

*Center for Development of Security Excellence*

**CDISE**

*Learn. Perform. Protect.*



# DoD SPeD Certification Program

11 October 2016



# Introductions

Center for Development of Security Excellence  
**CDSE**  
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## **Center for Development of Security Excellence (CDSE)**

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# Purpose and Agenda

- Purpose
  - To provide the background for the Department of Defense (DoD) Security Professional Education Development (SPeD) Certification Program and Certification Indexing lessons learned
- Agenda
  - DoD SPeD Certification Program
  - Certification Human Resource Implementation Lessons Learned
  - Questions



# Requirements

- DoD Instruction (DoDI) 3305.13, “DoD Security Education, Training, and Certification,” and DoD Manual (DoDM) 3305.13-M, “DoD Security Accreditation and Certification”
  - 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**



**Security Asset Protection Professional Certification**



**Security Program Integration Professional Certification**

## SPECIALTY CERTIFICATIONS AND CREDENTIAL



**Adjudicator Professional Certification**



**Due Process Adjudicator Professional Credential**



**Physical Security Certification**



**Industrial Security Oversight Certification**



**Special Program Security Certification**

## 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





# Evolution

## 1972: DoD Security Institute (DoDSI)

- DoDSI chartered to execute security program training mission

## 1996: Personnel Security Investigations Training Group (PSITG)

- 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 (SPeD) 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

## 2010: DSS Director Memo

Established CDSE

## 2011: DoD 3305.13-M

Established SPeD Certification Program Policy

## 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 Asset Protection Professional Certification (SAPPC) accredited by NCCA in January 2014

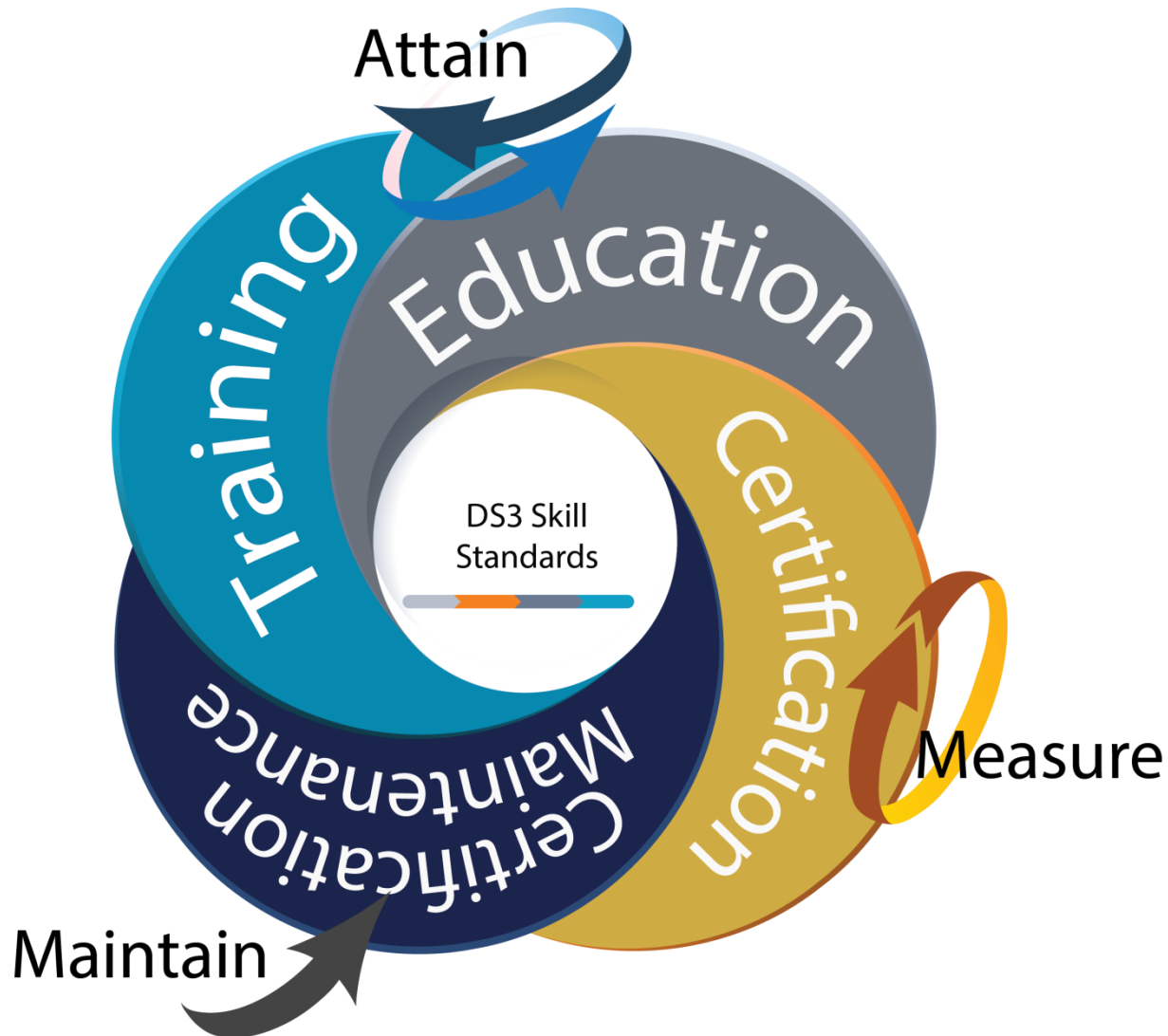
## 2015: SPIPC Accredited

Security Program Integration Professional Certification (SPIPC) accredited by NCCA in February 2015



# Supporting Security Competency

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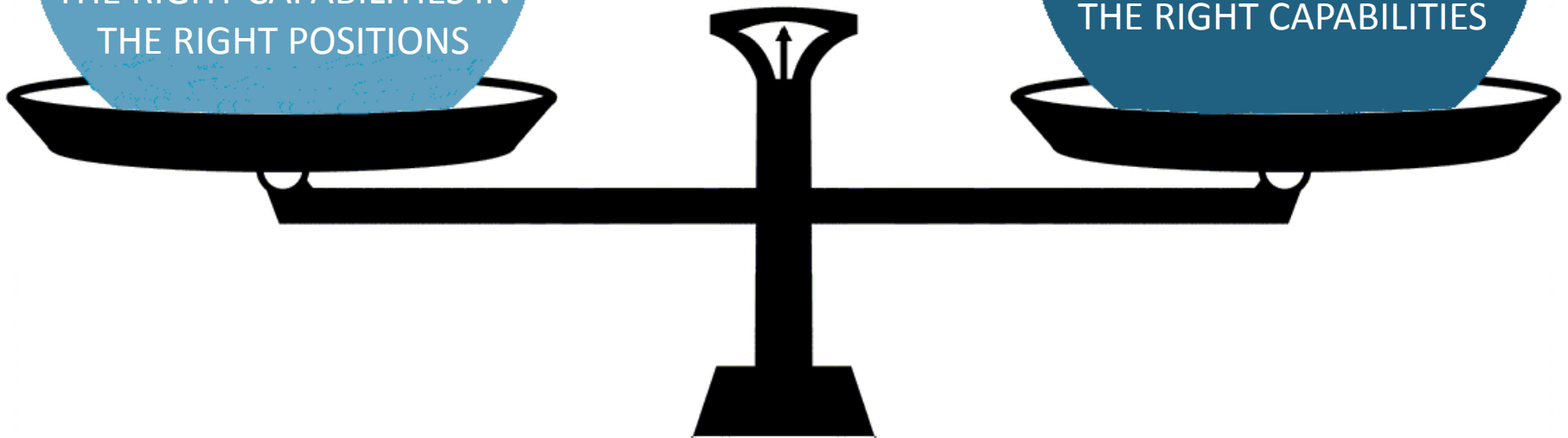
# Certification Indexing

## WORKFORCE MANAGEMENT

THE RIGHT PEOPLE WITH  
THE RIGHT CAPABILITIES IN  
THE RIGHT POSITIONS

## PROFESSIONAL DEVELOPMENT

THE RIGHT PEOPLE WITH  
THE RIGHT CAPABILITIES







# Workforce Management

- 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)



# Executing Enterprise-Wide Workforce Management

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



# Roles and Responsibilities

	Security Leadership	Security SMEs	HR, HC, Personnel
<b>Step 1: LOCATE</b>		X	X
<b>Step 2: EXAMINE/ALIGN</b>		X	X
<b>Step 3: DESIGNATE</b>	X		X
<b>Step 4: REVISE PDs</b>			X
<b>Step 5: APPROVE PDs</b>	X		X
<b>Step 6: CODE SYSTEMS</b>			X
<b>Step 7: COLLATERAL DOCS</b>	X		X



# 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



# Implementing Certification Indexing Decisions

- 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?

