



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
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IN REPLY REFER TO

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MEMORANDUM FOR COMMANDER, NAVY MEDICINE EAST
COMMANDER, NAVY MEDICINE WEST
COMMANDER, NAVY MEDICINE NATIONAL CAPITAL AREA
COMMANDER, NAVY MEDICINE SUPPORT COMMAND

Subj: INFORMATION ASSURANCE (IA) WORKFORCE IDENTIFICATION, TRACKING,
MONITORING, AND REPORTING

- Ref: (a) DoDI 8500.2, "Information Assurance (IA) Implementation," February 6, 2003
(b) DoDD 8570.01, "Information Assurance (IA) Training, Certification, and Workforce Management," August, 15, 2004
(c) DoD 8570.01-M, "Information Assurance Workforce Improvement Program," December 19, 2005
(d) DON CIO WASHINGTON DC 091502Z APR 07, Policy on IA Workforce Identification, tracking, monitoring, and reporting
(e) USD (P&R) memo, "Human Resources Support to Implementing DoD Information Assurance Workforce Management Requirements," January 8, 2007

1. Purpose. To establish guidance and direction for identifying the IA Workforce to include the Computer Network Defense and IA System Architect and Engineer.
2. Applicability and Scope. Applies to all full or part-time Navy Medicine IA personnel (military, civilian, and contractors) with privileged access that perform major IA management responsibilities. Per reference (a), all IA personnel shall be identified, tracked, and managed so that IA positions are staffed with personnel trained and certified by category, level, and function. Additionally, contracts for personnel providing IA functional services for Department of Defense (DoD) information systems must contain the appropriate Defense Federal Acquisition Regulation Supplement clauses.
3. Background. References (a) through (e) provide direction on IA workforce training, certification, and management. To achieve the objectives of the Department of the Navy (DON), the IA Workforce Working Group was established to develop plans, processes, and procedures to manage this diverse workforce consisting of all or selected personnel (military and civilian), regardless of specialty, supporting Information Management/Information Technology (IM/IT) system administration, security, operating systems, network services, and applications software. Additionally, any other military, civilian, or contractor who has privileged access or major information assurance management responsibilities is considered to be part of the IA workforce regardless of their classification. Per reference (c), Services must identify, track, and train those who require IA Technical and IA Manager Level I-III, Computer Network Defense, and IA System Architect and Engineer certification. The Navy Information Assurance Workforce Management Tool will no longer be used to identify and track the IA workforce. The DON has designated the Total Workforce Management Services (TWMS) as the primary tool to track the IA Workforce (military, civilian, and contractors). Additionally, DoD has designated the Defense Civilian Personnel Data System as the authoritative database for civilian IA Workforce and the Contractor Verification System for the contractor IA workforce. References (d) and (e) directs manpower, personnel, and training command staffs support the workforce management implementation requirements, with assistance from the IM/IT community.

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4. Policy.

a. All military, civilian, and contractor IA personnel, positions, billets or contracted tasks must be identified and tracked per reference (c).

(1) All Command IA Managers (IAMs) must request access to the TWMS IA workforce module at <https://twms.nmci.navy.mil>. When prompted for the access level requested, IAM personnel should select Security Coordinator, complete the form and submit. Additionally, the Command IAM must forward their letter of designation and unit identification for all responsible units to the TWMS support team at fax number (619) 545-5432, DSN 735-5432.

(2) Once granted access to TWMS, Command IAMs must populate, verify, and validate IA workforce personnel and ensure that personnel are matched to IA workforce billets. Once data has been validated, IA workforce management reports will be available in the system for medical treatment facilities with drill down capability within each Commander's area of responsibility.

b. All IA personnel (military, civilian, and contractor) must be designated in writing. The civilian IA workforce must also be identified as such in their Position Description.

c. All IA personnel must be trained and certified per reference (c).

d. All DoD Contracts requiring performance of IA functions must include the requirement to comply with reference (c) and to report contractor personnel IA certification status.

e. Commands must develop action plans to comply with reference (c).

5. This policy memo remains in affect until superseded by the forthcoming BUMED Instruction on this topic. My point of contact for this matter is Mr. James Perkins, Director IM/IT Workforce Force & Training, who can be reached at (202) 762-3372 or James.Perkins@med.navy.mil.


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