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SUBJ/ALCOM 098/16 CYBERSECURITY IMPLEMENTATION POAM/ALL COMMANDS//
REF/A/MSGID:DOC/SECNAV/YMD:20160210//
REF/B/MSGID:DOC/SECNAV/YMD:20160627//
NARR/REF A SECNAVINST 5239.20A, DEPARTMENT OF THE NAVY CYBERSPACE
INFORMATION TECHNOLOGY AND CYBERSECURITY WORKFORCE MANAGEMENT AND
QUALIFICATION. REF B IS SECNAV M 5239.2, CYBERSPACE INFORMATION
TECHNOLOGY AND CYBERSECURITY WORKFORCE MANAGEMENT AND QUALIFICATION
MANUAL.//
POC/KNIGHT, HENRY/CIV/UNIT:NAVIFOR/LOC:SUFFOLK VA
/TEL:757-203-3135/EMAIL:HENRY.KNIGHT(AT)NAVY.MIL//
POC/HARRINGTON, DANIEL/CIV/UNIT:NAVIFOR/LOC:SUFFOLK VA
/TEL:757-203-3307/EMAIL:DANIEL.HARRINGTON(AT)NAVY.MIL//
POC/HENDRICKS, ANITRA/ITCS/UNIT:NAVIFOR/LOC:SUFFOLK VA
/TEL:757-203-3414/EMAIL:ANITRA.HENDRICKS(AT)NAVY.MIL//
RMKS/1. This message provides notification and guidance on the
implementation of the SECNAV M-5239.2. Refs (a) and (b) significantly
revise DON Cyber/IT Workforce policy regarding DON Cyberspace IT and
Cybersecurity Workforce (CSWF) Management and Qualification.
2. NAVIFOR will communicate all Cyber IT/CSWF program execution
direction via numbered ALCOM messages. Copies of any program
execution will be available in the references section of the CSWF
home page at https://usff.portal.navy.mil/sites/NAVIDFOR/manpower
/cswf/SitePages/Home.aspx.
3. Navy will implement refs (a) and (b) over a one year timeframe.
The following implementation milestones will need to be met in order
to meet one year implementaion target.
A. NLT 30 AUG 2016 each command has a designated CSWF-Program Manager
(PM) with CSWF-PM access in the TWMS CSWF tracking and management
system.
B. NLT 30 NOV 2016 all Cyber IT/CSWF billet specialty code
assignments are validated in TWMS.
C. NLT 31 DEC 2016 all Cyber IT/CSWF billets have been updated in
TFFMS with correct IG/CA code in order to update command manpower
documents.
D. NLT 31 MAR 2017 all Navy civilian Cyber IT/CSWF billet position
descriptions (PD) must be updated to reflect correct specialty area
code and Cyber IT/CSWF requirements. Per ref (b), following verbiage
must be included in all civilian Cyber IT/CSWF position descriptions,

"This position has been designated as a Cyber IT/Cybersecurity Workforce position in specialty area (insert specialty area code) and as a condition of employment incumbents of the position are required to comply with the DON Cyber IT/CSWF Program requirements of SECNAV M-5239.2, which include:

1. Earn and maintain appropriate credentials from the Cyber IT/CSWF Qualification Matrix (described in SECNAV M-5239.2) associated with the specialty area and level commensurate with the scope of major assigned duties for the position to which you are assigned, and;

2. Participate in a continuous learning program as described in SECNAVINST 1543.2. A minimum of 40 hours of Cyber IT/CSWF related continuous learning annually documented in a current individual development plan signed by both the employee and supervisor."

E. NLT 31 MAY 2017 Cyber IT/CSWF readiness will be automatically imported to DRRS-N.

4. A. Personnel that were a part of the CSWF on 31 July 2016 will be given six months to meet any new requirements levied by ref (b).

B. Personnel that were not part of the CSWF on 31 July 2016 that are now assigned to Cyber IT/CSWF billets will have 12 months to meet the requirements of the billet to which they are assigned and must be advised of change in condition of employment if government civilian. A Cyber IT/CSWF designation letter template is available at the NAVIFOR CSWF home page listed in para 6 below.

C. New hires will have six months to meet requirements of the billet to which they are assigned.

D. Personnel not meeting timelines established above may request an additional six month waiver via their chain of command. Waiver process will be provided sepcor via a numbered ALCOM message.

5. A helpline has been established to assist command's ability to comply with this program at Navy_CSWF_Program_Helpline@navy.mil.

6. All templates to assist commands in setting up their Cyber IT/CSWF qualification programs (CSWFQP) will be available at https://usff.portal.navy.mil/sites/NAVIDFOR/manpower/cswf/SitePages/Home.aspx//

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