

## Certification Conferral Process

Designing	Conferring
Developing	Accrediting
Implementing	Maintaining



Functional Manager	PMO
Component	Candidate

**PURPOSE:** *The purpose of this job aid is to provide guidance around the Certification Conferral Process. This document outlines the responsibilities of the Functional Managers (FM) and/or the office that is delegated program management and administrative authority on behalf of the FM (e.g. Certification Program Management Office (PMO)), and the responsibilities of the OUSD(I). Information herein is only applicable to the OUSD(I)-approved and recognized professional certification programs per the 3305 manual series, which charges the OUSD(I) with oversight of the DoD-wide conferral process.*

**PROCEDURE:** *The process for Conferral consists of four major strands of work: Preparing the Conferral List, Signing and Returning the Conferral List, Printing the Certificates, and Distributing the Certificates.*

### 1. PREPARE CONFERRAL LIST (FM/PMO RESPONSIBILITY)

- a. The FM/PMO will generate a conferral list consisting ONLY of individuals who PASSED the professional certification assessment and satisfied all professional certification program requirements. This list should be extracted from the System of Record (e.g. AGILE) and should include the following details: Candidate Name (e.g. John Doe), Candidate Email Address (e.g. JohnDoe@us.af.mil), Owing-Component (e.g. USAF), and the certification recommended for conferral (e.g. Geospatial-Intelligence (GEOINT) Professional Certification – Fundamentals, GPC-F).
- b. The FM/PMO will review and verify the conferral list to ensure accuracy. The individual reviewing the list should ensure the names on the conferral list match the names reflected in the System of Record as individuals who “PASSED”.
- c. The FM/PMO must liaise with the Owing-Component of each recommended conferee to verify that the individual has met all requirements of certification (e.g. good standing). Once individuals are vetted and approved by their Owing-Component, the FM/PMO may keep the individuals on the conferral list with confidence, and move on to Step four.
- d. The FM/PMO will submit the conferral list, complete with the Staff Summary Sheet (see Page 3) into the Correspondence and Task Management System (CATMS). If the FM/PMO is unable to access CATMS, the conferral list and Staff Summary Sheet may be submitted through electronic mail to the OUSD(I) Executive Secretariat.

*\*The Staff Summary Sheet should be submitted electronically as soon as it is complete to expedite the OUSD(I) approval process. However, for documentation purposes a hard copy of the Staff Summary Sheet should also be submitted.*

*\*\*Please place extra scrutiny on the accuracy of the conferral list (e.g. ensure names are spelled correctly).*

2. SIGN AND RETURN CONFERRAL LIST (OUSD(I) RESPONSIBILITY)
  - a. OUSD(I) receives the SSS and conferral list through CATMS.
  - b. The Conferral List, via CATMS, is coordinated through OUSD(I) HCMO, the appropriate DDI office, PDUSD(I), and approved and signed by the USD(I).
  - c. OUSD(I) returns the approved conferral list to the FM/PMO.
  
3. PRINT CERTIFICATES (FM/PMO RESPONSIBILITY) - Place extra scrutiny on the accuracy of the certificates (e.g. ensure names are spelled correctly, the correct certification is being conferred, etc.).\*\*NOTE: As of January 1, 2015, the USD(I) authorizes signature printing for certificates only. FMs/PMOs may print a certificate for each individual on the approved conferral list. Certificate printing cannot begin until the conferral list is signed by the USD(I) and returned to the FM/PMO.\*\*
  - a. The FM/PMO will print the Certification Conferral Certificates. The Certificates should include the following information:
    - i. Conferee's Name
    - ii. Signature of the FM of the granting functional area
    - ii. Signature of the USD(I)
    - iii. Certification to be conferred (e.g. Geospatial-Intelligence (GEOINT) Professional Certification – Fundamentals, GPC-F)
    - iv. Date of certification conferral
  
4. DISTRIBUTE CERTIFICATES (FM/PMO AND OWNING-COMPONENT) - FM/PMO facilitates transfer of certification conferral information from the Program's System of Record to the appropriate civilian and military personnel system. \*\*This process is not yet finalized\*\*
  - a. Coordinate a plan for how to distribute certificates to each conferee's Owing-Component. The Certificates should be distributed based on the agreed upon plan between the FM/PMO and the conferee's Owing-Component.
  - b. Owing-Component receives the certificates from the FM/PMO and presents the certificates to the conferees.

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USI000XXX-14		<b>STAFF SUMMARY SHEET</b>			<input type="checkbox"/> SEQUENTIAL COORDINATION <input type="checkbox"/> SIMULTANEOUS COORDINATION		
NO.	TO	ACTION	SIGNATURE (Surname) AND DATE	NO.	TO	ACTION	SIGNATURE (Surname) AND DATE
1	HCMO	Coord		6	EXECSEC	Process	
2	DDI (X)	Coord		7			
3	EXECSEC	Coord		8			
4	PDUSD (I)	Coord		9			
5	USD(I)	Approve		10			
SURNAME OF ACTION OFFICER			SYMBOL/MAIL STOP	PHONE XXX-XXX-XXXX	TYPIST'S INITIALS	SUSPENSE DATE	
J.R. Doe			AGENCY X	SECURE XXX-XXX-XXXX	JRD	XX/XX/XXXX	
				FAX XXX-XXX-XXXX			
SUBJECT Conferral of Certification under the (enter Certification Program Title)						DATE XX/XX/XXXX	
SUMMARY							
<p>1. Purpose. To obtain USD(I) approval for conferral of (Certification Program Title) for (X number) professionals who successfully completed assessments through (Date)</p> <p>2. Background.</p> <ul style="list-style-type: none"> <li>• DoD Instruction 3115.11 designates the Under Secretary of Defense for Intelligence (USDI) as the accreditation and certification official for the Defense Intelligence Components Department Level programs. USDI is the approving authority for conferrals of professional certifications for Nationally Accredited Intelligence Certification Program.</li> <li>• (Short description of the Certification Program and its assessments).</li> <li>• The attached spreadsheet lists the individuals who successfully completed assessments as follows:                     <ul style="list-style-type: none"> <li>o Assessment Name : Number of Individuals who Passed</li> <li>o Assessment Name : Number of Individuals who Passed</li> </ul> </li> </ul> <p>3. Recommendation. Approve the proposed conferrals.</p> <p align="right">Name of Functional Manager Title Agency</p> <p>Attachments: As stated</p>							

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# Quick Guide to Certification Conferral

