

Managing Your IA Workforce Personnel in the ATCTS



U S A R M Y

July Issue

16 July 2010

CompTIA Certification CPUs

CompTIA is transitioning to a continuing education format to meet the ISO 17204 standards. Currently CompTIA is evaluating the list of courses from the services. The course completions equate to a certain number of Continuing Professional Education Credits. CompTIA hopes to have everything formulated and confirmed NLT Oct 10.

All personnel holding one of the CompTIA certifications and who are part of the IA workforce shall enroll in the Continuing Education (CE) program on **1 Jan 2011** and no later than **31 Dec 2012**. Certified personnel who do not enroll in the CE program by 31 Dec 2012 will have to **RETAKE** the commercial certification exam under the CE umbrella or naming schema. The retake is required if you are a member of the DoD IA workforce only.

The yearly maintenance fee will be paid by DoD as long as your certifications have been released through DMDC at <https://www.dmdc.osd.mil/appj/dwc/index.jsp>.

MANAGERS: Please ensure

your personnel have released their certifications through DMDC.

Personnel taking the exam on or after 1 Jan 2011 will have a certificate expiration date of three years from the date certified, however when the individual enrolls in the CE program they will have three years from the date to complete the CPE credits therefore their certification will not expire.

CPE credit requirements:

Security+:

50 CPEs every 3 years

Network+:

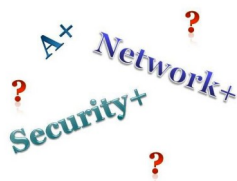
30 CPEs every 3 years

A+:

20 CPEs every 3 years

Inside this issue:

- COMP TIA CERTIFICATIONS
- COMPUTING ENVIRONMENT CERTIFICATION
- IDENTIFYING YOUR IA WORKFORCE
- FOR MANAGERS: WHAT TO DO WITH INACTIVATED ATCTS ACCOUNTS
- RELEASE YOUR CERT THROUGH DWCA, TODAY!
- AWARENESS TRAINING
- GENERAL USER WITH LOCAL ADMIN PRIVILEGES



Personnel certified in A+, Network+ and Security+ by 31 Dec 2010 will be "certified for life" by CompTIA stan-

Army e-Learning IT Knowledge Center

The Army's e-Learning program has upgraded to Skillport 7.0, providing a more user-friendly online experience as well as a new look for Skillport users who utilize the IT Knowledge

Center. A DoD 8570.01 Knowledge Center will be presented as a one stop portal to IA-related articles, courses, online books, and will also include hands-on Practice Labs for real-time train-

ing. You will be able to select a certification to view the corresponding courses, study guides, and books that can assist students in achieving certification.



Managing Your IA Workforce Personnel in the ATCTS

Identifying Your IA Workforce and Duty Appointment Orders

IA Workforce

All IA workforce personnel must be appointed on letter/memo to their position. Managers should continue to focus on how IA workforce personnel are categorized during validation due to the fact that appointment orders may be targeted by inspection teams, especially the Department of the Army Inspector General (DAIG) to

ensure personnel are in valid IA positions.

It may be difficult at times to determine who should be considered part of the IA workforce when certain job duties or titles do not seem to necessitate this "IA" categorization. There is a checklist to help you identify your IA workforce personnel and categorize them accordingly in the ATCTS under Compliance Information.

Appointment Orders

ATCTS user accounts that do not have appointment orders uploaded to the user profile must remain "unverified" until appointment orders have been added with appropriate signature. It is vital that appointment order document position title and the IA category and level accurately. For example, a designated position title of IAM would not have the IA category and level of IAT III.

***SUBMIT

**YOUR
VOUCHER
REQUEST FOR
THE JUNE
CISM EXAM
BY
WEDNESDAY,
7 APRIL 2010!**

Exam Vouchers

CIO/G6 currently has vouchers for the following exams:

- Security+
- CISM
- CAP
- ISSEP
- ISSAP

We are currently out of A+, Network+, and CISSP vouchers and

anticipate receiving more 1 August.

To receive a voucher students must upload duty appointment orders and their PLAA in their ATCTS profile and complete minimum training requirements for their IA position. Voucher request form and pre-

assessment test results (where required) should be uploaded to student's profile by the ATCTS manager or send to NETCOMIAWIP. Only the IAM, IAPM, or Commander should sign the voucher request form in Part 5. IASO's, SA's and all others should not sign as the aforementioned positions unless given exclusive permission to do so.

General Users with Privileged Access

Identifying your IA workforce is not always black and white. You may have general users who do not work in a technical IA position but have power user rights on their machine. ATCTS now has an option for General Users with Local Admin Privileges. This profile assign-

ment is for personnel who are not considered part of the IA workforce but have local admin rights on their machine only. When a new user registers in the system as a General User with Local Admin, they will be required to meet specific training requirements found in their pro-

file, however because they are not part of the IA workforce, they are not required to obtain a commercial certification. Users with the position General Users with Local Admin Privileges will not be counted in IA workforce reports run from ATCTS.

Inactivated Accounts in ATCTS

When personnel PCS to other duty stations, their ATCTS accounts are inactivated by the manager of the unit they no longer reside. ATCTS managers have the ability to reactivate accounts of in processing personnel by going through the following steps:

- a. Select your management tab
- b. Above the list of users, on the horizontal gold bar click the "Find and Move Users Here" link
- d. Type the user's FULL AKO email address and click Find User
- e. You will see the user and their current SC/FCIO and MACOM structure
- f. Select "Request Move"
- g. The move request goes into a que for the user's previous organization to approve or reject (within 24-48 hours). Inactivated accounts will be moved immediately.



"I can't login to my ATCTS account!"

Computing Environment Certification

As part of meeting DoD 8570.01-M Change 2 requirement, all IA personnel in technical or specialty positions (where required) must obtain one or more Computing Environment (CE) certifications as well as a baseline certification. All services and agencies under DoD should be at 100% com-

pliance for obtaining certifications for the aforementioned IA categories by CY 2010. Managers should have their technical/specialty personnel on a path to obtain CE certifications if they have not already done so. All certified personnel, (civilian, contractor, and military) are to release

their certifications through DMDC as well as update ATCTS on the certification obtained. Currently the DMDC system does not track CE certifications, therefore it will have to be manually updated by the ATCTS manager in the interim.

Computing Environment Certification

DoD 8570.01-M Change 2

IA Awareness Training Capture Issues

The ATCTS tracks Initial and Annual IA Awareness training for personnel registered in the database. After completing the DoD training then returning to the Signal Center site to read the Army addendum and take the Army exam, your training completion updates ATCTS 24 hours

after completion through a feed from the Signal Center site. There have been recent incidents with the system updates due to a server issue, however the servers are in the process of being upgraded and this will hopefully correct the problem. If managers have users who claim

they have completed the training but it is not updated in ATCTS they can print out their certificate from the Signal Center and managers can manually verify.

Information Assurance Training And Certification

U S A R M Y

OIA&C Assessments & Training
2530 Crystal Drive, 6th Flr
Arlington, VA 22202

Fax: 703-602-7195
E-mail:
Netcomiawip@conus.army.mil
Doris.wright@us.army.mil or
Chrisandra.smith@us.army.mil

LandWarNet Conference 3-5 August Tampa, FL

<http://www.afcea.org/events/landwarnet/10/hotel.asp>

Information Assurance Training & Certification

“More than a line on a resume. It’s the knowledge that secures the team.”

**HOLD A DOD 8570.01-M
CERTIFICATION?
RELEASE YOUR CERTI-
FICATION TO DOD
TODAY!!!**

DWCA Certification Release

As part of the Information Assurance Workforce you will release your certification status in the Defense Workforce Certification Authorization (DWCA) tool. You can accomplish this by visiting <https://www.dmdc.osd.mil/dwc> <<https://www.dmdc.osd.mil/dwc>> from the NIPRNET using your CAC to authenticate. You must also enter your certifications in ATCTS as well, <https://>

atc.us.army.mil. This will ensure that your renewal fees are paid by DoD. Please note that all IA Workforce personnel (military, civilians, and contractors) must release their certifications in the DWCA website but DoD will only pay for military and civilians ISC (2) and ISACA renewal fees (only one certification) for the level assigned.

Skillport Requests

Contractors requesting skillport accounts must be registered in the ATCTS. An email from the government POC must be accompanied with the skillport registration form. Accounts take approximately 3-4 days to process. When inquiring about a submitted form after four work days, annotate in the Subject Line: “STATUS” in all caps so that we may quickly address your issue.