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SUBJ/CYBERSECURITY WORKFORCE GUIDANCE CONCERNING CERTIFICATION  
REQUIREMENTS

REF/A/DOC/24JAN12/CHG 3//

REF/B/DOC/14JAN14//

NARR/REF A IS DOD MANUAL 8570.01, INFORMATION ASSURANCE (IA)  
WORKFORCE IMPROVEMENT PROGRAM. REF B IS MARINE CORPS ENTERPRISE  
CYBERSECURITY DIRECTIVE (ECS D 024, CYBERSECURITY WORKFORCE  
IMPROVEMENT PROGRAM (CWIP)).//

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GENTEXT/REMARKS/1. SITUATION. HEADQUARTERS MARINE CORPS (HQMC)  
COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS (C4) MANAGES THE  
CWIP. IAW REFS A AND B, THERE IS A REQUIREMENT TO ENSURE THAT A  
CERTIFIED WORKFORCE IS OPERATING AND MAINTAINING ALL MARINE CORPS  
ENTERPRISE NETWORK (MCEN) ASSETS. IN ORDER TO MEET THIS REQUIREMENT,  
MILITARY, FEDERAL CIVILIAN EMPLOYEES, AND CONTRACTOR PERSONNEL  
CONDUCTING IA FUNCTIONS IN ASSIGNED POSITIONS ARE REQUIRED TO OBTAIN  
APPROPRIATE IA WORKFORCE CERTIFICATIONS IAW REF A. REQUEST WIDEST  
DISSEMINATION.

2. BACKGROUND. IAW REF A (PARAGRAPH C2.3.9), ALL CONTRACTOR  
PERSONNEL PERFORMING IA FUNCTIONS MUST BE CERTIFIED PRIOR TO BEING  
ENGAGED. HOWEVER, DUE TO CURRENT MCEN OPERATIONAL REQUIREMENTS,  
SCENARIOS EXIST WHERE TEMPORARY WAIVERS ARE WARRANTED. IAW REF A  
(PARAGRAPH C3.2.4.2) THERE IS A NEED TO PROVIDE A PROCESS FOR  
TEMPORARY WAIVER(S) FOR THE CERTIFICATION REQUIREMENT.

3. MISSION. HQMC C4 CYBERSECURITY DIVISION HAS IDENTIFIED THE NEED  
FOR A WAIVER PROCESS TO ENSURE COMPLIANCE WITH THE CERTIFICATION  
REQUIREMENTS IDENTIFIED IN REF A.

4. EXECUTION. COMMANDERS SHALL COORDINATE WITH INFORMATION SYSTEMS  
SECURITY MANAGERS (ISSM) AND PROGRAM MANAGERS TO IDENTIFY PERSONNEL  
WHO REQUIRE CERTIFICATION WAIVERS. SUBMIT ALL WAIVER REQUESTS TO  
HQMC C4 CY (HQMC\_C4CY\_CYWF(AT)USMC.MIL) FOR CONSIDERATION AND/OR

APPROVAL.

4.A. CONTRACTORS THAT ARE CURRENTLY ON-STAFF AND REQUIRE IA WORKFORCE CERTIFICATION HAVE 180 DAYS (6 MONTHS FROM THE DATE OF THIS MESSAGE TO MEET THE DOD IA WORKFORCE CERTIFICATION REQUIREMENT).

4.B. CONTRACTORS THAT ARE HIRED AFTER THIS DATE AND FOR THE NEXT THREE YEARS (UNTIL 2017) WILL HAVE 180 DAYS (EFFECTIVE THE DATE OF THEIR HIRING) TO MEET DOD IA WORKFORCE CERTIFICATION REQUIREMENT.

4.C. WHILE PERSONNEL PURSUE DOD IA WORKFORCE CERTIFICATIONS, THEY MUST BE DIRECTLY SUPERVISED AND THEIR WORK EVALUATED BY INDIVIDUALS THAT ARE IA CERTIFIED. IN ALL CASES, IF PERSONNEL CANNOT OBTAIN CERTIFICATION WITHIN IN THE 6-MONTH TIMEFRAME, THEY ARE STRICTLY PROHIBITED FROM PERFORMING IA/CYBERSECURITY FUNCTIONS ON THE MCEN.

5. FURTHER INFORMATION CAN BE REQUESTED BY EMAILING THE HQMC C4 CYBERSECURITY WORKFORCE AT HQMC\_C4CY\_CYWF(AT)USMC.MIL.

6. QUESTIONS REGARDING THIS MESSAGE CAN BE ADDRESSED BY THE POCS IDENTIFIED ABOVE.

7. THIS GENADMIN IS DIRECTED BY DR. R. A. LETTEER, CHIEF, CYBERSECURITY DIVISION.//

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