

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF AIR FORCE
INSTRUCTION 36-2645**



8 JANUARY 2025

Personnel

**SECURITY PROFESSIONAL
CERTIFICATION AND
DEVELOPMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/OCS

Certified by: SAF/MR

Supersedes: AFI36-2645, 11 June 2020

Pages: 19

This publication implements Department of the Air Force Policy Directive (DAFPD) 36-26 *Total Force Development and Management*. This publication applies to all civilian employees and uniformed members of the United States Space Force, Regular Air Force, the Air Force Reserve, the Air National Guard, and those with a contractual obligation to abide by the terms of DAF publications, where security duties, as defined by the Office of Personnel Management's Security Administration (occupational series 0080) classification standard, are performed as a primary duty (50 percent or more). In collaboration with the Chief of Air Force Reserve (USAF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Staff for Manpower, Personnel, and Services (USAF/A1), the Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MR) develops human resource management policy for the Security Professional Education Development certification program. The authorities to waive wing, unit, or delta level requirements in this publication are identified with a tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. This publication may not be supplemented without approval from the publication OPR. Refer recommended changes and questions about this publication to the OPR at saf.oc.workflow@us.af.mil using the DAF Form 847, Recommendations for Change of Publication; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance*

Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, DoD Privacy Program. The applicable SORN DoD-0020, Military Human Resource Records is available at: <https://dpcl.d.defense.gov/Privacy/SORNs/>.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include extension of stakeholder responsibilities and indexing model and designated authority.

Chapter 1

GENERAL OVERVIEW

1.1. Program Overview. The DAF uses the Department of Defense (DoD) Security Professional Education Development (SPeD) certification program to evaluate the technical knowledge level of security personnel. The DoD SPeD certification program is a condition of employment for all personnel assigned to DAF Unit Manpower Document positions identified and coded as performing security work as a primary duty as described in [Chapter 5](#).

1.2. Program Characteristics. The SPeD certification program is the Department of Defense (DoD) initiative to professionalize the security workforce. The purpose of the SPeD certification program is to promote interoperability, facilitate professional development and training, and cultivate a workforce of certified security professionals. [Attachment 1](#) provides a glossary of references and supporting information that can assist DAF members understand and manage the SPeD certification program.

1.2.1. The SPeD certification program serves as a valid and reliable indicator of employee mastery of facts, concepts, and principles the DoD community considers critical to successfully perform functions, implement programs, and pursue missions necessary to manage risks and protect DoD assets.

1.2.2. The DoD SPeD certification program:

1.2.2.1. Promotes a common and shared understanding of both security functional tasks and the knowledge and skills associated with the competencies required to perform those functional tasks (hereinafter referred to as the security essential body of knowledge).

1.2.2.2. Establishes a uniform process for assessing knowledge and skills and determining whether a member of the security workforce has demonstrated mastery of relevant segments of the security essential body of knowledge.

1.2.2.3. Certifies security personnel (military, civilian, and contractor) possess the knowledge and skills associated with the competencies necessary to successfully carry out DoD-defined security functional tasks.

1.2.2.4. Establishes a formal evaluation process based on a documented essential security body of knowledge. Anchors development, education, and training programs provided to security professionals.

1.2.2.5. Develops a workforce of certified security professionals who will provide the best possible guidance and support to DoD managers and leaders responsible for protecting DoD assets and operations.

1.3. Program Management. The DoD SPeD certification program is a third party, nationally accredited workforce certification developed by and for the DoD security community. The primary governance functions are the accreditation body, DoD conferral authority, DoD executive agent, DoD certification governance board, DoD program management office, and component program management office.

1.3.1. Accreditation body: National Commission for Certifying Agencies.

1.3.2. DoD conferral authority: Office of the Under Secretary of Defense for Intelligence and Security (OUSD(I&S)).

1.3.3. DoD executive agent: Defense Counterintelligence and Security Agency (DCSA).

1.3.4. DoD certification governance board: Department of Defense Security Training Council.

1.3.5. DoD program management office: DCSA Center for Development of Security Excellence.

1.3.6. Component program management office: DAF Security Career Field Management Team.

1.4. DoD SPeD Certifications and Credentials. The DoD SPeD certification program is made up of multiple professional certifications and credentials:

1.4.1. Security Fundamentals Professional Certification (SFPC): Provides a recognized and reliable indication of a security practitioner's understanding of foundational concepts, principles, and practices needed to successfully perform functions, implement programs, and pursue missions to protect DoD assets. This is the baseline certification for all employees in the DAF Civilian Security functional community except for employees described in [paragraph 1.4.4](#).

1.4.2. Security Asset Protection Professional Certification (SAPPC): Provides a recognized and reliable indication of a security practitioner's ability to apply foundational concepts, principles, and practices needed to successfully perform functions, implement programs, and pursue missions to protect DoD assets.

1.4.3. Security Program Integration Professional Certification (SPIPC): Provides a recognized and reliable indication of a security practitioner's understanding and ability to apply risk management and security program management concepts, principles, and practices.

1.4.4. Physical Security Certification (PSC): Provides a recognized and reliable indication of a security practitioner's understanding and ability to apply DoD physical security concepts, principles, and practices. PSC is the baseline certification requirement for security employees that primarily (greater than 50 percent of assigned tasks) manage physical or weapon systems security and related programs (predominantly assigned to DAF Security Forces squadrons or headquarters staffs).

1.4.5. Industrial Security Oversight Credential (ISOC): Provides a recognized and reliable indication of a security practitioner's understanding and ability to apply DoD industrial security oversight concepts, principles, and practices under Title 32 Code of Federal Regulations, [Part 117](#), *National Industrial Security Program Operating Manual*.

1.4.6. Special Program Security Credential (SPSC): Provides a recognized and reliable indication of a security practitioner's understanding and ability to apply DoD special access program policies, principles, procedures, and requirements.

1.4.7. Antiterrorism Credential (ATC): Provides a recognized and reliable indication of a security practitioner's understanding and ability to specify purpose, function, and role of the AT Plan to the effective functioning of an AT Program, and appropriately apply that knowledge to contribute to the effective functioning of an AT program.

1.4.8. Adjudicator Professional Certification (APC): Provides a recognized and reliable indication of an adjudicator's understanding of foundational concepts, principles, and practices needed to successfully perform the functions of an adjudicator to determine eligibility for access to sensitive information. Because the DAF does not conduct basic security eligibility adjudications internally, the APC is not currently overseen by the DAF. The DAF has not been accepted to participate in the APC program.

1.4.9. Due Process Adjudicator Professional Credential (DPAPC): Provides a recognized and reliable indication of an adjudicator's understanding of concepts, principles, and practices needed to successfully perform the functions of due process adjudication. Because the DAF does not conduct basic security eligibility adjudications internally, the DPAPC is not currently overseen by the DAF. The DAF has not been accepted to participate in the DPAPC program.

1.5. The Value of SPeD Certification.

1.5.1. Benefits for the security practitioner:

1.5.1.1. Demonstrates success and mastery of the knowledge, skills, and abilities required by a security professional.

1.5.1.2. Provides recognized credentials for security professionals across the DoD security enterprise.

1.5.1.3. Provides a DoD framework for advancement and professional growth.

1.5.1.4. Fosters broad understanding of the security concepts and principles deemed critical for DoD mission success.

1.5.2. Benefits for the DAF:

1.5.2.1. Promotes an interoperable security workforce.

1.5.2.2. Facilitates sound professional development and training.

1.5.2.3. Facilitates personnel transfer of security professionals among DoD components and agencies.

1.5.2.4. Identifies competent professionals in the security discipline to management officials.

1.5.2.5. Provides an independent and measurable reference point for determining an individual's understanding of the concepts and principles considered critical to protect DoD assets.

1.5.2.6. Impartially assures the current and continued technical competency of DAF security professionals.

1.5.2.7. Promotes a common and shared understanding of DoD security functional tasks, knowledge, and skills associated with the competencies required to perform those functions.

1.5.3. Benefits for DoD:

1.5.3.1. Defines standards for DoD security professionals and drives professional accountability.

1.5.3.2. Meets national and DoD plans and objectives for developing the professional security workforce.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Deputy Chief of Staff, Manpower, Personnel, & Services will: Provide overarching human capital management expertise and advice to the DAF security functional community as they implement the DoD SPēD certification program.

2.2. Servicing Civilian Personnel Offices will: Upload employee-signed statement of understanding into the employee's electronic personnel file. An example of items to include on the statement of understanding is found in [Attachment 2](#) of this instruction.

2.3. The Director of the Office of Competitive Activities (SAF/OC), as the DAF Security Functional Authority, will:

2.3.1. Provide for overall implementation and advocacy of the DoD SPēD certification program within DAF

2.3.2. Designate a DAF SPēD program management office to support the implementation and management of the DoD SPēD certification program.

2.4. The Director of the Office of Competitive Activities, Special Security (SAF/OCS), as the Security Functional Manager, will:

2.4.1. Act on behalf of the functional authority and the DAF security enterprise by providing executive oversight to the DAF implementation of DoDM 3305.13, *DoD Security Accreditation and Certification*, and this instruction.

2.4.2. Serve as the DAF representative to the DoD Security Training Council.

2.4.3. Provide strategic direction to the security career field manager.

2.4.4. Ensure component deliverables cited in DoDM 3305.13 and DoD Security Training Council governance rules are executed on behalf of SAF/OC and the DAF security career field.

2.5. Major Command and Field Command Security Functionals will:

2.5.1. Provide oversight to the security workforce ensuring workforce is trained and certified and report the status of their security workforce metrics to SAF/OCS, as directed.

2.5.2. Ensure required certifications for civilian personnel are systematically identified and tracked and consolidate base or wing reporting inputs on civilian, military, and contractor workforce

2.5.3. Serve as focal point for reconciling discrepancies in metrics reported to SAF/OCS.

2.6. Security Career Field Manager will:

2.6.1. Serve as the DAF alternate representative to the DoD Security Training Council.

2.6.2. Provide oversight to the security workforce ensuring workforce is trained and certified and report the status of their security workforce metrics to SAF/OCS, as directed.

2.6.3. Ensure required certifications for civilian personnel are systematically identified and tracked and consolidate base or wing reporting inputs on civilian, military, and contractor workforce.

2.6.4. Serve as focal point for reconciling discrepancies in metrics reported to SAF/OCS.

2.6.5. Act as the interface between the DoD SPeD executive agent within DCSA, DAF functional authority, and DAF functional manager on topics related to security workforce certification.

2.6.6. Function as a DAF subject matter expert on various security certification issues or identify subject matter experts who can represent DAF on DoD certification related working groups.

2.6.7. Provide guidance to senior security leaders assigned to Major Commands, Field Commands, Direct Report Units, Field Operating Agencies, and other senior leaders as required.

2.6.8. Establish guidance for indexing position descriptions and disseminating information concerning the DoD SPeD certification program to the indexed DAF security workforce.

2.6.9. Serve as the principal authority for the development or modification of DAF security certification policy.

2.7. Chief, Security Career Field Team will:

2.7.1. Oversee the daily program management and DAF customer care (military, civilian, and contractor) in support of the DoD SPeD certification program on behalf of AF/A1 and the security functional authority.

2.7.2. Provide guidance and support to Air Force Personnel Center, the security functional authority, functional manager, and the career field manager concerning development or modification of existing or draft DAF security certification policy.

2.7.3. Approve or deny individual DAF employee or contractor participation in the DoD certification process for all SPeD program certifications developed and maintained under the authority of DoDM 3305.13 and this instruction.

2.7.4. Provide support and guidance concerning the DoD SPeD certification program to the Inspector General and AF/A1.

2.7.5. Coordinate with DoD SPeD program management with the Center for Development of Security Excellence regarding actions impacting the DAF security workforce.

2.7.6. Participate in various DoD SPeD certification program working groups.

2.7.7. Serve as an Air Force Personnel Center subject matter expert on security certification related issues.

2.7.8. Provide workforce outreach communication regarding policies that impact DAF SPeD certification program participants.

2.7.9. Conduct an annual periodic review of Standard Core Position Descriptions (SCPDs) within the myFSS SCPD Library to validate appropriate indexing and request updates/corrections as determined.

2.7.10. As part of the request of personnel action process, validate that position descriptions for covered positions are indexed with required SPeD Certifications and indexing decisions

are documented in Defense Civilian Personnel Data System (or an equivalent system of record).

2.7.11. Ensure DoD SPēD certification program designations and condition of employment language are included in position descriptions for covered positions.

2.7.12. Monitor overall program implementation and compliance and report metrics as requested by SAF/OCS security career field manager (CFM). The security CFM will provide guidance on metrics reporting (e.g., reporting requirements, criteria, template, and reporting frequency).

2.7.13. Educate, support, and assist individual commanders, supervisors, and employees in understanding the overarching goals of the DoD SPēD certification program and guide them throughout the process.

Chapter 3

GENERAL PROGRAM GUIDANCE

3.1. Civilian Supervisors will:

3.1.1. Conduct an annual position description review in accordance with DAFI 36-1401, *Civilian Position Classifications*, paragraph 2.6.8. to validate position descriptions have been indexed according to the Security CFM approved indexing model. If applicable, submit request for update through the servicing civilian classification office. **(T-1)**

3.1.2. Prior to submitting a request for personnel action (RPA), confirm position descriptions have been indexed according to Security CFM approved indexing model and coordinated with the local labor relations officer prior to submittal of request for personnel action. **(T-1)**

3.1.3. Ensure indexed civilian employees hired on or after 14 March 2016 are informed of the certification requirements of their position, are provided a copy of the position description, and have a signed statement of understanding acknowledging certification attainment and maintenance is a condition of employment per DoDM 3305.13 and this instruction. **(T-1)**

3.1.4. Supervisors may authorize their employees time to prepare for and take DoD SPeD certification program assessments required for their position and grant indexed employees time to complete required professional development units (PDUs) necessary for DoD SPeD certification program biennial maintenance. **(T-1)**

3.1.5. Monitor and track employees' progress toward certification attainment and maintenance and report status metrics to Major Command and Field Commands functional representatives on an annual basis or as requested.

3.1.6. Ensure appropriate action is taken if the individual fails to accomplish or maintain the certification(s) required for their position as outlined in DODM 3305.13 and this instruction (reference 1.2.1 of this instruction and DAFI 36-148, *Discipline and Adverse Actions for Civilian Employees*). **(T-1)**

3.2. Unit Commander/Director (or equivalent) will:

3.2.1. Provide support to the DoD SPeD program management office.

3.2.2. Confirm subordinate supervisors of indexed civilian employees recognize that compliance is a condition of employment per DoDM 3305.13. **(T-0)**

3.2.3. Ensure subordinate supervisors of indexed employees monitor employee compliance with SPeD certification requirements IAW with their position description. **(T-1)**

3.2.4. Ensure subordinate supervisors of indexed employees provide duty time to their personnel to take certification assessments and complete required PDUs necessary for DoD SPeD certification biennial maintenance as described in [paragraph 3.2](#). **(T-1)**

3.3. Employees will:

3.3.1. Sign a statement of understanding acknowledging the certification requirements and attain the required certification within 24 months of assignment to an indexed position. **(T-1)**

3.3.2. Report attainment and maintenance renewal of required certification to their supervisor.

3.3.3. Ensure records accurately reflect completed training and professional development. Civilian personnel can update their records through a self-certification process in the MyBiz+ application available at <https://compo.dcpds.epms.osd.mil/>. Until the member uploads a copy of the certification in DAF Personnel Services, the member will remain in an uncertified status for reporting purposes.

3.3.4. Ensure a timely submittal of required PDUs and substantiating records to the DoD SPēD certification program Management Office as instructed by the DoD SPēD certification program Candidate Handbook. For guidance concerning the DoD approved PDU categories and the DoD SPēD certification maintenance guidelines, refer to the current version of the SPēD Certification Maintenance and Renewal Procedures at <http://www.cdse.edu>. (T-0)

3.3.5. Establish and maintain a My SPeD Certification (MSC) account in the system of record identified by DoD SPeD Certification Administrative Program Office.

3.3.6. When prompted by My SPēD Certification (MSC) or the DoD/DAF Program Management Office, indexed employees are required to establish accounts with the applicable commercial test vendor to schedule date, time, and location for DoD SPēD certification assessment testing. (T-0)

3.4. DoD SPēD Certification Program Renewal Standards, Waivers, and Appeals:

3.4.1. Certification expiration and renewal rule sets are established by the DoD Security Training Council and published in the DoD Professional Certification and Credentialing Handbook.

3.4.2. Waivers and exceptions are processed through the DoD SPeD certification program management office in accordance with the SPēD Handbook.

3.4.3. DAF employees must submit all appeal and waiver requests to the DAF Security Career Field Management Team at afpc.security.cft@us.af.mil prior to final submittal to the DoD SPēD Program Management Office.

3.5. Base Education Testing and Testing Centers. The vast majority of DoD SPēD Certification program assessment delivery will be conducted through contracted commercial vendors, although in some instances DAF education centers may be utilized. Prior to using a DAF education center, please contact the Security Career Field Management Team at afpc.security.cft@us.af.mil.

3.5.1. Exam Integrity. Civilian, military, and contract test-takers are expected to maintain the highest standard of integrity and are not to receive assistance, in person, electronically, or via other means, when taking the DoD SPēD Program Certification assessment. It is improper to share or use exam information and anyone discovering instances where alleged certification assessment compromise is suspected shall be reported to DCSA: SPEDCERT@dss.mil within 24 hours of discovery. A courtesy copy notification to the DAF Security Career Field Management Team at afpc.security.cft@us.af.mil is requested.

3.5.2. Education Center Testing Prioritization. If seating is limited, the following priority for DoD SPēD certification program testing will be used for admittance into the test center for the purpose of taking a DoD SPēD certification assessment. The priority notations are as follows with priority one (1) being the most critical:

3.5.3. Priority 1. DAF military and civilian employees requiring certification for continued employment with the DAF and contractors required to obtain certification requirements outlined within the statement of work, performance work statement, or when authorized by the Contracting Officer's Representative.

3.5.4. Priority 2. DAF military and civilian employees seeking certification when certification is not required for continued employment with the DAF.

3.5.5. Contractors who are not required to obtain certification as outlined above are not authorized to participate in the SPED certification program.

Chapter 4

DAF SECURITY PERSONNEL SPECIAL ASSIGNMENTS

4.1. Personnel not Assigned to a DAF Organization. Those security professionals who are DAF employees, but not assigned to an DAF organization, must use DAF channels to obtain approval for DoD SPēD certification program testing. This includes DAF personnel assigned to other departments, components, joint bases, combatant commands, and special duty assignments. Any locally established Joint SPēD program offices are required to coordinate all actions through the DAF Security Career Field Management Team if the actions will impact DAF employees. **(T-1)**

4.2. Personnel Temporarily Assigned to a Position not Covered by SPēD Requirements. Security professionals that are on a long-term detail, participating in developmental opportunities such as long-term training, or who are in experiential assignments outside of the civilian security functional community are not required to participate in the SPēD program unless specified in their position description. However, they may continue to participate on a voluntary basis and will be required to meet any certification requirements of their new position description once outplaced into a covered position.

4.3. Security Civilian Career Broadening. DAF Security career field civilian employees must have attained and maintained a minimum of SFPC, or they are ineligible for security career broadening assignments funded by the central salary account. **(T-1)** A selective placement factor will be added to vacancy announcements to screen out individuals who do not have a SFPC. Personnel exempt from certification under [paragraph 3.1](#) or those not indexed to SFPC at the time of application may be eligible upon approval by the Director of SAF/OCS as the functional manager.

4.4. Civilian Security Key Career Positions. DAF Security career field civilian employees must have attained and maintained a minimum of SFPC, or they are ineligible for security Key Career Program assignments funded by the central salary account. **(T-1)** A selective placement factor will be added to vacancy announcements to screen out individuals who do not have a SFPC. Personnel exempt from certification under [paragraph 3.1](#) or those not indexed to SFPC at the time of application may be eligible upon approval by the Director of SAF/OCS as the functional manager.

Chapter 5

CERTIFICATION INDEXING

5.1. DAF SPēD Certification Indexing. Indexing will be accomplished by the Security Career Field Management Team at the Air Force Personnel Center in accordance with the security CFM approved DAF SPēD Indexing Model.

5.2. Positions Indexed. All full-time DAF civilian personnel performing security work (as defined by Office of Personnel Management (OPM) Security Administration 0080 occupational series classification standards) as a primary duty (50 percent or greater) shall have the appropriate certification(s) aligned to their position. **(T-0)**

5.2.1. DAF General Officers and their civilian equivalents will not be indexed to DoD S SPēD certifications.

5.2.2. Positions where security work is not the primary assigned duty (49 percent or less) will not be required to obtain DoD SPēD certification(s). Refer to DoDM5200.01V1_DAFMAN 16-1404, *Information Security Program: Overview, Classification and Declassification*, for guidance concerning training requirements for additional duty security managers.

5.3. Civilian Position Indexing Protocols. Employees within the Police Series 0083, Security Guard Series 0085, and Security Clerical and Assistance Series 0086 occupational series will not be indexed by the Security Career Field Management Team unless approved by the applicable functional authority, functional manager, or career field manager.

5.3.1. The Security Career Field Management Team will index each SCPD as part of the SCPD development process before the document is posted on the SCPD Library.

5.3.2. Supervisors will certify that position descriptions have been properly indexed prior to submitting a request for personnel action. This certification will be documented in accordance with DAFI 36-1401, para 2.6.9.

5.3.3. The Security Career Field Management Team will ensure position descriptions are properly indexed during the Request for Personnel Action advertisement/fill action process.

5.3.4. Supervisors who believe a position has been inappropriately indexed must contact the Security Career Field Management Team within 60 calendar days of the employee being assigned to the position. Indexing modifications must be approved by the security career field manager. Submit all DAF indexing inquiries to: afpc.security.cft@us.af.mil.

5.3.5. The following language shall be placed in all DoD SPēD indexed position descriptions:

“Department of Defense [add applicable certification here] conferral is required within two years of the established employee entry on duty or initial assignment date to this position in accordance with DoDM 3305.13 and DAFI 36-2645, *Security Professional Certification and Development*.” **(T-1)**

5.4. Contract Employees. Guidance concerning contract employee positions performing 0080 occupational series like duties in direct support of DAF activities can be obtained through DCSA at <http://www.cdse.edu/index.html>.

5.5. Military Positions.

5.5.1. Note: The DoD SPēD certification program does not automatically apply to military personnel who are members of an armed response force or who perform physical or weapons systems security (such as AF Specialty Codes 31P, Security Forces).

5.5.2. Military positions will not be indexed by the security career field management team unless requested by the respective commander with written concurrence from the appropriate DAF specialty code career field manager. **(T-1)**

5.5.3. Commanders will provide written job descriptions outlining specific duties and responsibilities to the Security Career Field Management Team for an indexing decision. **(T-1)**

5.5.4. Military members must obtain certification within two years of the supervisory notification.

5.5.5. Should the military member fail to attain or maintain the required certification within the specified program timelines, the supervisor will relieve the Airman or Guardian of all related security duties requiring the certification and notify the Security Career Field Management Team, in writing, of the action within seven calendar days at afpc.security.cft@us.af.mil.

5.6. DAF Pathways Programs (Security).

5.6.1. DAF PALACE Acquire (PAQ) Recent Graduate Program. PALACE Acquire interns must attain the designated DoD SPēD certifications, as identified in the formal master training plan, prior to graduation. Reference the DAF civilian security internship training plan for specific guidance. **(T-1)**

5.6.2. DAF Premier College Career Intern Program. DoD SPēD certifications are not required for participation or graduation.

5.6.3. DAF Pathways Summer Internship Program. DoD SPēD certifications are not required for participation or graduation.

GWENDOLYN R. DeFILIPPI, SES, DAF
Acting Assistant Secretary of the Air Force for
Manpower and Reserve Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 32 Code of Federal Regulations, Part 117, *National Industrial Security Program Operating Manual*, 24 February 2021

DoDI 3305.13, *DoD Security Education, Training, and Certification*, 13 February 2014 DoDM 3305.13, *DoD Security Accreditation and Certification*, 14 March 2011

DoDM5200.02_DAFMAN 16-1404v1, *Information Security Program: Protection of Classified information*, 06 April 2022

DAFI 36-1401, *Civilian Position Classification*, 22 May 2023

DAFI 36-148, *Discipline and Adverse Actions of Civilian Employees*, 26 September 2022

DAFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFMAN 90-101, *Publishing Processes and Procedures*, 18 October 2023

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

APC—Adjudicator Professional Certification

CFM—Career Field Manager

CPD—Core Personnel Document

DCSA—Defense Counterintelligence and Security Agency

DAF—Department of the Air Force

DAFI—Department of Air Force Instruction

DoD—Department of Defense

DoDI—Department of Defense Instruction **DoDM**—Department of Defense Manual

OPR—Office of Primary Responsibility

PDU—Professional Development Unit

SCPD—Standard Core Personnel Document

Office Symbols

NGB/CF—Director of the Air National Guard

SAF/MR—Assistant to the Secretary of the Air Force for Manpower and Reserve Affairs

SAF/OC—Assistant to the Secretary of the Air Force, Office of Competitive Activities

SAF/OCS—Office of Competitive Activities Special Security

USAF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services

USAF/RE—Chief of the Air Force Reserve

Terms

Air Force Specialty Code—A combination of numbers and alpha characters used to identify an AFS. Officer Air Force Specialty Codes consist of four characters; enlisted Air Force Specialty Codes consist of five characters. Alpha prefixes or suffixes are used with the numerical codes when specific identification of position requirements and individual qualifications is necessary. Refer to AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, Table 1.1. and **Table 1.2** for explanation of codes.

Career Field Manager—The DAF focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for the career field policy and guidance. Must be appointed by the functional manager and hold the grade of Colonel/GS-15/PB-03 (or equivalent) for officer and Department of the Air Force civilian specialties, and the grade of Chief Master Sergeant for enlisted Airmen.

Career Field Team—Functionally-oriented teams that execute Force Development policy and programs for civilians.

Civilian Career Broadening Assignment—An assignment specifically designed to broaden the skills and enhance the leadership perspective of high-potential and exceptional personnel. Career broadening positions are limited in duration (normally 30 months), centrally funded by the Air Force Personnel Center, and managed against existing career broadening manpower authorizations.

Certification—A certification program formally recognizes, through the awarding of a certification credential, mastery of relevant segments of the security essential body of knowledge.

Functional Authority—Senior leadership, to include Assistant Secretaries, Deputy Chiefs of Staff, and Senior Executive Civilians, providing corporate perspective of institutional requirements and force management and development. The functional authority serves as a final authority to ensure all policies are implemented within their functional community. Functional authorities are supported by functional managers who are supported by career field managers.

Functional Manager—Senior leaders, designated by the appropriate functional authorities, who provide day-to-day management responsibility over specific functional communities. While they should maintain an institutional focus regarding resource development and distribution, functional managers are responsible for ensuring their specialties are equipped, developed, and sustained to provide AF capabilities.

Indexed Employee—All full-time DAF civilian personnel performing security work (as defined by Office of Personnel Management (OPM) Security Administration 0080 occupational series

classification standards) as a primary duty (50 percent or greater) that are aligned to a DoD SPēD certification.

Indexing—The process of aligning one or more DoD SPēD certifications to specific positions based upon the duties and responsibilities of the position.

Key Career Position—Specific, career field-identified, GS-13 to GS-15 (or equivalent) positions, which are a subset of career field centrally managed positions that are used to develop critical AF leadership competencies.

Pathways Programs—As directed by the President, the Pathways Programs provide clear paths to Federal internships and potential careers in Government for students and recent graduates. The Pathways Programs consist of the Pathways Student Intern Program and the Recent Graduates Program.

Professional Development Units—Professional development activity required to be accomplished on a recurring basis for continual certification maintenance under the governance rules of the DoD SPēD certification program.

Security Professional Education Development—A professional development program administered by DCSA to provide coordinated Security education, training, and certification for the DoD security workforce. Supports achievement of community-defined skill standards and competencies required of DoD security personnel.

Attachment 2

STATEMENT OF UNDERSTANDING - SECURITY POSITION CERTIFICATION

Employee's Name:

Position Title/Series/Grade:

Position Location/PD (SPCPD, CPD, PRD...) Number:

The position listed above has been designated under DoDM 3305.13, *DoD Security Accreditation and Certification*, DoDI 3305.13, *DoD Security Education, Training, and Certification* and DAFI 36-2645, *Security Professional Certification and Development* as a position that requires certification.

- I understand I must obtain the appropriate Security Professional Education Development (SPED) certification/s indexed to my position description. I understand I have two years from the date I am officially notified of my SPED certification/s (date of this memo) to obtain the appropriate certification/s.
- I understand once advised of the deadline for certification, I will make good use of my time to complete any on-line training as well as registration for required resident courses; and that such training will be conducted during official duty time as mission and funding allow.
- I understand that after achievement of Certification, I must earn 100 continuing professional development units (PDUs), every two years.
- I understand that failure to obtain and maintain required certification within the prescribed timeframe may result in adverse action to include termination from employment with the Department of the Air Force.
- I agree that Department of Defense, Department of the Air Force, and other personnel covered by the Privacy Act may have access to my certification qualifications.
- I understand and accept the above conditions for the position identified.

Employee Signature Date

Supervisor Signature Date