Intelligence Fundamentals Professional Certification

The Intelligence Fundamentals Professional Certification (IFPC) Program is sponsored by the Department of Defense (DoD), Office of the Under Secretary of Defense for Intelligence and Security (OUSD(I&S)). The IFPC Program is governed by the IFPC Governance Council (CCITP GC). The IFPC Certification Program Management Office (IFPC CPMO) executes all IFPC programmatic functions on behalf of the IFPC GC. Questions or concerns regarding this handbook or the IFPC Program can be directed to the IFPC PMO: OSD.IFPC@mail.mil (NIPRnet).   To obtain more information about the IFPC Program or to download a copy of this handbook, please visit https://dodcertpmo.defense.gov/IFPC.

Version 1.3

Change	Version
Update name of OUSD(I&S) to reflect recent change; change made throughout document.	1.1
Clarified that Certificants will receive a printable PDF certificate in addition to digital badge	1.1
Updated PMO email address to reflect an easier email alias	1.1
Updates to the Essential Body of Knowledge to some newly updated policies, or dead links	1.1
Updates to Taking the Assessment	1.2
Updates to the Essential Body of Knowledge to some newly updated policies, canceled policies and updated links.	1.2
Updates eligible population	1.3
Adds Live Remote Proctoring Assessment Option	1.3
Updates Governance Structure and Waiver/Appeal Review Process	1.3
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Updates to the Essential Body of Knowledge to some newly updated policies, or dead links	1.3

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Program Overview

Introduction

The Department of Defense (DoD) Intelligence Fundamentals Professional Certification (IFPC) Candidate Handbook provides candidates and other interested parties with information on program intent, eligibility requirements, steps to take the certification assessment, and program policies and procedures.

IFPC Program Purpose

The IFPC program is sponsored by the Under Secretary of Defense for Intelligence and Security (USD(I&S)) to professionalize the defense intelligence workforce by establishing a common standard of the fundamental knowledge and skills expected of all who serve and support, and those who hope to serve and support, in the Defense Intelligence Enterprise (DIE). The IFPC is based on the Defense Intelligence Fundamentals standards, which are cross-cutting and enterprise-wide, and depict the Department's core expectations of what all Defense Intelligence Professionals, regardless of Service/Agency, Function/Specialty, and experience level, must know and/or be able to do to successfully execute and/or contribute to the execution of intelligence missions, functions, and activities at the fundamental level. The IFPC will also serve to ensure incoming defense intelligence professionals meet knowledge standards.

The IFPC assessment measures acceptable performance across eight knowledge domains:
1. What is intelligence?
2. What are the intelligence disciplines?
3. Who is involved in intelligence?
4. Why does intelligence require oversight?
5. How is intelligence conducted?
6. How are classified and controlled materials protected?
7. How are classified and controlled materials shared?
8. How do my actions affect my status as an intelligence professional?

Benefits

Benefits of obtaining the IFPC credential include:
For individuals:
- Measures your understanding and ability to apply the facts, concepts, and principles of defense intelligence deemed critical to working within the DIE.
- Promotes professional development which will enhance your expertise in the defense intelligence field.
- Increases the number of employment opportunities available to you across the DIE.
- Provides you with a sense of pride and professional accomplishment.
- Demonstrates your commitment to the defense intelligence profession.

For employers:
- Provides a reference point for determining which individuals possess the appropriate understanding and ability to apply the facts, concepts, and principles of defense intelligence deemed critical to the successful execution of intelligence missions and functions.
- Promotes the improved synchronization and alignment of individual capabilities with specific organizations across the DoD.
- Serves as an easy identifier for competent professionals within the defense intelligence discipline.

For the profession:
- Defines standards and drives accountability for all defense intelligence professionals.
- Documents the Intelligence Fundamentals essential body of knowledge (EBK) as the professional standard.
- Ensures all defense intelligence professionals have met the established standard through a formal standardized evaluation.
- Supports continuing competence of certificants through recertification every three years.

Eligible Population

The IFPC is available to individuals who 1) hold U.S. Citizenship and, 2) meet all the requirements of at least one of the following eligibility categories:
- Category 1: Government. An individual must be government civilian currently employed by the DoD (waivers can be provided to personnel currently employed by a federal, state, tribal, or local government entity supporting DoD-recognized intelligence missions; please see Waiver Policy for details).
- Category 2: Military. An individual must be currently serving. This includes Active Duty, Reservists, National Guard Members, US Service Academies, and ROTC members.
- Category 3: Industry. An individual must be employed by an organization eligible to pursue contracts with the U.S. Intelligence Community (i.e., organizations that hold a CAGE code) and hold a DoD affiliated email address. *Note: This includes individuals currently working on contract with a Component of the DIE*.

The IFPC Eligibility Policy was approved by the Intelligence Fundamentals Professional Certification Governance Council (CGC) on May 23, 2017, and updated by the sponsoring organization on December 20, 2023.

Non-Discrimination Policy

The IFPC Program does not discriminate on the basis of race, color, national origin, sex (including pregnancy or childbirth), religion, age (40 or over), disability (physical or mental), sexual orientation, marital status, parental status, political affiliation, genetic information, or retaliate for participating in protected activities. The IFPC Program complies with all applicable jurisdictional laws and regulations related to protection against discrimination in access to IFPC exams. Additionally, IFPC procedures ensure that all applicants and candidates are treated in an equitable and consistent manner throughout the entire certification process. The eligibility

requirements, assessment instrument content, assessment environment, scoring method, and maintenance and recertification process provide for a fair, impartial, and bias-free certification program.

Registering for and Scheduling the IFPC Assessment

Individuals interested in taking the IFPC assessment must first register for the program, then select and book a specific testing session. IFPC assessment registration is completed online at https://ifpc-gsx.learningbuilder.com/Account/Login. Individuals will be required to complete a series of demographic questions and review the IFPC Terms and Conditions prior to taking the assessment.

Before scheduling your assessment, you must have already submitted your assessment application for certification via https://ifpc-gsx.learningbuilder.com.

Requests for Reasonable Accommodations

If requested, the Certification Program Management Office (CPMO) will work with assessment centers to provide reasonable accommodations in compliance with the Americans with Disabilities Act (ADA), the Rehabilitation Act, and DoD policy.

In general, an accommodation is made when a disability is relieved by an auxiliary aid or a procedural change during assessment administration. Reasonable accommodations will be made for known physical or mental limitations if the candidate is a qualified individual with a disability.

A request for a reasonable accommodation is a written statement from a candidate requesting an adjustment or change for a reason related to a disability. A request does not have to use any specific words, such as "reasonable accommodation," "disability," or "Rehabilitation Act." If a candidate has a disability, he/she may request a reasonable accommodation, even if the candidate has not previously disclosed the existence of a disability.

It is the responsibility of the candidate to seek accommodations in advance of his/her assessment date. Candidates must provide verification of the disability and a statement of the specify type of assistance needed to the CPMO at least 30 days prior to the desired assessment date. Requests are to be sent to the CPMO at OSD.IFPC@mail.mil.

The CPMO may request documentation from an appropriate health care or rehabilitation professional about a disability and functional limitations when the disability and need for accommodation is not obvious. Appropriate professionals include, but are not limited to, doctors (including psychiatrists), psychologists, nurses, physical therapists, vocational rehabilitation specialists, and licensed mental health professionals.

The need for and the ability to provide any specific accommodation is determined on an individual basis, depending on the unique circumstances involved and taking into consideration a specific disability and the existing limitations in completing the certification process. The

ability to provide a specific accommodation is also based on the capabilities available at the testing facility providing the assessment for the requesting party.

The CPMO, along with the assessment location, will make reasonable efforts to accommodate each request. If it would impose an undue burden to provide the required testing environment, the candidate will be notified with a written explanation of the denial and a statement of the reasons for the denial.

Grievances regarding denied accommodations may be appealed to the CPMO, who will then coordinate a response with the employing component's Equal Employment Opportunity Office.

Preparing for the IFPC Assessment

Appendix A contains the IFPC Essential Body of Knowledge (EBK) along with relevant sources. The EBK contains a listing of the knowledge areas a practitioner within the DIE is expected to possess. Candidates are encouraged to review the information provided for each of the eight knowledge domains covered in the EBK.

The IFPC assessment is training-agnostic, meaning it does not require candidates to participate in any specific course or group of courses to prepare for the assessment. It also does not require membership in any association and does not require the purchase of any product or service.

The CPMO is an independent organization that operates as a third party and is firewalled from participating in the design, development, or implementation of education, training, and similar content-focused programs. Candidates are advised that the CPMO does not offer courses or materials to prepare candidates for the assessment, nor does it accredit educational/training programs or courses of study leading to eligibility or certification.

Consider the following when preparing for the IFPC assessment:

- Relax before the assessment.
- Find the test center location in advance.
- Arrive early.
- Keep a positive attitude throughout the entire testing session.
- Trust your first impression.
- Read the entire question carefully.
- Do not overanalyze the questions or answers.
- Pace yourself.
- 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 your time wisely.
- Answer all questions; there is no penalty for guessing.
- The body of material covered on the assessment cannot be memorized in its entirety.
- The assessment is based on Executive Orders, Federal laws and statutes, DoD policy, Intelligence Community Directives, and Intelligence Community publications; it does not incorporate individual Component requirements.

All IFPC Program content (i.e., EBK, assessment) is UNCLASSIFIED and based on publicly available source documentation.

Taking the IFPC Assessment

The IFPC assessment consists of 90 multiple choice items; candidates will have 90 minutes to complete the assessment. The IFPC assessment is delivered via the program's third party vendor, PearsonVUE. Candidates have two options to choose from to take the IFPC assessment, 1) At a PearsonVue test center, or 2) via Live Remote Proctoring (LRP) (i.e., PearsonVUE's OnVUE) from the comfort of their office or home.

Test Center Instructions

Candidates who arrive more than 15 minutes after the scheduled assessment start time will be refused admission. The USD(I&S) currently covers the cost to participate in the IFPC exam. **NO SHOW POLICY:** However, if a candidate does not cancel or reschedule a confirmed exam at least 48 hours before the scheduled time or does not show for their scheduled exam, an exam fee is still charged as if the candidate had attended. Therefore, please make all efforts to make your scheduled exam date or reschedule in time to meet the Pearson VUE deadline. If an individual is a no-show for two exam iterations, they will not be allowed to participate in the IFPC Program, unless they submit a waiver request with an explanation as to why they were unable to make their scheduled sessions.

Candidates must bring two original, valid forms of ID to verify their identity (i.e., a primary ID and a secondary ID). IDs will not be accepted if they are photocopies of the original document or if they are expired. Primary IDs must be government issued with your name, a recent recognizable photo, and your signature (e.g., Passport or Driver's License). Secondary IDs may be documents with your name and signature or IDs with your name and a recent recognizable photo. Candidates will not be permitted to take their assessment without proper identification.

Test centers will execute requests for reasonable accommodations as appropriate and possible for those who submitted a request for accommodations at least 30 days prior to the assessment. Candidates who did not submit a request for accommodations will not be provided accommodations during their test.

Testing Environment
Candidates may not bring any of the following items into the test center:
- Smartphones/Cell Phones
- Laptops
- Hand-held computers or personal electronic devices, including e-readers, tablets, and smart watches
- Calculators
- Tape Recorders
- Pagers
- Notes
- Newspapers
- Books
- Bags
- Hats/Coats
- Purses/wallets

If there is not designated secure storage at the test center, candidates may bring the items into the testing room, but the items must be placed in an inaccessible location within the room during the assessment.

Candidates are expected to conduct themselves in a professional manner in the testing environment. Candidates who do not conduct themselves in such a manner are subject to disciplinary action from CPMO, which can include dismissal from the test center regardless of the candidate's completion of the assessment.

Testing center proctors and administrators are responsible to monitor candidates during testing and to provide directions for taking the assessment at the outset of the testing session but are not allowed to help candidates read or comprehend assessment questions. During the administration of the assessment, talking to anyone other than a proctor or administrator is not permitted. In addition, candidates are not permitted to discuss assessment content (i.e., questions, answers) with anyone at any time.

OnVUE Live Remote Proctoring Instructions

The LRP option allows candidates to take the IFPC assessment in the comfort of their own home or office. This option has specific system requirements and environmental requirements a candidate must abide by to have a successful session. Candidates must have their own personal computer and internet connection to take advantage of LRP (***work issued devices and work networks are not recommended and have a high probability of not working***). The registration/scheduling process will not change.

Candidates who choose to take the IFPC assessment via the LRP option must ensure the following system requirements can be met on their personal computer prior to scheduling an LRP appointment. ***A testing session may be canceled by a proctor If the environment is not adequately quiet and free from distraction; IT issues may also disrupt or cancel a testing session. If the candidate has seen exam material, they must wait a minimum of 90 days to retest.***

OnVUE System Requirements

Operating System	**Windows 10 (64-bit)** **Windows 8.1 (64-bit)** **Mac OS 10.13 and above** (excluding beta versions)
	Note: Windows Operating Systems must pass Genuine Windows Validation. • **Windows Vista, Windows XP and Windows 7** are strictly prohibited for exam delivery • All Linux/Unix based Operating Systems are strictly prohibited.

Firewall	Do not take your exam in a setting with a corporate firewall (including VPN), or, alert your Network Administrator to the <u>network configuration requirements</u>. You must test using a personal computer. Work computers have more restrictions that will prevent successful delivery.
RAM	OS specified minimum RAM 4 GB RAM or more
Display	Minimum Resolution: **1024 x 768** in **16-bit color**. Additional monitors are forbidden.
Internet Browser	The newest versions of Microsoft **Edge**, **Safari**, **Chrome**, and **Firefox** or **Internet Explorer 11**.
Internet Connection	For optimal performance, a reliable and stable connection speed of **3 Mbps down and 2 Mbps up** is required. Where possible, we recommend testing on a wired network as opposed to a wireless network. If testing from home, ask others within the household to avoid internet use during your exam session. Tethering to a mobile hotspot is explicitly prohibited.
Webcam	Webcam must have a **minimum resolution of 640x480 @ 10 fps**. Webcam may be internal or may be external and connected to the computer. Mac users may need to allow OnVUE within their 'System Preferences: Security & Privacy: Privacy' settings for Microphone, Camera, Automation, and Input Monitoring.
Sound & Microphone	Verify the audio and microphone are not set on mute in Windows. Mac users may need to allow OnVUE within their 'System Preferences: Security & Privacy: Privacy' settings for Microphone, Camera, Automation, and Input Monitoring.
Browser Settings	**Internet Cookies must be enabled.** **Any Pop-Up blocking setting(s) must be disabled.**
Device	All tablets are strictly forbidden, unless it has a physical keyboard and meets the operating system requirements mentioned earlier.
Power	Ensure you are connected to a power source before starting your exam to avoid draining your battery during the exam

Once a candidate completes the IFPC application and can schedule an appointment with PearsonVUE, they will have the option to choose in person testing at a test center, or OnVUE (LRP). Prior to scheduling an LRP appointment:

- Make sure you have a functioning personal computer with a webcam and strong internet connection. ***Work-issued computers and government internet connections will not support LRP.***
- Run a [system check](#) to test the compatibility of the OnVUE application
  - ***It is the candidate's sole responsibility to ensure that their personal technology meets requirements specified below prior to scheduling a IFPC testing event. Failure to do so may mean your testing event will not occur and you may be unable to reschedule another time to test.***
- Make sure your space is free from noise or distractions.
- Clear the room of any preparation materials or unauthorized items to avoid exam violations.
- If you do not adhere to the aforementioned guidelines, you will not be approved to test, or your testing session may end prematurely due to non-compliance of the remote proctoring guidelines.

Here's what to expect when you take the IFPC assessment via LRP:
- Candidates will be able to start checking in for their appointment 30 minutes ahead of your scheduled appointment time.
- Candidates will be prompted to take photos of their government-issued ID and the testing environment, as well as a headshot.
- Candidate's photos will be reviewed, and their assessment will be queued up. Most candidates will start their exam within 15 minutes of their appointment time.
  - If the candidate's pictures don't pass review, they will be joined by a greeter as soon as possible to help them troubleshoot.
- Candidates will be monitored by a PearsonVUE-certified proctor via webcam and microphone throughout the assessment to ensure the integrity and security of the testing experience.
- During the assessment, candidates may not access the following types of personal items: mobile phones, headphones, or headsets (wired or Bluetooth), handheld computers or other electronic devices, pagers, watches, wallets, purses, hats (or other head coverings), bags, coats, books, notes, or any other materials not specifically approved.
- During the session, candidates are not allowed to use exam-specific materials or scratch paper, erasable whiteboards, or any other physical writing object, such as a pen, marker, or pencil.
- Being late is not an option. To allow time for the check-in procedure, please be ready when the check-in window opens 30 minutes before the exam start time.
- If candidates experience a technical issue during their online proctored exam appointment and cannot resume their session after they have met with the greeter,

PearsonVUE will automatically log a case on their behalf. Please contact the IFPC PMO to determine the next steps.

- Just like testing at an in-person testing center, candidates will have 90 minutes to complete the IFPC test.

For more information about OnVUE, please visit https://home.pearsonvue.com/ifpc/onvue.

Assessment Security and Confidentiality
To ensure the integrity of the IFPC program, all questions and answers developed to create the assessment are For Official Use Only and are not authorized for public release.

Terms and Conditions
All candidates must electronically sign the IFPC Terms and Conditions prior to participating in the IFPC assessment. The IFPC Terms and Conditions detail the candidate's responsibilities to protect the integrity of the assessment and the potential penalties for a candidate's failure to comply with the listed provisions. They also include information about how assessment results will and will not be shared with external parties.

The CPMO will provide the names of personnel who have received IFPC conferral to their employing organizations and to third parties who contact the CPMO to confirm a claim of IFPC conferral. A personal score will not be provided to anyone but the candidate; the only information provided is that an individual received conferral. Also, the CPMO will not provide any information about those who take the assessment and do not pass.

Except as described above, personally identifiable information (PII) and assessment results are protected and will not be disclosed without the written consent of a candidate, unless when necessary to comply with a compulsory, legally authorized demand, or order of a court of competent jurisdiction. To allow the CPMO to release personal or conferral information to a third party other than as described in this handbook, the candidate must authorize such activity in writing. Any such written authorization must state the specific information that may be released and specifically identify the third party to receive the information. Data gathered and distributed as part of assessment studies or reports will be aggregated and PII redacted.

Candidates refusing to accept the Terms and Conditions will not be permitted to take the assessment.

Non-Disclosure Agreement
Candidates are required to sign a Non-Disclosure Agreement (NDA) prior to beginning the assessment. This agreement is to ensure the security of the IFPC assessment and prohibits the discussion or sharing of all assessment-related content.

The IFPC assessment shall be conducted in appropriate facilities and in a proctored environment. Proctors are responsible for ensuring consistent testing environments and assessment security and will also be required to sign an NDA.

The IFPC assessment shall be protected through industry- and government-accepted security protocols. The assessment shall not be accessed, copied, printed, or distributed without specific written approval from the CPMO.

After the IFPC Assessment

Results

The IFPC assessment is electronically scored, and a single overall score is computed. A candidate's assessment results will be uploaded to their candidate profile 24-hours after they took the assessment. Candidates must earn a score equal to or higher than the pre-determined cut-score to pass the assessment. The cut-score was approved by the CGC on 23 May 2017.

For those who test online, a score report will be generated immediately upon completion of the assessment which includes a pass/did not pass result, as well as a summary of performance in each of the eight (8) domains covered in the assessment. Due to the small number of items in each topic area, individual performance is compared to candidates who passed the assessment and those who did not pass the assessment to provide a sense of how well the candidate performed.

The online score report does not constitute a final conferral decision.

Feedback

Candidates who use the paper-and-pencil assessment will receive a feedback report with the same information as in the online score report (noted above). Candidates who took the assessment online will also receive the same information via email. This email is not the notice of certification conferral; the communication of conferral will occur separately. Candidates' results will be posted on the registration website (ifpc-gsx.learningbuilder.com) following assessment processing.

Retesting

A candidate who does not pass the IFPC assessment must wait a minimum of three (3) months to take the assessment again. If the candidate fails the assessment a second time, he/she must wait an additional six months to retake the assessment. After the second failed attempt, the candidate must wait a minimum of six months for each additional attempt.

This Retesting Policy was approved by the CGC on 23 May 2017.

IFPC Conferral

IFPC conferral can take four to six weeks to process. Candidates should be advised that there are no further actions required of them after taking the assessment. The IFPC PMO processes assessment results each month and issues conferrals for the previous month. For example, if a candidate takes and passes the IFPC assessment in September, the IFPC PMO will process conferrals in the month of October.

Per Institute for Credentialing Excellence (ICE) guidance, credentials may only be awarded after a candidate's knowledge and/or skills are evaluated and determined to be acceptable. To be recommended for conferral, participants must meet the certification assessment qualifying score and, unless waived, successfully meet all the assessment eligibility requirements. The names of candidates who successfully meet the assessment eligibility requirements and passing criteria will be submitted to the USD(I&S) for adjudication and conferral approval. After conferral recommendations are approved, the CPMO will notify the new certificants and their employers of the achievement. (The term "certificant" is used to identify individuals who have achieved certification conferral.)

Downloadable and printable certificates and digital badges will be issued to signify the IFPC credential; information on how to access the certificant's credentials will be provided in the conferral email sent to the certificant. Digital badges are tokens that appear as icons or logos on a web page or other online venue signifying accomplishments, such as conferral of a certification or mastery of a skill. The CPMO will maintain a record of the digital badge with attendant metadata. This metadata includes the issuer's name (USD(I&S)), the certificant's name and e-mail address, a link to the certification criteria, and a short description of the badge. It will also specify other details, such as the issue date and the expiration date; the badge will expire at the end of the conferral period unless certificants renew the certification or meet other recertification criteria (see Certification Maintenance/Recertification section below). Upon expiration, the badge will no longer appear as active on the web page where it is stored.

Digital badges are viewable by the certificant and those to whom the certificant provides his/her unique badge URL. The badge serves as proof of the certificant's conferral status.

The CPMO will maintain a registry of all conferred certificants. Confirmation of an individual's conferral status will be provided to interested parties upon request, but an individual's score will not be provided.

Use of IFPC Program Credentials

Certificants are authorized to use the designation "IFPC" or "Certified Intelligence Fundamentals Professional" once they are conferred. Certificants may use this credential on business cards, resumes, and signature lines. This designation signifies that they have met the requirements for Intelligence Fundamentals Professional Certification. Certificants can use the designation and/or the URL to their BadgeCert page if they remain certified. "IFPC" and "Certified Intelligence Fundamentals Professional" are the only designations approved for use and should appear after a comma following the certificant's name. No other designator and usage are approved by the USD(I&S).

Examples of correct use:

- Jill A. Smith, IFPC
- Jill A. Smith, Certified Intelligence Fundamentals Professional

If the certification expires, the certificant will no longer be allowed to use the designation until he or she has recertified. Use of these credentials beyond the authorized period (without complying with recertification requirements) constitutes unauthorized use of the credential. The CGC may also revoke the use of this designation if an individual exhibits signs of misconduct or violation of policies.

Certification Maintenance/Recertification

The IFPC credential is conferred for a three-year period, and will expire unless certificants meet one of the following options for maintaining their certification:

1. IFPC certificants may choose to re-take the IFPC assessment. Certificants who re-take the IFPC assessment and pass are deemed to have renewed their certification, at which point their credential is automatically extended another three years.
2. IFPC certificants may choose to obtain a USD(I&S)-conferred or -recognized intelligence tradecraft certification. IFPC certificants who meet all the requirements of a USD(I&S)-conferred or -recognized intelligence tradecraft certification are deemed to have renewed their IFPC credential on the date the secondary certification is conferred. At that point, the IFPC credential is maintained if the certificant continues to maintain the USD(I&S)-conferred or recognized intelligence tradecraft certification. IFPC certificants must submit a copy of their USD(I&S)-conferred or recognized tradecraft certification (with conferral and expiration date clearly visible) to the CPMO as evidence; all submissions should be sent to OSD.IFPC@mail.mil.

A list of USD(I&S)-conferred and -recognized intelligence certifications is presented below. This list is not definitive and is subject to change; IFPC candidates should contact the CPMO for an updated list or to ask about a specific certification.

- Certified Defense All-Source Analysis Level 1 (CDASA-1)
- Certified Defense All-Source Analysis Level 2 (CDASA-2)
- Certified Collection Management Professional – Fundamentals (CCMP-F)
- GEOINT Professional Certification – Aeronautical Analysis (AA-II)
- GEOINT Professional Certification – Applied Science (AS-II)
- GEOINT Professional Certification – Cartography (CA-II)
- GEOINT Professional Certification – Fundamentals (GPC-F)
- GEOINT Professional Certification – GEOINT Collection (GC-II)
- GEOINT Professional Certification – Geospatial Analysis (GA-II)
- GEOINT Professional Certification – Geospatial Data Management (GDM-II)
- GEOINT Professional Certification – Human Geography (HG-II)
- GEOINT Professional Certification – Imagery Analysis (IA-II)
- GEOINT Professional Certification – Imagery Science (IS-II)
- GEOINT Professional Certification – Maritime Analysis (MA-II)
- Intelligence Planning Certification

To maintain the IFPC credential, certificants must complete the appropriate IFPC renewal application within the candidate management system (https://ifpc-gsx.learningbuilder.com/) prior to their credential expiration date. Within the IFPC renewal application, certificants must select a pathway to renew (i.e., retaking the IFPC assessment or obtaining an OUSD(I&S) – recognized/-conferred certification), and complete the requirements within the application.

If certificants choose the renewal pathway to obtain an OUSD(I&S) -recognized or -conferred certification, they must upload supporting documentation with information about the certification, to include the expiration date of the new credential.

Reinstatement of Expired Credentials

Individuals who fail to meet the certification maintenance requirements every three years will receive a notice from the CPMO that the credential has expired. Individuals who allow their IFPC credential to expire must apply as new candidates and meet all the requirements in place at the time of application.

Appeals Policy

Grounds for Appeal

Candidates and certificants may appeal the following:

- Assessment results (requesting a rescore of assessment results)
- Candidate registration/eligibility issues
- Test-taking protocols
- Decisions related to alleged cheating, violations of rules of conduct or law, or inaccurate application information).
- Certification maintenance issues
- Certification disciplinary matters

Decisions Not Eligible for Appeal

Matters not described in "Grounds for Appeal" above are not within the purview of the IFPC Program and are not appealable to the CPMO, including the following DoD Component decisions:

- Certification waiver decisions
- Employment policy
- Eligibility criteria for identifying billets or individuals for IFPC certification
- DoD Component affiliation

Appeals Process

Individuals have up to 15 business days from the date of receiving an appealable decision or after completing the assessment, whichever occurs first, to submit an appeal. All appeals must be submitted in writing to the CPMO using the Appeals Request Form (Appendix B). The form must be completed and sent to OSD.IFPC@mail.mil. Individuals submitting an appeal must provide their contact information (unclassified phone number and email address), specific grounds for appeal, and evidence in support of the appeal.

Appeals Review

The CPMO conducts a preliminary review of all appeals within five business days of receipt to ensure the appeal is timely, contains all required and pertinent information, and is allowable/meets grounds for appeals. Allowable appeals are reviewed by the CPMO and government sponsoring organization for a decision.

- Appeals that are not allowable, or received outside the 15-business day window, will be dismissed. The candidate and the employing organization's IFPC point of contact (POC) will be notified in writing of the dismissal.
- Appeals that require additional information will be referred to the appealing individual to collect further information if the appeal is within the 15-business day window.
- Upon receipt of a valid appeals request, CPMO and government sponsoring organization shall have 15 business days to review relevant information, request additional information from the individual, and make a determination. The CPMO and government sponsoring organization may grant or deny a valid appeals request. The CPMO and government sponsoring organization shall provide a written response to the individual documenting the basis for the decision.

This policy was approved by the CGC on June 30, 2017, and updated by the government sponsoring-organization on December 20, 2023.

Waiver Policy

Waivers Process and Procedures

Request for Time Extension: Individuals may request a waiver for a time extension due to various reasons (e.g., military deployment, medical hardship) that would prohibit an individual from meeting the timing requirement for maintaining a current IFPC credential.

Request to Participate: Individuals who are not part of the current eligible population but who believe their work includes DoD-supported intelligence missions may apply for a waiver to participate in the IFPC program. Requests to participate are forwarded to the IFPC Governance Council for a vote. If the Council approves participation, the individual will be provided with information allowing them to register and schedule an exam. Depending on USD(I&S) policy, the home agency/office of the participating individual may be charged the cost of test administration. Contact the CPMO for more information.

There are no other types of waivers.

Waiver Request Submission, Decision, and Notification

All waiver requests must be submitted using the Waiver Request form (see Appendix C) and be sent to CPMO at OSD.IFPC@mail.mil. The CPMO is the sole authority for granting waivers. Individuals requesting a waiver will be notified in writing by the CPMO regarding the results of their waiver request within 20 working days of receipt of the waiver request.

IFPC Program Background

Governance

The CGC was established as the governing body to help launch the IFPC Program. The CGC was responsible to the USD(I&S) as the Senior Intelligence Official in the Department subject to the authority, direction and control of the Secretary of Defense and Deputy Secretary of Defense. The CGC is a forum for stakeholders with equities in the DoD intelligence workforce (i.e., civilian, military, and contractors) to discuss and coordinate policies, standards, and professional development and certification for the DoD intelligence workforce.

The CGC or CPMO makes recommendations to the USD(I&S) on issues of common concern regarding the professional certification of DoD Intelligence Professionals.

Assessment Development

The following steps were used to create the assessment:
- Thought Leader Interviews were conducted to learn about "work" and "worker" requirements in the intelligence field and to identify relevant legacy documents that specify "work" and "worker" requirements in intelligence.
- Legacy documentation was reviewed to identify the knowledge, skills, abilities, and competencies that similar initiatives found relevant for similar target populations.
- A draft Essential Body of Knowledge (EBK) was developed with input from subject matter experts (SMEs). An EBK is a framework that maps the competencies needed to be successful in a given work role. The EBK contained eight (8) knowledge domain topics that became the core of Intelligence Fundamentals Skill Standards.
- The draft EBK was validated with input of SMEs.
- SMEs developed a draft certification objectives/ assessment blueprint (which includes the weight given to the various competencies listed on the EBK, thereby determining how many assessment items/questions to include on the assessment to address each competency).

To create the assessment, pilot assessment questions were designed by SMEs and Psychometricians through a process that included:
- SMEs drafted multiple questions to assess mastery of the intelligence fundamentals knowledge and skills identified in the EBK objectives,
- SMEs validated draft assessment items for accuracy and relevance to the objectives, and
- Psychometricians conducted analysis to ensure the acceptable performance and reliability of each question.

Assessment questions were linked to one of the eight knowledge domain topics from the EBK in the approximate percentages indicated in the blueprint. The draft items were assembled into a pilot assessment, with piloted to 341 individuals across several organizations. Following the completion of the pilot, the items were psychometrically analyzed to determine which items were appropriate to include on the production assessment.

Following this process, 90 items were selected that conformed to the certification blueprint. These items became the 90-item production IFPC assessment.

Determining Passing Score

The Angoff method, a widely used standard-setting approach in test development, was used to set the minimum passing score for the IFPC assessment. The Angoff method has a well-established history of determining credible passing standards for professional certification assessment and is easily adapted by the IFPC assessment.

The method involves two basic elements: 1) conceptualization of a minimally competent examinee and 2) SMEs estimation of whether a minimally competent examinee will answer an item correctly or incorrectly. Minimally competent examinees are those who possess the minimum qualification and knowledge to perform tasks associated with a job. The SMEs' predictions about the minimally competent candidate's performance on each test item are averaged and the resulting passing standard (or provisional cut-score) is thereby established. The provisional cut-score is then validated using empirical data collected during the pilot test phase to establish an operational cut-score for post pilot testing. The operational cut-score was approved by the CGC on 28 March 2017.

Appendix A: Essential Body of Knowledge

The Essential Body of Knowledge (EBK) is the domain of essential information over which mastery is required for success in the intelligence profession. The list of references contained in the EBK is broad but not exhaustive. Each contains key concepts that an intelligence professional is expected to know and understand, but only a subset of the references was used to generate items for the IFPC assessment. Some links may require CAC access.

Topic Area	References
Topic Area 1: What is Intelligence? (19%) Sub-Topic Areas: ● Concepts, principles, history, and processes of intelligence ● Role, responsibilities, and definition of intelligence ● Categories of intelligence products	● Espionage Act of 1917 ● Executive Order 12333, United States Intelligence Activities, as amended in 2008 ● Goldwater-Nichols Department of Defense Reorganization Act of 1986 ● Joint Publication 2-0, Joint Intelligence, May 2022 ● National Intelligence Strategy of the United States of America, 2019 ● National Security Act of 1947, as amended (Through P.L. 115–31, Enacted May 05, 2017)
Topic Area 2: What are the intelligence disciplines? (15%) Sub-Topic Areas: ● Characteristics of intelligence disciplines (i.e., counterintelligence (CI), human intelligence (HUMINT), geospatial intelligence (GEOINT), measurement and signature intelligence (MASINT), open-source intelligence (OSINT), signals intelligence (SIGINT), and technical intelligence (TECHINT)) ● Cueing, tipping, corroborating relationships amongst INTs	● DoDD 5240.02, Counterintelligence (CI), May 2018 ● DoDI 3115.12, Open Source Intelligence (OSINT), July 2020 ● DoDI 3115.15, Geospatial Intelligence (GEOINT), October 2020 ● DoDI 5105.58, Measurement and Signature Intelligence (MASINT), September 2020 ● Intelligence Community Directive 304, Human Intelligence, 2009 ● Joint Publication 2-0, Joint Intelligence, May 2022
Topic Area 3: Who is involved in intelligence? (9%) Sub-Topic Areas: ● Roles and Responsibilities for Intelligence Community members ● Roles and responsibilities at strategic, operational, and tactical level	● DoDD 5143.01, Under Secretary of Defense for Intelligence and Security (USD(I&S)), April 2020 ● Executive Order 12333, United States Intelligence Activities, as amended in 2008 ● Joint Publication 2-0, Joint Intelligence, May 2022 ● Members of the IC, 2020 ● National Security Act of 1947, as amended

Topic Area	References
	• [US National Intelligence: An Overview](), 2013
Topic Area 4: Why does intelligence require oversight? (12%) Sub-Topic Areas: • Intelligence oversight concepts and principles • Considerations regarding collection on US persons • Intelligence Oversight program framework • Intelligence Oversight roles and responsibilities • Laws and policies that govern oversight of intelligence activities	• [DoDD 5148.13, Intelligence Oversight](), April 2017 • [DoDM 5240.01, Procedures Governing the Conduct of DoD Intelligence Activities](), August 2016 • [Executive Order 12333, United States Intelligence Activities](), as amended in 2008 • [Executive Order 13462, President's Intelligence Advisory Board and Intelligence Oversight Board](), 2008 • [Intelligence Reform and Terrorism Prevention Act of 2004]()
Topic Area 5: How is intelligence conducted? (9%) Sub-Topic Areas: • Purpose and function of each phase of the intelligence process • Roles and responsibilities of individuals who execute the intelligence process	• [Joint Publication 2-0, Joint Intelligence,]() May 2022
Topic Area 6: How are classified and controlled materials protected? (16%) Sub-Topic Areas: • Roles and responsibilities for security and intelligence professionals • Handling, marking, storing, transporting, and/or destroying classified or otherwise controlled materials • Security clearance concepts (e.g., reporting foreign contacts, financial changes) • Reporting security incidents and violations • Foreign intelligence service threat	• [DoDD 5230.11, Disclosure of Classified Military Information to Foreign Governments and International Organizations](), June 1992 • [DoDM 5105.21, Volume 1, Sensitive Compartmented Information (SCI) Administrative Security Manual: Administration of Information and Information Systems Security](), Nov 2020 • [DoDM 5200.01, Volume 1, DoD Information Security Program: Overview, Classification, and Declassification](), July 2020 • [DoDM 5200.01, Volume 3, DoD Information Security Program: Protection of Classified Information](), July 2020 • [Executive Order 12958, Classified National Security Information](), 1995 • [Executive Order 13526, Classified National Security Information](), January 2010

Topic Area	References
	• [Intelligence Community Directive 403, Foreign Disclosure and Release of Classified National Intelligence](), March 2013 • [Intelligence Community Directive 710, Classification Management and Control Markings System](), June 2013 • [Joint Publication 2-0, Joint Intelligence,]() May 2022
Topic Area 7: How are classified and controlled materials shared? (10%) Sub-Topic Areas: • Interagency and multinational intelligence sharing • Requirements and standards for intelligence sharing and cooperation	• [DoDD 5230.11, Disclosure of Classified Military Information to Foreign Governments and International Organizations](), June 1992 • [DoDM 5200.01, Volume 3, DoD Information Security Program: Protection of Classified Information](), July 2020 • [Intelligence Community Directive 209, Tearline Production and Dissemination](), September 2012 • [Intelligence Community Directive 403, Foreign Disclosure and Release of Classified National Intelligence](), March 2013 • [Joint Publication 2-0, Joint Intelligence](), May 2022 • [National Strategy for Information Sharing and Safeguarding](), December 2012
Topic Area 8: How do my actions affect my status as an intelligence professional? (10%) Sub-Topic Areas: • Safe versus unsafe search and data capture • Online vulnerabilities • Behaviors that could lead to clearance revocation or denial • Insider Threat behavioral indicators • Insider Threat reporting requirements	• [DoDD 5240.06, Counterintelligence Awareness and Reporting](), August 2020 • [Insider Threats: Combating the Enemy within your Organization, Defense Security Service](), 2017 • [The Insider Threat: An Introduction to Detecting and Deterring an Insider Spy](), FBI, 2017 • [Receive and Maintain Your Security Clearance Eligibility](), Center of Development for Security Excellence (CDSE), 2023

Appendix B: Appeal Request Form

Date Appeal Submitted:

Name:			
Employer:			
Work Address:			
City/State/Zip:			
Unit (if applicable):		Work Telephone #:	
Work Email:		Employer POC:	
Employer POC Email:		Employer POC Phone #:	

REASON FOR APPEAL	
Date of appealable event:	
☐ Examination Results	☐ Certification maintenance and professional development units (PDUs)
☐ Candidate Registration/Eligibility	☐ Certification disciplinary matters
☐ Test-Taking Protocols	☐ Decisions related to alleged cheating, alleged violation of professional rules of conduct, or inaccurate information on the application form

Explain the basis of the appeal. (Limit 1,000 words; continue writing on back of page if needed)

Attach all pertinent documentation with the initial submission so your appeal can be properly reviewed. (Please indicate the type of documentation submitted – check all that apply.	
☐ Score Report	☐ Disciplinary Violation Report
☐ Medical Form	☐ Alleged Cheating Defense
☐ Complaint Form	☐ Other

ACTION TAKEN (For IFPC PMO Only)
☐ Forward to the Certification Appeals Board
☐ Reject the appeal: ☐ Insufficient ground for appeal   ☐ Missed deadline for appeals submission
☐ Return – Incomplete information in the appeals submission
Comments:

Reviewer: Date:

Appendix C: Waiver Request Form

Name:	
Employer:	
Work Email:	

Current Expiration Date (for time extension request):		New Expiration Date Requested (for time extension request):	

Date Waiver Submitted:	

REASON FOR WAIVER REQUEST			
☐ Medical delay	☐ Military Deployment delay	☐ Other delay	☐ Request to participate

Explain the reasons for the request for this waiver. (Limit 1,000 words)
(Please attach all pertinent documentation with the initial submission so your waiver request can be properly reviewed.)

ACTION TAKEN (For IFPC PMO Only)

☐ Waiver is approved

☐ Waiver is rejected

☐ Return – Incomplete information in the waiver request/additional information is requested.

Submit no later than:

Comments:

CPMO Signature: _____ Date: _____