



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF INFORMATION OFFICER  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1000

**Department of the Navy Information Assurance Workforce (IAWF) Management Oversight  
and Compliance Council Charter  
16 March 2009**

1. Purpose. The purpose of this Charter is to establish the Department of the Navy (DON) Information Assurance Workforce Management Oversight and Compliance Council (IAWF MOCC) to provide DON-wide oversight of, and ensure compliance with, Information Assurance Workforce Improvement Program (IA WIP) policy per references (a) through (d). The IAWF MOCC will oversee development of IAWF education, training, and certification standards. The Council will oversee development and validation of career path guidance for the professional workforce; competencies and skills development and validation; and education, training, and certification requirements. The Council will also review DON actions to ensure compliance with IAWF policies and guidance. As the Department-wide IAWF leadership oversight council, the IAWF MOCC will act to significantly improve the Department's security posture through development and sustainment of a qualified and capable IAWF.

2. Background

- The Federal Information Security Management Act (FISMA) of 2002 (reference (c)) charges government agencies with developing a highly skilled IA Total Force – military (active and reserve), civilians, and contractors. The IAWF focuses on the operation and management of IA capabilities for Department of Defense (DoD) systems and networks. The IAWF ensures that adequate security measures and established IA policies and procedures are applied to all Information Systems (IS) and networks. IA measures protect and defend information and IS by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of IS by incorporating protection, detection, and reaction capabilities.
- Oversight and compliance measures are required to ensure implementation of DoD Directive 8570.1, DoD Information Assurance Training, Certification and Workforce Management, (reference (a)) policy which states:
  - All authorized users of DoD IS shall receive initial IA awareness orientation as a condition of access and thereafter must complete annual IA refresher awareness.
  - Privileged users and IA managers shall be fully qualified, trained, and certified to DoD baseline requirements to perform their IA duties.
  - Personnel performing IA privileged user or management functions, regardless of job series or military specialty, shall be appropriately identified in the DoD Component personnel databases.
  - All IA personnel shall be identified, tracked, and managed so that IA positions are staffed with personnel trained and certified by category, level, and function.
  - All positions involved in the performance of IA functions shall be identified in appropriate manpower databases by category and level.

The status of the DoD Component IA certification and training shall be monitored and reported as an element of mission readiness and as a management review item per reference (b).

- The DON Chief Information Officer (CIO) chartered the DON Information Assurance Workforce Working Group (IAWWG) in February, 2005. Since that time the IAWWG has worked to implement FISMA and DoD guidance to identify the IAWF, identify training and certification requirements, determine the means of delivering training and certification testing, and track IAWF readiness. The IAWWG has worked collaboratively to improve the capabilities of the IAWF to meet Federal and DoD requirements. The IAWF MOCC is the next step in supporting DON IAWF efforts, transitioning the activities of the IAWWG and its members from day to day implementation activities to oversight and compliance roles and responsibilities.

### 3. Authority

- The DON Information Executive Committee (IEC) is a corporate-level board which advises DON CIO in carrying out its assigned functions in reference (e). The IEC consists of the DON CIO, DON Deputy CIO (Navy), DON Deputy CIO (Marine Corps), Assistant Secretary of the Navy (Research, Development, and Acquisition), Assistant Secretary of the Navy (Manpower and Reserve Affairs), and Assistant Secretary of the Navy (Financial Management and Comptroller). The IEC is authorized to establish subordinate organizations and processes, as required, to effectively execute the responsibilities of its charter.
- The DON IAWF MOCC is chartered under the authority of the DON CIO in accordance with reference (e). The establishment of this charter directs the DON IAWF MOCC as a reporting body to the DON CIO and DON IEC for oversight and compliance review of DON IAWF activities included in references (a) through (e).

4. Outcomes. The DON IAWF MOCC will review Federal, DoD, and DON guidance; perform the analysis required to determine best courses of action for DON implementation of guidance; and review and assess DON IAWF implementation actions and outcomes to include:

- Secretary of the Navy IAWF manuals, instructions, and other necessary policies and guidance documents to improve the Department's IA security workforce through education, training, certifications, and management;
- IAWF staffing identification and funding per the IAWF functions identified in reference (b);
- Actions required to support IAWF manpower, personnel, training, and Planning, Programming, Budgeting and Execution processes;
- IAWF career areas and job roles;
- Actions required to ensure consistent threat information and IA imperatives are incorporated annually into IA (user and IAWF) training;

- Development of recommendations for institutionalizing training for IAWF technical and management functions;
- Monitor IAWF training resource allocations and review supplied training for effectiveness and appropriateness;
- Actions required to reduce IA training development redundancy;
- Utilize technological solutions to ensure validity of information used to identify and track the IAWF;
- Determine the health of the IAWF and, when required, report IAWF information;
- Ensure IA awareness training is conducted, recorded, and monitored for DON personnel prior to granting network access and ensure annual and event specific total workforce IA training is conducted;
- Provide recommendations and requirements for total workforce IA training as required;
- Develop Oversight and Compliance Instruction;
- Oversee the use of reference (d), as well as Service specific guidance, to conduct standardized IAWF management compliance visits; and
- Review and assess results of compliance visits.

5. Duration and Reporting. The DON IAWF MOCC is chartered for a period of two years and will provide reports to the DON CIO and IEC on a quarterly basis or on an as-required basis, should circumstances warrant. The DON IAWF MOCC will ensure development and review of all reports required by references (a) through (d), and reports and findings required in accordance with Federal or DoD direction. The DON IAWF MOCC charter will be reviewed prior to expiration and a determination will be made at that time whether to extend, modify and extend, or cancel the charter.

6. Membership:

- The membership of the DON IAWF MOCC is listed in Attachment (1).

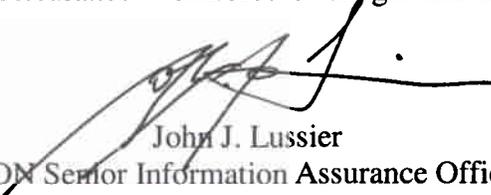
7. Responsibilities:

- Chair's Responsibilities
  - Call and chair meetings;
  - Approve agendas;
  - In conjunction with the Executive Board members, present and represent the IAWF MOCC in forums including Federal, DoD, IEC, and other DON executives as required;
  - Assign actions and tasks;
  - Convene sub-groups as required;
  - Convene and assign teams to specific tasks as required;
  - Coordinate formal reporting and develop and validate reports for Federal, DoD and DON entities as required;
  - Execute other actions and tasks as directed by the IEC and DON CIO;
  - Identify and resolve issues where required; and
  - Escalate issues to the IEC and DON CIO when appropriate.

- **Executive Board Members**
  - Present and represent the IAWF MOCC in forums;
  - Coordinate formal reporting and develop and validate reports for Federal, DoD and DON entities as required;
  - Identify and resolve issues where required;
  - Escalate issues to the IEC and DON CIO when appropriate; and
  - Serve as council chair when required.
  
- **Members' Responsibilities**
  - Assist chair as directed;
  - Collaborate and share information;
  - Prepare and assist the Chair and Executive Board as needed to support of IAWF MOCC activities;
  - Assist the Chair and executive Board in executing other tasks as assigned by the DON CIO and IEC;
  - Identify and nominate agenda items and issues to the Chair for consideration;
  - Represent their organization's position with regard to IAWF issues;
  - Convey and support the decisions of the IAWF MOCC to their organizations; and
  - Execute actions and tasks as directed by the Chair.

8. Action

- Cancel reference (f), and carry out IAWF MOCC responsibilities with membership, as specified in Attachment (1).
- Develop a Management Action Plan within 60 days.
- Develop an Information Assurance Workforce Oversight and Compliance Instruction within 180 days.

  
 John J. Lussier  
 DON Senior Information Assurance Officer

References:

- a. DoD Directive 8570.1, Information Assurance Training, Certification, and Workforce Management, of 15 Aug 04
- b. DoD 8570.01-M, Information Assurance Workforce Improvement Program w/change 1, of 15 May 08
- c. Section 3544 of Title 44, United States Code (as added by the Federal Information Security Management Act (FISMA) of 2002)
- d. SECNAV M- 5239.1, DON IA Program, IA Manual, Nov 05
- e. SECNAVINST 5430.7P CH - 1, Assignment of Responsibilities and Authorities in the Office of the Secretary of the Navy, 5 March 2009
- f. Information Assurance Workforce Working Group Charter, of 25 Feb 05

Attachment: (1) DON IAWF MOCC Membership

## **DON Information Assurance Workforce Management Oversight and Compliance Council Membership**

Membership. Oversight and compliance measures are a shared responsibility. Members of the IAWF MOCC are:

### **Executive Board**

DON IT Workforce Team Lead  
DON Deputy CIO (Navy) (N614)  
DON Deputy CIO (Marine Corps) (C4 IA)  
DON Deputy CIO (Marine Corps) (C4 CR)  
NETWARCOM IA WIP Manager

### **Navy Council Representatives**

DCNO, Total Force  
CNO N11  
CNO N12  
CNO N13  
NETC  
CID  
CNO N6F  
NPC  
NETWARCOM  
SPAWAR  
NAVRESFOR  
Navy Inspector General  
CIO and Workforce Management  
Representatives from Navy Echelon II  
Commands

### **Marine Corps Council Representatives**

HQMC C4 CIO  
HQMC C4 CR (C4 Civilian COI)  
HQMC C4 IA  
MCNOSC IA  
MARCORSYSCOM C4 IA  
MARCORSYSCOM CIO  
DC M&RA  
TECOM  
TECOM Distance Learning  
TECOM MCCES and CTC  
Marine Corps Inspector General  
CIO and Workforce Management  
Representatives from Marine Corps Major  
Subordinate Commands

### **Other Permanent Members**

ASN M&RA  
DoD DIAP  
DON CIO (IA Team)  
DON CIO (IM/IT Workforce Team)  
CANES  
NGEN SPO  
Naval Audit Service  
NNFE PTST  
IAWF MOCC Facilitator

### **ADHOC Members**

CFFC  
COMPACFLT  
ONI  
IRM College, NDU  
NPS  
Navy SSO  
NCDOC  
NIOC

Attachment (1)