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**CONSULTATIVE DOCUMENT – PROPOSED MANDATED COMPUTER  
CERTIFICATION/TRAINING FOR MOD CIVILIAN STAFFS EMPLOYED IN  
INFORMATION ASSURANCE POSTS/ROLES ON THE UNITED STATES VISITING  
FORCES (USVF) STATIONS LOCATED IN THE UK.**

**Introduction**

1. The aim of this document is to explain the Department's proposals to implement mandated computer certification training for MOD staffs employed in Information Assurance (IA) coded posts at USVF stations located in the UK.

**Background**

2. The USVF seek to require a standardised level of computer certification and training for staff employed worldwide in the IA function (including those main USAF sites situated in the UK at which MOD employees serve). The proposed requirement has been set by the United States Air Force corporately in DoD Directive 8570.01-M and there is no provision for local waivers. DoD Directive 8570.1 requires all full- or part-time military, civilian (to include U.S. and foreign nationals) or contractor personnel with privileged access to a DoD information systems performing information assurance functions, regardless of job or occupational series, to obtain a commercial industry certification commensurate with their duties.

**Issues**

3. Employees working on the US Air Force computer network whose duties incorporate network or system administration or elevated privileges will be required to meet US Department of Defense (DoD) requirements. According to DoD 8570.01-M and US Air Force implementation guidance, these requirements are:

- Supervisors will ensure appropriate duty descriptions, goals, and objectives are updated to reflect the new requirements and make available all authorized resources to enhance the employee in achieving and maintaining the appropriate certification.

- Supervision will ensure the employee's position on manpower rosters is adequately coded for the appropriate tier and level of certification.
- Employees will sign a letter of appointment and statement of acceptance of privileged access upon notification (existing employees) or upon appointment (new employees).
- Employees will obtain required certification(s), which are based on position and duties assigned.
- Employees will maintain required certification(s) according instructions from the certification provider(s), which might include taking additional exams periodically, completing annual training or other security-related activities. Any annual maintenance fees associated with a certification will be paid for by the US Air Force for employees working in those positions.
- Employees will obtain certification within one year of notification (existing employees) or within six months of appointment (new employees), as set out in DoD 8570.01-M.
- Training for certification(s) may be provided by an instructor in a classroom environment, typically in a 4-5 day course on base. Training at such a course is not required for certification. Alternatively, training may be accomplished by Virtual Instructor-led training, Computer Based Training, or by self-study. (Note: Computer Based Training is only available to direct hires; however, after the new contract is implemented in Apr 2012, CBTs will be available to in-direct hires as well). Certification is not based on nor prejudiced by the method of training chosen.
- Certification testing will be paid for by the US Air Force for employees in properly coded positions, with other additional documentation requirements including practice tests. Employee must pass the pre-exam assessment with 90% or more, if one is provided.
- Employees are unlikely to have any real difficulty passing what are, essentially, entry-level exams. Should an employee fail to pass an exam, a re-take at US Air Force expense may be authorized depending on circumstances. Unit commanders may choose to pay for additional re-take(s) at the commander's discretion. Employees may re-take the exam at their own expense as many times as the certification provider allows.
- Required certification(s) are industry standards, and are internationally recognized. The US Air Force does not provide certification, nor does it provide assessments, though those activities may be conducted on the base in US Air Force facilities.

### **Implications for Employees**

4. The attached spreadsheet at Annex A identifies those MOD staffs employed on the USVF(RAF) bases who currently have privileged access to an information system and who will require the computer certification and associated training. Employees who fail to obtain required certification within one year of notification (existing employees) or within six months of appointment (new employees) may apply through their servicing Wing

Information Assurance Office for a six month extension. AFSPC/A6 is the final approval authority, but may be delegated to USAFE/A6 in the near future. Failure to obtain an extension, failure to obtain required certification after any extensions have expired, or failure to sign the letter of appointment and statement of acceptance of privileged access will result in loss of elevated computer and network privileges.

5. Loss of elevated privileges means that employees that perform client system or functional system administration may no longer have the ability to perform those duties. The Department would therefore have to help the employee obtain an alternative position either locally or elsewhere (dependent on mobility) should they be unable to fulfil the requirements of the post.

### **Conclusion/Proposal**

6. It is proposed that the MOD supports the USVF in their requirement to mandate computer certification training at the conclusion of this consultation exercise.

### **Timescale for implementation**

7. If this proposal is accepted and agreed it will be implemented across all the USVF sites as soon as possible after consultation.

### **Consultation Procedures**

8. Final decisions will not be taken before a proper period of consultation is completed. This document provides the basis for this consultation and the Ministry of Defence would welcome views and comments on the proposals within 30 working days i.e. 12 Sep 2011. Any comments from local Trades Union representatives should be channeled through the TLB Non-Industrial TU Secretary and Industrial TU Lay Officers in accordance with the Employee Relations Policy, Rules and Guidance, Operating the MOD's Consultation Arrangements. They will be responsible for presenting a coordinated response to the sponsor and addressed to:

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Annex A: List of USVF posts at 100<sup>th</sup> ARW, 48<sup>TH</sup> FW and 501<sup>st</sup> CSW requiring A+ Cert

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