee positions performing 0080 occupational series like-duties in direct support of AF activities can be obtained through Defense Counterintelligence and Security Agency (DCSA) at **http://www.cdse.edu/index.html**.

5.6. Military Positions.

5.6.1. **Note:** The DoD SPēD Certification Program does not automatically apply to military personnel where the Airman is a member of an armed response force or those military members

who perform physical or weapons systems security (Air Force Speciality Codes: 31P Security Forces (officer), 3P Security Forces (enlisted).

5.6.2. Military positions shall not be indexed by the Security Career Field Management Team unless requested by the respective commander with written concurrence from the appropriate Air Force Specialty Code Career Field Manager. **(T-1)**

5.6.3. Commanders will provide written job descriptions outlining specific duties and responsibilities to the Security Career Field Management Team for an indexing decision using the Department of Defense Security Training Council approved indexing model. **(T-1)**

5.6.4. Military members must obtain conferral within two years of the supervisory notification.

In instances where the military member is assigned to a position requiring more than two (2) SPēD certifications, member will have an extra year per certification to meet program requirements. **(T-1)**

5.6.5. Should the military member fail to attain or maintain the required certification within the specified program timelines, the supervisor will relieve the Airman of all related security duties requiring the certification and notify the Security Career Field Management Team, in writing, of the action within seven calendar days at: **afpc.security.cft@us.af.mil**. **(T-1)**

5.7. Positions with security as an additional duty.   Positions where security work is not the primary assigned duty (49 percent or less) shall not be required to obtain DoD SPēD certification(s). Reference AFI 16-1404, *Air Force Information Security Program,* for guidance concerning training requirements for additional duty AF security managers. **(T-1)**

5.8. AF Pathways Programs (Security).

5.8.1. AF Pathway Recent Graduate Program. PALACE Acquire interns are required to attain the designated DoD SPēD certifications, as identified in the formal master training plan, prior to graduation. Reference the AF civilian security internship training plan for specific guidance. **(T-1)**

5.8.2. AF Premier College Career Intern Program. DoD SPēD certifications are not required for participation or graduation.

5.8.3. AF Pathways Summer Internship Program. DoD SPēD certifications are not required for participation or graduation.

5.8.4. AF Presidential Management Fellows Program. DoD SPēD certifications are not required for participation or graduation.

Shon J. Manasco
Assistant Secretary of the Air Force
Manpower and Reserve Affairs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 16-1404, *Air Force Information Security Program*, 29 May 2015

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 36-704, *Discipline and Adverse Actions of Civlian Employees*, 22 July 1994

AFMAN 33-363, *Management of Records*, 1 March 2008

DoDI 3305.13, *DoD Security Education, Training, and Certification,* 13 February 2014

DoDM 3305.13*, DoD Security Accreditation and Certification, 14 March 2011*

DoD 5220.22-M*, National Industrial Security Program Operating Manual,* 28 Febuary 2006

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instuction

AFIMSC—Air Force Installation Mission Support Center

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFR—Air Force Reserve

AFSC—Air Force Specialty Code

ANG—Air National Guard

APC—Adjudicator Professional Certification

CDSE—Center for Development of Security Excellence

CFM—Career Field Manager

CFT—Career Field Team

CPD—Core Personnel Document

DCSA—Defense Counterintelligence and Security Agency

DoD—Department of Defense

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DRU—Direct Reporting Unit

FA—Functional Authority

FD—Force Development

FM—Functional Manager

FOA—Field Operating Agency

IG—Inspector General

KCP—Key Career Position

MAJCOM—Major Command

NCCA—National Commission for Certifying Agencies

NISP—National Industrial Security Program

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

PDU—Professional Development Unit

PL—Priority Level

PME—Professional Military Education

PMO—Program Management Office

SAV—Staff Assistance Visit

SCPD—Standard Core Personnel Document

SF—Security Forces

SME—Subject Matter Expert

STEPP—Security Training, Education and Professionalization Portal

WAPS—Weighted Airmen Promotion System

Terms

Air Force Specialty Code (AFSC)—A combination of numbers and alpha characters used to identify an AFS. Officer AFSCs consist of four characters; enlisted AFSCs consist of five characters. Alpha prefixes or suffixes are used with the numerical codes when specific identification of position requirements and individual qualifications is necessary. Refer to AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, Table 1.1. and Table 1.2. for explanation of codes.

Career Field Manager (CFM)—The AF focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for the career field policy and guidance. Must be appointed by the FM and hold the grade of Colonel/GS-15/PB-03 (or equivalent) for officer and Department of the Air Force civilian specialties, and the grade of Chief Master Sergeant for enlisted Airmen.

Career Field Team (CFT)—Functionally-oriented teams that execute Force Development policy and programs for civilians.

Civilian Career Broadening Assignment—An assignment specifically designed to broaden the skills and enhance the leadership perspective of high-potential and exceptional personnel. Career broadening positions are: limited in duration (normally 30 months), centrally funded by AFPC, and managed against existing career broadening manpower authorizations.

Certification—A certification program formally recognizes, through conferral of a certification credential, mastery of relevant segments of the security essential body of knowledge.

Functional Authority (FA)—Senior leadership, to include Assistant Secretaries, Deputy Chiefs of Staff, and Senior Executive Civilians, providing corporate perspective of institutional requirements and force management and development. The FA serves as a final authority to ensure all policies are implemented within their functional community. Functional Authorities are supported by Functional Managers who are supported by Career Field Managers.

Functional Manager (FM)—Senior leaders, designated by the appropriate FAs, who provide day-to-day management responsibility over specific functional communities. While they should maintain an institutional focus with regard to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to provide AF capabilities.

Indexing—The process of aligning one or more DoD SPēD certifications to specific positions based upon the duties and responsibilities of the position.

Key Career Position (KCP)—Specific, career field-identified, GS-13 to GS-15 (or equivalent) positions, which are a subset of career field centrally managed positions that are used to develop critical AF leadership competencies.

Pathways Programs—As directed by the President, the Pathways Programs provide clear paths to Federal internships and potential careers in Government for students and recent graduates. The Pathways Programs consist of the Pathways Student Intern Program and the Recent Graduates Program.

Professional Development Units (PDUs)—Professional development activity required to be accomplished on a recurring basis for continual certification maintenance under the governance rules of the DoD SPēD Certification Program.

Security Professional Education Development (SPēD)—The SPēD (pronounced speed) Certification Program is part of the Department of Defense's (DoD) initiative to professionalize the security workforce. This initiative is intended to ensure that there is a common set of competencies promoting interoperability, facilitating professional development and training, and developing a workforce of security professionals.

Security Training, Education and Professionalization Portal (STEPP)—A Defense Security Service managed and operated learning management website. STEPP is the system of record for the DoD SPēD Certification Program.

Attachment 2

STATEMENT OF UNDERSTANDING - SECURITY POSITION CERTIFICATION

Employee's Name:
Position Title/Series/Grade:
Position Location/PD (SPCPD, CPD, PRD…) Number:
The position listed above has been designated under DoDM 3305.13, *DoD Security Accreditation and Certification*, DoDI 3305.13, *DoD Security Education, Training, and Certification* and AFI 36-2645, *Security Professional Certification and Development* as a position that requires certification.

• I understand I must obtain the appropriate Security Professional Education Development (SPēD) certification/s indexed to my position description. I understand I have two years from the date I am officially notified of my SPēD certification/s (date of this memo) to obtain the appropriate certification/s. If my position has been indexed with three SPēD certifications I am required to complete the certifications within a three-year time period.

• I understand if I do not obtain my SPēD Certification within the two or three year period, as indicated above, I may request a time waiver from my Component Certification Authority as outlined in AFI 36-2645.

• I understand once advised of the deadline for certification, I will make good use of my time to complete any on-line training as well as registration for required resident courses; and that such training will be conducted during official duty time as mission and funding allow.

• I understand that after achievement of Certification, I must earn 100 continuing professional development units (PDUs), every two years.

• I understand that failure to obtain and maintain required certification within the prescribed timeframe and/or after expiration of an approved time waiver may result in adverse action to include termination from employment with the Department of the Air Force.

• I agree that DoD personnel may have access to my certification qualifications.
I understand and accept the above conditions for the position identified.
_____ _____
Employee Signature Date