



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MCO 5239.4
DC I
20 Jul 2026

MARINE CORPS ORDER 5239.4

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS CYBERSPACE WORKFORCE PROGRAM

Ref: See enclosure (1)

Encl: (1) References

Reports Required: I. FISMA Reporting, Pg. 6, Par. (1), (Public Law 113-283)
II. Cyberspace Workforce Status Report, Pg. 6, Par. (1),
(Public Law 113-283, DoDI 8140.02, DoD M-8140.03)

1. Situation

a. The purpose of this Order is to establish the Marine Corps Cyberspace Workforce Program (MCCWP) in accordance with references (a) through (d); establish policy and assign responsibilities for management and qualification of the Marine Corps Cyberspace Workforce (MCCWF) in accordance with references (a) through (j); and establish the use of reference (f) and its published updates for the oversight and management of the MCCWF.

b. Reference (a) defines the Cyberspace Workforce (CWF) as military, Department of Defense (DoD) civilian, and contractor personnel who build, secure, operate, defend, and protect DoD and U.S. cyberspace resources; conduct related intelligence activities; enable future operations; and project power in or through cyberspace. The DCWF is comprised of personnel assigned to the following workforce elements:

- (1) Cyberspace Information Technology Workforce (IT)
- (2) Cybersecurity
- (3) Cyberspace Enablers
- (4) Cyberspace Effects
- (5) Intelligence Workforce (Cyberspace)
- (6) Data and Artificial Intelligence, and
- (7) Software Engineering

c. The CWF is an evolving framework that will integrate additional digital and information capabilities as needed.

2. Mission. This Order directs the implementation of the MCCWP to provide oversight and policy for the identification, training, assessment, qualification, tracking, qualification status and readiness reporting, and management of the MCCWF.

3. Execution

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a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Implement a workforce program to ensure all MCCWF personnel are qualified to perform the tasks associated with their assigned work roles, including demonstrating foundational knowledge, final qualification through demonstration of the ability to perform cyberspace job tasks, and maintaining qualification through annual continuous professional development. End state is a qualified and ready MCCWF with the knowledge and resources to operate within a continuously evolving information environment.

(2) Concept of Operations

(a) The MCCWP will use a centralized command, decentralized execution framework for this program. Strategy, policy, and direction will come from HQMC while major commands and subordinate units will establish command-level programs to institutionalize the MCCWP into operational and tactical actions.

(b) All MCCWF personnel must be qualified to perform the tasks associated with their assigned positions and cyberspace work role(s) in accordance with references (a) through (c). Qualification is a condition of employment and Civilian Marine position descriptions (PD) shall include the requirement to qualify and maintain qualification, as required by reference (f).

(c) DoD Cyberspace Workforce Framework (DCWF) structure and qualification requirements are documented in the DoD qualification matrix. These qualification matrices can be found on the DoD Cyber Exchange at: <https://www.cyber.mil/dod-workforce-innovation-directorate/dod8140/qualification-matrices>, Marine Corps Credentialling Opportunities Online (COOL) at: <https://www.cool.osd.mil/usmc/cswf/index.html>, and the Information Development Institute (IDI) hosted on MarineNet learning ecosystem. IDI will also provide the guidance and supporting resources for the pillars of CWF qualification, listed as follows.

1. Foundational qualification/credentials may be obtained through completion of approved training, academic degrees, and/or personnel certifications.

2. As an alternative to the foundational qualification option, the Marine Corps also utilizes the experience foundational option for qualifying DoD civilians, in accordance with reference (c), to provide a mechanism to validate and document knowledge attained through actual conduct of the tasks of a work role or work roles.

3. Residential cyberspace qualification areas include on-the-job and environment-specific requirements.

4. Personnel in DCWF-coded positions are required to maintain their qualifications through participation in annual continuous professional development (CPD). A minimum of 20 hours of CPD must be completed annually and recorded in the appropriate system.

5. Reference (g) establishes the general requirement for DoD civilians to complete an individual development plan. Personnel in DCWF-coded

positions are required by reference (f) to document their plans for building cyber qualifications in their Individual Development Plan (IDP) based on their assigned work role. An IDP is used to identify learning and training needs, assess professional strengths and weaknesses, and budget the resources required to meet developmental goals.

(e) MCCWF coding identification, training, assessment, and qualification information will be submitted and maintained in the appropriate Marine Corps authoritative manpower and personnel databases.

1. Instructions for position coding within Defense Civilian Personnel Data System (DCPDS) are in reference (i).

2. Updates to billet cyberspace work role codes in Total Force Structure Management System (TFSMS) must be executed in accordance with the Total Force Structure Process, as indicated in reference (k).

3. Commands will continue to leverage the existing capability in the Total Workforce Management System (TWMS) to track and report on Civilian Marine cyberspace qualifications and Marine Corps Total Force System (MCTFS) for military until a new Department of the Navy (DON) enterprise CWF tracking and qualification status reporting solution is identified.

4. Marine units document their training information within Marine Corps Training Information Management System (MCTIMS) in accordance with reference (l).

(j) Personnel with privileged access will be required to acknowledge special responsibilities with a Privileged Access Agreement (PAA).

1. This agreement must be reviewed, updated, and signed annually.

2. Personnel no longer requiring privileged access shall have their access rescinded and agreements removed from their records.

3. Designation as a privileged user is tied to the position not the person. MCCWF personnel that move from a privileged user designated position to a position that is not designated as a privileged user do not carry the privileged user designation with them.

(k) CWF-PM role will be established, for the purpose of administering the organization's CWF Program.

1. Deputy Commandant for Information, Information Workforce Division (DC I, IWD) will establish an Enterprise program office in support of command CWF-PMs.

2. Roles and responsibilities of the CWF-PM will be codified via an appointment letter signed by the appropriate commanding officer, officer in charge, or director.

3. CWF-PM should be appointed to at least the Major Subordinate Command (MSC) level. To the maximum extent possible, the CWF-PM

role shall be a primary duty. Only a Marine or Civilian Marine may serve as a CWF-PM.

4. A senior organization may perform the CWF-PM functions of subordinate organizations as required.

(1) Tracking of qualifications, certifications, training, and other credentialing required of this Order will be conducted through current authoritative data repositories/sources within the Marine Corps and DON.

(m) All MCCWF personnel will be required to maintain a level of training and/or certification that meet requirements outlined in the references.

1. MCCWF personnel failing to maintain their qualifications shall be restricted to performing the cyberspace duties of their current position under direct supervision.

2. Personnel failing to qualify may only be reassigned to another CWF position with the approval of the organization's commander.

3. The continuing failure of MCCWF personnel to meet required MCCWF qualifications may be grounds for disciplinary action up to and including removal from federal service. Supervisors will document failures to comply with qualification requirements and counsel deficient employees regarding the consequences of their actions.

4. If a military member does not meet required MCCWF qualifications, they may be reclassified to a different MOS in the same way they would for failing to meet primary MOS requirement in any other circumstance (e.g., loss of required clearance level to perform duties).

5. Contract MCCWF personnel who fail to maintain required qualifications may have their access terminated and/or be removed from the contract work.

(3) End State. All Marine Corps organizations and units effectively track and report, to DOD, alignment with DCWF qualification, training, and development requirements. DC I coordinates policy, tools, and resources to sustain a qualified and ready MCCWF.

b. Tasks

(1) Deputy Commandant, Information (DC I)

(a) Serve as the principal advisor to the Commandant of the Marine Corps (CMC), HQMC staff, and organizations external to the Marine Corps for the MCCWF.

(b) Serve as the military occupational specialty (MOS) sponsor for cyberspace operations MOSs as described in reference (k). Additional tasks include the following:

1. Develop and maintain a sufficient number of cyberspace-qualified personnel to support the Marine Corps in cyberspace planning, programing, acquisition, training, and operations, per references (a) through (d).

2. Develop, in coordination with Commanding General, Training and Education Command (CG, TECOM), cyberspace-related training and education across the Marine Corps training and education enterprise.

3. Coordinate with Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA) for the development, assignment, sustainment, and appropriate staffing of Marine Corps cyberspace-qualified professionals.

(c) Assist Deputy Commandant for Combat Development and Integration (DC, CD&I) in identifying MCCWF qualification management related capability requirements, gaps, risks, and solutions in support of the doctrine, organization, training, materiel, leadership and education, personnel, and facilities, policy, and cost (DOTMLPF-PC) framework.

(d) Establish an enterprise MCCWP program office in support of command CWF-PMs led by the Marine Corps Enterprise CWF-PM. This office will provide oversight of the MCCWP, coordinate with the DON, DoD, academic, and industry partners, and ensure the Cyberspace Functional Community Page (currently known as IDI) is resourced to provide the processes and learning content to support the qualification and development of the MCCWF. IDI can be accessed through MarineNet:

<https://portal.marinenet.usmc.mil/content/mnet-portal/en/civilian-coi/information-development-institute-.html>

(e) Chair the MCCWP Working Group and coordinate participation among the relevant stakeholders.

(f) Develop, review, and update MCCWF qualification and management policy in alignment with references (a) through (d).

(g) Act as a standing member of the Cyberspace Workforce Management Board (CWMB), in accordance with reference (a).

(h) Co-Chair and support the DON Cyberspace Workforce Management, Oversight, Compliance Council (MOCC).

(i) Recommend workforce management requirements and qualification standards for positions and personnel required to perform work roles to the MOCC and CWMB.

(j) Develop a strategy for MCCWF development to include recruitment, retention, and professional development of MCCWF personnel throughout the career lifecycle.

1. Monitor the approved methods of qualification and ensure the availability of developmental opportunities to meet qualifications. All such developmental opportunities and associated guidance will be posted to the Cyberspace Functional Community Page.

2. Develop roadmaps to provide guidance on how to meet qualification requirements using the resources of the Cyberspace Functional Community Page.

3. Monitor the retention and fill rates for key positions and work role codes and develop recommendations to address critical workforce needs where necessary.

4. Develop and implement a strategy to expand external and internal rotational opportunities for the MCCWF.

(k) Electronically track MCCWF personnel to ensure billets/positions are staffed with trained and qualified personnel.

(l) Collect metrics and submit Cyberspace Workforce status reports to the DON Chief Information Officer (CIO) to support planning and analysis of the MCCWF including annual Federal Information Security Modernization Act (FISMA) reporting as required by reference (m), and DoD CIO workforce reporting requirements.

(m) Assist with any other Service CWF qualification management matters not specifically tasked to another deputy commandant.

(2) Deputy Commandant, Combat Development and Integration (DC CD&I)

(a) Develop requirements for MCCWF qualification management capabilities and identify gaps and risks in current capabilities.

(b) Coordinate with DC I, DC P&R, DC M&RA, DC I&L, CG TECOM, MCSC, commanders, and other stakeholders on development of MCCWF related requirements, solutions, and DOTMLPF-PC processes.

(c) Manage and maintain the authoritative database, TFSMS, for MCCWF billets. Expand database capabilities, as needed, to track required MCCWF data elements (e.g., fields for primary, secondary, and tertiary work role codes).

(d) Provide published (military) and approved (civilian) MCCWF coded manpower data to appropriate personnel and data systems as required.

(3) Deputy Commandant, Programs and Resources (DC P&R)

(a) Participate as a member of the MCCWP Working Group.

(b) Coordinate with DC, I IWD; DC, M&RA; and CG, TECOM for MCCWF qualification management subject matter expertise to assist with analysis in support of DoD PPBE processes.

(4) Deputy Commandant, Manpower and Reserve Affairs (DC M&RA)

(a) Coordinate with DC I regarding:

1. The development, assignment, sustainment, and appropriate staffing of Marine Corps cyberspace-qualified professionals in accordance with the requirements of reference (c) through (f).

2. Talent management for the MCCWF including recruitment, retention, and development of personnel.

3. Support the execution of Strategic Human Capital Planning for all civilian positions, including workforce competency management, personnel development, retention, and recruiting to ensure the maintenance of future-ready workforce.

(b) Manage and maintain the authoritative database, Marine Corps Total Force System (MCTFS), for MCCWF personnel.

(c) Confirm the correct transfer of Cyberspace Workforce data into the approved MCCWF tracking system from MCTFS.

(5) Commanding General, Training and Education Command (CG TECOM)

(a) Develop and incorporate, in coordination with DC I and Commander, MARFORCYBER, cyberspace-related training and education into all levels of enlisted and officer training and professional military education.

(b) Manage and maintain the authoritative database, MCTIMS, for MCCWF training.

(c) Confirm the correct transfer of MCCWF data into the approved MCCWF tracking system from MCTIMS.

(6) Commanders

(a) Designate and appoint a U.S. citizen, Marine or Civilian Marine, as the command's CWF-PM to administer and manage the command's execution of the MCCWP. Assignment as a CWF-PM should be considered a primary duty. Contractors may not serve as CWF-PMs per reference (f).

(b) To the maximum extent possible, ensure CWF-PMs are assigned as a primary duty (not collateral duty). It is not required to be a new, and separate, billet/position but shall be assigned to a person in a position within the command's MCCWF or training section (Civilian Marine/Officer/E-6 or above).

(c) Ensure the command has a MCCWF Qualification Program (MCCWFQP) and verify training managers work with the CWF-PM to meet shared CWF tracking, training, qualification, and DOD Workforce reporting responsibilities.

(d) Notify MCCWF personnel of their status and any required remediation in the event that the individual fails to achieve qualification compliance. The command shall submit a waiver to HQMC for the member to be placed in a waiver status (not to exceed 6 months); pending review of competencies and potential movement to a non-MCCWF position. If a non-MCCWF position is not available, the employee will be subject to other action, up to and including removal from federal service.

(7) Cyberspace Workforce Program Managers

(a) Draft required appointment letters, provide oversight of MCCWF qualifications, and ensure local personnel complete the appropriate background investigation.

(b) In conjunction with supervisors and leaders, annually verify coded cyberspace positions within the Table of Organization. Updates to billet cyberspace work role codes in Total Force Structure Management System (TFSMS) must be executed in accordance with the Total Force Structure Process, as indicated in reference (k).

(c) Ensure Marine units document their training information within MCTIMS in accordance with reference (l).

(d) Assist Civilian Marine supervisors to ensure MCCWF individual development plans are created, as required, that detail specific cybersecurity training and qualifications required for compliance. Separate correspondence and training documents will be published detailing steps to manage the workforce within authoritative systems (e.g., TWMS for DoD civilians and MCTFS for military) or other DON enterprise systems as they become available.

(e) Annually verify the completion of 20 hours of CPD.

(f) Administer the organization's MCCWFQP. A senior organization may perform the CWF-PM functions of subordinate organizations as required.

(g) Ensure the local MCCWF is identified and documented in approved databases.

(h) Ensure the local MCCWF members are trained, properly qualified, and maintaining their qualifications through 20 hours of annual CPD as outlined in references (c) and (e).

(i) Inform the COR of MCCWF requirements and assist with the inclusion of MCCWF requirements in the contract statement of work, including local nationals (LN). Verify that contractors are appropriately qualified and have the appropriate background investigation to perform those Cyberspace functions.

(j) Inform the commander of personnel who are not in compliance and their status to support Federal, DoD and DON Cyberspace Workforce reporting requirements.

(k) Work with the Commander to notify the MCCWF member of his/her status and any required remediation in the event that the individual fails to achieve qualification compliance. The command shall submit a waiver to HQMC DC I, IWD for the member to be placed in a waiver status (not to exceed 6 months); pending review of competencies and potential movement to a non-MCCWF position. If a non-MCCWF position is not available, the employee will be subject to other action, up to and including removal from federal service.

(8) Information Systems Security Manager (ISSM) / Information Systems Security Officer (ISSO) / Training Personnel

(a) Assist the CWF-PM in the performance of assigned responsibilities/duties as required per reference (e) and this Order.

(b) Assist in annual FISMA reporting with instructions provided by the Office of Management and Budget using DoD reporting databases (e.g. Cyberscope).

(9) Marine Corps Cyberspace Workforce

(a) Sign the appointment letter provided by the CWF-PM within 7 days of receipt following assignment to a DCWF-coded position.

(b) Within 9 months of appointment, become fully qualified based on the Foundational Qualification requirements published to the qualification matrices posted to cyber.mil (<https://www.cyber.mil/dod-workforce-innovation-directorate/dod8140/qualification-matrices>).

(c) Within 12 months of appointment, coordinate with CWF-PM to document the completion of residential qualification, including on-the job and environment-specific training requirements.

(d) Coordinate with the CWF-PM or supervisor to alternatively upload required training and qualification documents into the "Uploaded Documents" section in the authoritative manpower management system (e.g., TWMS for Civilian Marines and MCTFS for Marines) in order to capture annual continuous professional development requirements.

(e) Maintain qualification by completing 20 hours of annual CPD.

(f) Complete an annual IDP with developmental plans for achieving and maintaining qualification with the designated DCWF Work Role Code(s).

(g) If the MCCWF member does not meet any of the qualification requirements within the required timeframe, they will work with their supervisor and the CWF-PM to submit a waiver.

(10) Contracting Officer Representative (COR) / Alternate Contracting Officer Representative (ACOR) / Technical Point of Contact (TPOC)

(a) The COR, ACOR, or TPOC will ensure current and future contract statement of work (SOW) or performance work statement (PWS) have sufficient language that requires contractor personnel to meet appointment, qualification, and background investigation requirements as identified in the references prior to assignment.

(b) Inform the contracting officer (KO) of contractor personnel that do not meet appointment, qualification, or background investigation requirements per the references.

4. Administration and Logistics

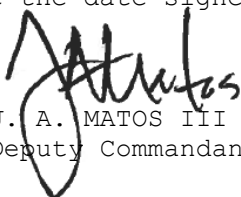
a. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per reference (n) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (o) for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against

unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended [reference (p)] and implemented per references (q) and (r).

5. Command and Signal

- a. Command. This Order is applicable to the Marine Corps Total Force.
- b. Signal. This Order is effective the date signed.


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Deputy Commandant for Information

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REFERENCES

- (a) DoDD 8140.01 "Cyberspace Workforce Management", October 5, 2020
- (b) DoDI 8140.02 "Identification, Tracking, and Reporting of Cyberspace Workforce Requirements", December 21, 2021
- (c) DoD M-8140.03, "Cyberspace Workforce Qualification and Management Program", February 15, 2023
- (d) DON Cyberspace Workforce Transition Memo, May 03, 2023
- (e) SECNAV Instruction 5239.25, "Department of the Navy Cyberspace Workforce Qualification and Management Program
- (f) SECNAV Manual 5239.2, "Cyberspace Information Technology and Cybersecurity Workforce Management and Qualification Manual" June 2016
- (g) DoDI 1400.25_vol410, DoD Civilian Personnel Management System: Training, Education, and Professional Development, Change 1, August 2, 2021
- (h) DoD Cyberspace Workforce Framework (DCWF) Military & Civilian Workforce Identification & Coding Guide, July 29, 2024
- (i) DoDI 1400.25_vol511, Classification Program, May 28, 2015
- (j) DoDI 1400.25_vol3007, DOD CES Occupational Structure, August 15, 2017
- (k) MCO 5311.1E "Total Force Structure Process", November 18, 2015
- (l) MCO 1553.10 "Marine Corps Training Information Management System (MCTIMS) Standing Operating Procedures (SOP)" October 23, 2014
- (m) Public Law 113-283, "Federal Information Security Modernization Act of 2014," December 18, 2014
- (n) SECNAV M-5210.1 w/CH-1, "Department of The Navy Records Management Program", September 2019
- (o) MCO 5210.11F "Marine Corps Records Management Program" April 07, 2015
- (p) 5 U.S.C. §552a "Privacy Act"
- (q) SECNAV Instruction 5211.5F "Department of the Navy Privacy Program" May 20, 2019
- (r) MCO 5211.5, "United States Marine Corps (USMC) Privacy Program", August 28, 2024