



Department of Defense MANUAL

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Incorporating Change 2, Effective September 14, 2020

USD(I&S)

SUBJECT: DoD Geospatial Intelligence (GEOINT) Accreditation and Certification

References: See Enclosure 1

1. PURPOSE. This manual:

a. Provides accreditation guidance and procedures for DoD education and training institutions (referred to in this manual as “institutional accreditation”) that support the DoD Components and the National System for GEOINT (NSG) in accordance with the authority in DoD Directive (DoDD) 5143.01 (Reference (a)), DoDD 5105.60 (Reference (b)), and the policy in DoD Instruction (DoDI) 3115.11 (Reference (c)) and DoDI 3305.10 (Reference (d)).

b. Provides guidance and procedures for developing and implementing the GEOINT certification program in accordance with Reference (c).

c. Implements the policy in Reference (d) and establishes roles and assigns responsibilities for the development, implementation, and maintenance of the GEOINT certification program in accordance with Reference (c).

2. APPLICABILITY. This manual applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this manual as the “DoD Components”).

3. RESPONSIBILITIES. See Enclosure 2.

4. PROCEDURES

a. Enclosure 3 identifies the accreditation requirements used to support DoD intelligence training and education including the GEOINT certification program.

b. Enclosure 4 identifies the procedures for developing the Defense GEOINT certification program. This includes guidelines for:

(1) Establishing formal and documented processes for assessing and evaluating whether personnel within the Defense GEOINT workforce have acquired the knowledge and skills required to perform GEOINT functional tasks.

(2) Categorizing Defense GEOINT positions in terms of the GEOINT functional tasks and identifying certifications applicable to personnel performing those tasks.

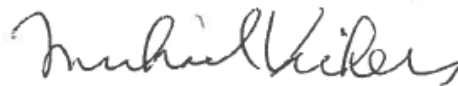
c. Enclosure 5 provides templates for preparation of accreditation documentation.

5. INFORMATION COLLECTION REQUIREMENTS. The Annual Report of Intelligence and Security Training, Education, and Certification, referred to in paragraphs 2l and 6c of Enclosure 2, and section 5 of Enclosure 4 of this manual, has been assigned report control symbol DD-INT(A)2252 as prescribed in DoD Manual 3305.02 (Reference (e)).

6. RELEASABILITY. **Cleared for public release.** This manual is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 2. This administrative change updates the title of the Under Secretary of Defense for Intelligence to the Under Secretary of Defense for Intelligence and Security in accordance with Public Law 116-92 (Reference (f)).

8. EFFECTIVE DATE. This manual is effective May 27, 2014.



Michael G. Vickers
Under Secretary of Defense for Intelligence

Enclosures

1. References
2. Responsibilities
3. Accreditation Requirements
4. GEOINT Certification Program Procedures
5. Templates for Consistent Documentation

Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5143.01, “Under Secretary of Defense for Intelligence and Security (USD(I&S)),” October 24, 2014, as amended
- (b) DoD Directive 5105.60, “National Geospatial-Intelligence Agency (NGA),” July 29, 2009
- (c) DoD Instruction 3115.11, “DoD Intelligence Human Capital Management Operations,” January 22, 2009, as amended
- (d) DoD Instruction 3305.10, “Geospatial Intelligence (GEOINT) Training,” July 3, 2013, as amended
- (e) DoD Manual 3305.02, “DoD Collection Management (CM) Accreditation and Certification,” November 21, 2012, as amended
- (f) Public Law 116-92, “National Defense Authorization Act for Fiscal Year 2020,” December 20, 2019
- (g) DoD Instruction 3115.15, “Geospatial Intelligence (GEOINT),” December 6, 2011, as amended
- (h) Intelligence Community Directive Number 113, “Functional Managers,” May 19, 2009
- (i) Intelligence Community Directive Number 610, “Competency Directories for the Intelligence Community Workforce,” September 1, 2008, as amended
- (j) DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- (k) DoD Instruction 1400.25, Volume 250, “DoD Civilian Personnel Management System: Civilian Strategic Human Capital Planning (SHCP),” June 7, 2016
- (l) DoD Instruction 5000.02T, “Operation of the Defense Acquisition System,” January 7, 2015, as amended
- (m) Page 56227 of Volume 76, Number 176, Federal Register, September 12, 2011
- (n) Institute for Credentialing Excellence, “National Commission for Certifying Agencies: Standards for the Accreditation of Certification Programs,” September 2004
- (o) Institute for Credentialing Excellence, “ICE 1100 2010(E) – Standard for Assessment-Based Certificate Programs,” 2009¹
- (p) Chapter 126 of Title 42, United States Code
- (q) Society for Industrial and Organizational Psychology, Inc., “Principles for the Validation and Use of Personnel Selection Procedures,” 2003, 4th Edition
- (r) American Educational Research Association, American Psychological Association, and National Council on Measurement in Education, “Standards for Educational and Psychological Testing,” 1999²
- (s) Section 300.103(c) of Title 5, Code of Federal Regulations
- (t) Intelligence Community Directive Number 652, “Occupational Structure for the Intelligence Community Civilian Workforce,” April 28, 2008

¹ Available for purchase at <http://www.credentialingexcellence.org/p/cm/ld/fid=15>.

² Available for purchase at <http://www.aera.net/tabid/11736/Default.aspx>.

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE AND SECURITY (USD(I&S)). The USD(I&S):

a. Exercises the approval authority for the Defense GEOINT certification program based on the accreditation and certification requirements described in Enclosure 3 of this manual.

b. Ensures sustainment requirements of the GEOINT certification program and institutional accreditation, as required to satisfy the DoD Components' implementation plans and in accordance with Reference (c), are identified and included in Planning, Programming, Budgeting, and Execution (PPBE) actions.

c. Reviews GEOINT certification program resource requests upon budget submission and provides additional guidance as needed.

d. Ensures Defense GEOINT education and training institutions are compliant with the requirements described in Enclosure 3 of this manual.

e. Accepts and approves certification conferral recommendations.

f. Coordinates competency and certification programs with the Under Secretary of Defense for Personnel and Readiness (USD(P&R)).

g. Ensures the DoD Component heads determine certification requirements for military and civilian manpower and contract support for GEOINT-related mission support and force structure, as required.

2. DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY (NGA). Under the authority, direction, and control of the USD(I&S), in accordance with Reference (b), Reference (d), DoDI 3115.15 (Reference (g)), and Intelligence Community Directive (ICD) Number 113 (Reference (h)), and in addition to the responsibilities in section 6 of this enclosure, the Director, NGA:

a. Identifies and documents the knowledge and skills associated with competencies necessary to successfully perform functional tasks the DoD and non-DoD NSG Components who perform GEOINT activities; informs the Office of the USD(P&R) of competency requirements; and ensures:

(1) The community-defined GEOINT functional tasks are defined in accordance with References (d) and (g).

(2) The GEOINT knowledge and skills are aligned with the Office of the Director of National Intelligence (ODNI)-approved competency directory defined in ICD Number 610 (Reference (i)).

(3) The GEOINT certification program information verifies, validates, and is updated to reflect mission, policy, doctrine, tactics, techniques, and procedure changes, as appropriate.

b. Establishes a Certification Administrative Program Office that supports the implementation and maintenance of the GEOINT certification program.

c. Identifies GEOINT certification program resource requirements, and submits and advocates for inclusion in the Defense and Intelligence budgets.

d. Submits the GEOINT certification program for USD(I&S) approval.

e. Oversees GEOINT education and training standards that align to the knowledge and skills identified within the GEOINT certification program.

f. Applies for external accreditation as described in Enclosure 3 of this manual.

g. Identifies and recommends the specific implementation and sustainment requirements of the GEOINT certification program, as specified in this manual.

h. Oversees the GEOINT Certification Program Governance Council that establishes and implements policies and procedures for the GEOINT certification program.

i. Ensure that all personally identifiable information is collected, used, maintained, or disseminated in accordance with DoD 5400.11-R (Reference (j)).

j. In coordination with the DoD Component heads, reviews the candidate lists from the Certification Administrative Program Office before submission to the USD(I&S) for conferral of certifications.

k. Establishes a process for developing, reviewing, and endorsing each DoD Component's Annual Report on GEOINT Accreditation and Certification.

l. Collects metrics for each DoD Component's GEOINT certification program status for inclusion in the annual report to the USD(I&S).

m. Establishes and implements a process for disseminating information about the GEOINT certification program.

n. Designs, develops, and implements a plan for evaluating the efficiency and effectiveness of the GEOINT certification program.

3. DIRECTOR, NATIONAL RECONNAISSANCE OFFICE (NRO). Under the authority, direction, and control of the USD(I&S) and in addition to the responsibilities in section 6 of this enclosure, the Director, NRO, ensures overhead GEOINT collection systems and related infrastructure training and education standards are compliant with the GEOINT essential body of knowledge as defined in this manual.

4. USD(P&R). The USD(P&R):

a. Incorporates GEOINT certification designations into USD(P&R) management of GEOINT professionals.

b. Captures and incorporates requirements for certification in personnel and manpower databases under USD(P&R) authority.

c. Incorporates GEOINT certification program and progress in meeting GEOINT goals into the strategic human capital planning (SHCP) and congressional reports in accordance with Volume 250 of DoDI 1400.25 (Reference (k)).

5. UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND SUSTAINMENT. The Under Secretary of Defense for Acquisition and Sustainment implements the requirements of this manual, as appropriate, for the acquisition of services in support of GEOINT in accordance with Enclosure 9 of DoDI 5000.02T (Reference (l)) and page 56227 of Volume 76, Number 176, Federal Register (Reference (m)).

6. DoD COMPONENT HEADS AND COMMANDANT, U.S. COAST GUARD. The DoD Component heads and the Commandant, U.S. Coast Guard:

a. Implement policies, procedures, programs, and requirements as specified in this manual.

b. Identify applicable certifications for their respective DoD Component's military, civilian, and contractor DoD GEOINT positions in terms of GEOINT functional tasks.

c. Develop the DoD Component's Annual Report on GEOINT Accreditation and Certification and submit to the Director, NGA, for reporting to the USD(I&S) and to the SHCP Program Office for incorporation into DoD SHCP.

d. Support the continuous improvement of the GEOINT certification program by submitting recommendations to the GEOINT Certification Program Office regarding:

(1) DoD Component-specific needs or issues that affect GEOINT certification program implementation.

(2) Adjustments to the GEOINT certification program including, but not limited to, additions, deletions, or changes to the GEOINT essential body of knowledge, certification framework, certification blueprints, or certification scheme.

e. Identify GEOINT certification program education, training, and renewal requirements, including associated costs for time required for professional development, and include in PP&B actions.

f. Provide subject matter experts to GEOINT-initiated certification projects, committees, and initiatives.

g. Ensure DoD Component-level GEOINT education and training institutions are accredited and sustained in accordance with Enclosure 3 of this manual.

h. Ensure GEOINT training and education standards are compliant with the GEOINT essential body of knowledge.

i. Provide appropriate representation to the GEOINT Certification Program Governance Council as described in Enclosure 4 of this manual.

j. In coordination with the Defense GEOINT Manager, review the candidate lists from the Certification Administrative Program Office for recommendations before submission to the USD(I&S) for conferral of certifications.

7. CJCS. In addition to the responsibilities in section 6 of this enclosure, the CJCS:

a. Monitors the GEOINT certification program support of military requirements.

b. Advises the USD(I&S) and the Defense GEOINT Manager on resources for the GEOINT certification program to support the Combatant Commands.

c. Validates requirements for the GEOINT certification program through appropriate DoD and Joint Staff processes.

d. Develops and maintains joint doctrine for core, supporting, and related GEOINT capabilities in joint operations, as appropriate.

e. Coordinates with the USD(I&S) and the Defense GEOINT Manager when new programs, initiatives, or requirements for the GEOINT certification program are proposed.

8. COMBATANT COMMANDERS. Through the CJCS and in addition to the responsibilities in section 6 of this enclosure, the Combatant Commanders:

a. Incorporate the GEOINT certification into the coding criteria for billets.

- b. Submit military requirements to the CJCS for the GEOINT certification program.

ENCLOSURE 3

ACCREDITATION REQUIREMENTS

1. INTRODUCTION. Accreditation applies to DoD education and training institutions and the GEOINT certification program. Accreditation assures the quality of the institution or certification program and assists in the improvement of the institution or certification program.

2. ACCREDITATION FOR INSTITUTIONS

a. Bodies that conduct institutional accreditation are national or regional in scope and consider the characteristics of whole institutions. An institutional accrediting body gives attention not only to the offerings of the institutions it accredits, but to other institutional characteristics such as student personnel services, financial status, administrative structure, facilities, and equipment.

b. To be accredited, DoD GEOINT institutions and programs must meet applicable DoD Component published standards and the associated criteria of a U.S. Secretary of Education-recognized accrediting agency, such as the Council on Occupational Education.

c. DoD GEOINT institutions and programs must also meet the standards and associated criteria established by Director, NGA, as the Defense GEOINT Manager outlines.

d. It is the responsibility of the DoD institution sponsoring the accreditation process to inform the accrediting organization of any security clearance requirements during the establishment of its candidacy.

3. ACCREDITATION FOR THE GEOINT CERTIFICATION PROGRAM

a. Certifications developed in accordance with this manual must be accredited and maintain accreditation as described in the Standards for the Accreditation of Certification Programs and the Quality Standard for Assessment-Based Certificate Programs (References (n) and (o), respectively).

b. The GEOINT certification program must meet the published standards of the nationally recognized certification accreditation body, the National Commission for Certifying Agencies (NCCA) to be accredited. The application process and establishment of candidacy for NCCA accreditation is described in References (n) and (o).

4. DoD INSTRUCTOR CERTIFICATION STANDARD

a. Purpose. The DoD Instructor Certification Standard:

(1) Establishes standards for basic instructor certification to ensure fully competent learning facilitators conduct all DoD education and training.

(2) Provides a basic framework for the development and certification of instructors within the DoD training and education enterprise to complement existing instructor development and certification programs.

(3) Applies to all instructors and faculty within the DoD training and education components subject to the provisions of Reference (d).

(4) Establishes general guidelines for basic instructor development, evaluation, and certification.

(5) Supplements policy already in place within the respective DoD education and training institutions.

b. Requirements. Each school must have policies addressing:

(1) Organizational requirements for instructor development, evaluation, and certification. These requirements, at a minimum, include the criteria for the basic DoD instructor certification as well as address the professional conduct of instructors.

(2) Instructor qualification criteria leading to certification. Criteria include traditional and distributed learning formats as applicable.

(3) Required subject matter certifications where applicable (e.g., language, weapons qualifications).

(4) Recertification procedures.

(5) Advanced instructor certification procedures.

(6) Instructor mentoring.

(7) Standards and methods for observing and evaluating instructor classroom performance and performance review frequency.

(8) Waiver procedures.

(9) Continuing education requirements for instructors.

c. Criteria for Basic DoD Instructor Certification. All instructors teaching courses or portions of courses (e.g., units, blocks, modules) in DoD education and training institutions must be certified or in the process of obtaining certification at the basic DoD instructor level or above. The criteria to achieve basic DoD instructor certification are:

(1) Subject Matter Expertise. Instructors must possess sufficient expertise in the field they are teaching to address the material being taught.

(2) Instructor Qualifications. An instructor must achieve, at a minimum, the basic instructor competencies outlined in Figure 1. Instructor competencies are accomplished by completing a basic instructor course within the first 12 months of teaching or meeting institutional waiver requirements if an individual successfully completes previous instructor courses meeting the listed competencies. Instructors must attend a basic instructor course prior to teaching any course (or portion thereof) without supervision unless a school official with designated waiver authority grants a waiver as detailed in the school's administrative and management policy.

Figure 1. Basic Level Instructor Competencies

<p>Basic Level Instructor Competencies:</p> <ul style="list-style-type: none">• Knowledge of adult learning principles• Knowledge of the instructional systems design process• Knowledge of distance learning and delivery mechanisms*• Knowledge of basic course and curriculum evaluation• Face-to-face presentation skills to include integration with appropriate teaching methods**• Basic classroom management skills• Basic assessment of student learning skills and skills in the delivery of adequate feedback• Basic facilitation skills• Awareness of learning transfer <p>*This competency is required because some DoD schools start their instructors teaching in a distance learning environment immediately.</p> <p>**Face-to-face can mean any opportunity for learning where the learner and instructor are co-located.</p>
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(3) Knowledge of Course Content and Delivery. Prior to teaching, instructors must demonstrate content proficiency, either by completing the current version of the course or portion thereof as a student (including online and classroom portions of a hybrid course) or completing an earlier version of the course or portion thereof that is substantially similar to the current course. Instructors may be exempt from taking a course as a student if they have gained sufficient knowledge of course content through activities such as substantial participation in a course's design and development.

(4) Supervised Instruction. It is imperative that instructors continually strive to improve their ability to instruct. To that end, all instructors must successfully teach a course (or applicable portion thereof) under the supervision of a fully qualified instructor unless a school official with designated waiver authority grants a waiver, as detailed in the school's administrative and management policy. Figure 2 provides a checklist for observing instructors assessing an instructor in the classroom or in the particular environment called for as a course or class requirement.

Figure 2. Instructor Observation and Evaluation Checklist

<u>Instructor Observation and Evaluation Checklist</u>	
The following provides a sample list of items to look for when observing instructors:	
Instructional Materials	
<ul style="list-style-type: none">• Classroom preparation (e.g., rosters, sign-in sheets, notebooks, handouts)• Familiarity with classroom, building layout, emergency procedures, etc.• Familiarity with and adherence to institutional security procedures• Familiarity with equipment, technology, and platform props• Audio visual material – high quality, clear, and easy to read• Case studies and readings – appropriate to class	
Delivery Skills	
<ul style="list-style-type: none">• Presents and communicates clearly• Clearly communicates lesson objectives• Explains relevance of learning objectives to students• Enthusiastic about subject matter• Engages audience• Asks and answers questions• Ensures student learning• Manages classroom• Delivery skills (eye contact, movement, gestures, facial expressions, voice)• Time management• Follows the lesson plan and deviates from lesson when appropriate or necessary• Demonstrates effective use of applicable instructional delivery• Informal and formal assessment of learning (e.g., questions, cases, exercises)	
Subject Matter Expertise	
<ul style="list-style-type: none">• Demonstrates command of material	

(5) Certification Assessment. After meeting all the criteria listed in Figure 2, all instructors are formally assessed using their institution's instructor assessment and certification process. The assessment criteria must include, at a minimum, the applicable criteria outlined in Figure 2. This assessment serves as the capstone for certification at the basic DoD instructor level. It should be followed by a combination of recurring formative and summative assessments systematically administered throughout the instructor's tenure.

d. Implementing Guidance. Each school implements as follows:

(1) Current instructors and school administrators identified as meeting their school's first-level instructor certification are granted basic DoD instructor certification. If a school's criteria for attaining first-level certification meet the basic DoD instructor standards, instructors concurrently receive the basic DoD instructor certification upon meeting the school's certification requirements.

(2) Former instructors must meet an individual school's recertification requirements prior to being granted basic DoD instructor certification.

(3) Once certified, instructors are required to meet each individual school's recertification regimen, which includes meeting its evaluation standards on a periodic basis and adhering to an annual continuous learning requirement. Continuous learning events may include, but are not limited to, attending instructional conferences, building and conducting seminars on selected topics, or completing education and training courses. The recurrence of recertification will factor in the school's instructor demographics and the requirements of its faculty and staff development strategy. At a minimum, it is recommended that full-time faculty be recertified annually.

(4) Successful completion of the requirements for basic DoD instructor certification is recognized by a certificate the DoD Intelligence Chief Learning Officer signs.

(5) It is expected that the adoption by the DoD Components carrying out GEOINT activities of this common instructor certification standard allows mutual recognition of an individual's previous teaching certification among all Intelligence Community (IC) members. Such mutual recognition does not imply that an individual who transfers between DoD education and training institutions has license to begin teaching immediately at a new school. Rather, it means an individual's certification is acknowledged as a starting point in preparing to operate in the new institution's specific environment and in accordance with its policies and directives.

e. Oversight of the Standards. To assure alignment of the DoD education and training institutions to these standards, and to encourage best practices among all DoD learning institutions, the USD(I&S) conducts biennial staff assistance visits (SAVs) with each institution. The results of these SAVs will be shared with all DoD education and training institutions to track the progress of each school in meeting these standards and leverage the best employed practices to meet these standards for the mutual benefit of all institutions. Recommended best practices include:

(1) All instructors attend their prospective assigned course(s) as a student prior to teaching the material on their own. It is also recommended all instructors teach the course thereafter with a fully qualified mentor.

(2) Peer assessments are included in the required recurring formative and summative assessments.

(3) All instructors, full-time and adjunct, continue to develop their knowledge and competency in the areas listed in Figure 1.

ENCLOSURE 4

GEOINT CERTIFICATION PROGRAM PROCEDURES

1. GEOINT CERTIFICATION PROGRAM OBJECTIVES. The GEOINT certification program:

a. Promotes a shared understanding of GEOINT functional tasks and the knowledge and skills associated with the competencies required to perform those functional tasks defined in this manual as the “GEOINT essential body of knowledge”.

b. Promotes an interoperable DoD and non-DoD NSG GEOINT workforce by establishing uniform processes for assessing knowledge and skills and determining whether a member of the GEOINT workforce demonstrates mastery of relevant segments of the GEOINT essential body of knowledge.

c. Certifies that the GEOINT workforce (military, civilian, and contractor) possesses the knowledge and skills associated with the competencies necessary to successfully carry out DoD and defined GEOINT functional tasks.

d. Facilitates sound professional development, education, and training by ensuring, through a formal evaluation process, that such professional development, education, and training programs provide individuals the opportunity to acquire the documented GEOINT essential body of knowledge.

e. Develops a workforce of certified GEOINT professionals who provide the best possible guidance and support to maximizing the efficiency and effectiveness of GEOINT activities in fulfilling DoD missions, goals, and objectives.

2. GEOINT CERTIFICATION PROGRAM GOVERNANCE COUNCIL. The GEOINT Certification Program Governance Council serves as the decision-making body for certification policy coordination and oversight of the GEOINT certification program as Reference (n) requires. The GEOINT Certification Program Governance Council is the certification authoritative body for the GEOINT essential body of knowledge and the GEOINT Certification Program Design Document (PDD).

a. The delegated GEOINT Functional Manager for Human Capital Management serves as the chair and appoints members to the GEOINT Certification Program Governance Council.

b. Members appointed to the GEOINT Certification Program Governance Council consist of three categories: subject matter experts from the Military Services and DoD agencies; functional and career managers; and senior human capital or human resource officials that respective Military Services and DoD agencies nominate. These members are senior intelligence

representatives of a position or grade commensurate with the Defense GEOINT Manager or designated to represent their organization at a senior level.

c. The GEOINT Certification Program Governance Council represents the interests of all parties concerned with the certification program design, management, and maintenance.

d. The functions of the GEOINT Certification Program Governance Council include:

(1) Review, approve, and maintain the processes and procedures required under the certification accreditation standards. This responsibility will start with the first accreditation review and continue with the annual updates thereafter to assure continuing conformity with the accreditation standards consistent with Reference (n).

(2) In consultation with the GEOINT Certification Program Office and DoD subject matter experts, approve changes in the structure of the certification program or the need for an update of skill standards or related assessment strategies. This includes revisions to the GEOINT essential body of knowledge and the PDD.

3. GEOINT CERTIFICATION ADMINISTRATIVE PROGRAM OFFICE. The GEOINT Certification Administrative Program Office directly supports the Defense GEOINT Manager and the GEOINT Certification Program Governance Council. The functions of the Certification Administrative Program Office include:

a. Management of Certification Conferral Process. In coordination with the GEOINT Certification Program Governance Council and the Defense GEOINT Manager, submit names for conferral of certifications by the USD(I&S). The Certification Administrative Program Office distributes information to the DoD Components in accordance with their implementation plans. Supporting management process documentation is included in the PDD.

b. Maintenance of Applications, Records Management, and Documentation. Establish and provide eligible candidates an application process for certification that is administered in a consistent, accessible, and secure manner and complies with the guidelines and procedures outlined in this manual. Interface with the DoD Enterprise Competency Management System to capture position competency requirements and associated employee proficiency. Maintain security of candidate records, scores, and certification and decertification documents. Track candidates from initial request to certification and report information to the DoD Components, when applicable. Supporting requirements documentation is included in the PDD.

c. Management of Certification Tests, Tools, and Protocols and Oversight of Their Delivery. Establish procedures to manage the tests, tools, and protocols. Certification testing is administered in an approved, proctored environment, using standardized procedures and in compliance with applicable laws, external accreditation standards, and chapter 126 of Title 42, United States Code (also known as “The Americans with Disabilities Act of 1990”) (Reference (p)). Supporting documentation of the process is included in the PDD.

d. Management of Appeals. Establish procedures to ensure potential appeals are processed. Supporting documentation is included in the PDD.

e. Management of Human Resources. Ensure the Certification Administrative Program Office is staffed with personnel who possess credentials consistent with their responsibilities. Supporting documentation required for accreditation will be included in the PDD.

f. Management of Data. Establish and implement policies and procedures necessary to protect and secure confidential personnel certification data, including but not limited to, personnel records, tests, and statistical data. These policies clearly define and establish “need to know” criteria and GEOINT-related system access requirements. Supporting documentation is included in the PDD.

4. ESTABLISHING THE GEOINT CERTIFICATION PROGRAM. The GEOINT certification program formally recognizes, through conferral of a certification credential, the GEOINT workforce mastery of relevant segments of the GEOINT essential body of knowledge. The credentials are used for mission staffing, professional development, and career planning. The standards and elements used to develop the GEOINT certification program include:

a. Standards for Establishing Formal Processes for Credentialing the GEOINT Workforce. The success of a certification program depends on the psychometric integrity of the assessment and evaluation processes the program uses to certify that GEOINT professionals master relevant segments of the GEOINT essential body of knowledge. Reference (n) provides accreditation standards that the GEOINT certification program must meet to ensure these processes result in information the Director, NGA can use to make valid certification conferral recommendations.

(1) The GEOINT certification program is based on a GEOINT essential body of knowledge derived from a systematic and thorough job analysis that properly leverages, informs, and aligns with the appropriate ODNI-approved competency directory in accordance with Reference (i). The job analysis method employed to catalog the GEOINT essential body of knowledge must comply with applicable legal, professional, and technical guidelines in accordance with References (k), (q), (r), and (s).

(a) The GEOINT essential body of knowledge is derived in accordance with Reference (i) and competencies that are included and described using established labels and definitions provided in the ODNI-approved competency directories.

1. The GEOINT competencies are further deconstructed into the essential knowledge and skills defined by the DoD Components performing GEOINT activities.

2. The knowledge and skills are defined in detail adequate for use in, or application to, instructional and assessment development (e.g., learning objectives).

(b) The GEOINT essential body of knowledge is identified, documented, and validated through a formal analysis of GEOINT functional tasks in compliance with applicable legal, professional, and technical guidelines in accordance with References (q), (r), and (s).

1. GEOINT functional tasks are documented in terms of critical work functions and associated key activities the GEOINT workforce (regardless of job titles, job series, or positions), as a whole, must enact to fulfill departmental GEOINT missions, goals, and objectives.

2. Job analysis methods are employed to identify, document, and validate GEOINT functional tasks. Use of these methods results in information regarding the relevance, importance, and criticality of GEOINT functional tasks in the fulfillment of departmental GEOINT missions, goals, and objectives.

3. GEOINT technical tradecraft knowledge is documented in terms of the critical information and associated key definitions necessary for the GEOINT workforce, to fulfill departmental GEOINT missions, goals, and objectives (regardless of job title, job series, or position).

(2) Only assessment strategies included and described in this manual are used to certify GEOINT professionals. Documented validity evidence, in accordance with References (q), (r), and (t), must support use of these strategies for assessing and evaluating GEOINT professionals' mastery of the GEOINT essential body of knowledge.

(3) To ensure the Director, NGA, can make valid certification conferral recommendations based on information resulting from chosen assessment strategies, implementation of these strategies must comply with applicable legal, professional, and technical guidelines in accordance with References (q), (r), and (s).

b. Elements of the Certification Program for Credentialing the GEOINT Workforce. The formal structure and processes used during the formation of the GEOINT certification program elements are captured in the certification framework, certification blueprint, and certification scheme.

(1) GEOINT Certification Framework. The GEOINT certification program defines a certification framework that meets the needs of the IC and is in accordance with the defined and recognized GEOINT essential body of knowledge. The framework aligns and codifies critical nodes within the notional career pathways for the GEOINT professional workforce.

(a) The certification framework:

1. Arrays certifications in a manner that reflects the logical progression with which the GEOINT workforce needs to demonstrate acquisition of the recognized essential body of knowledge.

2. Aligns with a career pathway architecture that has established levels:

entry/developmental, full performance, advanced, and expert.

3. Accommodates four types of certifications: role-based, skills and knowledge, foundational, and specialty.

4. Is modular to account for the variability with which DoD Components configure positions and billets to carry out GEOINT functional tasks.

(b) The certifications address segments of the GEOINT essential body of knowledge that are relevant and critical to the functional tasks. The certification's intended audience is the DoD GEOINT workforce.

(2) Certification Blueprint. The GEOINT certification program creates a blueprint for each certification specified in the framework. The blueprint identifies specific segments of the essential body of knowledge for each certification.

(a) The GEOINT Certification Program Governance Council reviews, validates, and endorses the blueprint.

(b) The blueprint guides the selection of assessment processes to include:

1. Assessment processes that are developed, validated, implemented, and maintained in accordance with applicable legal, professional, and technical guidelines and in accordance with References (q), (r), and (s).

2. Development and validation of assessment processes documented in accordance with applicable legal, professional, and technical guidelines and in accordance with References (q), (r), and (s) and relevant accreditation standards in accordance with References (n) and (o).

(3) Certification Scheme. The GEOINT certification program scheme describes the set of assessment processes the scheme uses to implement blueprints. It specifies a certification's eligibility requirements and prerequisites, assessment strategies, and renewal requirements.

(a) Eligibility and Prerequisites. Required prerequisites for eligible candidates for each certification may include:

1. Verification that an individual is a member of the Defense GEOINT workforce or a member of a DoD-related GEOINT workforce.

2. Attainment of a relevant lower-level GEOINT certification.

3. Successful completion of education and training courses or programs that are not part of the certification's assessment strategies.

4. Successful maintenance of lower-level proficiencies for a specified period of time and actively participating in GEOINT functions.

(b) Assessment Strategies. The GEOINT certification program requires assessment strategies for each certification identified in its framework. Assessment processes established in assessment strategies provide the GEOINT certification program concrete evidence of the GEOINT workforce's possession of targeted GEOINT essential body of knowledge.

(c) Certification Renewal. Certification renewal is an effort to measure continuing competence. It consists of both maintenance and recertification requirements.

1. Maintenance. The GEOINT certification program will identify certification requirements for maintenance of GEOINT personnel's certification status. Certification maintenance requirements are defined in terms of professional development and continuing education using hours, units, or credits.

2. Recertification. Recertification policies and procedures for each certification include:

a. Conditions and events that will trigger the need to go through a recertification process.

b. Elements of the original assessment strategies that certification holders must meet for recertification.

(d) Adjudication. In accordance with Reference (n), the GEOINT certification program confers certifications only to those GEOINT professionals who meet all requirements and conditions of respective certification assessment strategies. The GEOINT certification program also describes actions available to individuals who do not meet the certification requirements. This includes:

1. The amount of time GEOINT professionals must wait to re-apply for failed elements of the certification.

2. Policies and procedures to appeal adverse certification decisions.

c. Documentation of the Certification Program for Credentialing the GEOINT Workforce. The GEOINT certification program documents policies and procedures in its respective PDD.

(1) The PDD:

(a) Provides stakeholders visibility into the strategic, operational, and technical elements of a certification program.

(b) Complies with documentation requirements of Reference (n).

(2) The key sections of the PDD are: purpose, governance, and resources; responsibilities to stakeholders; assessment instruments; and renewal.

5. COMPLETION OF ANNUAL REPORT ON GEOINT ACCREDITATION AND CERTIFICATION. The DoD Components develop the annual report on GEOINT Accreditation and Certification and submit to the GEOINT Certification Administrative Program Office for inclusion in the annual report to the USD(I&S) in accordance with Reference (d). This report must include:

a. Implementation Plan. Describe the DoD Component's plan for incrementally completing the requirements of this manual over a 5-year period.

b. Management Plan. Describe the DoD Component's systematic approach to track and monitor certification attainment and maintenance for every GEOINT position included in the program and report its staffing compliance.

6. IDENTIFICATION OF APPLICABLE CERTIFICATIONS FOR DEFENSE GEOINT. As part of a DoD Component's implementation and management plans, the process for identification of applicable certifications begins with the categorization of Defense GEOINT positions in terms of GEOINT functional tasks.

a. Positions

(1) DoD Components identify and categorize GEOINT positions included in the GEOINT certification program. This:

(a) Includes all positions with responsibilities for GEOINT capabilities or performing GEOINT activities per the GEOINT functional tasks.

(b) Applies to military, civilian, and contractor positions mandated in appropriate statements of work or contracts.

(2) All Defense GEOINT positions, regardless of job title or job-series designation, that perform any GEOINT functional tasks are profiled using the GEOINT functional tasks.

(3) Resulting indexes are used to identify which GEOINT certifications are applicable to individuals who fill profiled and indexed Defense GEOINT positions. Steps to ensure proper indexing include, but are not limited to:

(a) Identify GEOINT certification program requirements for each categorized GEOINT position.

(b) Enter certification classification as the position specialty code into the Defense Civilian Personnel Data System for all positions and personnel performing GEOINT functions.

(c) Enter certification classification as an additional skill identifier or military occupational specialty code into the military database for all military personnel performing GEOINT functions.

b. Personnel. For employees (military, civilian, and contractor) with profiled and indexed Defense GEOINT positions identified as performing GEOINT functional tasks, certifications relevant to the GEOINT functional tasks are a mandatory requirement for permission to perform those tasks. DoD Components may levy additional requirements and make final decisions regarding the staffing of their Defense GEOINT positions.

(1) Incumbents. Incumbents of Defense GEOINT positions will not need to obtain certifications to retain their current GEOINT position, unless specified by Defense GEOINT Manager.

(2) Positions

(a) Attainment of a certification applicable to a Defense GEOINT position does not confer to the holder an automatic right to that position.

(b) Every person hired for, or newly assigned to, a GEOINT position must achieve the appropriate certifications within 2 years unless identified as an incumbent. The 2-year period begins on the first duty day in the position.

(c) Vacancy announcements must state certification requirements.

(d) DoD Components will establish and implement a condition of employment agreement for GEOINT professionals that states the professional will obtain the appropriate certifications for the position they fill. The agreement includes a release for the DoD to access the individual's certification qualifications.

(3) Contractors. The contracting officer ensures contractor personnel are appropriately certified according to the requirements the requiring office provides. The certification requirements for contractor personnel are necessary to include in the contract statement of work.

ENCLOSURE 5

TEMPLATES FOR CONSISTENT DOCUMENTATION

1. INTRODUCTION. This enclosure provides templates for documenting the certification program in the PDD.

2. DOCUMENTATION OF THE PDD. The following templates are provided for uniformity when presenting related accreditation and certification documentation.

a. Table 1 specifies the certification’s target audience, the knowledge and skills identified to exhibit mastery, the assessment strategies, and the name of the certification credential.

Table 1. Certification Program Assessment Outline

TARGET AUDIENCE	EXHIBIT MASTERY	ASSESSMENT STRATEGIES	CERTIFICATION CREDENTIAL
Types of professionals performing functional tasks	Relevant knowledge and skills that make up competencies	Approved assessment processes	Certification Name

b. Each certification within the GEOINT certification program must detail the assessment strategies specified in Table 1.

c. Table 2 presents descriptions of each assessment process the GEOINT certification program may use as part of assessment strategies for each certification.

Table 2. Assessment Strategy Options

GEOINT CERTIFICATION PROGRAM ASSESSMENT STRATEGY OPTIONS	
EDUCATION AND TRAINING DESCRIPTION	ASSESSMENT PROCESS
<p>Verification of successful completion of education and training via an official review of records and transcripts.</p> <p>This strategy is intended for required activities only — not recommended for developmental experiences.</p>	<p>Include requirements for specific courses or curricula.</p> <ul style="list-style-type: none"> - Requirements to attain qualification level 1 are at the basic/intermediate proficiency level. - Requirements to attain qualification level 2 are at the full performance proficiency level. - Requirements to attain qualification level 3 are at the advanced proficiency level. - Requirements to attain qualification level 4 are at the expert proficiency level.
ACCOMPLISHMENT RECORD DESCRIPTION	ASSESSMENT PROCESS
<p>Candidates submit written descriptions of past achievements that provide evidence the candidate achieved the required qualification standards.</p> <p>Accomplishment records are assessed with specific behavioral benchmarks relevant to each work level.</p> <p>Accomplishment records are evaluated by two raters, one of whom is the candidate’s supervisor (who confirms the accuracy of the information included in the accomplishment record). The other rater is someone who does not directly supervise the candidate but is a higher-level reviewing official.</p>	<p>The accomplishment record should include documented evidence that the candidate met the qualification standards at the appropriate level, and specific examples of past experiences are written in the “situation, behavior, outcome” format. Candidates may also demonstrate their knowledge of a specific topic area (e.g., GEOINT mission and values) by writing a brief statement addressing that topic.</p> <p>Describe requirements for accomplishment records for each proficiency level. These requirements should include the specific knowledge, skills, and abilities candidates should provide evidence of in their accomplishment records. For example, “Ability to effectively present briefings on emerging terrorist threats to a variety of audiences.”</p>

Table 2. Assessment Strategy Options, continued

GEOINT CERTIFICATION PROGRAM ASSESSMENT STRATEGY OPTIONS	
WORK PRODUCT DESCRIPTION	ASSESSMENT PROCESS
<p>Candidates submit examples of recent work products or individual contributions to work products such as briefings and reports. All work products are evaluated using standardized criteria and benchmarks appropriate to the domain area and the proficiency level.</p> <p>Where appropriate, existing review processes are used. Reviews are based on standards for quality (e.g., the Office of Analytic Integrity and Standards benchmarks for analytic tradecraft standards or equivalent).</p> <p>A panel of subject matter experts must evaluate work products.</p>	<p>Products may include the work of the candidate individually or a team in which the candidate participated, provided that the candidate made a substantive contribution to the team’s final product. For team products, the candidate should submit a brief statement describing their role in producing the work product, and the supervisor must verify this statement.</p> <p>Describe function or specialty requirements for sample work products for each proficiency level, including the standards against which these work products are assessed.</p> <p>Sample work products external applicants submit may include articles, book chapters, term papers, conference papers, etc., and must reflect the candidate’s individual work.</p>
STANDARDIZED ASSESSMENT DESCRIPTION	ASSESSMENT PROCESS
<p>To ensure consistent requirements are applied across the DoD IC, candidates must pass one or more assessments that are administered and scored in a standardized fashion.</p> <p>Trained assessors score all standardized assessments are using reliable and valid measures.</p>	<p>Describe function or specialty requirements for standardized assessments for each proficiency level. Include a description of the type of assessment (e.g., multiple choice test, performance assessment) and how it is evaluated.</p>

d. Table 3 depicts how the certification scheme relates to established GEOINT career pathways using ICD Number 652 (Reference (t)).

Table 3. Career Path by Proficiency Level

CAREER PATH FOR [INSERT OCCUPATIONAL GROUP]			
MISSION CATEGORY: [INSERT APPLICABLE ICD 652 MISSION CATEGORY]			
WORK CATEGORY: [INSERT APPLICABLE ICD 652 WORK CATEGORY]			
PROFICIENCY LEVEL	CERTIFICATION CREDENTIAL	CERTIFICATION EXPECTATIONS	ASSESSMENT STRATEGY
Proficiency Level X	Insert Applicable Certification Credential	Document Certification Details	List types of strategies

e. Table 4 depicts the scheme associated with each certification the GEOINT certification program offers.

Table 4. Policy Matrix

POLICY MATRIX FOR GEOINT CERTIFICATION			
INTENDED AUDIENCE	GEOINT professionals performing: [List of functional tasks]		
GEOINT PROFESSIONAL NEEDS:	PREREQUISITES	REQUIREMENTS	WAIVERS
CERTIFICATION NAME	Applicable and approved prerequisites	Approved assessment processes	Approved waivers
CERTIFICATION RENEWAL			
CERTIFICATION MAINTENANCE REQUIREMENTS	Approved continuing education units per year, when applicable.		
RECERTIFICATION REQUIREMENTS	Conditions or events that trigger the need for recertification and assessment processes used for recertification.		

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CJCS	Chairman of the Joint Chiefs of Staff
DoDD	DoD directive
DoDI	DoD instruction
GEOINT	Geospatial-Intelligence
IC	Intelligence Community
ICD	Intelligence Community Directive
NCCA	National Commission for Certifying Agencies
NGA	National Geospatial-Intelligence Agency
NRO	National Reconnaissance Office
NSG	National System for Geospatial Intelligence
ODNI	Office of the Director of National Intelligence
PDD	program design document
PPBE	Planning, Programming, Budgeting, and Execution
SAV	staff assistance visit
SHCP	strategic human capital planning
USD(I&S)	Under Secretary of Defense for Intelligence and Security
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this manual.

accomplishment record. Written descriptions of past achievements related to required qualification standards.

accreditation. Defined in Reference (c).

assessment strategies. Specific certification requirements related to specified categories of persons to which the same particular standards, rules, and procedures apply.

candidate. An individual who has met the eligibility qualification for but has not yet earned a credential awarded through a certification program. An institution or certification program actively seeking accreditation.

certification. Defined in Reference (c).

certification blueprint. A document that specifies segments of the GEOINT essential body of knowledge a particular certification covers. It describes the knowledge and skills individuals must demonstrate to obtain the certification, and it informs others about the specific set of knowledge and skills certification holders possess as a function of holding that certification.

certification framework. A representation of a certification program's offerings that reflects the sequence with which individuals are expected to acquire the knowledge and skills specified in the GEOINT essential body of knowledge. It presents a notional career pathway that uses certifications as career benchmarks or milestones. It also defines an individual's progression through a certification program.

certification scheme. Standardized set of assessment processes to uniformly evaluate individuals' mastery of a segment of the GEOINT essential body of knowledge associated with a particular certification. It specifies eligibility, assessment strategies, and renewal requirements.

competencies. Defined in Reference (i).

competency directory. Defined in Reference (i).

GEOINT essential body of knowledge. The Defense GEOINT community's job analysis results are documented, specifying the functional tasks and the knowledge and skills required to perform those functional tasks. It documents how those knowledge and skills align with relevant ODNI competency directories. It describes the Defense GEOINT community's expectation of what individuals need to know and be able to do to be a high-performing contributor and member of the Defense GEOINT community.

functional tasks. A set of mutually exclusive segments or concentrations of work that are performed to fulfill organizational goals and objectives. Also referred to as "capabilities" in the skill standards development process.

incumbent. A GEOINT employee in a position indexed as requiring the GEOINT certification, but who was hired prior to its designation as an indexed position. As GEOINT certification was not a condition of employment at the time of hire, the employee is not required to become certified to remain in that position. However, should that employee accept any other indexed position (including lateral moves and promotions) that identifies a requirement for GEOINT

certification, the employee is required to fulfill the conditions of employment for the new position within the timeframe the employing agency requires.

PDD. Codifies policies and procedures of a certification program. Provides stakeholders visibility into the strategic, operational, and technical elements of a certification program. Includes documentation requirements for accreditation of the certification program.

performance evaluation. Required performance appraisal ratings and specific accomplishments other assessment strategies do not capture.

proficiency. Defined in Reference (t).

psychometrics. The field of study concerned with the theory and technique of educational and psychological measurement, which includes the measurement of knowledge, abilities, attitudes, and personality traits. The field is primarily concerned with the study of measurement instruments such as questionnaires and tests.

standardized assessments. Structured strategy used to measure capabilities and competencies.

subject matter expertise. Defined in Reference (i).

work levels. Defined in Reference (t).

work products. Deliverables or outcomes the individual must produce to provide evidence the candidate attained a level of capability.