



DEPARTMENT OF DEFENSE  
CIVILIAN PERSONNEL MANAGEMENT SERVICE  
1400 KEY BOULEVARD  
ARLINGTON, VA 22209-5144

FEB 17 2011

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Information Assurance Certification and Training

Department of Defense (DoD) Directive 8500.01E, "Information Assurance (IA)," applies to information systems in nonappropriated fund instrumentalities. Training, certification, and workforce management requirements contained in that Directive are implemented by DoDD 8570.01, "Information Assurance Training, Certification, and Workforce Management," and DoD 8570.01-M, "Information Assurance Workforce Improvement Program." The office of the Assistant Secretary of Defense for Networks and Information Integration/DoD Chief Information Officer (ASD (NII)/DoD CIO) has responsibility for those policy issuances. That office has confirmed that the requirements apply to all positions performing the IA functions described in the Directive and Manual, including nonappropriated fund (NAF) positions.

DoDD 8570.01 and DoD 8570.01-M require the IA workforce to be identified, trained and qualified to perform IA functions. Therefore, any NAF employees performing IA job functions listed in the DoD 8570.01-M covered duties shall meet the qualification standards for their position. Background investigations must be obtained prior to granting unsupervised privileged access or management responsibilities to any DoD system. Additionally, IA authorized users are required to complete DoD IA Awareness Course as their initial orientation and annual awareness training to ensure they know, understand, and can apply the IA requirements of their system. Training requirements include, but are not limited to, DoD Component and local policy and procedures. The qualification requirements outlined in DoD 8570.01-M are the minimum requirements NAF IA personnel must obtain and retain while performing the highest level functions required of their position. Reporting and metric requirements are in Chapter 8 of DoD 8570.01-M.

IA workforce categories include functions associated with technical and management levels. Functions associated with each of these levels are intended to be baseline DoD requirements. Employees appointed as a Designated Accrediting Authority are required to be U.S. citizens with the level of authority allowing them to accept, in writing, the risk of operating DoD information systems under their purview.

Questions regarding NAF personnel policy issues may be directed to Mr. Dennis Ray at 703-696-3318 (DSN 426-3318) or [dennis.ray@cpms.osd.mil](mailto:dennis.ray@cpms.osd.mil). Questions regarding the IA Directive or Manual may be directed to Mr. Steven Busch in the office of the ASD(NII)/DoD CIO at 703-604-1480, ext 112 or [Steven.Busch.ctr@osd.mil](mailto:Steven.Busch.ctr@osd.mil).

A handwritten signature in black ink, appearing to read "Donna S. Tranum". The signature is fluid and cursive, with the first name "Donna" being the most prominent.

Donna S. Tranum  
Chief, NAF Personnel Policy Division

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