



DEPARTMENT OF THE NAVY
CHIEF INFORMATION OFFICER
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26 May 2020

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY CYBERSPACE INFORMATION TECHNOLOGY
AND CYBERSECURITY WORKFORCE MANAGEMENT AND QUALIFICATION
MANUAL

Ref: (a) SECNAV M-5239.2 Department of the Navy Cyberspace Information Technology and
Cybersecurity Workforce, June 2016
(b) DoDDM 8570.01, "Information Assurance Workforce Improvement Program," of
December 2005

Encl: (1) Cyber IT/CS Workforce Structure Position Description
(2) Cyber IT/CS Continuous Learning Program (CLP)
(3) Cyber IT/CS Workforce Categories, Specialty Areas and Proficiency Levels

This memorandum updates selected sections of reference (a).

This memorandum provides policy updates on three areas contained in reference (a) impacting the Department of the Navy (DON) Cyber Workforce transition as follows: position description, continuous learning requirements, and proficiency levels.

The contractor workforce remains governed by DoDM 8570.01 (reference (b)).

Enclosures specify policy and guidance language updates to selected sections of SECNAV M-5239.20:

- Chapter 3.1.b.1.(g).1 see enclosure on Cyber IT/CS Workforce Structure Position Description
- Chapter 3.17.4.(a) see enclosure on Cyber IT/CS Continuous Learning Program (CLP)
- Chapter 3.1.c.4.a.b.c. see enclosure on Cyber IT/CS Workforce Categories, Specialty Areas, and Proficiency Levels

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Cyber IT/CS Workforce Structure
Position Description

Enclosure 1. SECNAV M-5239.2, Chapter 3, paragraph.1.b.(1).(g). Validate civilian Position Description (PD), including the requirement to qualify (and maintain qualification) as a condition of employment with the following wording:

This position has been designated as a Cyber Workforce position in the DoD Cyber Workforce Framework (DCWF) **role of (INSERT TITLE) proficiency level (INSERT LEVEL)** and, as a condition of employment, the incumbent of the position is required to maintain qualifications in accordance with DON Cyber Workforce Program requirements of **SECNAV M-5239.2.**”

This designation requires:

1. The incumbent participate in a continuous learning (CL) program as described in SECNAVINST 5239.20A and SECNAV M-5239.2. An annual 20 hour minimum of Cyber Workforce related continuous learning must be documented in a current individual development plan signed by both the employee and supervisor.
2. The incumbent must obtain the required credentials within **12 months** of appointment and maintain those credentials as described in **SECNAV M-5239.2** for DCWF **role of (INSERT ROLE CODE AND TITLE) proficiency level (INSERT LEVEL)**. For more information, please review **SECNAV M-5239.2** Chapter 3, paragraph b (1) (g) 1.

Failure to meet a condition of employment may result in disciplinary and /or adverse action up to removal from federal service.

Cyber IT/CS Continuous Learning Program (CLP)

Enclosure 2. SECNAV M-5239.2 Chapter 3. Paragraph 5.e (4).(a) Cyber IT/CSWF members shall participate in a continuous learning (CL) program as described in SECNAVINST 5239.20A and SECNAV M-5239.2 and complete a minimum 20 hours annually of CL activities. Members may claim credit for hours in excess of the 20 hour minimum in the next consecutive year in order to meet that year's requirement; however, members are still encouraged to complete at least 20 hours of CL annually. Any hours in excess of the required 20 requirement completed in a given year may not be carried over beyond the next consecutive year.

Cyber IT/CS Workforce Categories, Specialty Areas and Proficiency Levels

Enclosure 3. SECNAV M-5239.2, Chapter 3, paragraph 1.c.(4).(a) (b) (c). The DON will use updated proficiency level terms to describe the capability levels: Basic, Intermediate, and Advanced.

- **Basic:** Foundational understanding of computer systems and related cybersecurity software and hardware components. Ability to apply simple concepts and routine processes with frequent and specific guidance. Ability to perform successfully in routine, structured situations, or more complex situations with supervision.
- **Intermediate:** Working knowledge and application of Information Security and security operational characteristics for a variety of computer platforms, networks, software applications, and Operating Systems. Extensive knowledge of basic concepts and processes and experience applying these with only periodic high-level guidance. Ability to perform successfully in non-routine and sometimes complicated situations.
- **Advanced:** Application and mastery of Information Security, plans, and functions; responsible for the management of complex projects, and initiatives with large scope. An in-depth understanding of complex concepts and processes, and experience applying these with little or no guidance. Ability to provide guidance to others and to perform successfully in complex, unstructured situations.