Certified Collection Management Professional - Fundamental (CCMP-F)

Candidate Handbook

Version 3.5

Updated to align to CCMP-F EBoK 3.0 and CCMP-F Exam Form C
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NCCA
NATIONAL COMMISSION FOR CERTIFYING AGENCIES
NCCA ACCREDITED PROGRAM

CCMP CERTIFIED COLLECTION MANAGEMENT PROFESSIONAL
CCMP-F

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On 1 Oct 2020, the National Commission for Certifying Agencies (NCCA) granted reaccreditation to the Certified Collection Management Professional (CCMP) certification program and its CCMP– Fundamental (CCMP-F) credential for demonstrating compliance with the *NCCA Standards for the Accreditation of Certification Programs.* NCCA is the accrediting body of the Institute for Credentialing Excellence. The NCCA Standards were created in 1977 and updated in 2016 to ensure certification programs adhere to modern standards of practice for the certification industry. The CCMP joins an elite group of more than 120 organizations representing over 270 programs that have received and maintained NCCA accreditation. More information on the NCCA is available online at www.credentialingexcellence.org/NCCA or by calling 202-367-1165.

The NCCA has accredited the CCMP-F credential since 1 Oct 2015. The 2020 reaccreditation is an unconditional, five-year accreditation, good through 30 Sep 2025. The CCMP-F accreditation can be verified by going to https://www.credentialingexcellence.org/p/cm/ld/fid=121 and searching for "CCMP" in the "Accredited Program or Acronym" field.

The Certified Collection Management Professional (CCMP) Certification Program is operated by the CCMP Program Management Office (CCMP PMO), a part of the Joint Staff, Directorate for Intelligence, Deputy Directorate of Intelligence for CM (JS/J26) operating in coordination with the Defense Intelligence Agency (DIA). Questions or concerns regarding this manual, the CCMP program, or the CCMP-Fundamental (CCMP-F) credential can be directed to the CCMP PMO via:

CCMP PMO email group inbox (preferred method):

> *~NEDIAC_CM_PMO@coe.ic.gov* (JWICS, preferred), or
> *~NEDIAC_CM_PMO@dodiis.mil* (NIPRnet)

CCMP PMO staff phone numbers:

CCMP Worldwide Exam Facility Coordinators / DIA HQ Exam Facility Administrators

- 202-231-5385

- 202-231-0245

- 202-231-3167

Chief CCMP PMO: 202-231-8754

Deputy Chief CCMP PMO: 202-231-7067

For a current list of contact phone numbers, or to download a copy of this manual, the CCMP-F Essential Body of Knowledge (EBoK), visit the CCMP PMO webpages at:

https://intelshare.intelink.ic.gov/sites/DCME/CCMP/SitePages/Home.aspx

or

https://DODCertPMO.defense.gov/CollMgmt/

Minor changes for clarification are occasionally made to the *CCMP-F Candidate Handbook*, Forms, and Letters without the issuance of a new version. The version posted on the CCMP website is the most current.

Summary of Changes

Revision dated Feb 2025

- Removed references to the COVID extension; this condition is no longer relevant as all candidates it applied to have renewed or let their credential expire.

- Removed references to the CCMP-F Form C pilot as they are no longer applicable.

- Updated the language throughout the document to discuss exam pilots in general instead of referring to the pilot specifically for Form C.

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CCMP-F Overview

Introduction (NCCA Standard 1.A and 2.B)

This Candidate Handbook provides an overview of the Certified Collection Management Professional (CCMP) Certification Program, and more specifically the CCMP – Fundamental (CCMP-F) Certification, including its objectives and benefits. The CCMP-F certification is one credential within the larger CCMP Certification Program. The CCMP program is part of the U.S. Department of Defense (DoD)[1], but is operated as an independent entity to the extent that it empowers a governing body, described below, to make its key certification decisions **(NCCA Standard 2.B)**.

The Joint Staff, Directorate for Intelligence, Deputy Directorate of Intelligence for Collection Management (JS/J26) administers the CCMP-F Certification Program for the Collection Management (CM) workforce under the direction of the Under Secretary of Defense for Intelligence (USD[I&S]) and in coordination with the DIA. This Candidate Handbook contains information regarding CCMP-F eligibility, registration, assessment, and maintenance.

The CCMP-F is a professional certification, a credential that independently assesses (tests) a candidate's knowledge and attests that they have mastered the fundamentals identified by the CCMP Governance Council (CCMP GC) as necessary for all Defense collection managers to know. Professional certifications differ from assessment-based certificates (sometimes called training certificates) in that they are not aligned to any specific training. They are exam-driven, based on program standards (which we call the CCMP-F Essential Body of Knowledge [EBoK]). Candidates earn the CCMP-F credential by becoming eligible, then passing the CCMP-F exam, described later in this manual.

The CCMP-F is designed to provide an indication of an individual's expertise in defense intelligence CM concepts that are fundamental to all CM work roles, levels of experience, and organizations as defined by the CCMP-F EBoK. This includes military service members, federal civilian employees, and DoD contractors performing CM duties in the U.S. Intelligence Community (IC) **(NCCA Standard 1.A)**. These concepts are fundamental from entry-level through executive-level positions (see Figure 1). Individual job titles or military specialties may vary employer or Service, however the Joint Publication 2-0, *Intelligence*, definition describes the intended population and work roles, whether full time or as duties assigned to another job role. The CCMP-F exam itself evaluates cognitive knowledge of these fundamental concepts only, so no experience requirements are needed to obtain the credential.

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[1] As part of the U.S. federal government, the CCMP program is tax exempt.
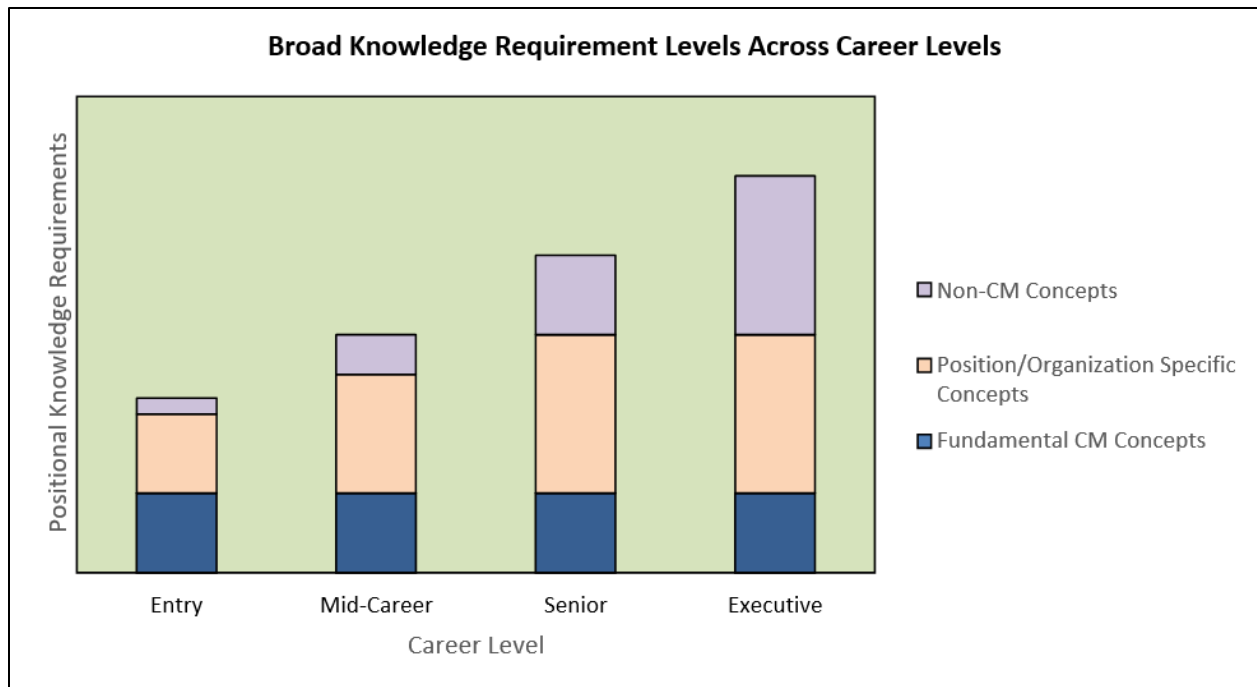
Figure 1 Fundamental CM Concepts

DoD Instruction 3115.11 - DoD "Intelligence Human Capital Management Operations", January 22, 2009 - designates the Under Secretary of Defense for Intelligence & Security (USD[I&S]) as the "accreditation and certification official for the Defense Intelligence Components Department Level programs" and charges him/her with the responsibility to establish a DoD- level certification program for the Defense Intelligence Enterprise (DIE).

DoD Directive 5105.21, "Defense Intelligence Agency", March 18, 2008 appoints the Director DIA (DR/DIA) as the Defense Collection Manager (DCM) and DoD Instruction 3325.08, "Defense Intelligence Collection Management", September 17, 2012 assigns the DR/DIA the responsibility to appoint a subordinate Functional Manager (FM) for CM (FM/CM) to oversee DoD CM activities. As such, the USD(I&S) has directed that the DR/DIA establish and administer the CCMP Certification Program for CM professionals across the DIE.

Purpose and Mission Statement of the CCMP-F Certification Program

The CCMP-F Certification Program is part of the DoD-wide initiative to professionalize the intelligence workforce as directed by the USD(I&S).

The purpose of the CCMP Certification Program is to develop, define, and measure broad-based core competencies for CM professionals across the DIE.

The mission statement of the CCMP Certification Program is to develop a workforce of certified CM professionals and facilitate both professional development and training by taking the following actions:

1. Document the capabilities needed by collection managers to meet current DCME needs by following a formal process for applying scientifically conducted job and occupational analyses to the development of task and KSA standards (i.e., EBoKs).

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2. Support development of an interoperable CM workforce through valid, EBoK-aligned assessments of individual capabilities.

3. Promote ongoing professional competence through assessment of certification renewal requirements.

4. Encourage engagement in the professional CM community through increasing awareness of and recognizing participation in community activities.

5. Demonstrate fair and effective practices by obtaining and maintaining accreditation directed by the Office of the Under Secretary of Defense for Intelligence & Security (OUSDI&S).

Benefits of Certification (NCCA Standard 21.A)

A certification is an external, unbiased attestation that a candidate has demonstrated the necessary knowledge, skills, or abilities needed to perform a job-related function to a given standard. Certification, whether granted through initial certification or maintained through continuing competence[2], does not guarantee that professionals who have received certification (certificants) will perform all relevant job tasks to standard or in other ways "be good employees." Certificants must still demonstrate individual professionalism, and managers of certificants must still manage their employees, mitigate circumstances, and consider other variables that affect productivity. A certification does provide value through integrity, validity, reliability, fairness, and defensibility. The CCMP Certification Program has integrity due to its public accountability and transparency. The program is valid because it is based on a job analysis and factual information. It is reliable because it produces repeatable results. It is fair that it judges all candidates merely on their ability to meet a common standard. It helps employers make defensible human resource decisions because of all of the previous values. The CCMP-F credential provides the following benefits to its three audiences: to the applicant/candidate/certificant themselves (individuals), to their employers (e.g., CCMDs, Services, and Defense Intelligence Components), and to the profession at large (the Defense Collection Management Enterprise, or DCME).

For individuals:

- Fosters understanding of the concepts and principles deemed critical to perform defense intelligence CM

- Identifies the individual as a certified professional regardless of position or employing Component or agency

- Promotes professional development

For employers:

- Provides a reference point for determining an individual's understanding of the concepts and principles deemed critical to perform CM responsibilities

- Supports competent professionals in the CM discipline

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[2] The CCMP uses NCCA's definition of continuing competence as "demonstrating specified levels of knowledge, skills, or ability not only at the time of initial certification but throughout an individual's professional career." **(NCCA Standard 21.A)**

For the profession:

- Defines standards and drives professional accountability
- Assures continuing competency of certificants

Background (NCCA Standard 1.A)

The CCMP-F program covers the fundamentals of CM. Conferral of this certification does not convey that a certificant is competent at the full performance level. CM across the entire DoD, including all echelons, all intelligence disciplines, and all services, is just too broad for a single certification exam. Instead, the CCMP-F ensures that all DoD collection managers understand the core concepts of CM and how they support military and intelligence operations. By doing so, these CM professionals will have a greater understanding of how to best work with other intelligence professionals including collection managers whose responsibilities differ from their own. In addition, by establishing a baseline of core CM knowledge, organizations who own CM training will be able to teach these standards in fundamental training and therefore free up space in advanced or CM-specific training. This free space will enable future curricula to focus valuable student time on the nuances of applying service, intelligence discipline, or theater specific knowledge to the mission at hand, or reduce the overall length of courses.

When the standards for the CCMP-F were set, the direction was not to merely capture the status quo. The impetus was to "raise the bar" and require a greater breadth, and more solid foundation of doctrine than is commonly found in current intelligence or CM curricula.

The purpose of certification in professional communities is to demonstrate that a given population possesses the competencies necessary to successfully complete the job at hand. According to the Institute for Credentialing Excellence (ICE), certification programs test an individual on the knowledge, skills, and abilities required to perform a particular job, allowing him/her to declare a particular professional competence upon successfully passing a certification exam. The process of certification is more involved than earning a certificate of participation or attendance from attending a classroom course or completing a computer-based training (CBT). Certification indicates that an individual passed an established assessment demonstrating that he or she has met predetermined and standardized criteria. Certification programs are a type of credentialing, an umbrella term that also refers to licensure.

Licensure is a mandated process by which the government grants time-limited permission for that licensed individual to practice his or her profession. The DR/DIA, in consultation with the Office of the USD(I&S) has determined that the appropriate level for the CCMP program is certification.

The CCMP-F was officially accredited by the National Commission for Certifying Agencies (NCCA) on 1 Oct 2015. The NCCA is the body of the ICE that accredits professional certification programs. The purpose of accreditation is to ensure that well-recognized standards are met, and the program operates as intended, in an unbiased, transparent way, which serves both the needs of the community it certifies and the society in which it operates. Accreditation also ensures that a program follows a strict process to ensure fairness and consistency. It also ensures a program is insulated from the influence of changing leadership or personalities that could undermine the stability and quality of a program.

Governance (NCCA Standard 2.A, 2.B and 2.D)

The DoD CCMP — Governance Council (CCMP GC), in its role as the governing and oversight body for the CCMP Certification Program, has approved the design as well as the policies and procedures necessary to establish the CCMP-F as a key element of the CCMP Certification Program. DoD Manual 3305.02, "*DoD Collection Management Accreditation and Certification Program*," Change 2, February 16, 2018, establishes the CCMP GC and directs that it create and implement the policies and procedures for the CM Certification Program. The Chair of the CCMP GC is the J26 because they are the DoD FM/CM, as appointed by the DR/DIA. The CCMP GC remains an independent body and makes the authoritative decisions for the program's policies and procedures through a majority vote – no member, including the Chair, may overrule (veto) GC decisions. The GC operates via policies and procedures described in the "*CCMP GC Charter*." Its voting members are made up of the following Defense Intelligence Components (hereafter, 'Components'):

Table 1 CCMP GC Voting Members

Component Categories	Components
Armed Services	US Army, US Navy, US Air Force, US Marine Corps, US Coast Guard, US Space Force
Unified Combatant Commands (CCMD)	USAFRICOM, USCENTCOM, USCYBERCOM, USEUCOM, USNORTHCOM, USINDOPACOM, USSOCOM, USSOUTHCOM, USSPACECOM, USSTRATCOM, & USTRANSCOM
Defense Intelligence Components (Components)	DIA[3]; National Geospatial-Intelligence Agency (NGA); National Reconnaissance Office (NRO); National Security Agency (NSA)
Public Member	A member of the Intelligence Community that is cleared and a beneficiary of products or services delivered by CCMP-F certificants, who is not a collection manager.

Each Component specified in Table 1 will formally designate one senior intelligence professional (usually O-6/GG-15 or equivalent) from its organization to sit on the Governance Council and represent the shared interests of all DoD Components and their respective workforce in the design, management, and maintenance of the certification program. One of the voting members will be designated as a representative who is not a collection manager in order to serve as the 'public member.' This public member is an NCCA requirement designed to ensure representation of the community of 'customers' that the CM profession serves **(NCCA Standard 2.D)**. This public member will have the same rights as other voting members and will represent the CCMD as well as the populace as a whole. The public member need not be an intelligence professional but must not be a collection manager. The public member's role is to bring a perspective to the decision-making of the certification program that is broader than the certificants and to help balance the certification program's role in protecting the public while advancing the interests of the certificants. To represent the public's or user's perspective and interest, the public member brings new ideas and goals to the certification board to ensure the public's interest is valued; contributes an unbiased perspective; encourages consumer- (or analyst-) oriented positions; and brings additional public accountability and responsiveness. For the purposes of the CCMP program, the public is represented by those who benefit from the goods or services of CCMP-F certificants; that is, all-source analysts, intelligence planners, or collectors. The CCMP GC public member

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[3] DIA staffs the Joint Staff Directorate of Intelligence, Deputy Directorate for Collection Management (J-26). The J-26 is the Functional Manager for Collection Management (FM/CM) and serves as the CCMP GC Chair.

will be drawn from one of these professions.

CCMP Certification Program Structure

The CCMP Certification Program is comprised of three core certification levels described in Figure 2, below:

Master Level
- Certificant will submit evidence of experience across various approved CM-related fields
  - Example: candidates must demonstrate a recognized-level of experience in at least five of the approved fields
- Assessment will measure the aggregate amount of training and experience
- Individual training and experiences will vary, but each candidate must meet the same criteria to ensure consistency of the credential
- Listed fields are notional and will be fully developed by CCMP GC later

Journeyman Level
- Certificant applies foundational collection management concepts, principles, practices, and responsibilities as they relate to specific intelligence disciplines
- INT-specific knowledge, skills, and assessments coordinated with INT FMs
- May include multiple levels & separate assessments for CRM and COM functions
- It is expected most CMs will earn both Fundamental + the appropriate Journeyman certificates

Fundamental Level
- Certificant understands foundational collection management, intelligence, and general military concepts, principles, practices, and responsibilities.

Figure 2 CCMP Certification Framework

The CCMP-F Certification is an essential element of the overall CCMP program for the professional development of CM professionals and practitioners.

The concept is for the Journeyman level CM certifications to consist of specialty certifications that assess candidates on their knowledge and proficiency of CM concepts, principles, practices, and responsibilities within the different intelligence disciplines. Journeyman level CM certifications will be developed over time, as approved or recognized by the GC. Obtaining these other certifications may entail meeting other requirements not spelled out in this candidate handbook. For full details, see the respective Candidate / Program Handbook for each certification. NGA leads the National System for GEOINT (NSG) as FM for GEOINT and thus has the lead role for the CCMP-J / GPC-GC II & III certifications. The NSA leads the National System for signals intelligence (SIGINT), the NSS, in the same way. DIA leads the Defense human intelligence (HUMINT), Defense Counterintelligence (CI), and Defense open source intelligence (OSINT) communities, as well as the National measurement and signatures intelligence (MASINT) manager. There are no plans to have a CCMP-J for technical intelligence (TECHINT).

The concept is for the Master level CM certification (CCMP-M) to assess the candidate's cumulative CM-related knowledge and experience across an approved number of categories. This concept will be fully developed in the future, as approved by the GC, and will be modeled in similar fashion to a degree program in that different candidates will likely have accomplished different 'courses' or experiences but will earn the same 'degree.' For example, a person earning a degree in political science may choose to focus on international relations while a fellow colleague may focus on (American) public policy. These people may take some classes in common but also some different classes. They both will have to pass a certain minimum amount of core classes in addition to electives from at least two or three of the 'categories.' In a similar fashion, CCMP-M will allow the flexibility needed to recognize the accomplishments across such a broad enterprise as the DIE, while simultaneously ensuring that these can be assessed using a fair and consistent set of metrics.

Exam Content and Development

Job Task Analysis (JTA)

The initial step in the development of a fair and objective assessment is to measure the fundamental knowledge, skills, and abilities (KSAs) required of a DoD CM professional and practitioner. DIA conducted a JTA (also known as a job/practice analysis) to ensure that the knowledge and skills identified are representative of those required by CM professionals from across all of the DoD, encompassing tasks and functions performed by civilian, military, and contractor personnel.

Technical experts designed and facilitated the JTA— specifically; human capital specialists contracted by DIA, experienced DoD leaders, and SMEs from the uniformed Services and multiple DoD Agencies. This analysis included a detailed review of studies defining specific work tasks and the required KSAs necessary to perform those tasks, as well as a verification of the results by SMEs and representatives from each DoD Component. The JTA clarified the DoD's expectations of what CM professionals must know and be able to do at the fundamental level to successfully perform responsibilities that support CM functions. DIA SMEs then used this information to generate the CM EBoK that specifies the required topic and sub-topic areas measured by the CCMP-F program. A working group of CM and training experts held multiple sessions to recommend this EBoK, which was then validated by the CCMP GC. DIA repeated this process in 2020 using a CCMP GC-appointed EBoK 3.0 panel, which resulted in the proposed EBoK 3.0. The CCMP GC approved EBoK 3.0 on 4 Dec 2020.

Certification Objectives

The CCMP-F assessment (hereinafter referred to as CCMP-F exam) is a measure of the applicant's breadth of CM knowledge, even if a CM professional's current work focuses primarily on one of the core intelligence disciplines. These disciplines include CI, GEOINT, HUMINT, MASINT, OSINT, SIGINT, and TECHINT. The JTA identified the importance of CM professionals having an awareness of a fundamental body of knowledge across all disciplines as well as the ability to apply foundational CM concepts, principles, and practices to their mission areas. This information was used to create the 16 terminal certification objectives (TCOs) and their enabling certification objectives (ECOs) that make up the CCMP-F EBoK 3.0. The CCMP-F is not only valuable to CM professionals as their careers advance, but it also strengthens the DoD's confidence in its CM professionals' general knowledge.

The TCOs specified in Table 2, Table 3, Table 4, and Table 5 were identified during the JTA as critical

domains that should be addressed by the CCMP-F exam. The TCOs are grouped into four domain areas. Intelligence Fundamentals for Collection Managers (IFC), CM Coordination and Integration (CMC), CM Supporting Capabilities (CSC), and CM Functions (CMF). The exam 'blueprint' weights indicated in Tables 2-5 were derived from importance ratings provided by subject matter experts (SMEs) during the development process and approved by the CCMP GC. The IFC domain is a combination of four TCOs (see Table 2) related to general defense or general intelligence topics that collection managers need to know.

Table 2 IFC Area of Expertise **(NCCA Standard 6.B)**

IFC TCOs	10%
IFC-1 Describe National intelligence policy and doctrine relevant to CM	
IFC-2 Describe the roles and functions of Intelligence Community (IC) members	
IFC-3 Describe consumers of intelligence	
IFC-4 Describe intelligence products	

The CMC domain contains five TCOs (see Table 3) that describe the other intelligence and collector roles collection managers interact with, and the responsibilities of each in that interaction.

Table 3 CMC Area of Expertise **(NCCA Standard 6.B)**

CM Coordination and Integration TCOs	20%
CMC 1 Describe the CM role in analysis	
CMC 2 Describe the CM role in joint planning	
CMC 3 Describe the CM role in joint operations	
CMC 4 Describe the CM role in joint targeting	
CMC 5 Describe common CM coordination processes	

The CSC domain is comprised of three TCOs (see Table 4) related to those topic areas related to the supporting capabilities they leverage: the intelligence disciplines (INTs); collection assets and resources; processing, exploitation, and dissemination (PED) capabilities that turn raw information into first-phase intelligence products; and the common CM systems and applications that collection managers use to do their jobs.

Table 4 CSC Area of Expertise **(NCCA Standard 6.B)**

CM Supporting Capabilities TCOs	30%
CSC 1 Describe the INTs	
CSC 2 Describe collection systems and PED entities	
CSC 3 Describe common CM systems and applications	

The CMF domain is comprised of four TCOs (see Table 5) related to those the core functions of CM: core CM concepts, the collection requirements management (CRM) function, the collection operations management (COM) function, and collection assessment.

Table 5 CMF Area of Expertise **(NCCA Standard 6.B)**

CM Functions TCOs	40%
CMF 1 Describe the core concepts of CM functions	
CMF 2 Describe the core concepts of CRM	
CMF 3 Describe the core concepts of COM	
CMF 4 Describe the core concepts of collection assessment	

CCMP-F Exam Development

Under the guidance of psychometricians, CCMP-F exam questions (also known as 'items') were developed based on the EBoK. A team of CM SMEs designed draft questions[4] to assess the candidate's mastery of the knowledge and skill requirements, identified by the JTA, and defined and elaborated in the EBoK. Each question on the exam is developed directly from material in the EBoK. The CCMP GC appointed a panel of SMEs from across the DCME to review questions according to industry standards.

After being trained on how to properly review questions in compliance with NCCA standards, they then reviewed every exam question for accuracy and relevance to the objectives set forth in the EBoK, and discussed and proposed changes to any question that didn't meet the highest standards over a series of panel meetings. This process ensured questions and answers were correct, had the appropriate level of difficulty, and contained neither trivia nor 'trick questions.' Next, the CCMP-F Form C exam will be piloted for effective and accurate measurement of the material in order to generate the production version of the exam, just like Forms A and B did. Finally, the program's psychometrician will conduct a psychometric analysis[5] of each question to confirm which questions were valid (accurately measured what was intended) and reliable (measured what was intended in a consistent way across different candidate populations), just as with Forms A and B. Questions that do not perform to standard will be discarded or corrected, and the remaining questions will be included in an exam form that underwent a holistic analysis to determine that the whole measured what was intended: that candidates knew the content of the EBoK. This multi-step process creates a firewall between SME participants with access to exam content and also perform DCME functions, including education or training, because those outside the program will not necessarily know which drafted questions were kept, edited, approved for use, and used on the final form.

In addition, CCMP PMO staff, GC members, panelists/SMEs, or other volunteers with access to exam content are prohibited from being involved in the creation, accreditation, approval, endorsement, or delivery of examination review courses, preparatory materials, or training programs designed to prepare for the certification examination. This creates a second barrier that prevents real or perceived COIs by these participants.

CCMP PMO monitors "change factors" (e.g., policy change, doctrinal change, platform, or system capability change) on a continuing basis to identify those changes that could affect exam questions and adjust as required. This is usually done every 2-3 years. The program psychometrician will regularly review exam performance to ensure it continues to function as intended. The review involves analyzing question- and test-level statistics to gauge continued effectiveness of the exam and generating and reviewing questions as needed to bolster exam performance and content currency.

Determination of Passing Scores (NCCA Standard 6.B)

The CCMP GC chose the Bookmark method over the modified-Angoff method to set the minimum passing score for the CCMP-F exam. This method has a well-established history of determining credible

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[4] All SMEs sign COI agreements to prevent participation in any exam development activity for which there may be a real, perceived, or potential COI.

[5] A psychometric analysis "is the analysis of psychological tests and measurements to ensure that scores are as reliable and valid as possible" "What is psychometric analysis?" Psychometric Analysis. Mar. 2006. Web. 12 May 2016. www.psychometricanalysis.blogspot.com/2006/03/what-is-phsychometric-analysis.html

passing standards for multiple-choice exams and was easily adapted for use with the CCMP-F exam. In the Bookmark method, exam items are ordered by difficulty from easiest to hardest. SMEs are presented the ordered list of items to review and determine at which point in the ordered list of items would a "minimally qualified" exam candidate is not expected to respond successfully. When this procedure is completed with a physical booklet, this point acts as a "bookmark" between items. Following this determination by each SME, the psychometrician identifies the item difficulty corresponding with each bookmark and averages the scores across all items and participating SMEs to calculate an overall passing score. Similar to the Angoff methods, the Bookmark method is effective at distinguishing between candidates with a barely acceptable level of expertise and those with a barely unacceptable level of expertise.

CCMP-F Exam Blueprint & Final Cut Score (NCCA Standard 6.B and 14.A)

The CCMP-F exam blueprint describes the weights for each section of the EBoK on the exam. The overall passing score (aka, the 'cut score') was determined after the pilot based on a psychometric analysis of the pilot results. The CCMP GC approved a cut score for CCMP-F Form C at 75%.

Table 6 CCMP-F Form C Examination Blueprint **(NCCA Standard 14.A)**

Section	Blueprint (% of test)
IFC	10%
CMC	24%
CSC	26%
CMF	40%

The CCMP-F Credential

CCMP-F Policy Matrix (NCCA Standard 10.D)

The certification policy matrix summarizes the essential characteristics and design requirements of CCMP-F. These include eligibility to obtain the CCMP-F, maintenance requirements, and instances when a certificant will need to re-test.

The CCMP-F is open to all personnel affiliated with a U.S. organization member of the IC. The CCMP-F is ideal for:

- Personnel who will be or are already performing CM functions as an additional and/or embedded duty on behalf of (and as specified by) a DoD Component

- Personnel who are working toward or already occupy full-time CM positions for which attainment of this certification has been deemed a requirement or professional development milestone

Note that the CCMP-F exam is only offered electronically and contains classified information. Candidates must meet the criteria required to participate in the exam. In other words, candidates must have a TS/SCI clearance and access to the program's exam delivery software and accounts. The CCMP PMO or other exam facility may facilitate a candidate's request to obtain the appropriate computer accounts, but the ultimate responsibility lies with the candidate. Candidates who become certificants may continue their certification period with a lower-than-TS/SCI clearance as long as all other criteria are

met, however if they choose to renew their credential via retesting, they must obtain a TS/SCI clearance again prior to testing.

Note that personnel who have been involved in CCMP-F exam development, maintenance, review, or other administrative activities involving full access to the exam materials or answers to the exam are NOT eligible to sit for the exam for one year from the time they had this access. Proctors are NOT eligible to sit for the exam for 90 days after the last access to exam materials, the same as candidates **(NCCA Standard 10.D)**.

The CCMP-F is earned by passing the CCMP-F exam. There are no other requirements to earn the credential since this is a knowledge-only based exam. The exam codifies CM professional terms and concepts, and mastery of these demonstrated through passing the CCMP-F exam. Since the CCMP-F tests knowledge of fundamental concepts and tradecraft, passing the exam to earn the credential is the appropriate measure of competency needed to confer the credential.

Table 7 summarizes the policies explained in further detail later in this handbook.

Table 7 CCMP-F Policy Matrix **(NCCA Standard 7.F)**

To obtain the CCMP-F, the individual must:		Waiver
Requirements:	• Successfully meet the certification exam's qualifying score • **Note**: the CCMP-F exam is classified up to TOP SECRET/Sensitive Compartmented Information (TS/SCI). Applicants will need to have the appropriate clearance to take the exam and access the Advanced Global Intelligence Learning Environment (AGILE) Learning Management System on JWICS to enroll	NONE
To renew the CCMP-F, the individual must:		**Waiver**
Requirements:	• Successfully meet approved continuing professional development units (PDUs) biennially (as outlined in Certification Maintenance & Renewal section of this Handbook) ~OR~ • Successfully retest and meet the certification exam's qualifying score	Temporary waivers extending the deadline for the renewal cycle will be considered for: • Circumstances beyond certificant control, AND • Certificant has made a good faith effort to satisfy the requirements.
To obtain the CCMP-F, the individual must:		**Waiver**
Conditions:	If the CCMP GC concludes that the content addressed by the certification's assessment is significantly out-of-date, it may cancel a credential and require certificants who wish to remain certified to retest under the new standards. This occurs regardless of the holder's current certification maintenance status / progress.	NONE

The GC member (and a designated Component Program Management Office (C-PMO) if they decide to appoint one) and the Exam Facility Administrator, administer the program within each of the Defense Components and act as the focal point for all candidate/certificant communications. Contact information for each component's point of contact can be found on the CCMP webpage.

Eligibility Requirements (NCCA Standard 1.A ,6.A, 7.B, 7.C, 7.D and 10.D)

The following personnel are eligible to pursue CCMP certifications:

• Any DoD or IC military, civilian, or contractor[6] personnel

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[6] Contractor personnel are eligible for the exam but must fill out a separate application form and submit it to their COR for approval. The COR must allow them to test, but have final say on whether the contractor can bill the government for the time spent taking the exam or not. It is the COR's responsibility to determine if this falls within the contractor's statement of work and other legal considerations.

- AND: all applicants must currently hold an active TOP SECRET/Sensitive Compartmented Information (TS/SCI) security clearance at the time of the certification assessment

- AND: the minimum amount of time has passed since the last contact with the exam:

  o For personnel involved in exam development, maintenance, review, or other activities involving access to the entire exam materials or any answers: more than one year has passed since the last involvement with this exam content, or

  o For candidates who previously attempted the CCMP-F exam or proctors: more than 89 days have passed (i.e., eligible to test on the 90th day).

Applicants should contact the CCMP PMO with any questions regarding eligibility. The rationale for these requirements is that only personnel who work in or with the DoD or IC need this information to do their jobs, the contents of the program's EBoK are classified, and only personnel who possess the appropriate government clearances have access to the knowledge that is tested. The rationale for one year waiting period after helping develop exam content is to prevent familiarity with the exam itself from favoring their chances in taking the exam over other candidates who may not have helped develop the exam.

Conferral and Revocation of Credentials (NCCA Standard 1.A and 8.B)

DoD Instruction 3115.11 designates the USD(I&S) as the accreditation and certification official for the Defense Intelligence Components Department—Level programs. DoD Manual 3305.02 authorizes the USD(I&S) to approve certification conferral recommendations. As the conferral officer, the USD(I&S) is also the authority for the revocation of certification credentials.

The CCMP PMO only recommends conferral of candidates who meet the required criteria (passing the CCMP-F exam) to the USD(I&S). The USD(I&S) will only confer candidates who meet these requirements.[7]

The official notification letter (aka, the "pass/fail results letter") serves as the official record of conferral, and it is intended for use by certificants to demonstrate achievement of the certification to DoD agencies, Services, and civilian employers. This notification letter will be sent by the CCMP PMO within 10 days of testing and contains the official renewal cycle dates the certificant must use. Conferral and permission to use the CCMP-F credential begins on the first of the month following receipt of the notification letter granting conferral. The CCMP PMO also provides certificants with a decorative certificate. Certificates are intended as an honorary gesture and are printed and staffed quarterly. Certificants can also refer organizations to the CCMP PMO webpage for official verification of their credential, if needed.

Upon the recommendation from the CCMP PMO, based on an investigation of allegations described in the Disciplinary Policy section of this Handbook, the USD(I&S) may approve the revocation the individual's CCMP-F certificate. Revocation of the CCMP-F certificate will be considered when a

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[7] A small number of CM subject matter experts (SMEs) wrote the initial certification exam and/or validated those exam questions. They were conferred certification for a period of two years after their last regular access to the exam, and then they had to maintain their certification like all other certificants. No other persons earned, nor will future persons earn, certification in this way. These certificants may be required to take a future version of the exam as determined by the CCMP GC. **(NCCA Standard 8.A)**

certificant is found to have violated the CCMP Certification disciplinary policy's standards (see the Disciplinary Policy, below).

Updating Personnel Records

When a candidate passes the CCMP-F certification exam, this record will be available in DIA's Advanced Global Intelligence Learning Environment (AGILE) learning management system. Note that the certificate available in AGILE for 'passing' the exam is **not** the official CCMP-F conferral certificate; it is merely an automatically generated document that indicates a passing score on the exam only. Only USD(I&S) can grant official CCMP-F conferral.

Once a candidate receives his/her official conferral notification letter, it is his/her responsibility to notify their organization's human resources section in order to update his/her personnel record. This applies to DIA employees as well; even though AGILE automatically updates eZHR (DIA's personnel database), a certificant at DIA should coordinate with the Office of Human Resources to have the certification entered correctly. Each organization will have its own regulations and procedures for recording a certification such as CCMP-F.

Using CCMP-F Credentials (NCCA Standard 1.B AND 8.C)

Those who have been granted the CCMP-F certification are authorized to use the CCMP-F designation on business cards, resumes, and signature lines. CCMP-F certificants may use this designation as long as they maintain active status. The designation "CCMP-F" should appear in all capital letters after a comma

following the certificant's name (or in line with other professional certifications according to the Service, employer, or organization policies). For example:

> John Doe, CCMP-F

> Jane A. Doe, Maj, USAF, CCMP-F

Note: This policy does not supersede military regulations. Military members must follow the appropriate regulations of their Service and command first and foremost.

Only individuals who have been granted the certification and appropriately maintain it may use the CCMP-F mark. **Former certificants must stop using the credential after their credential has expired or if they are administratively removed from the program.** Use of the credential after it has expired (i.e., the certificant decided not to renew or did not successfully renew their credential at the end of their certification cycle) may be reason for disciplinary action (see below). Those who have never earned the credential but use it may be barred from participation in the program according to our disciplinary policies.

Certificant Verification (NCAA Standard 9.A and 9.B)

The CCMP PMO maintains a current list of all certified CM professionals under the CCMP-F Program. Employers of CM professionals who desire verification of a current CM professional's CCMP certification status may check their name against the list of CCMP-F certificants posted on the CCMP Website (below), or contact the CCMP PMO via the following email address: *~NEDIAC_CM_PMO@DODIIS.MIL*.

NOTE: Due to strict confidentiality requirements of the program, email inquiries concerning verification of credentials will only receive one of the following email responses:

"(NAME OF INDIVIDUAL) has a current CCMP-F certificate as of (DD MMM YYYY)" or "(NAME OF INDIVIDUAL) does not have a current CCMP-F certificate as of (DD MMM YYYY)"

CCMP-F Certification Exam Preparation Guidance

Preparing for the CCMP-F Exam (NCCA Standard 3.A and 3.B)

The CCMP-F exam is *training agnostic*. This means the CCMP program does not require candidates to take any education or training prior to sitting for the certification exam. In fact, to prevent any potential or perceived conflicts of interest (COIs), the CCMP program does not produce or offer any review courses or materials designed to prepare candidates for its exam(s), nor endorse any such course offered in or outside of the DoD. The CCMP program provides no advantage to candidates who participate in formal CM-related training or education. The choice to take courses or review reference material with EBoK content is entirely up to the discretion of the candidate and there is no CCMP program-preferred route to prepare for the CCMP's exam(s). However, candidates should prepare for the exam by any method they deem beneficial, and gaining additional training, education, or experience in topic areas prior to certification testing in general is often helpful in a variety of ways.

In this regard, candidates are invited to familiarize themselves with courses addressing the subjects listed in the Knowledge Topic Areas section of this handbook. Check with your local training manager, or DIA's Academy for Defense Intelligence (DIA/ADI, as the DoD functional manager for general intelligence training, of which CM is a part) for courses related to CM.

While various training centers address CM training across the DoD and IC, the CCMP program does not endorse any course or schoolhouse, nor require candidates to complete any training or review any specific material in order to earn the certification. Collection managers may find CM-related course listings on the Joint Staff J26 website on JWICS, the i-Space CM community of interest, and other agency, Service, or CCMD training sites.

Sample Exam Questions (NCCA Standard 3.A and 6.B)

Candidates have three hours to complete the exam which consists of 150 multiple choice questions. Each question is designed to have only one correct answer **(NCCA Standard 6.B)**. Candidates should read each question carefully and consider all possible answers before selecting one.

As an example of the CCMP-F exam questions, consider the following three samples:

S1. (U) **Question Stem**: (U) A Joint Intelligence Operations Center (JIOC) is producing intelligence from the information gathered by the collection capabilities assigned or attached to the joint force and from the refinement and compilation of intelligence received from subordinate units and external organizations. Individuals are using all available information to satisfy the commander's Priority Intelligence Requirements (PIRs) or Requests for Information (RFIs).

Which phase of the intelligence process is the JIOC supporting?

    A. (U) Analysis and Production

    B. (U) Evaluation and Feedback

    C. (U) Processing and Exploitation

    D. (U) Planning and Direction

S2. (U) The term "TCPED" refers to "Tasking, Collection, Processing, Exploitation, and____"?

    A. (U) Delivery

    B. (U) Dissemination

    C. (U) Documentation

    D. (U) Download

S3. (U) Collection managers performing Collection Requirements Management should review all collection requirements to ensure all of the following EXCEPT:

    A. (U) The intelligence requested is appropriate for the discipline(s) requested.

    B. (U) The intelligence requested is appropriate to be collected at that echelon.

    C. (U) The requestor has defined the intelligence need sufficiently.

    D. (U) The requestor has tasked the actual collection asset desired.

Answers: S1-A, S2-B, S3-D

Helpful Hints (NCCA Standard 6.B)

Candidates should consider the following when preparing for the CCMP-F exam:

- STUDY FIRST! And start studying well before the exam.

  - Do not sign up for the exam until you feel you are ready to take it.

  - Even senior collection managers will struggle with the breadth of the exam unless they study for it.

  - Demographic information suggests that at least 20+ work-hours of studying (broken out over several days or weeks) proves to increase candidates' first time pass rate.

- Review the EBoK and familiarize yourself with the domains. Concentrate your studies on areas you are less familiar with, but do not skip entire sections if you have time.

- Recognize the amount of material in the CCMP-F EBoK cannot be memorized in its entirety. Use resources (e.g., EBoK source documents and other operational reference material or job aids,

such as the DCME Reference Guide) to refresh your knowledge in areas that you cannot explain in your own words. **(NCCA Standard 3.A)** Once again, there is no favored or preferred exam preparatory material for the CCMP-F exam: it is training agnostic. **(NCCA Standard 3.B)**

- The EBoK describes the level of knowledge required for each knowledge objective based on Bloom's Taxonomy of terms. For instance, the term 'define' is asking candidates to be able to recall the appropriate definition. When the term 'list' is used, candidates will need to be able to recall all questions within the specified group. When the term 'describe' is used, key points are included in the EBoK standard. Use memory techniques only to help recall these key points.

- Focus on the application of accepted principles, practices, and theories; not memorizing facts, dates, names, or specific ranges or frequencies.

- Consider studying in pairs or forming a study group. Studying with a person who has knowledge of the exam content is discouraged to prevent 'foot stomping' items that person recalled from the exam.

Exam-Taking Tips

- Relax before the exam.

- Arrive early. Do not stress yourself by arriving just in the nick of time.

- Keep a positive attitude throughout the whole exam.

- Pace yourself.

- Trust your first impression.

- Read the whole question (stem, and answer options) carefully.

- Do not over-analyze the questions or answers. The exam designers specifically avoided "trick" questions or questions that involve nuances of grammar.

- There is a reason why each incorrect response is incorrect. Look for it. Ask yourself if each answer could be right or wrong and use a process of elimination if you don't know the answer immediately.

- Skip questions you are uncertain about and return to them later.

- Do not look for answer patterns.

- Do not select an answer just because of its length.

- Use time wisely.

- Answer all questions; there is no penalty for guessing.

- The exam avoids having items that "give away" the answers to other items.

- There are two lists of acronyms candidates should be aware of. The first is a list of acronyms candidates are expected to know. The second is a list of acronyms that will be available to the candidates during the exam. This reduces the number of times the CCMP PMO must spell out these items on the exam.

- The list of acronyms candidates are expected to know are:
    - DoD – Department of Defense
    - POTUS – President of the United States
    - SecDef – Secretary of Defense
    - IC – Intelligence Community
    - INT – Intelligence discipline
    - CM – Collection management
    - CR – Collection requirement
    - CCMD names:
        - USAFRICOM – U.S. Africa Command
        - USCENTCOM – U.S. Central Command
        - USCYBERCOM – U.S. Cyber Command
        - USEUCOM – U.S. European Command
        - USINDOPACOM – U.S. Indo-Pacific Command
        - USNORTHCOM – U.S. Northern Command
        - USSOCOM – U.S. Special Operations Command
        - USSOUTHCOM – U.S. Southern Command
        - USSPACECOM – U.S. Space Command
        - USSTRATCOM – U.S. Strategic Command
        - USTRANSCOM – U.S. Transportation Command
- Acronyms that will be available to candidates on exam day, starting with Form C, are:
    - CCDR – Combatant commander
    - CCMD – Combatant command
    - Defense intelligence components
        - DIA – Defense Intelligence Agency
        - NGA – National Geospatial-Intelligence Agency
        - NRO – National Reconnaissance Office
        - NSA – National Security Agency
    - INTs – Intelligence disciplines
        - CI – Counterintelligence

- GEOINT – Geospatial-Intelligence

- HUMINT – Human intelligence

- MASINT – Measurement and signature intelligence

- OSINT – Open source intelligence

- SIGINT – Signals intelligence

- TECHINT – Technical intelligence

- ISR – Intelligence, surveillance, and reconnaissance

- JIP – Joint intelligence process

- JIPOE – Joint intelligence preparation of the operational environment

- PED – Processing, exploitation, and dissemination

Requesting Reasonable Accommodations for Exams (NCCA Standard 6.D, 7.C and 7.E)

In compliance with "The Americans with Disabilities Act of 1990," "The Rehabilitation Act of 1973," and DoD Administrative Instruction #114 "Reasonable Accommodation for Individuals with Disabilities," the C- PMO and/or Exam Facility will coordinate to provide reasonable accommodations (such as wheelchair access, a reader, screen magnifier, or extra time to complete the exam) for candidates with documented disabilities. Verification of the need for accommodation and a statement of the specific type of assistance needed should be made in writing to the CCMP PMO or exam facility at least **45 days** prior to the desired testing date. If less than 45 days are given, the CCMP PMO and exam facility will still try to support the request if possible. If the program cannot support only due to the limited amount of time needed to meet the accommodation, the CCMP PMO and the exam facility can investigate setting up a special exam event that accommodates the validated need, if possible. To provide verification of the need for accommodation, candidates should contact their human resource department (or equivalent) or their doctor. Either provide a note (usually on official stationary or sent via DoD email) to the CCMP PMO that specifies the type of accommodation requested. **Neither the CCMP PMO nor the exam facility need to know the reason for the requested accommodation. We only need official verification of the need for and type of accommodation.** This is meant to protect a candidate's confidential health information.

Candidates who request exam accommodation and earn the credential receive a standard certificate and are listed in the certificant registry with no modifier or evidence documenting the accommodation. They receive the same credential and are authorized to use the same mark (CCMP-F) the same in all respects to candidates who did not receive an exam accommodation.

The determination of the program's ability to provide any specific accommodation is determined on a case-by-case basis depending on the circumstances involved, taking into consideration the candidate's specific disability, and the existing limitations in completing the certification process.

If the exam facility determines it would impose an undue burden on the exam facility to provide the required testing environment, and cannot provide the necessary accommodation, the exam facility will coordinate with the CCMP PMO to determine the appropriate strategy for that situation. The candidate

will be notified with a written explanation of the denial and a statement of the reasons for the denial. In circumstances when the CCMP PMO denies a request for accommodation, the candidate may appeal the decision via the appeals process spelled out below. Alternatively, the candidate may bring these grievances to the applicable Equal Employment Opportunity office.

Equal Employment Opportunity Compliance (EEOC) and Non-Discrimination Policy (NCCA Standard 6.E)

The CCMP Certification Program does not discriminate on the basis of any of the following: race, color, national origin, sex (including pregnancy or childbirth), religion, age, disability (physical or mental), sexual orientation, marital status, parental status, political affiliation, or genetic information.

Exam Administration

CCMP-F Certification Registration Process (NCCA Standard 1.A, 6.A and 6.C)

As outlined in the Eligibility Requirements section, the CCMP-F is intended for:

1. DoD personnel who are working toward, or have attained, CM positions for which this certification has been deemed a requirement or a professional development milestone, and/or

2. DoD personnel who will be, or are currently, performing CM functions as an additional duty for a DoD Component.

In order to obtain the certification, the candidate must: attain a passing score on the exam and be conferred by the USD(I&S). Eligible candidates are strongly recommended to download the classified CCMP-F EBoK 3.0. This can be found at:

https://intelshare.intelink.ic.gov/sites/DCME/CCMP/SiteAssets/CCMPF_EBOK.pdf

The U//FOUO portions of the CCMP-F EBoK 3.0 are available on NIPRnet for the first time. This is obviously not the whole version of the EBoK 3.0. Candidates with a DoD-issued common access card (CAC) can view this version at:

https://intelshare.intelink.gov/sites/CollectionManagement/

At the time of this publication, CCMP-F enrollment occurs on the DoD's AGILE learning management system (LMS), and the exam itself is delivered on iCademy (a BlackBoard software system). iCademy is expected to replace AGILE as the enrollment LMS in 2021. When that occurs, an update to this handbook will be published and new information will be posted on all CCMP PMO websites. When in doubt, contact the CCMP PMO.

After preparing (i.e., studying, and/or taking any training courses) as you deem appropriate, register for the exam in AGILE. Detailed instructions for this process are listed on the CCMP PMO website and can

be found at:

1. **GET AN AGILE ACCOUNT.** All participants must first sign up for the exam using their AGILE account. All exams are given electronically on JWICS, via iCademy (a Blackboard system), but enrollment occurs via AGILE only. No paper exams are given. Make sure you have a JWICS account. If you need to create a temporary account at your exam facility, contact the CCMP PMO and/or that exam facility. This is the responsibility of the candidate, as the CCMP PMO can only facilitate the process; we don't own it. Student / temporary accounts should be initiated 2-4 weeks ahead of the exam session. Don't set your schedule on an exam date until you have a JWICS account/access and AGILE account.

2. **REGISTER FOR THE CURRICULUM IN AGILE.** The easiest way to locate the exam in the AGILE catalog is to use the catalog search option and search for "DIA-INC-5002". (Searching for "CM" will produce numerous results unrelated to the exam). There are currently 17+ approved CCMP-F exam facilities at locations around the world. Participants review available CCMP-F exam dates and locations in AGILE or on the CCMP PMO JWICS SharePoint site and enroll in the scheduled offering that meets their individual scheduling needs.

3. **COMPLETE AND SUBMIT A COMPLETED APPLICATION AT LEAST 48 HOURS PRIOR TO THE EXAM.** The application can be found on the CCMP PMO JWICS webpage at:

The CCMP PMO closes enrollment ***48 hours prior to the exam***. Applicants must submit their completed application[8] via email to *~NEDIAC_CM_PMO@coe.ic.gov* by then. You may need to send a copy to personnel within your component. Check with your exam facility for further instructions. Applicants may register for any test date and location available. Applicants become candidates after the CCMP PMO has received, reviewed, and approved the applicant's signed application and non-disclosure agreement (NDA) (and contractor approval form if the applicant is a contractor).

a. Applicants/candidates who require special accommodations (e.g., for a disability) to take the test should contact the CCMP PMO or Exam Facility **at least 45 days prior** to the exam date to ensure maximum time for the Facility to attempt to accommodate the request.

b. Contractors are authorized to take the CCMP-F exam; however, they are also required to

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[8] If you signed up for the exam, but rescheduled before you took it, you may re-use the same application for up to 90 days. If you took the exam, or 90+ days have passed, you will need to use a new exam application.

complete the Contractor Approval form, and get it signed by their COR **(NCCA Standard 1.A)**.

4. **LOOK FOR APPLICATION APPROVAL:** The CCMP PMO will perform the final review and approval of the application and then inform applicants no later than 24 hours prior to the exam if their application is rejected for any reason. If you don't receive it, call the CCMP PMO!

5. **REQUEST NETWORK ACCESS (IF NEEDED)**: If testing at a location that is not the applicant's/candidate's "home base" it is the applicant's/candidate's responsibility prior to testing to make sure they have a system account (i.e., JWICS, NSANet, NGANet) that can be used to gain access to iCademy at the exam facility (this is the platform used for the CM exam). This is sometimes referred to as requesting a "student account." The process of requesting and receiving a student account could take 2-4 weeks so plan accordingly. In addition to ordering student accounts in advance, there are additional considerations that must also be satisfied prior to testing. Applicants/candidates requiring student accounts should contact the exam facility or the CCMP PMO as soon as possible to ensure all requirements are satisfied to enable access to the exam.

NOTE: Neither the CCMP PMO nor Components are responsible for costs incurred by candidates testing at locations requiring travel. All costs are the responsibility of the candidate's unit or the candidate. Cancelling or Rescheduling a CCMP-F Exam

Exams may be cancelled or rescheduled without penalty if cancelled more than 24 hours in advance of the scheduled exam date/time. New appointments, or rescheduling existing appointments, should be made via AGILE. Requests to cancel or reschedule that are less than one week prior to the exam must be sent via email to CCMP PMO or Exam Facility per the instructions in your Enrollment Instruction Email. If a candidate cancels less than 24 hours in advance of his or her testing date, or is a no-show, he or she must submit a new application and receive authorization before scheduling a new date/time.

Exam Day Procedures (NCCA Standard 6.C)

After the applicant's application is received, he or she will receive an email confirming the date, time, and location. The email also includes information about admission, reschedule, and cancellation policies.

The admissions policy includes the following test day requirements:

- Arrive at the test center 30 minutes prior to the scheduled appointment time. Proctors are instructed to refuse admission to candidates once the exam facility doors close at the scheduled start of the exam.

- Candidates will not be permitted into the test area without providing at least one form of US government issued photo identification (Even protected personnel must present identification). Examples include driver's license, military ID card, Common Access Card (CAC), or a Secure Compartmented Intelligence Facility (SCIF) badge (only if the candidate's name and photo are printed on the badge).

- Candidates will not be permitted to bring purses, hats, bags, backpacks, coats, books, scratch paper, or notes, into the test area. No math or calculations are required for exam questions. No food is allowed, though a drink may be allowed if the local exam facility policies allow it. The proctor may inspect and choose to reject any item if it risks exam security. Candidates will be provided with all

they need to take the exam. The CCMP-F exam is administered in a secure environment on a "closed book" basis. Access to any outside materials is not allowed. Bathroom breaks are not allowed during the test. Candidates who have to leave the exam room will not be allowed to re-enter, and their exam will be submitted as is.

- Each exam session will be administered by a trained proctor who has the authority to start and stop the test and manage candidates during the exam itself. Proctors have the responsibility to ensure that the testing environment is fair to all candidates and free from distractions. Proctors have the responsibility to provide security for the test data by looking for and reporting instances of cheating, inappropriate disclosure of exam data, or other violations of the disciplinary policy described below. Proctors may not take the exam for a period of 90 days after finishing proctor duties in order to prevent an unfair advantage over other candidates.

- Proctors must not have a COI (be an instructor or supervisor of, or supervised by candidates, and cannot be a co-worker, or close friend or relative of a candidate). To manage this, proctors receive COI training from the CCMP PMO that identifies potential COI criteria, and proctors sign COI agreements that require them to recuse themselves from exams where a real, perceived, or potential COI exists.

- Candidates who witness irregularities described above, or witness irregularities by the proctor, are encouraged to self-report such instances to the CCMP PMO directly by email PMO at *~nediac_cm_pmo@coe.ic.gov.* Such reports will be kept confidential and will not affect the candidate's grade. **(NCCA Standard 18.C)**

Materials Provided at the Exam Location (NCCA Standard 6.C)

Candidates will be provided with a JWICS computer at the test facility and must have a JWICS account to access the exam. No other materials, including note/scratch paper, are provided or allowed. All exams are offered via JWICS using iCademy (Blackboard) to access and take the exam. When Candidates enroll in AGILE, their iCademy (Blackboard) accounts will be automatically generated for them.

See the Accommodations for Disabilities section of this handbook for guidance in requesting special accommodations for testing.

All CCMP-F tests will be conducted in a DoD-approved SCIF, and all candidates must follow the DoD and organization-specific regulations regarding personal electronic devices.

Exam Completion Time (NCCA Standard 6.C)

The CCMP-F exam contains 150 questions and has a three-hour time limit **(NCCA Standard 6.B)**.

Exam Security (NCAA Standard 10.A and 10.B)

The questions and answers to the CCMP-F exam contain information classified by the U.S. government and thus are not subject to public release.

Prior to the beginning of the CCMP-F exam, the candidate must accept the terms and conditions of the CCMP Certification Program's CCMP NDA (see the CCMP-F Application, Page 4). The NDA prevents candidates or certificants from discussing exam content in any form with anyone outside of the CCMP PMO staff without the express written consent from the CCMP PMO Chief.

The exam cannot be accessed, copied, printed, or distributed without written approval from the CCMP PMO. Failure to fully comply with designated confidentiality policies can and may result in revocation of one's awarded credential and possible exclusion from the CCMP-F certification program for a period of up to two (2) years.

Proctors are responsible for protecting the integrity of the CCMP-F exam during exam sessions by looking for and reporting violations of the disciplinary policy.

Applicant, Candidate, and Certificant Confidentiality (NCAA Standard 10.A, 10.B, 10.C and 10.E)

The CCMP PMO considers applicant, candidate, and certificant personally identifiable information (PII) and performance results confidential and will not disclose them without the individual's written consent. As part of the CCMP-F exam application, applicants, candidates, and certificants provide written authorization for release of their performance results to their federal, first-line supervisors and federal parent organization (due to the AGILE requirements that supervisors be permitted the ability to see their supervisee's status in various enrollments). Aggregated data may be distributed to support various studies and reports after candidate PII is redacted.

> **Applicant –** *an individual who submits an application that has not yet been approved by the CCMP PMO.*

> **Candidate –** *an individual who submits all required paperwork, meets all requirements, and the CCMP PMO deems eligible to take the exam. Candidate may also refer to individuals who took the exam and failed.*

> **Certificant –** *an individual who receives passing scores in all sections of the exam and is conferred by USD(I&S).*

CCMP PMO staff and those with candidate or certificant personal information also sign the CCMP NDA, preventing them from disclosing that information, to include pass/fail results, with anyone else other than the individual in question without express written consent from the individual.

Individual records are restricted to applicants, candidates, and certificants unless a court order or other legal process requires the release of such information.

Scoring a Candidate's CCMP-F Exam

The primary method of taking the CCMP-F exam will be digitally via iCademy (Blackboard). Exams are digitally graded by comparing a candidate's answers to the answers kept on file in the secure system.

Candidates who have reason to believe that there was an error in grading may submit an appeal following the Appeals Process below to request a rescoring of the exam. See the Appeals Policy and Procedures section below, for further information.

Distribution of Results & Feedback (NCCA Standard 19.D, 19.E and 19.F)

Candidates who take the CCMP-F Form C will receive pass/fail results and feedback within 10 business days from the CCMP PMO. The CCMP PMO sends result letters only after all exams are graded and results compiled. This ensures all candidates from the same administration session receive results at roughly the same time. Results are registered in iCademy and passed to AGILE.

From time to time, the CCMP-F creates a new exam and pilots the exam to develop a fair, reliable, and

valid assessment instrument. When this occurs, the CCMP PMO psychometric team uses the pilot exam data for the following purposes:

- Establish a minimum passing score (the "cut score")

- Recommend a final list of exam items for the production version.

Once the CCMP GC approved the cut-score, the CCMP PMO reviews pilot candidates' results and adjusts their scores based on the items selected for the production version and then compares that score to the cut-score.

Passing candidates receive a congratulations notification with no subsection feedback, and failing candidates will receive feedback specific to each exam subsection. Performance feedback is designed to help them prepare for a future attempt.

Candidates will not receive feedback on individual questions or subsection scores of the exam in accordance with industry practice, nor will they receive a percentage grade. Instead, failing candidates will receive one of the following feedback responses in relation to the overall cumulative score. The CCMP-F Forms C and onward do not have cut-scores for each exam section like the previous forms of the exam. The feedback candidates can expect to receive are: a) passed, b) needs significant improvement, c) needs improvement. Definitions for each of the latter two categories are as follows:

Needs Significant Improvement: You were not within 15% of the standard required to pass the exam. We recommend you dedicate a **considerable amount** of time to improving concepts and applications in this area prior to retaking the exam.

Needs Improvement: You were within 15% of the standard required to pass the exam. We recommend you dedicate a **moderate amount** of time to improving concepts and applications in this area prior to retaking the exam.

Interpreting Your Score (NCCA Standard 19.D)

Certification exam scores are designed to be most accurate at the passing point, or "cut score," much like a bell curve, with the peak of the bell being the most accurate and occurring at the cut-score. Thus, your score's only purpose is to accurately reflect whether you have sufficiently mastered the testable content (i.e., the EBoK). The further away from the cut score on either end (passing or failing), the less significant applications of the score will be to other decisions. For this reason, the CCMP PMO provides only broad score responses designed to facilitate preparation to retake the exam (if necessary). Since the CCMP-F is a fundamental, knowledge-only based certification, passing does not mean you are necessarily qualified to perform CM functions in a given CM job. Passing means that a valid assessment device (the exam) determined that you fairly demonstrated mastery of the EBoK content (the *current* CM terminology, concepts, and theories determined important for all defense collection managers to know by the CCMP GC) on that day. If you failed, it just means you did not demonstrate mastery on that exam day. Many experienced collection managers rely on experience alone and fall short because they have not kept current with the evolving CM terms and concepts. Don't forget to study, even if you're an experienced CM!

Many military programs tend to rely on rated scoring to determine a hierarchy of examinees for "distinguished graduate" awards and the like. This is not appropriate for a certification exam. Scoring a

92 over a peer who scored a 90 does not necessarily demonstrate mastery at a higher level. Neither does scoring a 34 demonstrate less mastery than another candidate who scored a 36. However, certification exams are *very reliable* at the cut score, meaning a 74 can confidently be used to demonstrate lack of mastery on an exam with a 75 point cut score, where a 75 reliably demonstrates (minimal) mastery. For these reasons, it would be a potential misuse of more detailed scoring than what is provided.

Distribution of CCMP-F Certificates (NCCA Standard 19.D)

Within the first five business days of each month, the CCMP PMO provides a list of all candidates who passed the CCMP-F exam the prior month to the USD(I&S). USD(I&S) has authorized the CCMP PMO to use an autopen for the printed certificates which are then staffed to the Chair of the CCMP GC (J26) for handwritten signature. Once signed, the CCMP PMO will mail the certificates to the appropriate GC member, C-PMO (if applicable), and/or the certificant, as appropriate, using addresses provided by certificants in their original application packages. GC members and/or C-PMOs are responsible for delivering certificates to the certificants. To ensure timely delivery, it is the responsibility of each candidate to update the CCMP PMO with their current address after any moves.

After notification of results, any questions about the status of a certificate should be directed to the CCMP PMO at *~nediac_cm_pmo@coe.ic.gov.*

Retaking the CCMP-F Exam after an Unsuccessful Attempt (Retesting) (NCCA Standard 6.F, 7.C, 7.D and 19.D)

Did not pass on the first attempt

If a candidate does not obtain a passing score on the CCMP-F exam on his/her first attempt, he or she can retake the exam after a 90-day waiting period (≥ 90 days) from the date they took the exam. This waiting period is applied regardless of whether the exam was completed. The rationale for the waiting period is to prevent exam memorization and to encourage candidates to prepare for it.

It is recommended that the candidate refer to the website for suggested resources addressing the topic areas to improve performance when retaking the exam.

Did not pass on the second attempt or subsequent attempts

If a candidate does not obtain a passing score on the CCMP-F exam, he or she can retake the exam after a 90-day waiting period (≥ 90 days) from the date they took the exam. The candidate must also submit proof of having obtained some form of skill enhancement to the CCMP PMO. Examples of skill enhancements include completing online CBTs, in-person training, and documented work based learning with a CM subject matter expert. This list is not all-inclusive.

Counting Exam Attempts

Sitting for the exam counts when the candidate gains access to the exam content (i.e., they are able to see any question).

Disciplinary Policy (NCCA Standard 6.G, 7.A, 8.C and 18.A)

The CCMP GC is the authoritative body for standards of conduct and policies and procedures governing disciplinary action for the CCMP Certification Program. On disciplinary matters, the CCMP PMO may only address the conferral and certification aspects of the violation as approved by the CCMP GC.

All other disciplinary actions (if any) taken against the CCMP Certification candidates and certificants will be the responsibility of their employer.
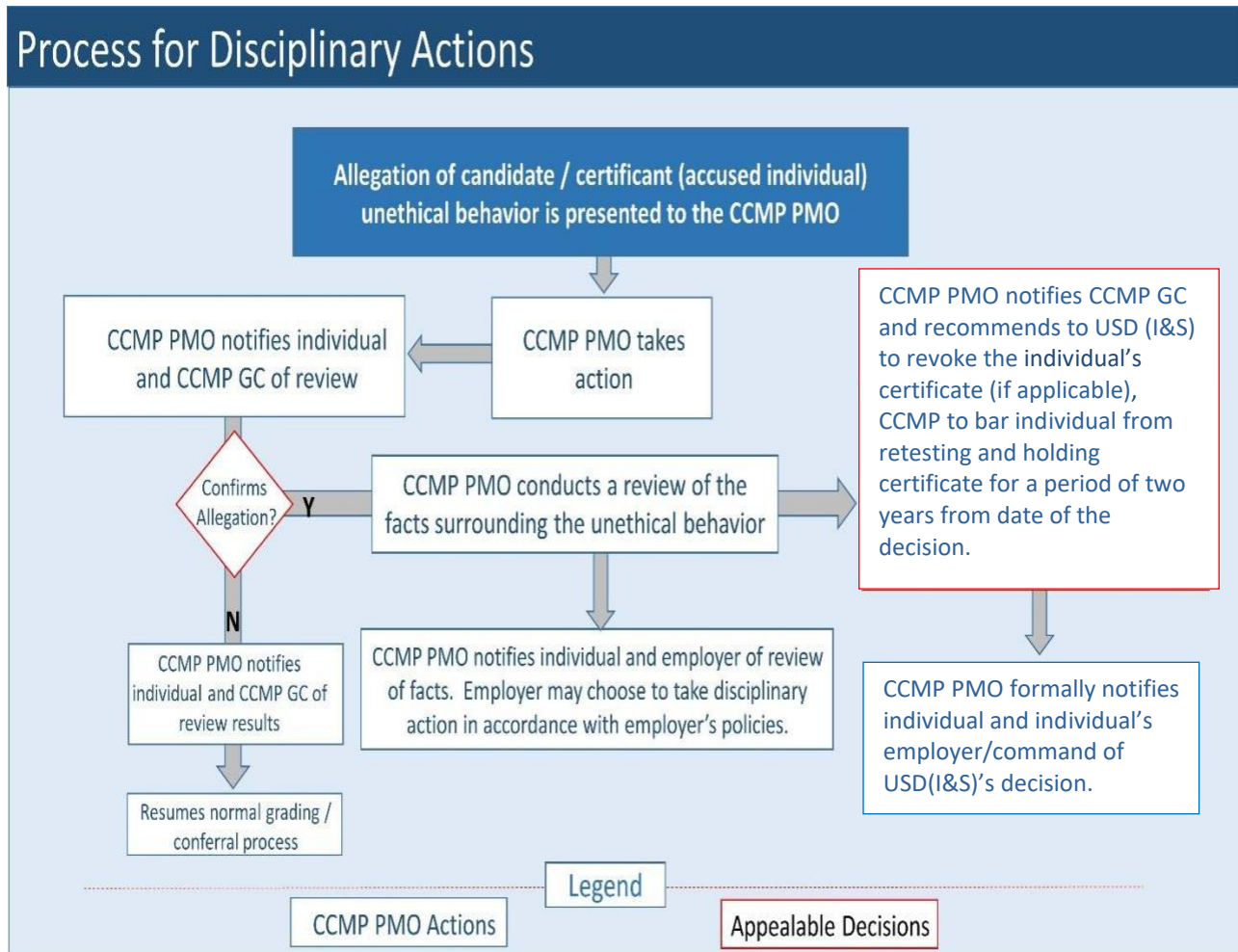
Unethical or unprofessional behavior may be cause for the CCMP PMO to deny candidate's admission to the CCMP Certification Program, to terminate participation at any stage throughout the conferral process, or to invalidate the result of an examination. In the case of unethical or unprofessional behavior by a certificant, the CCMP PMO or CCMP GC may revoke the certification(s) of the individual and disqualify them from retaking the program for up to two (2) years.

Grounds for disciplinary action include allegations related, but are not limited, to the following:

1. **Cheating**. Cheating on an exam consists of willfully consulting a notebook, textbook, or any other source of information not specifically authorized by the proctor during the exam; willfully aiding, or receiving aid, or attempting to aid or receive aid from another candidate during an exam; obtaining or attempting to obtain copies of the examination before it is given; or any act or attempt made with the intent of violating or circumventing the stated conditions governing the administration of an exam.

2. **Test compromise**. Actions that compromise the integrity of the CCMP certification exam, including but not limited to unauthorized possession of or access to real exam questions; copying any portion of a CCMP Certification exam; or the sharing or receipt of exam information before, during, or after the exam session that gives any exam taker an unfair advantage over other candidates.

3. **Misrepresentation or false statements**. Falsification of information on any document needed to acquire a CCMP Certification. Misrepresentation or false statements regarding the conferral of a CCMP credential when the credential has not been conferred, or the certification has not been renewed in accordance with the CCMP Certification exam guidelines.

4. **Non-compliance** with the DoD Component's Code of Ethics, standards of conduct, rules, or professional behavior.

The CCMP PMO and GC member will conduct inquiries into suspected violations of the CCMP Certification disciplinary policy. All inquiries will be characterized by fair and equitable review of the facts. The process for disciplinary actions is described in Figure 3, below. Recommendations based on the findings will be forwarded to USD(I&S) for action as they are the authority for the revocation of certification credentials.

Process for Reporting Suspected Violations: Suspected violations may be submitted by any interested party to the test proctor, Exam Facility staff, CCMP PMO, or the CCMP GC, as appropriate. The

Process for Disciplinary Actions

Allegation of candidate / certificant (accused individual) unethical behavior is presented to the CCMP PMO

CCMP PMO notifies individual and CCMP GC of review

CCMP PMO takes action

Confirms Allegation? — Y — CCMP PMO conducts a review of the facts surrounding the unethical behavior

CCMP PMO notifies CCMP GC and recommends to USD (I&S) to revoke the individual's certificate (if applicable), CCMP to bar individual from retesting and holding certificate for a period of two years from date of the decision.

N

CCMP PMO notifies individual and CCMP GC of review results

CCMP PMO notifies individual and employer of review of facts. Employer may choose to take disciplinary action in accordance with employer's policies.

CCMP PMO formally notifies individual and individual's employer/command of USD(I&S)'s decision.

Resumes normal grading / conferral process

Legend

CCMP PMO Actions   Appealable Decisions

complainant's name, witnesses, and the content of the complaint will remain confidential, unless legal requirements mandate disclosure. Notices of suspected violations will be sent to the candidate's

Figure 3 Process for Disciplinary Actions

employing agency or organization where the alleged violation occurred for review. The GC member will notify the CCMP PMO of their determination and action taken so that the CCMP PMO can determine if additional action or information is needed. Suspected violations will be handled within 60 days. The flowchart below illustrates the process followed for the submission, processing, and adjudication of alleged violations.

Waiver and Appeals Policy and Procedures

Waiver Policy

The waiver policy governs the process for providing a temporary suspension of a policy or procedure. Waivers may be appropriate in cases when circumstances outside of the control of the individual keep the candidate/certificant from meeting specific certification requirements.

Waivers may be filed in cases such as:

- The candidate is being deployed and would like to retake the exam prior to deploying and would like the 90-day waiting period to be waived.

- The certificant had a medical emergency and would like to waive the 1 self-suspension per renewal cycle policy.

Waiver process

A waiver can be filed when the candidate or certificant is faced with a certification requirement that they cannot meet, due to reasons outside of their control. The individual may request a waiver by sending an email to the CCMP PMO mailbox (*~NEDIAC_CM_PMO@coe.ic.gov* (JWICS, preferred), or

~NEDIAC_CM_PMO@dodiis.mil (NIPRnet)) describing the situation, the procedure or policy which is in question, and the circumstances which interfere with the candidate meeting the specified requirement. The CCMP PMO will acknowledge each waiver request within 48 hours. Each waiver will be reviewed and a decision made by the CCMP PMO on a case by case basis and a written response provided to the individual within 30 days if practicable.

Appeals Policy (NCCA Standard 6.D and 6.G)

The appeals policy governs the process for reviewing decisions made about registration, eligibility, assessments, and other registration/assessment-related certification issues or challenges.

An appeal can be filed based on all decisions relating to:

1. Examination results (i.e., the candidate believes their exam was scored incorrectly), the outcome of an exam and/or subsequent consequences based on proctor actions to unplanned events that the candidate believes had an adverse decision against them (e.g., if a proctor chose to press ahead with the exam despite an ongoing, loud noise just outside the exam room), and candidate registration (i.e., whether the CCMP PMO properly adjudicated the candidate application). (**Note:** candidates may not appeal for credit for specific questions they believe to be incorrect. All questions such as this were approved by a panel of qualified experts and can be updated only through the next version or 'form' of the exam.)

2. Certification renewal decisions, such as completion of approved professional development units (PDUs) or timeliness of completing and reporting PDUs.

3. Eligibility decisions. (**Note:** Appeals regarding eligibility requirements should be filed with the DoD Component that made the eligibility decision.)

4. Findings of violations of the disciplinary policy, or actions by the CCMP PMO to include

recommendations of revocation of certificate or barring a candidate from retesting.

    a. **Note:** Appeals regarding finding of violations related to CCMP disciplinary policies are decided by the GC only (not the Program Office Appeals Board [POAB]).

5. Those conferred the CCMP-F may appeal certification status (e.g., date of certification expiration and renewal).

The candidate can request a rescoring of the test as part of his or her appeal process. Appeals regarding any matters not described above are not within the purview of the CCMP Certification Program, including the following the DoD Component's decisions:

- Employment policy

- Eligibility criteria for identifying billets or individuals for CCMP Certification conferral

- Pilot or Beta test of the CCMP Exam Instruments/Questions as negative results do not count against the candidate's opportunity to obtain certification

- Which DoD Component requirements an individual must comply with when affiliated with multiple DoD Components

  o In cases where a candidate or certificant is affiliated with multiple Components, they are expected to comply with the Component that requires certification.

    ▪ Example 1: a person is both a USAF reservist and a DIA civilian, they cannot appeal to be counted as one over the other. If their DIA job requires them to achieve CCMP-F certification and the USAF Reserves do not, they will have to achieve CCMP-F certification through their affiliation with DIA and their component will be the DIA C-PMO.

    ▪ Example 2: a person is a USN active duty member assigned to a CCMD. The CCMD billet requires them to achieve CCMP-F certification, but the USN is silent on the issue. The person will have to achieve CCMP-F certification because of the CCMD and their component will be the CCMD, but if the person has a change in station, the onus to track the person's status and maintenance requirements falls upon the service as do all other billet requirements (such as language requirements). The person may not appeal the CCMD's requirement in favor of the USN's lack of requirement.

Contact your employer with questions or appeals of decisions outside the purview of the CCMP Certification Program.

Appeal Process (NCCA Standard 6.D and 6.G)

Individuals must submit an appeal request within 30 calendar days of receiving notice of an appealable decision. The appeals process is described in Figure 4, below.

In order to be accepted, an appeal must be in writing and must include: (1) a description of the decision being appealed, (2) any evidence or argument as to why the decision should be overturned, and (3) the individual's name and contact information.

The appellant must send the appeal statement in an email or letter to *~NEDIAC_CM_PMO@coe.ic.gov* or

to the following address (appeals must be postmarked or emailed no later than 30 calendar days from the date the candidate first received notice of the decision being appealed):

> Defense Intelligence Agency Headquarters Deputy Directorate of Intelligence for CM (J26)
> Attn: Certified CM Professional Program Management Office (CCMP PMO)
> 200 MacDill Blvd, Building 6000
> Joint Base Anacostia-Bolling, Washington D.C., 20032

Two authorities will make appeal reviews and decisions: the CCMP Certification Program Office Appeals Board (CCMP POAB) and higher Governance Council Appeals Board (GCAB). The CCMP POAB is comprised of a minimum of three members and will be established to deal with a single appeal or a small group of appeals if presented in a relatively short span of time that would enable multiple decisions to be made at one meeting. The CCMP PMO will provide no more than one member to the CCMP POAB. The other members will be recruited from CCMP C-PMOs (if applicable), GC members, or the DIA Professional Individual Certification PMO. Each CCMP POAB member is required to:

a. Be a military or government employee (no contractors)

b. Be nominated by a voting member of the CCMP GC (GC members can nominate themselves)

c. Be approved by the CCMP GC Chair or his/her delegate (usually the Chief of the CCMP PMO)

d. Sign a COI agreement and recuse themselves in the event of a real, perceived, or potential COI (previously signed COI agreements apply to this situation).

Members of the CCMP POAB who were involved in the findings (determination of guilt or penalty applied) of a violation of the discipline policy should recuse themselves from the appeals process of that specific incident. This may result in the need to temporarily appoint another member of the CCMP POAB to decide an appeal.

First Appeal Decision (NCCA Standard 6.D and 6.G)

The CCMP PMO will conduct the initial review of the appeal request to determine if the event is within the jurisdiction of the CCMP POAB (that is, the appeal must relate to an appealable decision and must be timely). If it is not, the office will notify the appellant in writing that the appeal is ineligible for review and forward the appeal to the appellant's employing organization.

If the appeal request is within the jurisdiction of the CCMP POAB, the CCMP POAB will review the appeal and make a written decision on the appeal within 30 calendar days of receipt of the appeal, if practicable. If this is not possible, the CCMP POAB will notify both the appellant and the CCMP GC (for oversight purposes).

The CCMP POAB will provide the appellant with the official written decision. The CCMP POAB will also compile recommendations to be reviewed by the CCMP GC as required by the appeals process.

Appellants may appeal the CCMP POAB decision to the CCMP GC within 30 calendar days after appellant's receipt of the decision. CCMP POAB appeal decisions become final when 30 days have passed after the appellant's receipt of the decision unless the appellant has submitted an appeal with the CCMP GC within those 30 days.

Second Appeal Decision (NCCA Standard 6.D and 6.G)

Appellants who are dissatisfied with the CCMP POAB decision on the appeal may pursue a second appeal to the CCMP GC. Notifications will be sent to the CCMP PMO who will forward it to the CCMP GC who will establish an appeals board (CCMP GCAB) of no less than three members of the GC who will review material presented by the appellant and the CCMP POAB. The CCMP GCAB members will be established on a case-by-case basis, with its members approved by the CCMP GC Chair. CCMP GC members who represent the component of the certificant in question may not sit on the GCAB. The CCMP GCAB will not

consider an appeal unless the CCMP POAB has rendered a decision.

Appeals to the CCMP GCAB of a CCMP POAB decision must be supported by written statements that identify how and why the appellant believes the CCMP POAB's decision was erroneous or contrary to established procedures, regulations, or laws. Appeals to the CCMP GCAB must be submitted no later than 30 days following the appellant's receipt of the CCMP POAB decision on the first appeal. The CCMP GCAB will be provided with the proceedings from the initial CCMP POAB, to inform their decision.

The CCMP GCAB will meet as necessary to conduct thorough and timely reviews of all first-level appeal requests based upon documented acceptable appeals criteria.

CCMP GCAB decisions will be made by majority vote. If a CCMP GCAB is convened, and it is deemed advantageous to consider the perspective of the appellant's GC Component, the Component's GC member may speak to inform the decision but should not be included as a voting member to that decision. The CCMP GCAB will provide its decision to the CCMP PMO, which will notify appellants of the final decision, in turn. The CCMP GCAB is the final decision authority.

All CCMP POAB and CCMP GCAB appeal decisions will be recorded for the purpose of the NCCA annual review.
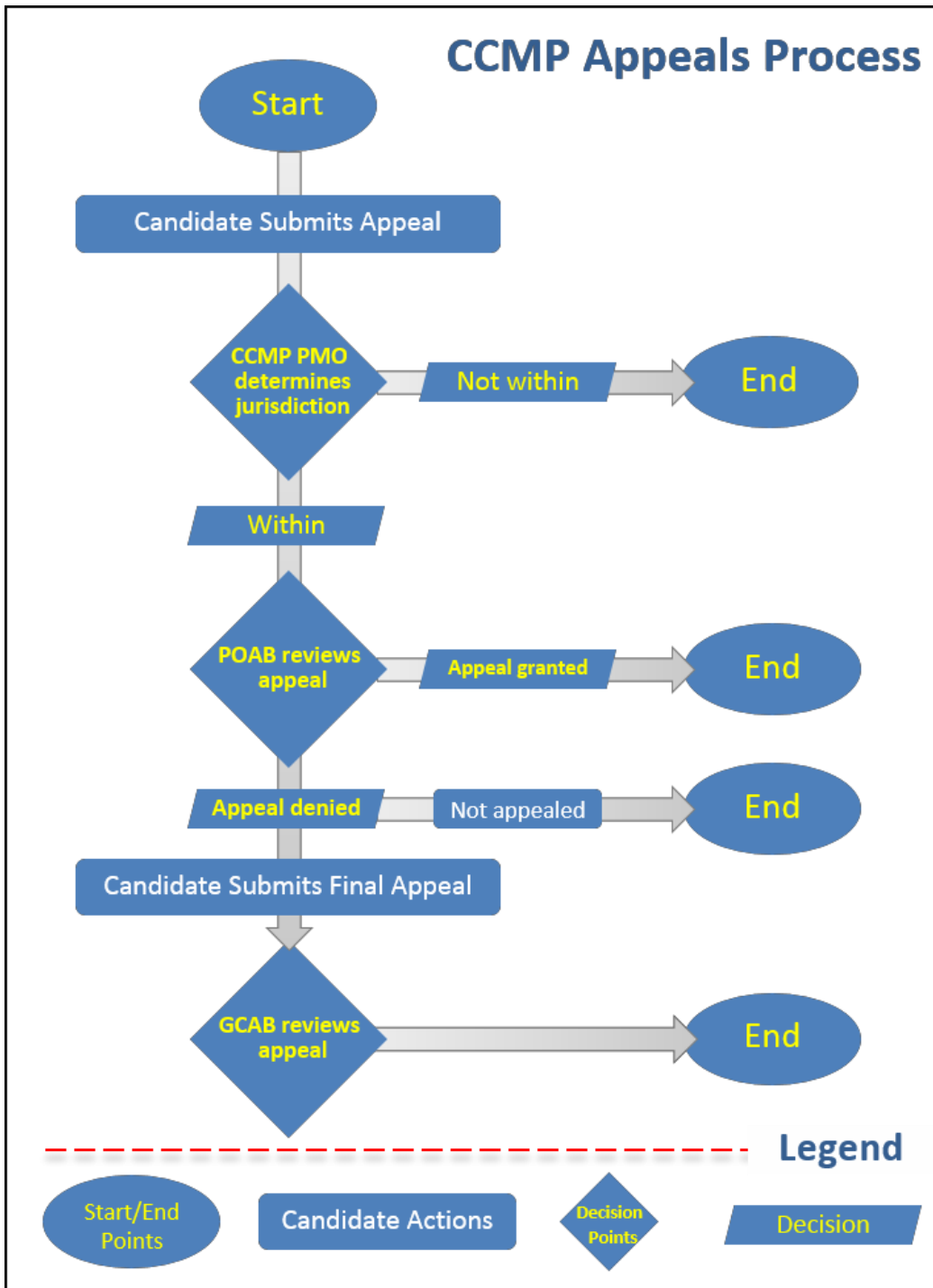
Figure 4 Flowchart for Appeals

Certification Maintenance & Renewal (NCCA Standard 7.A, 8.A, 21.A, 21.B, 21.C and 21.D)

Purpose of Certification Maintenance & Renewal:

> Certificants can renew their credential in one of two ways, both of which are equivalent with neither way preferred by the CCMP PMO:
>
> Take and pass the current form of the CCMP-F exam during the final quarter of their current renewal cycle.
>
> Perform professional development activities, log them in a PDU log, and have 100 or more PDUs approved by the CCMP PMO by the last day of their current renewal cycle.

The CCMP-F Certification Exam captures a snapshot of an individual's knowledge at a specific point in time. After the initial certification period, certificants will need to renew their credential or let it expire. This section of the Candidate Handbook describes the requirements and procedures that certificants must meet to maintain competence and renew their certification.

The goal of the CCMP-F Certification Maintenance and Renewal Program is to encourage CCMP-F certificants to at least maintain and ideally to improve their CM skills and subject matter expertise. This is done by either measuring the certificant's competence (i.e., retesting), or promoting the certificant's

continued competence[9] **(NCCA Standrd 21.A).** The CCMP-F program accomplishes this goal when CCMP-F certificants successfully retake and pass the exam, or when they complete educational and professional development activities to accrue Professional Development Units (PDUs). In order to maintain an active certification via PDUs, a certificant must perform professional development activities totaling 100 PDUs over a two-year reporting cycle. Certificants must then submit a PDU log that successfully documents these activities in sufficient detail to warrant the CCMP PMO approving the minimum of 100 PDUs.

It is each certificant's responsibility to remain aware of their renewal cycle (including the PDU log due date), perform professional development activities,

document them in the PDU log and submit the log to the CCMP PMO on time. While the CCMP PMO may send courtesy reminders, failure to receive these notices does not absolve certificants of the responsibility to either submit a PDU log or retest. Certificants are responsible for communicating any obstacles to complying with the CCMP PMO policies and procedures with the CCMP PMO and/or their GC member.

> A **Professional Development Unit (PDU)** is a unit of measurement awarded to certificants for the completion of various EBoK and CM related activities that help to support and/or grow their CM knowledge or skills. Different activities earn different amounts of PDU credits.

This rationale for the two-year cycle for recertification was based on two significant factors: **(NCCA Standard 21.B)**

1. The two-year interval is conducive to promoting ongoing participation in continuing education because it provides certificants flexibility to meet program requirements with the unique duty

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[9] The CCMP program defines continued competence of the CCMP-F credential as "demonstrating the specified levels of knowledge in the EBoK not only at the time of initial certification, but throughout an individual's professional career." (NCCA Standard 21.A)

and assignment requirements within the DoD operational environment; and

2. Many organizations review and update their materials (e.g., tactics, techniques, and procedures (TTPs); policies and procedures; evolving collection platform capabilities) every couple of years, so information at this level has a shelf life and needs to be refreshed.

A certificant's initial renewal cycle is determined by the date they first successfully passed the CCMP-F exam. The CCMP PMO then assigns each certificant certification renewal cycle for acquiring PDUs or retaking the exam which coincides with Table 9, below. After a certificant has completed their initial renewal cycle, he/she will be assigned to a new, two-year renewal cycle which will remain the same from that point forward. The certificant's PDU deadline does not change. This is illustrated on the table below.

Table 8 Renewal cycle Start & Due Dates

Renewal cycle Start & Due Dates			
Quarter	Quarter When Exam Passed	1st Cycle Due Date	2nd Cycle Start Date
Q1	October - December	12/31/20xx	01/01/20xx
Q2	January - March	03/31/20xx	04/01/20xx
Q3	April - June	06/30/20xx	07/01/20xx
Q4	July- September	09/30/20xx	10/01/20xx

*Table 9 Certification Renewal Cycle Examples **(NCCA Standard 21.B)***

Cycle Dates by Month[10]						
Month Exam Passed	1st Cycle Start Date	1st Cycle Due Date	Total # Months	2nd Cycle Start Date	2nd Cycle End Date	Total # Months
Feb 2021	03/01/2021	03/31/2023	25	04/01/2023	03/31/2025	24
Mar 2021	04/01/2021	03/31/2023	24	04/01/2023	03/31/2025	24
Apr 2021	05/01/2021	06/30/2023	26	07/01/2023	06/30/2025	24
May 2021	06/01/2021	06/30/2023	25	07/01/2023	06/30/2025	24
Jun 2021	07/01/2021	06/30/2023	24	07/01/2023	06/30/2025	24
Jul 2021	08/01/2021	09/30/2023	26	10/01/2023	09/30/2025	24
Aug 2021	09/01/2021	09/30/2023	25	10/01/2023	09/30/2025	24
Sep 2021	10/01/2021	09/30/2023	24	10/01/2023	09/30/2025	24
Oct 2021	11/01/2021	12/31/2023	26	01/01/2024	12/31/2025	24
Nov 2021	12/01/2021	12/31/2023	25	01/01/2024	12/31/2025	24
Dec 2021	01/01/2022	12/31/2023	24	01/01/2024	12/31/2025	24
Jan 2022	02/01/2022	03/31/2024	26	04/01/2024	03/31/2026	24
Feb 2022	03/01/2022	03/31/2024	25	04/01/2024	03/31/2026	24
Mar 2022	04/01/2022	03/31/2024	24	04/01/2024	03/31/2026	24

Apr 2022	05/01/2022	06/30/2024	26	07/01/2024	06/30/2026	24
May 2022	06/01/2022	06/30/2024	25	07/01/2024	06/30/2026	24
Jun 2022	07/01/2022	06/30/2024	24	07/01/2024	06/30/2026	24
Jul 2022	08/01/2022	09/30/2024	26	10/01/2024	09/30/2026	24
Aug 2022	09/01/2022	09/30/2024	25	10/01/2024	09/30/2026	24

How to Renew Your Certification via Retesting:

If you wish to renew your credential by retaking the CCMP-F, you should sign up for an exam session in the last quarter of your renewal cycle exactly as you did the first time – with one exception. On the exam application, check the box near the top of the form that indicates you are taking the exam to renew your certification. You must take the current form (version) of the exam, even if it is based on a newer EBoK, not the same exam they took when they first renewed. Do not forget to review the current EBoK to ensure you are prepared.

Renewing via exam does not lock you into this path. You may renew via exam one cycle, then via PDUs another, as you see fit and for whatever reason you wish. You may even renew via exam after starting to earn PDUs if you determine that you will be unable to reach the 100 PDUs required. There is no penalty or difference to your credential whether you renew via PDUs or retesting.

How to Renew Your Certification via PDUs:

If you wish to renew your credential, but do not wish to retest, you should document your completion of professional development activities in a PDU log. In order to maintain your CCMP-F certification, you must earn 100 PDUs and submit a PDU log to the CCMP PMO for review and approval[11]. Not all activities submitted for PDUs may be approved, so periodic reviews and pre-coordination with the CCMP PMO are encouraged. Alternatively, if you believe you have earned more than 100 PDUs worth of activities, it is a good idea to include all of these in case the CCMP PMO rejects some activities, and you are short of the 100 PDUs required to renew. Professional development activities fall under one of the three approved professional development categories: Professional Experience (PE) Activities, CM Community (CMC) Activities, and Academic Study or Education (ASE) Activities. Definitions and methodologies for these categories are found in Table 11 Category Explanation below.

Table 10 PDU Category Explanation **(NCCA Standard 21.C)**

Category Title	Category Definition	Category Methodology
Professional Experience (PE) Activities	Activities performed that involve the conduct of CM operations, or "doing the CM job."	Gaining knowledge or skills through doing the job of the CM
CM Community (CMC) Activities	Activities the certificant performs which involve the promotion or advancement of the DCME or IC CM community. These activities are NOT CM operations (i.e., doing the CM-job), but must require CM-knowledge to participate.	Gaining knowledge or skills through giving back to or interacting with the DCME or IC CM community
Academic Study or Education (ASE) Activities	Formal or informal training that the certificant successfully completes that transfer knowledge or skills to the certificant. Normally courseware, whether in person, distance-based synchronous / a-synchronous, or CBT.	Gaining knowledge or skills through training and/or education

Specific examples of these activities and their corresponding PDU values are located in Table 12, below. A more detailed chart with descriptions and specific examples for each activity can be found within the official PDU Log or on the CCMP website. The value of the various PDU opportunities was calculated such that the certificant can pursue enough of these career-enhancing experiences to attain the required 100 PDUs without adverse effects on their primary job duties.

Should you identify and/or participate in an activity that you feel should be worth PDU credit, but the activity is not listed in either this Candidate Handbook or on the CCMP website, you should contact the CCMP PMO to request a review of the activity. Contact information can be found at the front of this handbook and on the CCMP website.

https://intelshare.intelink.ic.gov/sites/DCME/CCMP/SitePages/Home.aspx

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[11] CCMP PMO staff members sign a COI agreement ensuring there are no conflicts between themselves and the certificants whose logs are being reviewed. If there are no PMO staff members for which there is not a COI, the PMO staff may recruit, deputize, and train a GC member (or appointee) to conduct the PDU log review.

The CCMP PMO will work with the GC members or their staffs to determine if the activity is worth PDU credits and if so, how many PDUs the activity is worth. After notifying you, the CCMP PMO will then add that activity to the examples section on the CCMP website so that other certificants are aware of the activity and can claim PDU credit for it. A common scenario for this would be a certificant who attends a training course, or a college class that is not specifically CM-related but does cover some EBoK-related material and may be worth PDUs for the amount of classroom time spent covering that EBoK material.

To demonstrate continuing competence accounting for role differentiation over time, certificants may renew their credential by performing professional development activities in those disciplines they perform as part of their regular duties. The CCMP PMO understands that the range of services provided by a certificant may narrow over time due to concentration in a specialized area of service (such as an intelligence discipline), and the certificant's range of competence may narrow.

The CCMP-F EBoK covers all seven DoD intelligence disciplines. Certificants are not required to demonstrate professional development activities for every intelligence discipline. For example, a certificant who focuses on GEOINT may submit all of their professional development activities related to the GEOINT discipline as long as all other maintenance criteria are met, instead of having to work outside of their concentration to cover the remaining disciplines.

Table 11 PDU Point Matrix **(NCCA Standard 21.C)**

	PDU Activity Title	PDUs Per	Units	Limit Per Cycle
Professional Experience Activities	Successful performance in a CM-related position (SPCMRP)	0.5	Week	No Limit
	Deploy to a combat AOR in a CM-related capacity	1	Week	No Limit
	Be an active participant in an EBoK-related, operationally focused special project.	1	Day	25
	Non-Collection Managers: Draft or Refine Collection Requirements	1	Hour	30
	Non-Collection Managers: Work with Collectors or Collection Managers to Draft or Refine a Collection Strategy	1	Hour	30
CM Community Activities	Be an active participant in an EBoK-related, non-operationally focused special project	1	Day	25
	Present an EBoK-related presentation at a symposium, conference, seminar, or brown-bag	1	Hour	20
	Deliver EBoK-related instruction (Adjunct Instructor)	2	Hour	30
	Publish a peer- or supervisor-reviewed CM-related publication	2	5 Pages	25
	Develop EBoK-related software	1	Day	30
	Develop EBoK-related courseware	1	Day	30
	TRAINING: Complete EBoK-related, CM-focused, training as a student (CMF- or CMP-related) – including the following activities: Formal, Informal, or Structured Self-Study	0.25 (1/4)	Contact Hour	95
	TRAINING: Complete EBoK-related training as a student (IFC-related) – including the following activities: Formal, Informal, or	0.125 (1/8)	Contact Hour	95

	Structured Self-Study			
Academic Study or Education (ASE) Activities	COLLEGE LEVEL EDUCATION: Complete EBoK-related, CM-focused, Undergraduate, Graduate, or PhD level courses as a student (CMF- or CMP- related): In-person or Online/Distance-based Learning	0.5 (1/2)	Contact Hour	95
	COLLEGE LEVEL EDUCATION: Complete EBoK-related Undergraduate, Graduate, or PhD level courses as a student (IFC-related): In-person or Online/Distance-based Learning	0.25 (1/4)	Contact Hour	95
	Complete EBoK-related, CM-focused, professional certification (CMF- or CMP-related)	30	Event	No Limit
	Complete EBoK-related or INT-specific fundamental certification (IFC-related)	20	Event	No Limit
	Completion of a standardized CM-related Professional or Job Qualification Standard (PQS/JQS) for your organization	5	Event	No Limit

Documenting PDU activities:

Certificants who complete any of the above mentioned activities, and wish to receive PDU credits for them, are required to annotate those activities in the official CCMP-F PDU Log. A blank copy of the Official PDU Log can be found on the CCMP website. Certificants are responsible for maintaining their own PDU log and ensuring that it is accurate.

The PDU log (See Figure 5) is designed to capture:

- Certificant information: name, contact information, cycle dates, and component

- Activity information: event title, event description, activity sub-category, event dates, PDU units and credits requested, and POCs who can verify those activities were completed

A **PDU LOG Job Aid** designed to help certificants navigate through the recertification process can be found on the CCMP website: *https://intelshare.intelink.ic.gov/sites/DCME/CCMP /SiteAssets/How%20to%20Apply%20for%20CCMP-F%20Recertification.pdf*

If you have questions about how to fill out the PDU log, please contact the CCMP PMO.

Professional development activities that count for PDU credit must tie to the KTAs listed in the EBoK. While many professional development activities do not tie to the EBoK, they may be useful for professional development of certificants in a variety of ways unrelated to the CCMP-F. Certificants are encouraged to take any training assigned to them or that they find valuable for their career or promoting a well-rounded collection manager. Certificants never need to get prior approval from the CCMP PMO or component for activities they think are valuable. However, if a certificant wishes to choose activities that are worth PDU credit, they can ask the CCMP PMO if a given activity is worth credit and the CCMP PMO will endeavor to provide a timely response in order to facilitate the certificant's decision.

Figure 5 CCMP-F PDU Log Example

Submitting a PDU Log

After completing and checking their PDU log, certificants must submit it to the CCMP PMO during the last month of their renewal cycle (i.e., before the deadline). While the CCMP PMO or other members of the program may send courtesy reminders to certificants, failure to receive these notices does not absolve certificants from the need to submit logs on time. In fact, certificants are encouraged to submit their PDU log at the _beginning_ of the last month of the renewal cycle. Submitting logs early allows certificants time to make corrections and/or participate in extra PDU activities in case any claimed activities are rejected by the CCMP PMO.

If a certificant earns more than the required PDUs, the 'extra PDUs' do not roll over to the next renewal cycle.

Failure to Meet the Recertification Requirements and Waivers

If a PDU shortfall is identified during an end of cycle review, and if the individual has made a good faith effort to fulfill the requirement, then the certified individual may be granted a waiver for up to 90 days to resolve the issue(s) at the discretion of the CCMP PMO. A good faith effort is described as a completed PDU log, submitted on time to the CCMP PMO, with professional development activities totaling more than 100 requested PDUs.

For example, the most common reason for PDU activities to be rejected is because credit is already being given for those activities under the category of successful performance in a CM-related position. Activities cannot earn PDUs in two different categories.

Waivers are not automatic. The CCMP PMO may offer one to a certificant whose log is short, but certificants must request it in writing upon notification that their log fell short of the 100 PDUs.

Waivers, however, do not constitute a reset of the certificants' reporting cycle dates, but will summarily shorten the following cycle by the duration of the waiver period. Certificants do not need to accept a waiver. In some circumstances, it may make more sense to retest. This decision is up to the certificant. During the waiver period, any professional development activities completed count towards the previous cycle and cannot be claimed in the new cycle. Waivers are granted in one-month increments. Thus, it generally benefits the certificant to resolve shortfalls as quickly as possible.

If a waiver is not granted, or the required PDUs are not fulfilled, the individual will have to retake the CCMP-F exam to become recertified. If a certificant does not complete the PDU requirements or is unable to meet the PDU requirements within their two-year cycle, then their certification will automatically expire, and the individual will have to reapply to the CCMP-F program and retake the exam to become recertified.

Certificants who fail to meet the renewal requirements for any reason, including failure to submit a PDU log by the deadline, must immediately stop using the credential.

Late PDU Logs

Except in limited circumstances, and when coordinated with the CCMP PMO, late PDU logs are not accepted. If the certificant does not have JWICS access, certificants should contact the CCMP PMO via the contact information at the front of this Candidate Handbook to make other arrangements.

The CCMP PMO recognizes certain circumstances beyond the certificant's control which may prevent certificants from complying with maintenance/renewal requirements on time. Table 13 lists valid and invalid reasons for late PDU log submission. Note that these reasons apply to certificants who attempt to renew certification through PDUs[12]. If the certification has already expired, and a certificant wants to renew through retesting, they will be treated just as if they were a new candidate.

In all events where a log is not submitted by the due date, certificants must stop using the credential until told otherwise by the CCMP PMO. Certificants who submitted a PDU log on time, but are waiting on a renewal decision by the CCMP PMO into the next month (after the deadline), may keep using the credential for up to 30 days until they're informed of the CCMP PMO's decision.

Certificants who expect to be late should contact the CCMP PMO before the deadline to explain the situation and receive guidance on how to comply. The CCMP PMO will make these decisions based on a case-by-case review of the explanation of the circumstance beyond the certificant's control. If a member of the CCMP PMO provides the certificant guidance that is followed, the CCMP PMO staff will stand behind that decision. In very limited circumstances, the PDU log _may_ _not_ be considered late if the certificant has followed all guidance issued by the CCMP PMO for that circumstance.

However, if the CCMP PMO receives a PDU log after the deadline and with no prior communication, then the CCMP PMO will use Table 14 to interpret the maintenance and renewal policy and apply it to the situation at hand. This list is not all-inclusive.

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[12] If a certificant submits a PDU log before submission deadline, but CCMP PMO judges the log to be short of credits and granted certificant an extension to earn additional credits, this does not count as a "late log." The CCMP PMO handles this situation using the grace period procedures described in Table 13. The log may be accepted, and they may count activities in the first 1-3 months after their original cycle ends, but only at the cost of not being able to use those months in the following cycle.

Table 12 Tardy PDU Log Rubric

Valid reasons for lateness	Invalid reasons for lateness
Certificant is on deployment at time of expiration and certificant did not have a reasonable opportunity to submit the log early or while on deployment.	Certificant did not have access to JWICS at the time of expiration[13].
The Certificant sent a PDU log to GC member or their component PMO and asked them to forward the PDU log to the CCMP PMO, but the log was not forwarded. The certificant should provide evidence of sending the PDU log to their representative before submission deadline.	Certificant did not receive a "reminder" (email or otherwise) from the CCMP PMO, GC member, or other CCMP representative reminding them their log is coming due soon.
There are exceptional personal or medical circumstances impacting the ability to submit the PDU log by the due date or to contact the CCMP PMO prior to the due date to request a self-suspension.	The Certificant stated they did not submit PDU log by deadline because they wanted to attempt to earn additional credits (but the certificant did not inform the CCMP PMO of this plan before the submission deadline).
	The certificant was in training or other work-related activity at time of expiration and had sufficient time to notify CCMP PMO of inability to meet submission deadline.
	Certificant forgot to contact CCMP PMO.

Decision Matrix for Late Submissions

The CCMP PMO response to a late submission depends on whether a certificant presented a valid or invalid reason for the late submission and how much time has passed since certification expiration. Certificants who do not submit their PDU log by the deadline must stop using their credential until such time as the CCMP PMO approves their PDU log.

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[13] Lack of JWICS access only matters when the certificant a) has TOP SECRET information that needs to be included on their PDU log, and b) they have communicated this limitation with the CCMP PMO prior to their due date.

Table 13 Late PDU Log Decision Matrix

Reason for lateness	Time after expiration	Consider PDU log for review?	Action	Start date for next PDU period
Valid	1-14 days late	Yes	1) PDU log is treated as part of normal recertification group. 2) Certificant cannot earn credit for activities reported during the late/lapse period. 3) Certificant does not suffer an abbreviated renewal cycle for the subsequent period (assuming log is approved).	Start of quarter (i.e., no penalty)
Valid	15-90 days late	Yes	1) Certificant informed that he/she may a) earn new certification via retesting (as normal) or b) renew certification via PDU log with the following penalties: 2) If certificant wishes to continue with the PDU log, their next renewal cycle will be abbreviated by the length of the tardiness (in months). For example, the end of PDU period is 31 Dec 18, and certificant submits PDU log on 27 Jan 19. Certificant will still earn credit only for activities during 1 Jan 16 – 31 Dec 18 period, and timeline for the next PDU period will be 1 Feb 19 – 31 Dec 20. Professional development activities from Jan 2019 are "lost" and cannot be used in either renewal cycle.	First day of month after recertification approved (i.e., cannot earn credit during late/lapse period)
Valid	91+ days late	No	PDU logs more than 90 days late cannot be accepted. Individual's certification expires, and they must retest if they wish to become certified again.	N/A
Invalid	Any	No	PDU logs cannot be accepted without a valid reason no matter how late. Individual's certification expires, and they must retest if they wish to become certified again.	N/A

Self-Suspension

Certificants may voluntarily self-suspend their certifications at any point during their two year reporting cycle for a period of up to 24 months. Certificants may only self-suspend one time per renewal cycle.

They may not use the credential in any way during this period and may receive no benefits that come with certification. The benefit of self-suspension is the certificant can 'pause' their PDU progress and resume at a later date. To self-suspend, the certificant notifies the CCMP PMO of their desire to self-suspend in writing and submits their PDU log for review.

The CCMP PMO will review the log, then notify the certificant of the number of approved PDUs, the number of months used in their renewal cycle, and the procedures to reinstate their credential.

Certificants are required to keep this notification and the approved PDU log.

A **Self-Suspension Job Aid** designed to help certificants navigate through the process can be found on the CCMP website: *https://intelshare.intelink.ic.gov/sites/DCME/CCMP /SiteAssets/JobAid_SelfSuspension.pdf*.

When the certificant wishes to reinstate their certification, they notify the CCMP PMO in writing. The CCMP PMO will then assign the certificant to a new renewal cycle and confirm the number of remaining PDUs to complete. If the program standards change or a new certification test form is implemented, certificants may be required to retest at the discretion of the CCMP PMO. Once the certificant reinstates their credential, they must resume maintenance of their certification (i.e., by completing and documenting PDU activities) from where they left off. At the new renewal cycle deadline, the certificant will submit the current PDU log and the PDU log that was approved at the time of self-suspension. These two logs should add up to at least 100 PDUs for the cycle. The CCMP PMO will retain a certificant's records for two years from the date of the most recent certification or self-suspension. Certificants who fail to reactivate or complete the requirements for recertification within the two year self-suspension period must reapply for certification.

Transferring Between Units

Certificants must update the CCMP PMO with their current contact information and agency affiliation. When certificants move positions or duty assignments, there is a chance that they could fall under the authority of a different component. While the administrative burden of tracking, auditing, and supporting CCMP-F certificants is divided up among the various components and the CCMP PMO, it is the certificant's responsibility to self-report such moves to the CCMP PMO, who may not be aware of personnel moves. If the CCMP PMO is unable to locate a certificant, their certification may be suspended.

PDU Log Audits

The CCMP PMO will periodically conduct audits of certificant logs. During the audits, the CCMP PMO takes a closer look at certificants' PDU logs to ensure the integrity of the certification maintenance process. Certificants selected for an audit must comply by providing an updated copy of their PDU log. Audits will typically be conducted mid-cycle, so it is acceptable for PDU logs to be only partially complete at the time of the audit. Certificants will not be penalized for incomplete logs during an audit, but the

information therein should be accurate. CCMP PMO will provide individualized feedback to the audited certificants and general feedback to the rest of the certified population, as appropriate. The CCMP PMO will also record a summary of their findings. The CCMP PMO will include information from these reports as appropriate in the annual accreditation report to NCCA.

Other Certifications

The CCMP-F program recognizes that there are other intelligence-related certifications available to certificants and encourages certificants to pursue those opportunities as applicable for their positions and their careers. The CCMP-F awards PDU credits to certificants who achieve initial conferral of certifications that relate in some way to the CCMP-F EBoK. If the certification relates to CCMP-F EBoK IFC category, then the certificant will be awarded 20 PDUs for the first time that they achieve that particular certification. If the certification relates to the CMF or the CMP categories of the CCMP-F EBoK, then the certificant will be awarded 30 PDUs for the first time that they achieve that particular certification. Note that certificants cannot claim credit for achieving CCMP-F, only other certifications. In either case, the certificant will then be responsible for meeting the requirements for that certification's maintenance and renewal program as well as the CCMP-F's requirements for maintenance and renewal. The certificant may claim CCMP-F PDUs for the same professional development activities even if the certificant submits them for other credentials. The CCMP program only concerns itself with activities submitted for its own credentials.

Record Keeping

It is in a certificant's best interest to retain records of their maintenance activities (i.e., PDU log(s) and any supporting documentation) for at least 12 months after notification of PDU acceptance for a particular reporting cycle. It is in the certificant's best interest to maintain their own records in order to ensure that they receive appropriate PDU credit upon transfer, separation, or retirement from his or her agency or Component, or if audited.

The entire certification conferral and maintenance process is shown in Figure 6, below.
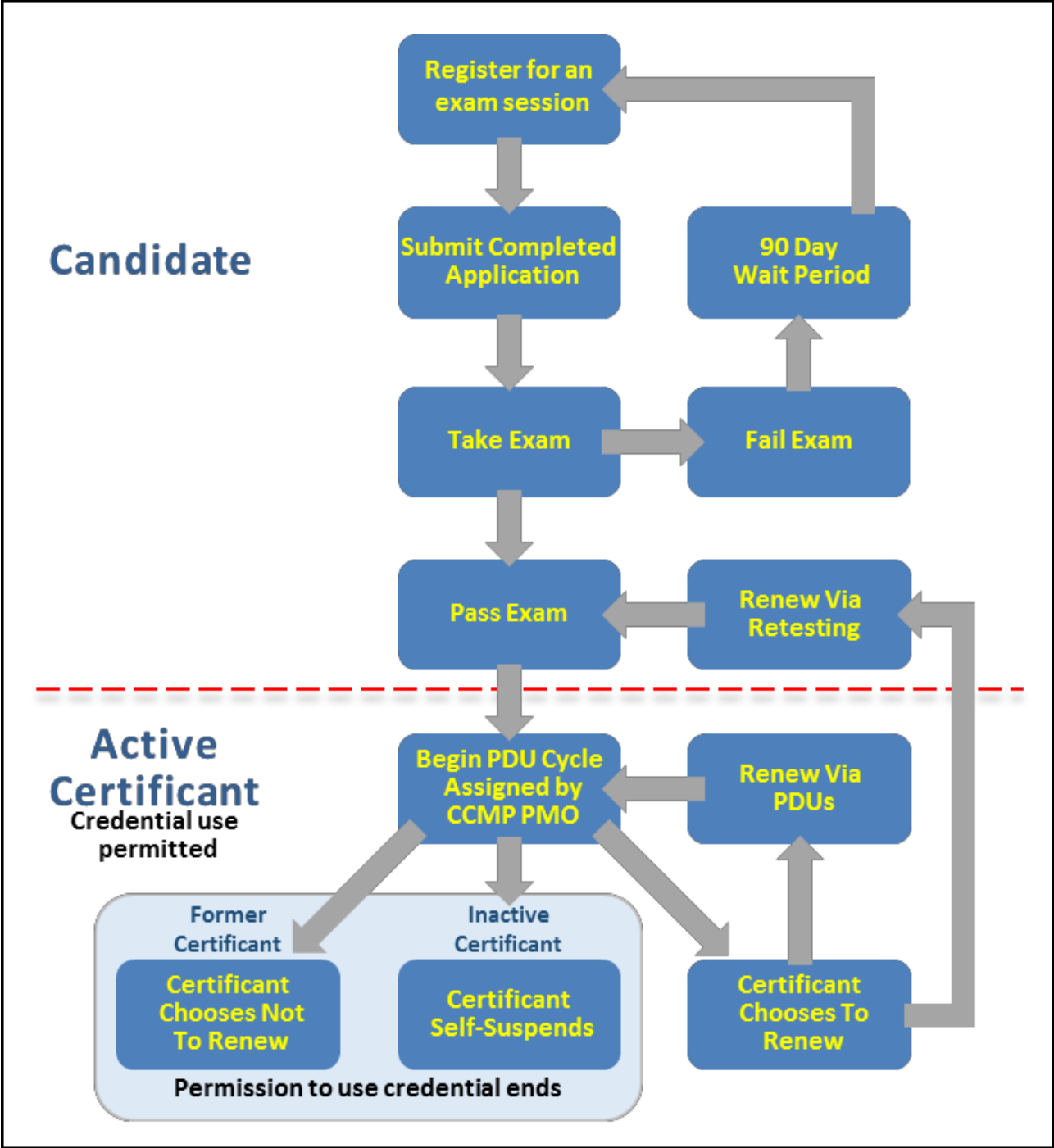
Figure 6 CCMP-F Conferral and Maintenance Process

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Appendix 1: Candidate Application Form (NCCA Standard 6.A, 6.D, 7.E, 18.A and 18.C)

This form is FOUO only when filled in.

CCMP
DEPARTMENT OF DEFENSE
CERTIFIED COLLECTION
MANAGEMENT PROFESSIONAL

Application Form

Testing Site Location: Please select one

Test Date: **AGILE User ID:**

DODID #:   Have you taken the CCMP-F exam before? YES ☐ NO ☐

Are you taking the exam to renew your certification? YES ☐ NO ☐

INSTRUCTIONS FOR FILLING OUT THIS FORM:

1. Complete all the information above and below as accurately and completely as possible.
2. Contractors must have their COR complete the Contractor CCMP-F Participation Form (p. 5)
3. You should review your information one final time, digitally sign it (p. 3-4) and return it to ~NEDIAC_CM_PMO@coe.ic.gov
4. Go to the DCME website (https://intelshare.intelink.ic.gov/sites/dcme/SitePages/Home.aspx on JWICS) where you will find all of the necessary materials to prepare for the Exam.

Completed steps automatically marked with "X"

APPLICANT NAME
In this section you are being asked to provide your name for three separate purposes. It is very important that you complete this section carefully

Check this block if you are in a special security status: ☐

If this block is checked, the classification of this form will automatically change to SECRET//NO FORN. If you are unsure whether you are in a special security status, please contact the CCMP PMO on TS-VOIP or JWICS.

Section 1. *Please provide your name as it appears on your AGILE Account:*

Prefix: **Rank/Grade*:** Please select one
(e.g., Mr., Mrs., CDR, CPT, IS2, SSgt, etc.)   *Military personnel: be sure to enter your MILITARY rank!*

First Name: **Middle Initial:** _____ **Last Name:**   **Suffix:** _____

Service (Military/Government employee/contractor): Please select one

Section 2. *Please print your name as it appears on your government-issued identification that you will present at the Exam:*

Prefix:

First Name: **Middle Initial:** _____ **Last Name:**   **Suffix:** _____

Section 3. *Please print your name as you wish it to appear on your certificate:*

Prefix: **Full Name:**
(Mr., Mrs., CDR, CPT, IS2, SSgt, etc.
Military *must* use their rank)

CONTACT INFORMATION

Email (JWICS):

Email (Other):

Preferred E-mail:　Please select one

Phone (Non Secure):

Phone (Secure):

Work Address: *(This is where your certificate will be mailed if you pass. Only work addresses are allowed.)*

City:　　　　　　State:　　　Country:

Zip Code:　　　　Installation Name:

POSITION INFORMATION

1.) Position Title:

2.) Organization:　　Please select one

3.) Office:

Please list the organization to which you are currently assigned. (e.g., Navy personnel assigned to work at DIA would list "DIA")

(e.g., J263, MARC, J2-ISR, OCS-7... use low level)

OTHER INFORMATION

1.) What is your current, primary intelligence discipline?　(Select one)　Please select one

2.) Please select all the intelligence disciplines with which you have experience:　☐ GEOINT ☐ HUMINT/CI ☐ MASINT ☐ OSINT ☐ SIGINT

3.) How long have you been working in the Collection Management field? (Select one)　Please select one

SPECIAL ACCOMMODATIONS

Check this block if you require special accommodations (e.g. handicapped parking) for the Exam:　☐

**If you require special accommodations for the Exam, please contact the CM PMO and/or your test facility for arrangements. Verification of the disability and a statement of the specific type of assistance needed must be made in writing to the C-PMO or Exam Facility at least 45 days prior to the desired testing date.

CCMP Privacy Act Statement (PAS)

CCMP Privacy Act Statement (PAS)

1. DoDM 3305.02, DoD Collection Management Accreditation and Certification establishes the authority to collect this information.
2. Information collected will determine eligibility to complete the CCMP-F certification process.
3. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the
DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:
"The 'Blanket Routine Uses' set forth at the beginning of the Defense Intelligence Agency's compilation of systems records notices apply to this system."
4. Providing this information is voluntary, however, non-disclosure of information may result in a delay or non-approval of request.

SUBMIT APPLICATION

The CCMP PMO will process this Application and send registration confirmation, instructions, and directions via email.

Email (JWICS): ~NEDIAC_CM_PMO@coe.ic.gov
Please make sure to include "~"

Subject: CCMP-F Certification Exam Application

Customer Support
Chuck WHITZEL (CTR): 202-231-3696 or 982-3186 (secure)
Christopher JONES (CTR): 202-231-1211 or 984-2427 (secure)
Brian TATE (CTR): 202-231-6017 or 918-6068 (secure)

By signing below, you are certifying that you are in good standing (i.e. no current adverse action or current investigation which could jeopardize your ability to access TS/SCI information and you in compliance with your organization's code of ethics, standards of conduct, rules, or professional behavior as explained in the CCMP-F Candidate Handbook). You are also acknowledging that you accept future certification maintenance and renewal requirements (*see the website for the latest information*).

You also authorize the release of results (Pass/Fail only) to your direct supervisor and your parent organization, as a requirement of their training and certification programs.

Acceptance of a Nondisclosure Agreement will be required at the time of the Exam to ensure the integrity of the assessment. You will also be requested to complete an optional Demographic Survey.

Please ensure that all the information provided on all the pages of this application is true and accurate.

Date Signed: Candidate (Digital) Signature:

Appendix 2: Non-Disclosure Agreement (NCCA Standard 10.D,10.E and 18.A)

CCMP

DEPARTMENT OF DEFENSE
CERTIFIED COLLECTION
MANAGEMENT PROFESSIONAL

Non-Disclosure Agreement

AUTHORITY: DoDM 3305.02, DoD Collection Management Accreditation and Certification

PRINCIPAL PURPOSE(S): The information contained herein will be used to protect the CCMP Certification assessment and to protect applicant, candidate, and certificant personal information.

ROUTINE USE(S): Blanket routine uses, as published by the Defense Intelligence Agency in the Federal Register.

DISCLOSURE: Voluntary; however, failure to provide requested information may result in denial of access to the CCMP-F assessment.

1. This Agreement shall be interpreted under and in conformance with the laws of the United States.

2. I hereby agree that I will not divulge any Certified Collection Management Professional (CCMP) exam information (e.g., exam questions or answers) to anyone without prior written authorization from the CCMP Program Management Office (CCMP PMO) or except as authorized by applicable law or regulation.

3. If I gain access to any candidate's personal information or CCMP exam results other than my own, I agree that I will protect this information and not divulge it to anyone outside the CCMP PMO without prior written authorization from the CCMP PMO, or except as authorized by applicable law or regulation.

4. I understand that after I have access to any exam content (e.g., as a candidate taking the exam or as staff performing my duties), I will be unable to take the corresponding CCMP Exam for ninety days (candidates, proctors, IT administrators, AGILE administrators) or one year (all other staff or subject-matter experts) after my last access to said data.

5. Failure to abide by these terms and conditions may result in the cancellation of your exam score, ineligibility to sit for future exams, disciplinary action, and / or pursuit of other available legal remedies.

6. I hereby accept the obligations contained in this agreement in order for the CCMP PMO to consider granting me access to information or material protected within certification assessments (e.g., exam questions or answers), candidate results, or candidate personal information related to the CCMP certification program. I make this Agreement without any mental reservation or purpose of evasion. I have read this Agreement carefully and agree that any questions I have, if any, have been answered to my satisfaction.

7. TYPED OR PRINTED NAME (Last, First MI)	8. POSITION/TITLE	9. ORGANIZATION
10. DATE SIGNED	11. SIGNATURE	

The execution of the Agreement was witnessed by the undersigned on behalf of the Defense Intelligence Agency / Joint Staff J26 as a prior condition of access to the CCMP-F Exam.

12. TYPED OR PRINTED NAME OF WITNESS (Last, First, MI)	13. POSITION/TITLE	14. ORGANIZATION
10. SIGNATURE OF WITNESS		16. DATE SIGNED

CCMP Privacy Act Statement (PAS)
1. DoDM 3305.02, DoD Collection Management Accreditation and Certification establishes the authority to collect this information.
2. Information collected will determine eligibility to complete the CCMP-F certification process or participate in the CCMP program.
3. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:
   "The 'Blanket Routine Uses' set forth at the beginning of the Defense Intelligence Agency's compilation of systems records notices apply to this system."
4. Providing this information is voluntary; however, non-disclosure of information may result in a delay or non-approval of request.

Privacy Act – 1974 As Amended May Apply. This communications may contain personal information which may be protected IAW DOD 5400.11-R and is FOR OFFICIAL USE ONLY (when filed in).

DIA Form CCMP-NDA 20200304

Appendix 3: CCMP-F Contractor Participation Form

CCMP DEPARTMENT OF DEFENSE
CERTIFIED COLLECTION
MANAGEMENT PROFESSIONAL

Contractor CCMP-F Participation Form

CONTRACTOR SECTION

Instructions to the applicant (contractors only):

1. Complete all the information below, as accurately and completely as possible.
2. Save the file and submit it to your direct supervisor and COR for signature. Ask your COR to return to YOU.
3. YOU are responsible for submitting the form to: ~NEDIAC_CM_PMO@coe.ic.gov

CCMP Privacy Act Statement (PAS)
1. DoDM 3115.01, DoD Collection Management Accreditation and Certification establishes the authority to collect this information.
2. Information collected will determine eligibility to complete the CCMP-F certification process.
3. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:
   "The 'Blanket Routine Uses' set forth at the beginning of the Defense Intelligence Agency's compilation of systems records notices apply to this system."
4. Providing this information is voluntary, however, non-disclosure of information may result in a delay or non-approval of request.

Contractor's First Name: Contractor's Last Name:

Contractor Company: Contract #:

COR SECTION

Instructions to COR:

The purpose of this form is primarily to ensure that you, as the COR, can control whether the contractor is allowed to bill or not based on the specifics of the contract that you oversee. Contractors are encouraged to participate and demonstrate their competency. The exam has no cost, and testing does not imply any government obligation to reimburse for study/travel/etc.

1. Review contractor information to ensure accuracy.
2. Determine whether the contractor's participation in the CCMP-F exam is billable or not and select the most appropriate radio button. If not, the contractor may only participate on their own time (unbiled).
3. Digitally sign the form and return to the contractor. It is the contractor's responsibility to submit the form to the CCMP PMO. Questions may be directed to the Chief of the CCMP PMO at: ~NEDIAC_CM_PMO@coe.ic.gov
4. **Assign the following course in AGILE to the contractor: DIA-INC-5002**

NOTE: DIA policy requires that written approval by the COR/COTR and the contractor's immediate government supervisor be obtained in writing prior to testing for certifications. Government supervisors will sign in "Supervisor Certification of Good Standing" (p.3) above. Contractors working at DIA must be recorded in the Agency's official human resources management system. Element Administrative Officers (AOs) are responsible for entering contractor personnel into this system prior to submission of a training request. COR/COTR must insure that the above-named contractor has been recorded in the system before submitting this request.

Please select one of the options below:

☐ As the COR, I certify that the CCMP-F certification is essential to accomplish the contract and an alternate is not available. The contractor IS approved to test and IS permitted charge time during the exam (approximately 3 hours).	☐ As the COR, I certify that the CCMP-F certification is voluntary and **IS NOT** currently a requirement levied by the government customer for the performance of the contract. The contractor IS approved to test but **IS NOT** permitted to change time during the exam.

COR's Full Name: COR E-mail:

COR Office Symbol: COR Phone Number:

COR Signature: _____   Date:

Appendix 4: Acronyms

Acronym List	Abbreviated Term
ADI	Academy for Defense Intelligence (part of DIA)
AGILE	Advanced Global Intelligence Learning Environment
C2	Command and Control
CAC	Common Access Card
CBT	Computer Based Training
CCMP	Certified Collection Management Professional
CCMP POAB	CCMP Program Office Appeals Board
CCMP-F	CCMP - Fundamentals
CCMP GC	CCMP - Governance Council
CCMP-J	CCMP - Journeyman
CCMP-M	CCMP - Master
CI	Counterintelligence
CM	Collection Management
CMF	Collection Management Fundamentals
CMP	Collection Management Practice
COR	Contracting Officer Representative
DCM	Defense Collection Manager
DCME	Defense Collection Management Enterprise
DIA	Defense Intelligence Agency
DR/DIA	Director of DIA
EBoK	Essential Body of Knowledge
FM	Functional Manager
FM/CM	Functional Manager for CM
GC	Governance Council
GCAB	Governance Council Appeals Board
GEOINT	Geospatial Intelligence
GPC	GEOINT Professional Certification

GPC-F	GPC - Fundamentals
GPC-GC II & III	GPC - CM level II and III
HUMINT	Human Intelligence
ICC	Intelligence Collections Course
ICE	Institute for Credentialing Excellence
ICMC	Intelligence Collection Management Course
ICPC	Information Collection Planner's Course
IFC	Intelligence Fundamentals for Collection Managers
IROC	Intelligence, Surveillance, and Reconnaissance Operations Course
J-26	DIA Deputy Directorate for Collection Management
JQR	Job Qualification Requirement
JWICS	Joint Worldwide Intelligence Communications System
MASINT	Measurement and Signature Intelligence
MRD	Mission Requirements Definition
NCCA	National Commission for Certifying Agencies
NGA	National Geospatial-Intelligence Agency
NIPRnet	Nonsecure Internet Protocol (IP) Router Network
NRO	National Reconnaissance Office
NSA	National Security Agency
NSG	National System for GEOINT
NSS	National System for SIGINT
OSINT	Open Source Intelligence
OUSDI&S	Office of the Under Secretary of Defense for Intelligence & Security
PDAs	Personal Digital Assistants
PDU	Professional Development Unit
PED	Processing, Exploitation, and Dissemination
PII	Personally Identifiable Information
PKI	Public Key Infrastructure
PMO	Program Management Office
POAB	Component Program Office Appeals Board

PQS	Professional Qualification Standard
SCIF	Sensitive Compartmented Information Facility
SIGINT	Signals Intelligence
SIPRnet	Secret Internet Protocol (IP) Router Network
SMEs	Subject Matter Experts
TECHINT	Technical Intelligence
USA	U.S. Army
USAF	U.S. Air Force
USAFRICOM	U.S. Africa Command
USCENTCOM	U.S. Central Command
USCG	U.S. Coast Guard
USCYBERCOM	U.S. Cyber Command
USD(I&S)	Under Secretary of Defense for Intelligence & Security
USEUCOM	U.S. European Command
USINDOPACOM	U.S. Indo-Pacific Command
USMC	U.S. Marine Corps
USN	U.S. Navy
USNORTHCOM	U.S. Northern Command
USSF	U.S. Space Force
USSOCOM	U.S. Special Operations Command
USSOUTHCOM	U.S. Southern Command
USSPACECOM	U.S. Space Command
USSTRATCOM	U.S. Strategic Command
USTRANSCOM	U.S. Transportation Command
WBL	Work-Based Learning

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CCMP-F