

MCBUL 5239. INFORMATION ASSURANCE WORKFORCE IDENTIFICATION,  
TRACKING, MONITORING, AND REPORTING.

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SUBJ/MCBUL 5239. INFORMATION ASSURANCE WORKFORCE IDENTIFICATION,  
/TRACKING, MONITORING, AND REPORTING//

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REF/E/MSGID:DOC/CONGRESS/YMD:20021217//

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REF/G/MSGID:DOC/SECDEF/YMD:20070108//

REF/H/MSGID:MSG/DONCIO/281337ZJAN2007//

REF/I/MSGID:DOC/DOD CIO/20070827//

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NARR/REF A IS DOD INFORMATION ASSURANCE (IA) IMPLEMENTATION  
INSTRUCTION. REF B IS IA TRAINING, CERTIFICATION AND WORKFORCE  
MANAGEMENT DIRECTIVE. REF C IS DEPARTMENT OF DEFENSE (DOD)  
INFORMATION ASSURANCE WORKFORCE IMPROVEMENT PROGRAM. REF D IS  
DEPARTMENT OF THE NAVY (DON) INFORMATION ASSURANCE WORKFORCE  
IDENTIFICATION, TRACKING, MONITORING, AND REPORTING DIRECTIVE. REF  
E IS E-GOVERNMENT ACT OF 2002, WHICH DEFINES THE FEDERAL INFORMATION  
SECURITY MANAGEMENT ACT (FISMA). REF F IS DON CIO POLICY ON IA  
WORKFORCE IDENTIFICATION, TRACKING, MONITORING, AND REPORTING. REF  
G IS SECDEF MEMO TO DIRECT MANPOWER, PERSONNEL CLASSIFICATION AND  
HUMAN RESOURCE STAFF SUPPORT TO THE IA WORKFORCE IMPROVEMENT  
PROGRAM. REF H IS THE DONCIO GUIDANCE ON IA AND CND WORKFORCE  
IMPROVEMENT PLAN. REF I IS DOD MEMO MANDATING THE USE OF THE DOD  
SHARED SERVICE CENTER (SSC) IA AWARENESS PRODUCT. REF J IS THE  
DEPARTMENT OF THE NAVY (DON) INFORMATION REQUIREMENTS (REPORTS)  
MANUAL. REPORT REQUIRED: INFORMATION ASSURANCE WORKFORCE DATA  
(REPORT CONTROL SYMBOL EXEMPT) PAR. 4.B.5//

GENTEXT/REMARKS/1. PURPOSE. THIS MESSAGE ESTABLISHES GUIDANCE AND  
DIRECTION FOR IDENTIFYING THE INFORMATION ASSURANCE (IA) WORKFORCE  
TO INCLUDE THE COMPUTER NETWORK DEFENSE (CND) AND INFORMATION ASSURANCE  
SYSTEM ARCHITECT AND ENGINEER (IASAE) WORKFORCE ACROSS THE MARINE  
CORPS.

2. CANCELLATION. THIS MESSAGE SUPERCEDES AND CANCELS MARADMINS  
156/06 AND 282/07.

3. BACKGROUND.

A. ABOVE REFS PROVIDE DIRECTION ON IA WORKFORCE  
TRAINING, CERTIFICATION, AND MANAGEMENT. TO ACHIEVE OBJECTIVES OF  
THE DON, THE IA WORKFORCE WORKING GROUP (IAWWG) WAS ESTABLISHED TO  
DEVELOP PLANS, PROCESSES, AND PROCEDURES TO MANAGE THIS DIVERSE  
WORKFORCE CONSISTING OF ALL OR SELECTED PERSONNEL FROM THE FOLLOWING  
SERVICE SPECIALTIES: MARINE CORPS ENLISTED MILITARY OCCUPATIONAL  
SPECIALTIES (MOS): 0211, 0231, 0651, 0652, 0653, 0656, 0658, 0659,  
0681, 0689, 0699, 6694; MARINE CORPS OFFICER MOS(S): 0602, 0603,  
0610, 0620, 0650, 8846, 8848, 8858, 8055; AND CIVILIAN PERSONNEL

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IS UNLIMITED.

TYPICALLY IN THE 2210 SPECIALTY FOR SYSTEMS ADMINISTRATION, SECURITY, OPERATING SYSTEMS, NETWORK SERVICES, AND APPLICATIONS SOFTWARE. ADDITIONALLY, ANY OTHER OFFICER, ENLISTED, OR CIVILIAN WHO HAS PRIVILEGED ACCESS OR MAJOR INFORMATION ASSURANCE MANAGEMENT RESPONSIBILITIES IS CONSIDERED TO BE PART OF THE IA WORKFORCE REGARDLESS OF THEIR CLASSIFICATION.

B. REF C WAS CHANGED AND SIGNED ON 15 MAY 2008. THIS CHANGE REQUIRES THAT IN ADDITION TO THE PREVIOUSLY IDENTIFIED INFORMATION ASSURANCE TECHNICIAN (IAT) AND MANAGER (IAM) LEVELS AND CATEGORIES, I.E., IAT LEVEL I-III AND IAM LEVEL I-III, SERVICES MUST IDENTIFY, TRACK, AND TRAIN THOSE WHO BELONG TO THE CND AND IASAE ESTABLISHMENT. TYPICALLY, CND PERSONNEL RESIDE AT THE MARINE CORPS NETWORK OPERATIONS SECURITY CENTER (MCNOSC) AND THE 0689, INFORMATION ASSURANCE MARINES, WITHIN THE OPERATING FORCES. THE IASAE PERSONNEL ARE TYPICALLY LOCATED WITHIN THE MARCORSYSCOM SYSTEMS ENGINEERING, MARINE CORPS TACTICAL SYSTEMS SUPPORT ACTIVITY (MCTSSA), AND THE MARINE CORPS COMBAT DEVELOPMENT COMMAND (MCCDC). THE MARINE CORPS HAS TEMPORARILY DESIGNATED THE MARINE CORPS TRAINING AND INFORMATION SYSTEM (MCTIMS) AS THE AUTHORITATIVE DATABASE FOR TRACKING AND REPORTING OF THE MILITARY IA WORKFORCE PERSONNEL. DOD HAS DESIGNATED THE DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS) AS THE AUTHORITATIVE DATABASE FOR CIVILIAN IA WORKFORCE. CURRENTLY, DOD HAS NOT PROVIDED GUIDANCE ON THE DATABASE TO BE USED FOR CONTRACTORS; THEREFORE, COMMANDS MUST CONTINUE TO REPORT THESE NUMBERS VIA MCTIMS UNTIL FURTHER GUIDANCE IS PROVIDED.

#### 4. POLICY

A. ALL MILITARY, CIVILIAN, AND CONTRACTOR IA PERSONNEL, POSITIONS, BILLETS, OR CONTRACTED TASKS MUST BE IDENTIFIED AND TRACKED IAW REF C.

B. ALL IA PERSONNEL (MILITARY, CIVILIAN AND CONTRACTOR) MUST BE DESIGNATED IN WRITING.

C. ALL IA PERSONNEL MUST BE TRAINED AND CERTIFIED IAW REF C.

D. ALL DEPARTMENT OF DEFENSE (DOD) CONTRACTS REQUIRING PERFORMANCE OF IA FUNCTIONS INCLUDE THE REQUIREMENT TO COMPLY WITH REF C AND TO REPORT CONTRACTOR PERSONNEL IA CERTIFICATION STATUS.

5. REF F DESIGNATED HQMC C4 FOR IA WORKFORCE DATA COLLECTION COORDINATION TO SUPPORT THE FEDERAL INFORMATION SECURITY MANAGEMENT ACT (FISMA), REFS (A) AND (C) REQUIREMENTS. REF G REQUIRED THAT MANPOWER, PERSONNEL, AND TRAINING COMMAND STAFFS SUPPORT THE WORKFORCE MANAGEMENT IMPLEMENTATION REQUIREMENTS, WITH ASSISTANCE FROM THE IM AND IT COMMUNITY. THIS INCLUDES IDENTIFICATION OF AN ELECTRONIC DATA MANAGEMENT TOOL.

6. IAW REF H, THE MARINE CORPS HAS BEEN TASKED WITH THE FOLLOWING ACTIONS:

A. HQMC C4 ACTION:

(1) MOVE FROM INTERIM DATA COLLECTION TO LONG TERM DATA MANAGEMENT TOOLS.

(2) ENSURE THAT ALL COMMANDS HAVE 70 PERCENT OF THEIR IA WORKFORCE COMMERCIALY CERTIFIED BY THE END OF CY 2009.

(3) INTEGRATE REF C TRAINING AND CERTIFICATION REQUIREMENTS INTO COMMUNITY CAREER PATHS IF PERSONNEL PERFORM PRIVILEGED ACCESS OR SIGNIFICANT IA MANAGEMENT TASKS.

(4) DEVELOP IA TRAINING FOR ALL PROFESSIONAL MILITARY EDUCATION AND EXECUTE INITIAL AND ANNUAL USER AWARENESS TRAINING.

(5) ENSURE IA TRAINING AND CERTIFICATION REQUIREMENTS ARE PROVIDED AT NO COST TO GOVERNMENT EMPLOYEES (MILITARY AND CIVILIAN).

IA PERSONNEL WILL BE AFFORDED ONE ATTEMPT TO PASS THE COMMERCIAL CERTIFICATION TEST. SUPERVISORS MUST ENSURE REMEDIAL TRAINING IS PROVIDED IAW REF C.

(6) INTEGRATE TENETS OF THE REF C WORKFORCE IMPROVEMENT INITIATIVE INTO THE DEFENSE READINESS REPORTING SYSTEM, THE MISSION ESSENTIAL TASK LIST, PERSONNEL QUALIFICATION STANDARDS, AND THE

INSPECTOR GENERAL CHECK LIST, SO THAT FUTURE TRAINING ENDEAVORS ARE PART OF MARINE CORPS STANDARD OPERATING PROCEDURES.

(7) CONTINUE TO IDENTIFY POSITIONS AND EVALUATE TASKS PERFORMED AS EMBEDDED OR PART TIME DUTIES TO CONSOLIDATE INTO FULL TIME POSITIONS. ENSURE APPROPRIATE OVERSIGHT THROUGH SEPARATION OF MANAGEMENT AND TECHNICAL TASKS.

(8) FUND MARINE CORPS MANDATED REQUIREMENTS THROUGH THE POM PROCESS.

B. COMMAND IAM ACTION:

(1) DEVELOP ACTION PLANS TO COMPLY WITH REF C.

(2) TRAIN AND CERTIFY IA PROFESSIONALS IN ACCORDANCE WITH REF C.

(3) ENSURE ALL INFORMATION SYSTEMS USERS (MILITARY, CIVILIANS, AND CONTRACTORS) RECEIVE INITIAL AND REFRESHER ANNUAL IA AWARENESS TRAINING. MARINET IS THE DESIGNATED LEARNING MANAGEMENT SYSTEM (LMS) FOR THE DELIVERY OF THE IA AWARENESS TRAINING PRODUCT. PER REF I, THE DOD SSC TRAINING PRODUCT IS ONLY PRODUCT AUTHORIZED FOR THE COMPLETION OF THIS TRAINING. COMMANDS ARE AUTHORIZED TO DEVELOP SUPPLEMENTARY, COMMAND UNIQUE TRAINING; HOWEVER, THESE PRODUCTS CANNOT REPLACE THE DOD SSC TRAINING. THE DOD SSC PRODUCT IS LOCATED ON MARINET. ALL COMMANDS ARE REQUIRED TO USE MARINET FOR ANNUAL IA AWARENESS TRAINING, WITH THE EXCEPTION OF THOSE OPERATING FORCES WITH BANDWIDTH CONSTRAINTS. IN THESE LIMITED CASES, THE COMPUTER BASED TRAINING (CBT) VERSION IS AUTHORIZED.

(4) COORDINATE AND CONSOLIDATE ALL IA WORKFORCE DATA WITH MAJOR SUBORDINATE COMMAND (MSC) IAMS TO MEET CURRENT DOD REQUIREMENTS.

(5) ALL COMMAND/LOCAL IAMS AND TRAINING PERSONNEL RESPONSIBLE FOR IA WORKFORCE DATA INPUT INTO MCTIMS MUST VALIDATE THEIR COMMANDS INFORMATION NLT 31 DECEMBER 2008. THIS REPORTING REQUIREMENT IS EXEMPT FROM REPORTS CONTROL ACCORDING TO REF (J), PART IV, PARAGRAPH 7.J. ON 01 FEBRUARY 2009, ALL ENTRIES FOR IA WORKFORCE DATA WILL BE SUSPENDED AND ADDITIONAL ENTRIES WILL NOT BE ACCEPTED. THE DATA IN MCTIMS WILL THEN BE UPLOADED INTO MARINE CORPS TOTAL FORCES SYSTEM (MCTFS) FOR THE FEDERAL INFORMATION SECURITY MANAGEMENT ACT (FISMA) AND DOD REPORTING. TRAINING MATERIAL WILL BE PROVIDED FOR SUBSEQUENT MCTFS DATA ENTRY.

(6) CIVILIAN IA WORKFORCE INFORMATION WILL CONTINUE TO BE SUBMITTED INTO DCPDS. IAMS MUST COORDINATE WITH COMMAND HUMAN RESOURCE (HR) PERSONNEL TO ENSURE ALL IAWF CIVILIAN POSITION AND CERTIFICATION STATUS ARE RECORDED IN DCPDS BY 31 DECEMBER 2008.

(7) ENSURE IA WORKFORCE MEMBERS HAVE PROPER BACKGROUND INVESTIGATION COMPLETED PER REF A.

7. RESERVE APPLICABILITY. THIS BULLETIN IS APPLICABLE TO THE MARINE CORPS TOTAL FORCE AND CONTRACTORS IN SUPPORT OF THE MARINE CORPS.

8. CANCELLATION CONTINGENCY. THIS BULLETIN, UNLESS SUPERCEDED, IS CANCELLED 01 OCTOBER 2009.

9. RELEASE AUTHORIZED BY BGEN G. J. ALLEN, DIRECTOR, COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS/CHIEF INFORMATION OFFICER OF THE MARINE CORPS.//