

CERTIFIED COLLECTION MANAGEMENT PROFESSIONAL

CCMP-F Candidate Handbook



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On 1 Oct 2015, the National Commission for Certifying Agencies (NCCA) granted accreditation to the Certified Collection Management Professional – Fundamental (CCMP-F) level certification program 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 2015 to ensure certification programs adhere to modern standards of practice for the certification industry. The CCMP-F 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 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:

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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 23 Sep 2019

- Clarified that certificants who earned the credential through development of the first CCMP-F exam must maintain their credential via the same options open to other certificants beginning two years after their last, regular contact with or access to the exam material.
- Removed listings for CM-related courses to prevent perception that this constituted an endorsement.
- Made C-PMO transfers and PDU log audits procedures align with the current roles and responsibilities of the CCMP PMO and C-PMOs.
- Clarified the eligibility language and added rationale for eligibility requirements. Note that this did not change the intent of who was eligible or why. Removed the “good standing” requirement (and subsequent supervisor attestation of good standing on the application) per the 14 Mar 2019 CCMP GC vote.
- Added new CCMP-F Application form, Non-Disclosure Agreement, and Contractor Participation forms (all with new Privacy Act statements).
- Minor, non-substantive edits were made to this version of the CCMP-F Candidate Handbook to receive approval for public release by DIA/OCC2A.

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CCMP-F Overview

Introduction

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.

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]) 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 the 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 serve entry-level defense intelligence collection managers. That is, military service members, federal civilian employees, and DoD contractors performing (CM) duties in the U.S. Intelligence Community (IC). 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 is a fundamental, or entry-level, exam, so no experience requirements are needed to obtain the credential.

DoD Instruction 3115.11 - DoD "Intelligence Human Capital Management Operations", January 22, 2009 - designates the USD(I) 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) has directed that the DR/DIA establish and administer the CCMP Certification Program for CM professionals across the DIE.

¹ As part of the U.S. federal government, the CCMP program is tax exempt.

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).

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).
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 OUSDI-directed accreditation.

Benefits of Certification

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 competence², 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 take into account 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 in 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).

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.”

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

For the profession:

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

Background

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 to 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) 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

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 (Components)

| Component Categories | Components |
|--|--|
| Armed Services | US Army, US Navy, US Air Force, US Marine Corps, US Coast Guard |
| Unified Combatant Commands (CCMD) | USAFRICOM, USCENTCOM, USCYBERCOM, USEUCOM, USNORTHCOM, USINDOPACOM, USSOCOM, USSOUTHCOM, USSTRATCOM, & USTRANSCOM |
| Defense Intelligence Components (Components) | DIA; National Geospatial-Intelligence Agency (NGA); National Reconnaissance Office (NRO); National Security Agency (NSA) |

Each Component specified in Table 1 will formally designate a 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 CCMDs, instead of formally designating a collection manager, will designate a representative who is not a collection manager in order to serve as a ‘public member.’ This public member is an NCCA requirement designed to ensure representation of the community of ‘customers’ that the CM profession serves. 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 duty of providing a public member can rotate among the CCMDs.

CCMP Certification Program Structure

The CCMP Certification Program is comprised of three core certification levels described in Figure 1, below:

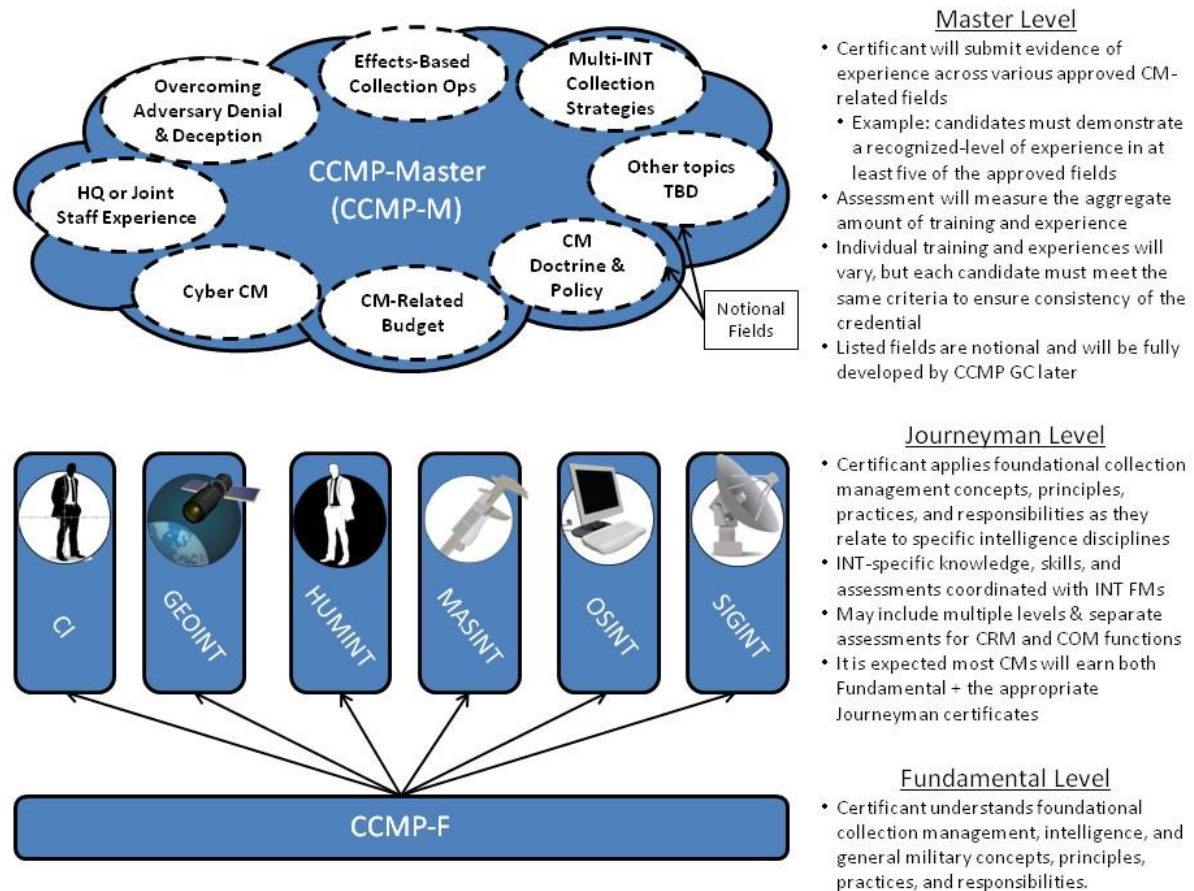


Figure 1 CCMP Certification Framework

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/Practice Analysis

The initial step in the development of a fair and objective assessment was to measure the fundamental knowledge and skills required of a DoD CM professional and practitioner. A job/practice analysis was conducted 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.

The job/practice analysis was designed and facilitated by technical experts—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 knowledge and skills necessary to perform those tasks, as well as a verification of the results by SMEs and representatives from each DoD Component. The job/practice analysis 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. This information was then used to generate the CM EBoK that specifies the topic and sub-topic areas that are to be 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. This EBoK provided guidance to the CCMP PMO team on the specific standards (i.e., correct answers) to be developed.

After the standards were developed from the EBoK, they were staffed to each CCMD, Service, and impacted IC agency (e.g., DIA, NSA, NRO, NSA) for comment and approval.

Knowledge Topic Areas

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 job/practice analysis 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 21 knowledge topic areas (KTAs) that make up the CCMP-F EBoK. 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 KTAs specified in Table 2, Table 3, and Table 4 were identified during the job/practice analysis as critical domains that should be addressed by the CCMP-F exam. The KTAs are grouped into three domain areas, specifically Intelligence Foundational Skills (IFS), CM Fundamentals (CMF), and CM Practice (CMP), described below. The weights indicated in Table 2, Table 3, and Table 4 were derived from importance ratings provided by subject matter experts (SMEs) during the development process.

The IFS domain is a combination of 12 KTAs (see Table 2) related to general defense or general intelligence topics that collection managers need to know. The IFS domain has three broad content areas:

- **Security and oversight essentials**
 - How to classify documents (IFS-01)
 - How to protect the rights of US Persons (IFS-08)
- **General military concepts**
 - Levels of war (IFS-02)
 - Command and control (C2) authorities (IFS-11)
 - The way our nation plans to go to war (IFS-09)
 - Ways for commanders to provide guidance to intelligence professionals (IFS-10)
- **Basics of the intelligence profession**
 - Where to find intelligence doctrine (IFS-03)
 - The intelligence disciplines (IFS-07)
 - The IC (IFS-04)
 - How to understand an operating environment and/or the adversary (IFS-06)
 - The intelligence process (IFS-05)
 - The professional language necessary to communicate intelligence related concepts with other intelligence and defense professionals (IFS-12)

Table 2 IFS Area of Expertise

| IFS KTAs | 40% |
|--|-----|
| IFS-01 Classification Management | |
| IFS-02 Levels of War | |
| IFS-03 The Role of Intelligence | |
| IFS-04 The IC | |
| IFS-05 Intelligence Process Acumen | |
| IFS-06 Joint Intelligence Preparation of the Operational Environment (JIPOE) | |
| IFS-07 The Intelligence Disciplines | |
| IFS-08 Intelligence Oversight | |
| IFS-09 Operational Orders | |
| IFS-10 Collection Guidance | |
| IFS-11 Command and Control (C2) Authorities | |
| IFS-12 Intelligence Professional Lexicon | |

The CMF domain is a combination of 6 KTAs (see Table 3) that are important for both collection managers and those intelligence and defense professionals with whom collection managers work .

- **CM Principles (CMF-01)**
- **Functions of CM (CMF-02)**
- **Collection requirements / intelligence needs** that drive collection (CMF-04)
- **Hardware, software, and human systems and tools** that comprise collection operations and CM capabilities
 - The CM systems and tools that collection managers use to process requirements, task assets, or simulate potential collection (CMF-03)
 - Collection platforms / systems and their capabilities (CMF-05)
 - Centers or organizations that provide Processing, Exploitation & Dissemination (PED) capabilities available to the IC in various ways (CMF-06)

Table 3 CMF Area of Expertise

| | |
|--|------------|
| CM Fundamentals KTAs | 40% |
| CMF-01 CM Principles | |
| CMF-02 Functions of CM | |
| CMF-03 CM Systems and Tools | |
| CMF-04 Intelligence Needs and Collection Requirements | |
| CMF-05 Collection Platforms | |
| CMF-06 Processing, Exploitation, and Dissemination (PED) Capabilities and Production Centers | |

The CMP domain is comprised of three KTAs (see Table 4) related to those topic areas that collection managers need to know about conducting CM as a profession.

Table 4 CMP Area of Expertise

| | |
|---|------------|
| CMP KTAs | 20% |
| CMP-01 Collection Requirements Management | |
| CMP-02 Collection Operations Management | |
| CMP-03 CM Assessment | |

CCMP-F Exam Development

Under the guidance of psychometricians, CCMP-F exam questions (also known as ‘items’) were developed based on the EBoK. Draft questions were designed by a team of CM SMEs³ to assess the candidate’s mastery of the knowledge and skill requirements, identified by the job/practice analysis, and defined and elaborated in the EBoK. Each question on the exam is developed directly from material in the EBoK. A team of senior SMEs from across the DCME gathered and were trained by the CCMP PMO psychometrician to review questions according to industry standards. They then reviewed every exam question for accuracy and relevance to the objectives set forth in the EBoK, and discussed and proposed

³ All SMEs sign COI agreements to prevent participation in any exam development activity for which there may be a real, perceived, or potential COI.

changes to any question that didn't meet the highest standards. This process ensured questions and answer were correct, had the appropriate level of difficulty, and contained neither trivia nor 'trick questions.' Next, the exam was piloted (referred to as the beta test) for effective and accurate measurement of the material in order to generate the final version of the exam. Finally, the program's psychometrician conducted a psychometric analysis⁴ 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). Questions that did not perform to standard were discarded or altered, and the remaining questions were included in a test 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, 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 make adjustments as required. 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

The CCMP GC chose the Angoff method to set the minimum passing score for the CCMP-F exam. This method has a well-established history of determining credible passing standards for multiple-choice exams and was easily adapted for use with the CCMP-F exam. The Angoff Method is a process that determines how often a minimally qualified performer would answer a test item correctly. The CCMP PMO selected a panel of experts to review test items and estimate the probability that a minimally qualified performer would answer the items correctly. Psychometricians then averaged the estimates for each test item, and those averages were used to determine the cut score" (See Table 5).

CCMP-F Exam Blueprint & Final Cut Score

The CCMP-F exam blueprint describes the weights for each section of the EBoK on the final exam as well as the passing score needed for each section. An overall passing score of 75% is required, and passing scores of 70% within each section ensure that candidates are strong in all three sections while allowing for some variability in individual strengths.

⁴ 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-psychometric-analysis.html

Table 5 CCMP-F Examination Blueprint and Final Cut Score(s)

| Section | Blueprint (% of test) | Passing Score Needed |
|---------|-----------------------|----------------------|
| IFS | 40% | 70% |
| CMF | 40% | 70% |
| CMP | 20% | 70% |
| Overall | 100% | 75% |

The CCMP-F Credential

CCMP-F Policy Matrix

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 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.

Table 6 summarizes the policies explained in further detail later in this handbook.

Table 6 CCMP-F Policy Matrix

| To obtain the CCMP-F, the individual must: | | Waiver |
|--|--|--|
| Requirements: | <ul style="list-style-type: none"> • 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: | <ul style="list-style-type: none"> • Successfully meet approved continuing professional development units (PDUs) biennially (as outlined in Certification Maintenance & Renewal section of this | Temporary waivers extending the deadline for the PDU cycle will be considered for: |

| | | |
|--|--|--|
| | Handbook) ~OR~ <ul style="list-style-type: none"> Successfully retest and meet the certification exam's qualifying score | <ul style="list-style-type: none"> 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 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

The following personnel are eligible to pursue CCMP certifications:

- Any DoD or IC military, civilian, or contractor⁵ personnel
- 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:
 - 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
 - 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 CCMP Certification Program 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 content of the program's EBoK are classified, and only personnel who possess the appropriate government clearances have access 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.

⁵ 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.

Conferral and Revocation of Credentials

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

The CCMP PMO will recommend conferral of candidates meeting the required criteria (passing the CCMP-F exam) to the USD(I). The USD(I) will only confer candidates who meet these requirements⁶.

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 PDU 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) may approve the revocation the individual’s CCMP-F certificate. Revocation of the CCMP-F certificate will be considered when 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. Official conferral can only be granted by USD(I).

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

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

⁶ 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.

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

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.

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

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

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

Candidates have two hours to complete the exam which consists of 100 multiple choice questions. Each question is designed to have only one correct answer. 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

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+ hours of studying (broken out over several days or weeks) proves to increase candidates' first time pass rate.
- Review the EBoK and recognize the three domain categories and what they cover.
 - Intelligence Foundational Skills
 - CM Fundamentals
 - CM Practice
- Recognize the amount of material in the CCMP-F EBoK cannot be memorized in its entirety. Use resources (e.g., the DCME Reference Guide, EBoK source material, and other operational reference material or job aids) to refresh your knowledge in areas that you cannot explain in your own words.
- 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, and names.
- Consider studying in pairs or forming a study group.

Exam-Taking Tips

- Relax before the exam.

- Arrive early. Do not stress yourself by arriving just in time.
- Keep a positive attitude throughout the whole exam.
- Pace yourself.
- Trust your first impression.
- Read the whole question carefully.
- Do not over-analyze the questions or answers.
- 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.

Requesting Reasonable Accommodations for Exams

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 CCMP 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 can provide a note (usually on official stationery or sent via DoD email) to the CCMP PMO that specifies the type of accommodation requested. Note: **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 for 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

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

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). Eligible candidates are strongly recommended to download the CCMP-F Standards (the “EBoK”). This can be found at:

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

After preparing (i.e., studying, and/or take 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:

https://intelshare.intelink.ic.gov/sites/DCME/CCMP/CCMP-F/_layouts/15/start.aspx#/SitePages/CCMP-F%20Candidate%20Resource%20Center.aspx

1. **GET AN AGILE ACCOUNT.** All participants must first sign up for the exam using their 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-CUR-5000". (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 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.** Note: applicants will submit their completed application⁷ via email to ~NEDIAC_CM_PMO@coe.ic.gov **at least 48 hours prior to the exam**, Eastern Standard Time. 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 complete the Contractor Approval form, signed by their COR, which can be found at:

https://intelshare.intelink.ic.gov/sites/DCME/CCMP/CCMP-F/_layouts/15/start.aspx#/SitePages/CCMP-F%20Candidate%20Resource%20Center.aspx

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 as long as two weeks so applicants/candidates must 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.

⁷ Note: 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.

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 done 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

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 the 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 or drink are allowed. 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.

Materials Provided at the Exam Location

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

The CCMP-F exam contains 100 questions and has a two-hour time limit.

Exam Security

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 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

The CCMP PMO consider 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).

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

Candidates will receive pass/fail results and feedback within 10 business days from the CCMP PMO. Result letters will not be sent until all exams are graded and results compiled for all candidates from the administration session. Results are registered in iCademy and passed to AGILE.

Candidates will receive feedback indicating their overall pass/fail on each section. Candidates will not receive feedback on individual questions or scores on subsections of the exam in accordance with industry practice. Candidates will not receive a percentage grade.

Table 7 Exam Feedback Examples

| Section | Minimum Score to Pass | Example 1 (Pass) | Example 2 (Fail a section) | Example 3 (Fail overall score) |
|-----------------------|-----------------------|------------------|----------------------------|--------------------------------|
| IFS | 70% | 80% / PASS | 100% / PASS | 70% / PASS |
| CMF | 70% | 80% / PASS | 50% / FAIL | 70% / PASS |
| CMP | 70% | 70% / PASS | 100% / PASS | 70% / PASS |
| Overall test score | 75% | 78% / PASS | 80% / PASS | 70% / FAIL |
| Overall Result | | PASS | FAIL | FAIL |

In example 1, the candidate passes all sections and achieves better than the overall score requirement of 75%. In example 2, the candidate failed to achieve a 70% score in one section, but achieved an overall score > 75%. In example 3, the candidate passed each section, but failed to achieve an overall score of 75%. Candidates will receive feedback similar to Table 7, above, in order to help them determine which section of the EBoK to study in the event they need to retake the exam.

This system was designed to ensure candidates demonstrate the minimum proficiency in each of the three domains while still allowing candidates some flexibility in how they meet the overall 75% requirement (e.g., some candidates may score high in IFS and just barely pass CMP, while others may find the reverse true).

Interpreting Your Score

Certification exam scores are designed to be most accurate at the passing point, or cut. 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, generally, the less accurate certification scoring is. For this reason, the CCMP PMO provides only pass/fail scores. 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 more advanced mastery. Neither does scoring a 34 demonstrate a significant less master than someone else who scored a 36. However, certification exams are very reliable at the cut score, meaning a 69 can confidently be used to demonstrate lack of mastery on an exam with a 70 point cut score, where a 70 does demonstrate (minimal) mastery. For these reasons, it would be a potential misuse of more detailed scoring than what is provided.

Distribution of CCMP-F Certificates

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). USD(I) 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](mailto:nediac_cm_pmo@coe.ic.gov).

Retaking of the CCMP-F Exam after an Unsuccessful Attempt (Retesting)

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, documented work based learning with a CM subject matter expert. This list is not all-inclusive.

Counting of 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

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 conferral of a CCMP credential when the credential has not been conferred or the certification has not been renewed in accordance within 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 2, below. Recommendations based on the findings will be forwarded to USD(I) 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 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 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.

Process for Disciplinary Actions

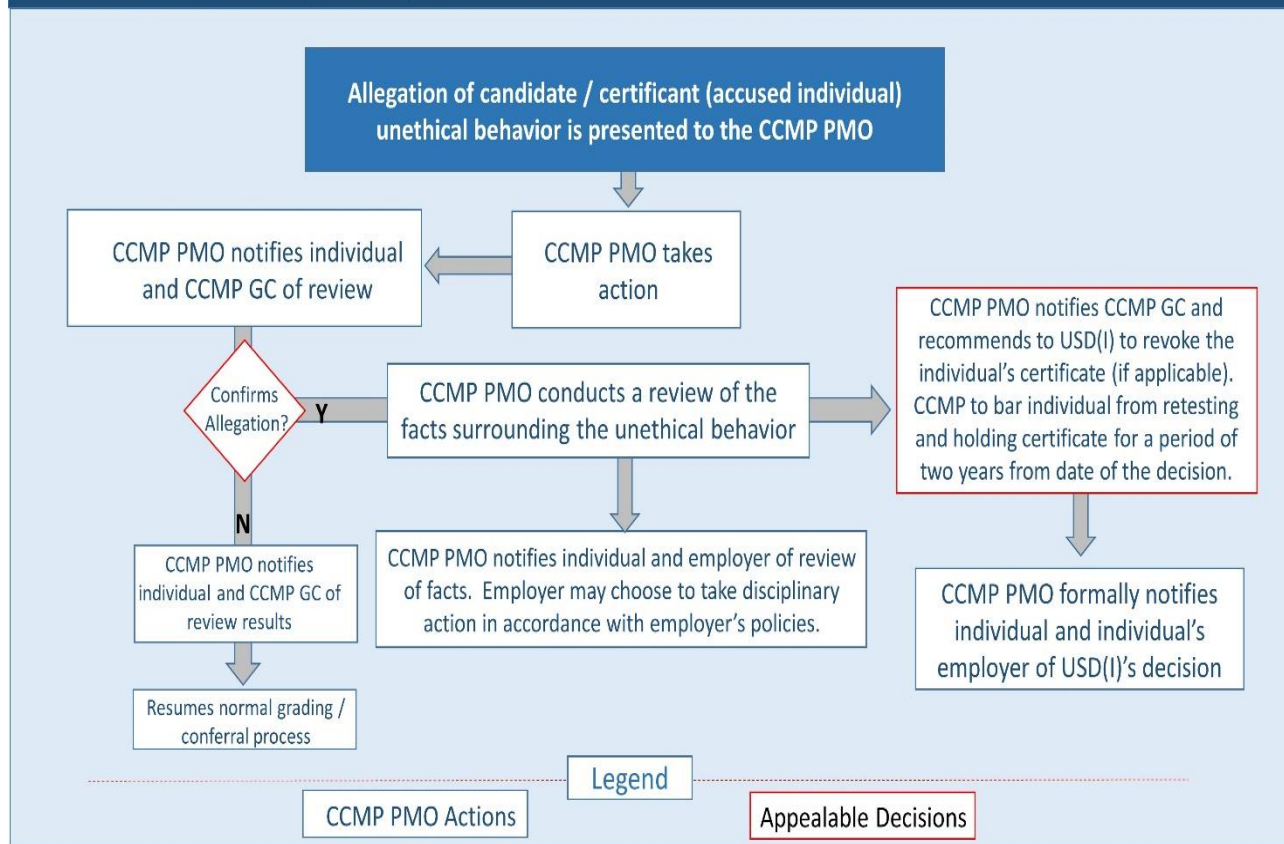


Figure 2 Process for Disciplinary Actions

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 PDU 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@dodis.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

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
 - 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

Individuals must submit an appeal request within 30 calendar days of receiving notice of an appealable decision. The appeals process is described in Figure 3, 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](mailto: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

Appeal reviews and decisions will be made by two authorities: 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

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 render 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

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 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.

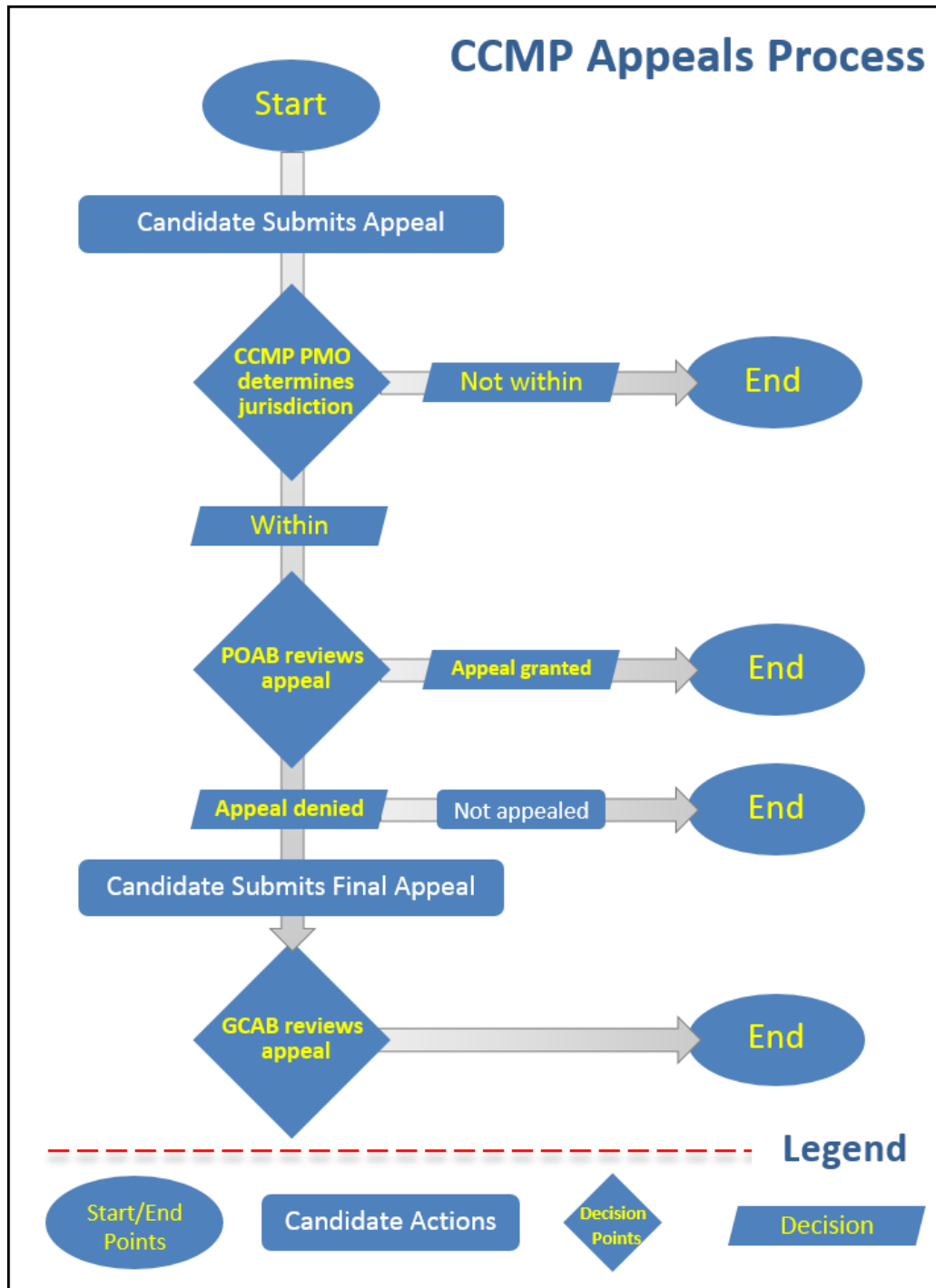


Figure 3 Flowchart for Appeals

Certification Maintenance & Renewal

Purpose of Certification Maintenance & Renewal:

Certificants can renew their credential in one of two ways:

1. Take and pass the current form of the CCMP-F exam during the final quarter of their current PDU cycle.
2. 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 PDU 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 competence⁸. 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 PDU 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 with 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 time frame for recertification was based on two significant factors:

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 and assignment requirements within the DoD operational environment; and

⁸ 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."

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 PDU 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 [bookmark67](#) in the table below.

Table 8 PDU Cycle Start & Due Dates

, below. After a certificant has completed their initial PDU cycle, he/she will be assigned to a new, two-year PDU cycle which will remain the same from that point forward. The certificant's PDU deadline does not change. This is illustrated in the table below.

Table 8 PDU Cycle Start & Due Dates

| PDU Cycle Start & Due Dates | | | |
|-----------------------------|--------------------------|--------------------------------|----------------------|
| Quarter | Quarter When Exam Passed | 1 st 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

| Cycle Dates By Month | | | | | | |
|----------------------|----------------------|--------------------|----------------|----------------------|--------------------|----------------|
| Month Exam Passed | 1st Cycle Start Date | 1st Cycle Due Date | Total # Months | 2nd Cycle Start Date | 2nd Cycle End Date | Total # Months |
| May 2018 | 06/01/2018 | 06/30/2020 | 25 | 07/01/2020 | 06/30/2022 | 24 |
| Jun 2018 | 07/01/2018 | 06/30/2020 | 24 | 07/01/2020 | 06/30/2022 | 24 |
| Jul 2018 | 08/01/2018 | 09/30/2020 | 26 | 10/01/2020 | 09/30/2022 | 24 |
| Aug 2018 | 09/01/2018 | 09/30/2020 | 25 | 10/01/2020 | 09/30/2022 | 24 |
| Sep 2018 | 10/01/2018 | 09/30/2020 | 24 | 10/01/2020 | 09/30/2022 | 24 |
| Oct 2018 | 11/01/2018 | 12/31/2020 | 26 | 01/01/2021 | 12/31/2022 | 24 |
| Nov 2018 | 12/01/2018 | 12/31/2020 | 25 | 01/01/2021 | 12/31/2022 | 24 |
| Dec 2018 | 01/01/2019 | 12/31/2020 | 24 | 01/01/2021 | 12/31/2022 | 24 |
| Jan 2019 | 02/01/2019 | 03/31/2021 | 26 | 04/01/2021 | 03/31/2023 | 24 |
| Feb 2019 | 03/01/2019 | 03/31/2021 | 25 | 04/01/2021 | 03/31/2023 | 24 |
| Mar 2019 | 04/01/2019 | 03/31/2021 | 24 | 04/01/2021 | 03/31/2023 | 24 |
| Apr 2019 | 05/01/2019 | 06/30/2021 | 26 | 07/01/2021 | 06/30/2023 | 24 |
| May 2019 | 06/01/2019 | 06/30/2021 | 25 | 07/01/2021 | 06/30/2023 | 24 |
| Jun 2019 | 07/01/2019 | 06/30/2021 | 24 | 07/01/2021 | 06/30/2023 | 24 |
| Jul 2019 | 08/01/2019 | 09/30/2021 | 26 | 10/01/2021 | 09/30/2023 | 24 |
| Aug 2019 | 09/01/2019 | 09/30/2021 | 25 | 10/01/2021 | 09/30/2023 | 24 |

| | | | | | | |
|----------|------------|------------|----|------------|------------|----|
| Sep 2019 | 10/01/2019 | 09/30/2021 | 24 | 10/01/2021 | 09/30/2023 | 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 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 approval⁹. Not all activities submitted for PDUs may be approved, so periodic reviews and pre-coordination with the CCMP PMO are encouraged. Alternatively, if you may 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 10 Category Explanation below.

Table 10 PDU Category Explanation

| 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 |

⁹ 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.

Specific examples of these activities and their corresponding PDU values are located in Table 11, 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>

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.

Table 11 PDU Point Matrix

| | 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 a 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 |

| | | | | |
|-----------------------------|---|-------------|--------------|----------|
| Academic Study or Education | TRAINING: Complete EBoK-related training as a student (IFS-related) – including the following activities: Formal, Informal, or Structured Self-Study | 0.125 (1/8) | Contact Hour | 95 |
| | 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 (IFS-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 (IFS-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 4) 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.

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 12 lists valid and invalid reasons for late PDU log submission. Note that these reasons apply to certificants who attempt to renew certification through PDUs¹⁰. If the certification 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, as long as 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 13 to interpret the maintenance and renewal policy and apply it to the situation at hand. This list is not all-inclusive.

¹⁰ 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 12. 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 time of expiration ¹¹ . |
| Certificant sent 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. | 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). |
| | 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. |

¹¹ 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.

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.

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 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 PDU 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 PDU cycle will be abbreviated by the length of the tardiness (in months). For example, 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 PDU 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 PDU 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 PDU 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 PDU 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 PDU 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 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 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 IFS 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 5, below.

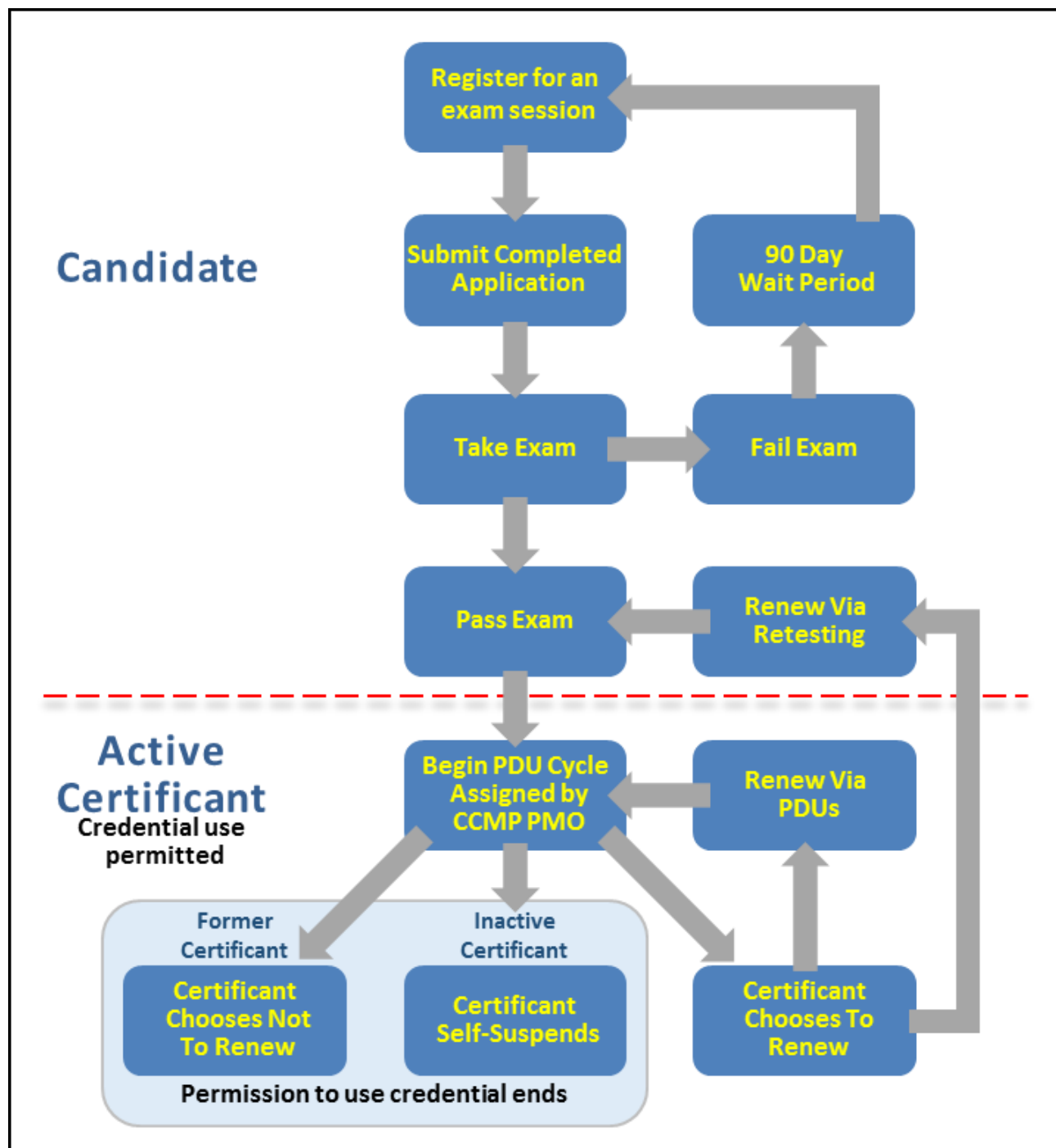


Figure 5 CCMP-F Conferral and Maintenance Process

Appendix 1: Candidate Application Form

CCMP-F Candidate Application

The CCMP-F Application and Non-Disclosure Agreement are available by contacting the CCMP PMO office or by visiting the CCMP PMO website on JWICS.

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



Appendix 2: CCMP-F Contractor Participation Form

The CCMP-F Contractor Participation Form is available by contacting the CCMP PMO office or by visiting the CCMP PMO website on JWICS.

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

Appendix 3: Sample Feedback Forms

Exam Results Letter - Pass

| | | | |
|---|--|--|--|
|  | |  | |
| Exam Results | | | |
| CANDIDATE: Ms. Jane I. Success | | TEST DATE: 11/20/2019 EMAIL | |
| ORGANIZATION: NSA | | (JWICS): Jane.I.Success@nga.ic.gov | |
| <i>If this information changes, please contact the CCMP PMO.</i> | | | |
| CONGRATULATIONS | | | |
| <p>You received a passing score on the Certified Collection Management Professional – Fundamentals (CCMP-F) certification exam. You are now registered for CCMP-F conferral processing by USD(I). Effective immediately, you may begin citing your credential in accordance with the “Using CCMP-F Credentials” section of the Candidate Handbook; your actual paper certificate will follow later. You may continue using this credential as long as your certification is in active status (i.e., not self-suspended, revoked, or expired).</p> | | | |
| <u>Exam Scoring and Information</u> | | | |
| <p>A minimum of 70% in each of the three major categories:</p> <ol style="list-style-type: none">1) Intelligence Foundational Skills (IFS),2) Collection Management Fundamentals (CMF),3) Collection Management Practice (CMP), and <p>A minimum of 75% overall cumulative score is required to pass.</p> <p><i>Detailed feedback cannot be provided. In compliance with your signed Non-Disclosure Agreement you may not discuss the contents of the exam.</i></p> | | | |
| <u>Exam Scoring and Information</u> | | | |
| <p>This letter serves as official notice that, in order to maintain your CCMP-F certification, you need to obtain 100 professional development units (PDUs) every two years.</p> | | | |
| Please track your PDU activities beginning on: | | 1/1/2020 | |
| Your certification is due for renewal by: | | 12/31/2021 | |
| <p>You must complete at least 100 PDUs within the next two year period to maintain your certification. If you do not complete your PDUs (or take the exam again to re-certify) by the deadline, your certification will expire. Details regarding PDUs can be found in the CCMP-F Candidate Handbook or on the CCMP website. If you have any questions or concerns regarding which activities qualify for PDUs, or for approval of other creditable activities, please submit your questions or a detailed summary to the CCMP PMO. Please make sure to submit your PDU log to the CCMP PMO for consideration well in advance of your renewal deadline to ensure that documented activities are in compliance with approved recertification activities.</p> | | | |
| <p>A copy of the CCMP-F Candidate Handbook may be found on the CCMP SharePoint Site: https://intelshare.intelink.ic.gov/sites/dcme/SitePages/Candidate%20Handbook.aspx</p> | | | |
| <p>Please contact the CCMP PMO Team at the e-mail box below with any additional questions. When contacting the PMO team, please allow up to 48 hours for a response. NEDIAC_CM_PMO@coe.ic.gov</p> | | | |
| <p>Sincerely, CCMP PMO Team</p> | | | |

Exam Results Letter - Fail



Exam Results

| | | | |
|---------------|----------------------|---------------|--|
| CANDIDATE: | SSG John Q. Sergeant | TEST DATE: | 12/6/2019 |
| ORGANIZATION: | DIA | EMAIL (JWICS) | john.q.sergeant@coe.ic.gov |

Thank you so much for your participation in the Certified Collection Management Professional - Fundamentals Exam. We regret to inform you that you did not achieve a passing score.

Exam Scoring and Information

A minimum of 70% in each of the three major categories:

- 1) Intelligence Foundational Skills (IFS),
- 2) Collection Management Fundamentals (CMF),
- 3) Collection Management Practice (CMP), and

A minimum of 75% overall cumulative score is required to pass.

Detailed feedback cannot be provided. In compliance with your signed Non-Disclosure Agreement you may not discuss the contents of the exam.

Your Results

For each category, you are provided "Pass" versus "Fail" feedback below, but you will not be provided more specific results.

| <u>Section:</u> | <u>Your Result:</u> |
|------------------|---------------------|
| IFS | <70% = Failed |
| CMF | >70% = Passed |
| CMP | >70% = Passed |
| Cumulative Score | <75% = Failed |

OVERALL RESULT: FAILED

Remember: You must wait 90 days before you can re-attempt the Exam. Check with your local training facility for availability of future exams.

You will be eligible to take the exam again after: 3/5/2020

Please contact the CCMP PMO Team at the e-mail box below with any additional questions. When contacting the PMO team, please allow up to 48 hours for a response.

[~NEDIAC_CM_PMO@coe.ic.gov](mailto:NEDIAC_CM_PMO@coe.ic.gov)

Sincerely,
CCMP PMO Team

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 |
| IFS | Intelligence Foundational Skills |
| 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 | Office of the Under Secretary of Defense for Intelligence |
| PDA's | 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) | Under Secretary of Defense for Intelligence |
| 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 |
| USSOCOM | U.S. Special Operations Command |
| USSOUTHCOM | U.S. Southern Command |
| USSTRATCOM | U.S. Strategic Command |
| USTRANSCOM | U.S. Transportation Command |
| WBL | Work-Based Learning |

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