

JOINT SECURITY TRAINING CONSORTIUM
SKILL STANDARDS DEVELOPMENT PROJECT

Information Security Skill Standards^{1,2} Final Version

This document describes the skill standards for the information security discipline. It consists of a delineation of the work-oriented (i.e., critical work functions, key activities, and performance indicators) and worker-oriented (i.e., academic/employability and specific occupational/technical knowledge and skills) components of the skill standards for this function.

Entry-Level (Skill standards for entry-level are based on the general expectations provided below):

- Individual is expected to work as a team member
- Individual is expected to perform task-level work (associated with key activities) competently
- Individual is expected to require major supervision

Journeyman-Level (Skill standards for journeyman-level are based on the general expectations provided below):

- Individual is expected to work independently
- Individual is expected to perform function- or project-level work at full performance level
- Individual is expected to mentor entry-level individuals

Senior-Level (Skill standards for senior-level are based on the general expectations provided below):

- Individual is expected to direct technical work of others
- Individual is expected to perform work at the system-level
- Individual is expected to serve the role as technical subject matter expert

¹ In addition to having entry level computer skills, information security professionals must have a fundamental understanding of the protection concepts associated with information assurance (i.e., availability, integrity, authentication, confidentiality, and non-repudiation). These are necessary to protect data in information systems and networks.

² It is understood throughout this document that required coordination must be accomplished with information systems security professionals in all instances wherein protected data is placed into automated systems and others as necessary (e.g., first responders, safety and environmental officials).

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Work-Oriented Component of Skill Standards

Critical Work Functions *describe the major responsibilities involved in carrying out the Information Security function.*

Key Activities *are the duties and tasks involved in carrying out a critical work function.*

Performance Indicators *provide information on how to determine when someone is performing each key activity competently.*

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Summary of Critical Work Functions and Key Activities

CWF1: Identify Protected Information	CWF2: Define the Information Protection Program	CWF3: Administer Handling Procedures	
KA1: Evaluate Information Assets KA2: Identify Information Requiring Protection KA3: Re-evaluate Program Processes KA4: Obtain or Produce Guidance for Identifying Protected Information	KA5: Identify Requirements for Authorized Access KA6: Establish Responsibility and Duty to Protect KA7: Apply Need-to-Know Principle KA8: Establish Information Production Procedures KA9: Control Protected Information Received and Generated KA10: Control Dissemination of Protected Information KA11: Establish Visitor Control Procedures (Access to information)	KA12: Determine Markings and/or Warnings KA13: Ensure Accountability KA14: Ensure Protection While in Use KA15: Assess Storage Requirements KA16: Establish Transmission and Transportation Controls KA17: Establish Disposition and/or Destruction Procedures KA18: Manage the Changing or Ending of Protection	
CWF4: Evaluate Program Effectiveness	CWF5: Perform Other Information Security Activities	CWF6: Manage Program Implementation	CWF7: Establish Security Education, Training, and Awareness Programs
KA19: Establish Program Processes KA20: Conduct Failure Analysis KA21: Conduct Trend Analysis	KA22: Establish Export, Munitions, and Other Controls KA23: Develop Treaty Inspection Control KA24: Develop Research, Technology, Evaluation, and Acquisition Control	KA25: Develop Policies and Requirements KA26: Assist in Program Implementation KA27: Conduct Outreach Activities	KA28: Perform Needs Assessment KA29: Develop and Execute Program

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<p>CRITICAL WORK FUNCTION 1 (CWF1): Identify Protected Information Critical Work Functions describe the major responsibilities involved in carrying out the Information Security function.</p>	
<p style="text-align: center;">Key Activities Key Activities are the duties and tasks involved in carrying out a critical work function.</p>	<p style="text-align: center;">Performance Indicators Performance Indicators provide information on how to determine when someone is performing a key activity competently.</p>
<p>KA1: Evaluate Information Assets</p>	<p>PI_1: The organization’s mission and/or operational objectives are reviewed to assess information protection requirements PI_2: Critical information needs and/or sensitivities are determined PI_3: Applicable legal and regulatory requirements and prohibitions are identified PI_4: Information profile for organization and/or entity is developed PI_5: Individuals with authority to identify protected information are identified</p>
<p>KA2: Identify Information Requiring Protection</p>	<p>PI_6: Identifier for each category of protected information is established or determined PI_7: Appropriate notification and/or warning notices are developed or determined PI_8: Inconsistencies within the categories of protected information are identified PI_9: Appropriate corrective actions regarding inconsistencies are determined PI_10: Classified and unclassified controlled National Security Information and atomic energy information is identified PI_11: Trade secret and/or proprietary information is identified PI_12: Third party information held under a duty to protect is identified PI_13: Compartmented information (e.g., SAPs/SARs, intelligence and weapons of mass destruction) or critical infrastructure information is identified PI_14: Foreign government information and/or specialized treaty information is identified PI_15: Information essential to the accomplishment of organizational missions and retention of historical records is identified PI_16: Other intellectual property that requires protection is identified PI_17: Other information whose protection is required by law, regulation, or agency policy is identified PI_18: Sensitivity resulting from data aggregation is identified</p>

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CRITICAL WORK FUNCTION 1 (CWF1): Identify Protected Information (continued) <i>Critical Work Functions describe the major responsibilities involved in carrying out the Information Security function.</i>	
Key Activities <i>Key Activities are the duties and tasks involved in carrying out a critical work function.</i>	Performance Indicators <i>Performance Indicators provide information on how to determine when someone is performing a key activity competently.</i>
KA3: Re-evaluate Program Processes	PI_19: Mandatory and/or desired periodic review schedules are identified PI_20: Review processes and/or authorities are determined and/or established PI_21: Implementing policies and procedures are developed PI_22: Documentation and notification needs are determined PI_23: Key indicators that would initiate evaluation outside periodic reviews are identified
KA4: Obtain or Produce Guidance for Identifying Protected Information	PI_24: The authority requiring protection for each category of information is identified PI_25: Guidance for identifying all categories of protected information is obtained and/or produced PI_26: Protected information guidance is continuously monitored for changes and updates PI_27: Operational personnel are made aware of changes and updates to protected information guidance PI_28: Use of protected information guidance by operational personnel is continuously monitored to ensure that latest version is applied

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CRITICAL WORK FUNCTION 2 (CWF2): Define the Information Protection Program <i>Critical Work Functions describe the major responsibilities involved in carrying out the Information Security function.</i>	
Key Activities <i>Key Activities are the duties and tasks involved in carrying out a critical work function.</i>	Performance Indicators <i>Performance Indicators provide information on how to determine when someone is performing a key activity competently.</i>
KA5: Identify Requirements for Authorized Access	PI_29: Legal and regulatory requirements for mandatory restrictions are reviewed PI_30: Any additional conditions of access to include restrictions on compartmented and other categories of information are determined PI_31: Disclosure strategies are determined PI_32: Results are documented
KA6: Establish Responsibility and Duty to Protect	PI_33: Acceptable methods of establishing the responsibility and duty to protect are identified PI_34: Verification protocols for imposed duties to protect are developed PI_35: Special safeguarding measures needed to protect information are determined and, if necessary, measures are coordinated with the appropriate security specialists and other disciplines (e.g., environmental and safety personnel) PI_36: Strategy for establishing duty to protect is developed PI_37: Non-disclosure agreements are identified and developed, where appropriate
KA7: Apply Need-to-Know Principle	PI_38: Need-to-know standards are adopted to address what will be shared and/or restricted by category of "broad access" (e.g., SIPRNET) PI_39: Methods for applying need-to-know standards to the information selected for protection are identified PI_40: Need-to-know application and/or process methods are defined PI_41: Need-to-know granting authorities are identified PI_42: Need-to-know implementation policy and procedures are developed

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CRITICAL WORK FUNCTION 2 (CWF2): Define the Information Protection Program (continued) <i>Critical Work Functions describe the major responsibilities involved in carrying out the Information Security function.</i>	
Key Activities <i>Key Activities are the duties and tasks involved in carrying out a critical work function.</i>	Performance Indicators <i>Performance Indicators provide information on how to determine when someone is performing a key activity competently.</i>
KA8: Establish Information Production Procedures	PI_43: Assets that can be used to generate protected information including specific areas, specific equipment, and required controls are identified PI_44: Positions that authorize production of protected information (original and derivative) are identified PI_45: Required emission and emanation controls are identified
KA9: Control Protected Information Received and Generated	PI_46: Control requirements for receipts and companion documentation, where defined, are identified PI_47: Control locations of receipt and generation are determined PI_48: Documentation needed for receipt and/or generation is identified PI_49: Documentation procedures are defined
KA10: Control Dissemination of Protected Information	PI_50: Information requiring dissemination documentation is identified PI_51: Legal and regulatory requirements are reviewed PI_52: Methods of dissemination documentation are identified/assessed/selected PI_53: Records management requirements (e.g., records of permanent historical value) are identified PI_54: Policy and procedures for documenting the dissemination are developed
KA11: Establish Visitor Control Procedures (Access to information)	PI_55: Visitor authorization authorities are identified PI_56: Visitor exclusion areas are identified PI_57: Visitor escort procedures are developed

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CRITICAL WORK FUNCTION 3 (CWF3): Administer Handling Procedures Critical Work Functions describe the major responsibilities involved in carrying out the Information Security function.	
Key Activities Key Activities are the duties and tasks involved in carrying out a critical work function.	Performance Indicators Performance Indicators provide information on how to determine when someone is performing a key activity competently.
KA12: Determine Markings and/or Warnings	PI_58: Laws and regulations for marking and warning standards and requirements are reviewed PI_59: Categories of protected information to include specialized restrictions applicable to compartmented, diplomatic, foreign, and treaty information are determined PI_60: Mediums that will contain protected information are evaluated and determined PI_61: Marking and/or warning procedures for each medium are developed PI_62: Procedures to ensure that all protected information material is properly identified and marked are established
KA13: Ensure Accountability	PI_63: Laws, agreements, and regulations are reviewed for standards and requirements PI_64: Accountability requirements for media containing protected information are determined PI_65: Media that contain information requiring accountability are identified PI_66: Appropriate accountability procedures are developed
KA14: Ensure Protection While In Use	PI_67: Laws and regulations are reviewed for standards and requirements PI_68: Specifics about how protected information will be used to meet operational needs are determined PI_69: Locations and types of uses are determined PI_70: Policy and/or procedures to meet operational and protective standards needs are developed PI_71: Special "in use" restrictions for selected data such as Presidential correspondence are identified and monitored PI_72: Information required to perform assigned tasks and functions are identified PI_73: Information no longer needed to perform assigned tasks and functions are identified
KA15: Assess Storage Requirements	PI_74: Laws and regulations are reviewed for standards and requirements PI_75: Physical and digital storage needs are assessed PI_76: Storage options that meet operational and/or security needs are identified PI_77: Policy and/or procedures to meet operational and/or security needs are developed PI_78: Specialized requirements are coordinated with others, as needed

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CRITICAL WORK FUNCTION 3 (CWF3): Administer Handling Procedures (continued) <i>Critical Work Functions describe the major responsibilities involved in carrying out the Information Security function.</i>	
Key Activities <i>Key Activities are the duties and tasks involved in carrying out a critical work function.</i>	Performance Indicators <i>Performance Indicators provide information on how to determine when someone is performing a key activity competently.</i>
KA16: Establish Transmission and Transportation Controls	PI_79: Laws and regulations are reviewed for standards and requirements PI_80: Needs for operational transmission and transportation are assessed PI_81: Acceptable transmission and transportation methods and options are identified PI_82: Secure transmission and transportation capabilities for sending and receiving materials are identified PI_83: Transmission and transportation plan is developed to meet operational and/or security needs to include two-person rules or other restrictions, if required
KA17: Establish Disposition and/or Destruction Procedures	PI_84: Laws and regulations are reviewed for standards and requirements PI_85: Operational disposition and/or destruction needs are assessed PI_86: Appropriate disposition and/or destruction methods and options are identified PI_87: Policy and/or procedures to meet operational and/or security needs are developed PI_88: Compliance with program disposition and/or destruction requirements are ensured PI_89: Contingency plans for emergency disposition and/or destruction procedures to include media containing protected information and classified equipment are developed
KA18: Manage the Changing or Ending of Protection	PI_90: Laws and regulations are reviewed for standards and requirements PI_91: Events and/or conditions that justify and/or require the changing or ending of protection are determined PI_92: Appropriate processes and methods for changing and/or ending protection are established PI_93: Policy and/or procedures to meet operational and/or security needs are developed PI_94: Compliance requirements for records management are identified

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**WORK-ORIENTED COMPONENT OF SKILL STANDARDS
INFORMATION SECURITY**

CRITICAL WORK FUNCTION 4 (CWF4): Evaluate Program Effectiveness

Critical Work Functions describe the major responsibilities involved in carrying out the Information Security function.

Key Activities <i>Key Activities are the duties and tasks involved in carrying out a critical work function.</i>	Performance Indicators <i>Performance Indicators provide information on how to determine when someone is performing a key activity competently.</i>
KA19: Evaluate Program Processes	PI_95: Qualitative and quantitative indicators to detect process problems and/or failures are identified, and methods to sample indicators are developed PI_96: Process for internal and/or external evaluations and assessments (e.g., audits and reviews) is implemented PI_97: Administrative inquiry of instances of loss, compromise, or suspected compromise is conducted PI_98: Results are analyzed to identify issues PI_99: Results are documented and disseminated, as appropriate PI_100: Necessary corrective actions are identified PI_101: Appropriate reports to promulgate results of evaluation are prepared
KA20: Conduct Failure Analysis	PI_102: Reports of incidents and/or system failures are received and reviewed PI_103: Analysis to determine failure elements are conducted PI_104: Consequence and/or potential consequence of failure is established PI_105: Damage assessments are initiated PI_106: Results are documented and disseminated, as appropriate PI_107: Appropriate corrective actions are recommended PI_108: Appropriate reporting of incidents, as required by regulation, is ensured
KA21: Conduct Trend Analysis	PI_109: Evaluation and/or failure analysis reports are obtained PI_110: Reports are reviewed to identify trend issues PI_111: Availability of data for information security reporting requirements (e.g., Information Security Oversight Office) is ensured PI_112: Corrective actions and/or policy changes are identified and/or recommended

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CRITICAL WORK FUNCTION 5 (CWF5): Perform Other Information Security Activities <i>Critical Work Functions describe the major responsibilities involved in carrying out the Information Security function.</i>	
Key Activities <i>Key Activities are the duties and tasks involved in carrying out a critical work function.</i>	Performance Indicators <i>Performance Indicators provide information on how to determine when someone is performing a key activity competently.</i>
KA22: Establish Export, Munitions, and Other Controls	PI_113: Legal and/or regulatory requirements are reviewed to determine applicability of export controls, munitions, and other restrictions PI_114: Organization's products and/or technology inventory are reviewed PI_115: Exposure profile for foreign nationals and/or representatives of foreign interests are reviewed PI_116: Procedures to comply with requirements are developed
KA23: Develop Treaty Inspection Control	PI_117: Legal and regulatory requirements are reviewed to determine applicability PI_118: Organization's products and/or technology inventory are reviewed PI_119: Disclosure criteria (e.g., exposure profiles) and locations of sensitive information to include compartmented and other specialized information are reviewed PI_120: Access requirements are reviewed and compared to facility design PI_121: Procedures to protect information and comply with treaty obligations are developed
KA24: Develop Research, Technology, Evaluation, and Acquisition Controls	PI_122: Legal and regulatory requirements are reviewed to determine applicability PI_123: Organization's research, technology, evaluation, and acquisition activities are reviewed PI_124: Procedures to comply with requirements to include industrial security are developed

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<p>CRITICAL WORK FUNCTION 6 (CWF6): Manage Program Implementation Critical Work Functions describe the major responsibilities involved in carrying out the Information Security function.</p>	
<p style="text-align: center;">Key Activities Key Activities are the duties and tasks involved in carrying out a critical work function.</p>	<p style="text-align: center;">Performance Indicators Performance Indicators provide information on how to determine when someone is performing a key activity competently.</p>
<p>KA25: Develop Policies and Procedures</p>	<p>PI_125: Appropriate media for promulgation of policy and procedural requirements are determined PI_126: Guidance are prepared and disseminated PI_127: Advice and assistance in implementing requirements are provided in elements of the organization</p>
<p>KA26: Assist in Program Implementation</p>	<p>PI_128: Technical advice and assistance in performance of security functions (e.g., the development and maintenance of protected information guidance) are provided PI_129: Responses to program-related questions from operational personnel are provided PI_130: Assistance in developing alternative procedures in special situations is provided PI_131: Requests for waivers of and exceptions to requirements are analyzed PI_132: Recommendations or decisions on requests for waivers of and exceptions to requirements are made PI_133: Changes in missions, functions, organizations, and information sensitivity that could affect security programs are continuously monitored and necessary changes to procedures are devised</p>
<p>KA27: Conduct Outreach Activities</p>	<p>PI_134: Independent judgment and discretion is exercised in order to effectively represent the organization's positions to external officials PI_135: Materials for briefings, meetings, or conferences are developed and presentations conducted as necessary PI_136: Liaison activities are conducted with governmental personnel (inside and outside the organization), representatives of industry and other agencies, security professional associations, and the public</p>

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<p>CRITICAL WORK FUNCTION 7 (CWF7): Establish Security Education, Training, and Awareness Programs <i>Critical Work Functions describe the major responsibilities involved in carrying out the Information Security function.</i></p>	
<p style="text-align: center;">Key Activities</p> <p>Key Activities are the duties and tasks involved in carrying out a critical work function.</p>	<p style="text-align: center;">Performance Indicators</p> <p>Performance Indicators provide information on how to determine when someone is performing a key activity competently.</p>
<p>KA28: Perform Needs Assessment</p>	<p>PI_137: Legal and regulatory requirements for information security education are determined PI_138: General security education needs for the total organization population and separate population segments are determined PI_139: Security education needs of special categories of personnel (e.g., original classifiers, declassifiers, people handling protected information) are determined</p>
<p>KA29: Develop and Execute Programs</p>	<p>PI_140: Security education briefings, classes, and other presentations are prepared and presented as required PI_141: Access to education and training activities conducted by others, including distance learning, are facilitated PI_142: Utility of training alternatives (e.g., job aids, ready reference materials) is determined PI_143: Training alternatives (e.g., job aids, ready reference materials) are obtained or created PI_144: General and specialized threat and vulnerability awareness presentations are prepared and delivered PI_145: Awareness aids (e.g., posters, computer media) are obtained or created and disseminated PI_146: Appropriate descriptions of organization’s programs, policies, or procedures are given to appropriate personnel</p>

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Work-Oriented Component of Skill Standards

Key Activities are the duties and tasks involved in carrying out a critical work function.

Proficiency Codes:

Key Activity Performance Level	Key Activity Knowledge Level
<p>1 = (Extremely Limited): Individual is expected to be able to perform simple parts of the key activity. Needs to be told or shown how do most of the key activity.</p> <p>2 = (Partially Proficient): Individual is expected to be able to perform most parts of key activity. Needs only help on hardest parts.</p> <p>3 = (Competent): Individual is expected to be able to do all parts of the key activity. Needs only a spot check of completed work.</p> <p>4 = (Highly Proficient): Individual is expected to be able to complete the key activity quickly and accurately. Can tell or show others how to do the key activity.</p>	<p>A = (Nomenclature): Individual is expected to be able to name parts, tools, and simple facts about the key activity.</p> <p>B = (Procedures): Individual is expected to be able to determine step-by-step procedures for doing the key activity.</p> <p>C = (Operating Principles): Individual is expected to be able to identify why and when the key activity must be done and why each step is needed.</p> <p>D = (Advanced Theory): Individual is expected to be able to predict, isolate, and resolve problems about the key activity.</p>

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Key Activity	Entry Level	Journeyman Level	Senior Level
KA1: Evaluate Information Assets	2B	3C	4D
KA2: Identify Information Requiring Protection	2B	3C	4D
KA3: Re-evaluate Program Processes	1A	3C	4D
KA4: Obtain or Produce Guidance for Identifying Protected Information	2B	3C	4D
KA5: Identify Requirements for Authorized Access	2B	3B	4C
KA6: Establish Responsibility and Duty to Protect	2B	3C	4D
KA7: Apply Need-to-Know Principle	2B	3C	4D
KA8: Establish Information Production Procedures	2B	3C	4D
KA9: Control Protected Information Received and Generated	2B	3C	4D
KA10: Control Dissemination of Protected Information	2B	3C	4D
KA11: Establish Visitor Control Procedures (Access to Information)	2B	3C	4D

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Key Activity	Entry Level	Journeyman Level	Senior Level
KA12: Determine Markings and/or Warnings	2B	3C	4D
KA13: Ensure Accountability	2B	3C	4D
KA14: Ensure Protection While in Use	2B	3C	4D
KA15: Assess Storage Requirements	2B	3C	4D
KA16: Establish Transmission and Transportation Controls	2B	3C	4D
KA17: Establish Disposition and/or Destruction Procedures	2B	3C	4D
KA18: Manage the Changing or Ending of Protection	2B	3C	4D
KA19: Evaluate Program Processes	2B	3C	4D
KA20: Conduct Failure Analysis	2B	3C	4D
KA21: Conduct Trend Analysis	1A	3C	4D
KA22: Establish Export, Munitions, and Other Controls	1A	3C	4D
KA23: Develop Treaty Inspection Control	1A	3C	4D

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Key Activity	Entry Level	Journeyman Level	Senior Level
KA24: Develop Research, Technology, Evaluation, and Acquisition Control	1A	3C	4D
KA25: Develop Policies and Procedures	2B	3C	4D
KA26: Assist in Program Implementation	2B	3C	4D
KA27: Conduct Outreach Activities	1A	3C	4D
KA28: Perform Needs Assessment	2B	3C	4D
KA29: Develop and Execute Program	2B	3C	4D

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Worker-Oriented Component of Skill Standards

Academic and Employability Knowledge and Skills *describe the academic and employability knowledge and skills a worker needs to know or be able to do to perform the critical work functions of the job.*

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Ability to Learn (1)	Definition: Recognize and use learning techniques and recall available information to apply and adapt new knowledge and skills in both familiar and changing situations. Use multiple approaches when learning new things. Assess how one is doing when learning or doing something. Keep-up-to-date technically and know one's own job and related jobs.	
Relevant for: <i>CWF1</i> <i>CWF2</i>	Criticality for Entry-Level: <i>Extremely Critical</i>	Level of Complexity for Entry-Level: ↔ samples/simulations are used to learn a series of tasks or new procedures
<i>CWF3</i> <i>CWF4</i> <i>CWF5</i> <i>CWF6</i>	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level:
<i>CWF7</i>	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level:

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Adaptability (2)		Definition: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas or strategies to achieve goals.
<i>Relevant for:</i> CWF1 CWF2	Criticality for Entry-Level: <i>Extremely Critical</i>	Level of Complexity for Entry-Level: ↔
CWF3 CWF4 CWF5 CWF6	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level:
CWF7	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level:

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Analyzing and Solving Problems (3)		Definition: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovations and creative approaches when needed.
<i>Relevant for:</i> CWF1 CWF2	Criticality for Entry-Level: <i>Critical</i>	Level of Complexity for Entry-Level: ↔
CWF3 CWF4 CWF5 CWF6	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level:
CWF7	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level:

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Building Consensus (4)		Definition: Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving difference in such a way as to promote mutual goals and interest; by persuading others to change their points of view or behavior without losing their future support; and by resolving conflicts, confrontation, and disagreements while maintaining productive working relationships.
Relevant for: CWF1 CWF2 CWF3 CWF4 CWF5 CWF6 CWF7	Criticality for Entry-Level: <i>Critical</i>	Level of Complexity for Entry-Level: ↔ with relevant knowledge and expertise and authority to intervene or force agreement
	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level: process leader or neutral party with either relevant knowledge and expertise or authority to intervene or force agreement
	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level: relevant knowledge and expertise or authority to intervene

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Gathering and Analyzing Information (5)		Definition: Obtain facts, information or data relevant to a particular problem, question or idea through observation of events or situations, discussions with others, or research or retrieval from written or electronic sources; organize, integrate, analyze and evaluate information.
Relevant for: CWF1 CWF2 CWF3 CWF4	Criticality for Entry-Level: <i>Critical</i>	Level of Complexity for Entry-Level: ↔
CWF5 CWF6 CWF7	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level: sophistication relevance of information is sometimes apparent the information
	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level: to discern

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Initiative/Motivation (6)	Definition: Exert a high level of effort and perseverance towards goal attainment. Work hard to become excellent at doing tasks by setting high standards, paying attention to details, working well and displaying a high level of concentration even when assigned an unpleasant task. Display high standards of attendance, punctuality, enthusiasm, vitality and optimism in approaching and completing tasks. Demonstrate willingness to take on responsibilities and challenges and do what is needed without being asked.	
Relevant for: CWF1 CWF2	Criticality for Entry-Level: <i>Extremely Critical</i>	Level of Complexity for Entry-Level: ↔
CWF3 CWF4 CWF5 CWF6	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level:
CWF7	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level:

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Integrity/Honesty (7)		Definition: Demonstrate dependability, conscientiousness, integrity and accountability. Show commitment to doing the job carefully and correctly. Fulfill obligations and be reliable, responsible and trustworthy. Perform tasks thoroughly and completely. Demonstrate honesty and avoidance of unethical behavior.
<i>Relevant for:</i> CWF1 CWF2	Criticality for Entry-Level: <i>Extremely Critical</i>	Level of Complexity for Entry-Level: ↔ and behavior
CWF3 CWF4 CWF5 CWF6	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level: and behavior
CWF7	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level: and behavior

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Leading Others (8)		Definition: Motivate, inspire, and influence others toward effective individual or team work performance, goal attainment, and personal learning and development by serving as a mentor, coach and role model and by providing feedback and recognition or rewards.
<i>Relevant for:</i>	Criticality for Entry-Level:	Level of Complexity for Entry-Level:
<i>CWF1</i>	<i>Not Critical</i>	
<i>CWF2</i>		
<i>CWF3</i>	Criticality for Journeyman-Level:	Level of Complexity for Journeyman-Level:
<i>CWF4</i>		⇔
<i>CWF5</i>	<i>Extremely Critical</i>	
<i>CWF6</i>		
<i>CWF7</i>	Criticality for Senior-Level:	Level of Complexity for Senior-Level:
	<i>Extremely Critical</i>	

JOINT SECURITY TRAINING CONSORTIUM SKILL STANDARDS DEVELOPMENT PROJECT

Listening (9)		Definition: Attend to, receive and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gesture and facial expression of the speaker.
Relevant for: CWF1 CWF2 CWF3 CWF4 CWF5 CWF6 CWF7	Criticality for Entry-Level: <i>Extremely Critical</i>	Level of Complexity for Entry-Level: ↔
	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level: verbal terms
	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level:

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Maintain Professional Demeanor (10)		Definition: Demonstrate credibility and authority in issuing instructions and making requests to individuals and in performing duties. Maintains firm and direct tone of voice, authoritative posture, manner and bearing.
<i>Relevant for:</i> <i>CWF1</i> <i>CWF2</i> <i>CWF3</i> <i>CWF4</i> <i>CWF5</i> <i>CWF6</i> <i>CWF7</i>	Criticality for Entry-Level: <i>Critical</i>	Level of Complexity for Entry-Level: ↔
	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level:
	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level:

JOINT SECURITY TRAINING CONSORTIUM SKILL STANDARDS DEVELOPMENT PROJECT

Making Decisions and Judgments (11)		Definition: Make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.
<i>Relevant for:</i> CWF1 CWF2 CWF3 CWF4 CWF5 CWF6 CWF7	Criticality for Entry-Level: <i>Critical</i>	Level of Complexity for Entry-Level: ↔
	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level: several sources
	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level:

JOINT SECURITY TRAINING CONSORTIUM SKILL STANDARDS DEVELOPMENT PROJECT

Mathematics (12)		Definition: Understand, interpret and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.
<i>Relevant for:</i> CWF1 CWF2	Criticality for Entry-Level: <i>Not Critical</i>	Level of Complexity for Entry-Level:
CWF3 CWF4 CWF5	Criticality for Journeyman-Level: <i>Critical</i>	Level of Complexity for Journeyman-Level: ⇔
CWF6 CWF7	Criticality for Senior-Level: <i>Critical</i>	Level of Complexity for Senior-Level:

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Organizing and Planning (13)		Definition: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.
Relevant for: <i>CWF1</i> <i>CWF2</i> <i>CWF3</i>	Criticality for Entry-Level: <i>Critical</i>	Level of Complexity for Entry-Level: ↔
<i>CWF4</i> <i>CWF5</i> <i>CWF6</i> <i>CWF7</i>	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level: are required
	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level: are required

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Reading (14)	Definition: Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning and critical analysis.	
<i>Relevant for:</i> CWF1 CWF2 CWF3 CWF4 CWF5 CWF6 CWF7	Criticality for Entry-Level: <i>Extremely Critical</i>	Level of Complexity for Entry-Level: ↔ text; and application of basic features of reading such as phonics, syllabication, and word parts on particular topics, visuals that support meaning such as charts, graphs, figures, diagrams and maps)
	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level: substantially visual material such as flowcharts); material contains high density of information appropriateness) and analysis of arguments and positions as to their validity, degree of bias and sufficiency of evidence
	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level: substantially visual material such as flowcharts); material contains high density of information appropriateness) and analysis of arguments and positions as to their validity, degree of bias and sufficiency of evidence

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Science (15)	Definition: Understand and apply the basic principles of physical, chemical, biological and earth sciences, understand and apply the scientific method, including formulating and stating hypotheses and evaluating them by experimentation or observation.	
<i>Relevant for:</i> NONE	Criticality for Entry-Level: <i>Not Critical</i>	Level of Complexity for Entry-Level:
	Criticality for Journeyman-Level: <i>Not Critical</i>	Level of Complexity for Journeyman-Level:
	Criticality for Senior-Level: <i>Not Critical</i>	Level of Complexity for Senior-Level:

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Self and Career Development (16)		Definition: Identify own work and career interests, strengths and limitations; pursue education, training, feedback or other opportunities for learning and development; manage, direct and monitor one's own learning and development.	
<i>Relevant for:</i> CWF1 CWF2 CWF3	Criticality for Entry-Level: Extremely Critical	Level of Complexity for Entry-Level: <ul style="list-style-type: none"> ⇔ Most or all learning and development activities are applicable to one's work ⇔ Somewhat frequent or gradual changes in work content or technology necessitate planning for and engagement in learning and development activities at regular intervals ⇔ Learning and development opportunities are somewhat limited 	
	CWF4 CWF5 CWF6 CWF7	Criticality for Journeyman-Level: Extremely Critical	Level of Complexity for Journeyman-Level: <ul style="list-style-type: none"> ⇔ Opportunities to use or apply learning and development activities to one's work are available to some degree or for some aspects of what was learned ⇔ Frequent or rapid changes in work content or technology necessitate continuous planning for and engagement in learning and development activities ⇔ Learning and development opportunities are highly limited
		Criticality for Senior-Level: Critical	Level of Complexity for Senior-Level: <ul style="list-style-type: none"> ⇔ Frequent or rapid changes in work content or technology necessitate continuous planning for and engagement in learning and development activities ⇔ Learning and development opportunities are highly limited ⇔ Opportunities to use or apply learning and development activities to one's work are highly limited or nonexistent

JOINT SECURITY TRAINING CONSORTIUM SKILL STANDARDS DEVELOPMENT PROJECT

Speaking (17)	Definition: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communications to the intended purpose and audience.	
Relevant for: CWF1 CWF2 CWF3 CWF4 CWF5 CWF6 CWF7	Criticality for Entry-Level: <i>Critical</i>	Level of Complexity for Entry-Level: ⇔
	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level: verbal terms
	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level:

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Stress Tolerance (18)		Definition: Demonstrate maturity, poise and restraint to cope with pressure, stress, criticism, setbacks, personal and work-related problems, etc. Maintain composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior even in very difficult situations. Accept criticism and deal calmly and effectively with high-stress situations.
<i>Relevant for:</i> CWF1 CWF2	Criticality for Entry-Level: <i>Critical</i>	Level of Complexity for Entry-Level: ↔ environment
CWF3 CWF4 CWF5 CWF6	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level: environment
CWF7	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level: environment

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Using Information and Communications Technology (19)		Definition: Select, access and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines and copying equipment to accomplish work activities.
<i>Relevant for:</i> CWF1 CWF2 CWF3 CWF4 CWF5 CWF6 CWF7	Criticality for Entry-Level: <i>Critical</i>	Level of Complexity for Entry-Level: ⇔ readily available
	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level: upgrades that enhance existing features; documentation or information on use of the technology varies in completeness or availability
	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level: or customized applications information on use of the technology is incomplete or not available

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Using Interpersonal Skills (20)		Definition: Interact with others in ways that are friendly, courteous and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.
<i>Relevant for:</i> CWF1 CWF2 CWF3 CWF4 CWF5 CWF6 CWF7	Criticality for Entry-Level: <i>Extremely Critical</i>	Level of Complexity for Entry-Level: ↔ particular awareness of or openness to social cues
	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level: protocols are required requiring some degree of tact, diplomacy, and awareness of and openness to social cues
	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level: and openness to social cues

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Visual Observation (21)		Definition: Notice details and take in and recall incoming visual sensory information and use it to make predictions, comparisons and/or evaluations. Recognize differences or similarities, or sensing changes in circumstances or events; discern between relevant visual cues or information and irrelevant or distracting information.
Relevant for: CWF1 CWF2 CWF3 CWF4 CWF5 CWF6 CWF7	Criticality for Entry-Level: <i>Critical</i>	Level of Complexity for Entry-Level: ↔
	Criticality for Journeyman-Level: <i>Critical</i>	Level of Complexity for Journeyman-Level:
	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level:

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Working in Teams (22)		Definition: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility and recognition.
Relevant for: CWF1 CWF2 CWF3 CWF4 CWF5 CWF6 CWF7	Criticality for Entry-Level: <i>Extremely Critical</i>	Level of Complexity for Entry-Level: ↔
	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level:
	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level:

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Writing (23)	Definition: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions or spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.	
Relevant for: CWF1 CWF2 CWF3 CWF4 CWF5 CWF6 CWF7	Criticality for Entry-Level: <i>Critical</i>	Level of Complexity for Entry-Level: ⇔ email) paragraph structure, and simple sentence construction
	Criticality for Journeyman-Level: <i>Extremely Critical</i>	Level of Complexity for Journeyman-Level: email, substantially visual products such as flowcharts) needs and concerns of audience and may create layout or format for product; revisions highlight individual voice and style meaning – for clarity in communication and style; anticipation of possible effects of writing on intended audience.
	Criticality for Senior-Level: <i>Extremely Critical</i>	Level of Complexity for Senior-Level: email, substantially visual products such as flowcharts) needs and concerns of audience and may create layout or format for product; revisions highlight individual voice and style meaning – for clarity in communication and style; anticipation of possible effects of writing on intended audience. reader sources are used; author is aware of reader’s possible preference for reasons, details, explanations, and examples

**JOINT SECURITY TRAINING CONSORTIUM
SKILL STANDARDS DEVELOPMENT PROJECT**

Worker-Oriented Component of Skill Standards

Occupational and Technical Knowledge and Skills *describe the occupational and technical knowledge and skills needed to perform the critical work functions of the job.*

JOINT SECURITY TRAINING CONSORTIUM SKILL STANDARDS DEVELOPMENT PROJECT

Complexity Scale

1 = LIMITED SKILL/KNOWLEDGE REQUIRED

- General familiarity or awareness of basic concepts or fundamentals, but little or no practical experience
- application of skill/knowledge is limited to highly routine, simple, and closely supervised situations with very low consequences of error
- roughly equivalent to the skill/knowledge level typically attained through indirect work experience (e.g., observation of others) or less than one month of direct application of this knowledge or skill

2 = BASIC SKILL/KNOWLEDGE REQUIRED

- application of skill/knowledge is limited to relatively routine situations with frequent assistance of others and/or close supervision, and somewhat low consequences of error
- roughly equivalent to the skill/knowledge level typically attained through one or two training or academic courses or 1 - 6 months of direct application or use of this knowledge or skill

3 = WORKING OR OPERATIONAL SKILL/KNOWLEDGE REQUIRED

- requires ability to independently apply skill/knowledge across a range of common applications to meet typical work requirements and having moderate consequences for error
- roughly equivalent to the skill/knowledge level typically attained through multiple training courses or a two-year or technical school degree, or 6 – 24 months of direct application or use of this knowledge or skill

4 = ADVANCED SKILL/KNOWLEDGE REQUIRED

- requires ability to independently apply skill/knowledge in moderately complex, difficult, or stressful situations or situations with moderately high consequences for error
- requires the ability to assist others in the application of this skill/knowledge
- roughly equivalent to the skill/knowledge level typically attained through extensive specialized training or education or an undergraduate degree or major, or at least two years of direct application or use of this knowledge or skill

5 = EXPERT/MASTER SKILL/KNOWLEDGE REQUIRED

- requires ability to independently apply skill/knowledge in the most complex, difficult, novel, stressful, or unexpected situations, or situations with high consequences for error
- requires the ability to supervise or lead others in the application of this skill/knowledge
- roughly equivalent to the skill/knowledge level typically attained through a combination of extensive specialized training or education and an advanced or graduate degree, or at least five years of direct application or use of this knowledge or skill.

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SKILL STANDARDS DEVELOPMENT PROJECT**

<i>Complexity</i>			<i>Relevancy</i>	<i>Specific Knowledge and Skills</i>
<i>Entry-Level</i>	<i>Journeyman-Level</i>	<i>Senior-Level</i>		
Basic	Advanced	Expert	CWF1, CWF2, CWF3 CWF4, CWF5, CWF6 CWF7	OTKS_1: Information security regulations and processes including classification status determination, assessment procedures, security, classification, declassification, reclassification, marking, control, accountability, and safeguarding of records
Basic	Working to Advanced	Advanced to Expert	CWF3 CWF5, CWF6 CWF7	OTKS_2: Developments and advances in information security systems, methods, equipment, and techniques
Limited to Basic	Working to Advanced	Expert	CWF1, CWF2, CWF3 CWF4, CWF5, CWF6	OTKS_3: Methods for analyzing, organizing, compiling, and reporting information security data
Basic	Working to Advanced	Advanced to Expert	CWF1, CWF2, CWF3 CWF4, CWF6	OTKS_4: Threat, vulnerability, and risk assessment techniques associated with information security
Limited to Basic	Working to Advanced	Advanced to Expert	CWF2, CWF3 CWF4, CWF6 CWF7	OTKS_5: Concepts, practices, and principles associated with recovery/restoration of information security program data
Limited to Basic	Working to Advanced	Advanced to Expert	CWF1, CWF2, CWF3 CWF4, CWF6	OTKS_6: Development, preparation, and execution of information security plans
Limited to Basic	Advanced	Expert	CWF3 CWF4, CWF6	OTKS_7: Development, preparation, and execution of information security policies and procedures

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SKILL STANDARDS DEVELOPMENT PROJECT**

<i>Complexity</i>			<i>Relevancy</i>	<i>Specific Knowledge and Skills</i>
<i>Entry-Level</i>	<i>Journeyman-Level</i>	<i>Senior-Level</i>		
Limited to Basic	Advanced	Advanced to Expert	CWF1, CWF2, CWF3 CWF4, CWF6 CWF7	OTKS_8: Concepts, principles, and practices related to protected information loss prevention as it relates to information security
Limited to Basic	Working to Advanced	Advanced to Expert	CWF1, CWF2, CWF3 CWF4, CWF6 CWF7	OTKS_9: Development, preparation, and execution of emergency and/or continuity plans as it related to information security
Basic	Advanced	Expert	CWF2, CWF3 CWF5, CWF6	OTKS_10: Laws and regulations governing the release of information (e.g., FOIA, Privacy Act), and Statutes and Executive Orders governing the protection of specific types of records (e.g., EO 12958 as amended, Atomic Energy Act, Section 119, Title X, U.S. Code). This includes (but is not limited to): (1) regulations, concepts, and principles related to data aggregation; (2) security assistance policies including laws, regulations, and policies controlling U.S. transfer of arms and services to foreign governments and international organizations (e.g., Arms Export Control Act of 1976).
Basic	Advanced	Expert	CWF2, CWF3 CWF6	OTKS_11: Physical security requirements as related to information security
Limited to Basic	Working to Advanced	Advanced to Expert	CWF2, CWF3	OTKS_12: Record management requirements as related to information security

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<i>Complexity</i>			<i>Relevancy</i>	<i>Specific Knowledge and Skills</i>
<i>Entry-Level</i>	<i>Journeyman-Level</i>	<i>Senior-Level</i>		
Basic	Working to Advanced	Advanced to Expert	CWF1, CWF2, CWF3 CWF6 CWF7	OTKS_13: Information System Security requirements as related to information security
Limited to Basic	Working to Advanced	Advanced to Expert	CWF1, CWF2, CWF3 CWF6 CWF7	OTKS_14: Personnel Security Program requirements as related to information security
Basic	Working to Advanced	Advanced to Expert	CWF1, CWF2, CWF3 CWF4, CWF5, CWF6 CWF7	OTKS_15: Operations Security Program requirements as related to information security
Limited to Basic	Working to Advanced	Advanced to Expert	CWF1, CWF2, CWF3 CWF5, CWF6	OTKS_16: Contracting, procurement, acquisition, research, and technical proposal evaluations related to information security (including content and format of technical contract specifications)
Limited to Basic	Advanced	Advanced to Expert	CWF4, CWF6, CWF7	OTKS_17: Design and development of information security training and instruction
Limited to Basic	Working to Advanced	Advanced to Expert	CWF1, CWF2, CWF3 CWF4 CWF7	OTKS_18: Information security-related funding, manpower requirements, and budgeting programs
Basic	Advanced	Expert	CWF2, CWF3 CWF4, CWF5, CWF6 CWF7	OTKS_19: Communications Security Program requirements as related to information security

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<i>Complexity</i>			<i>Relevancy</i>	<i>Specific Knowledge and Skills</i>
<i>Entry-Level</i>	<i>Journeyman-Level</i>	<i>Senior-Level</i>		
Basic	Advanced	Expert	<i>CWF1, CWF2, CWF3 CWF5, CWF6</i>	OTKS_20: Information security regulations and processes including protected information status, determination, assessment procedures, security, marking, control, accountability, and safeguarding of records
Limited to Basic	Working to Advanced	Expert	<i>CWF1, CWF2, CWF3 CWF4, CWF5, CWF6</i>	OTKS_21: Development, preparation, and execution of information protection program (including the development, preparation, and application of protected information guidelines)
Basic	Advanced	Expert	<i>CWF1, CWF2, CWF3 CWF6 CWF7</i>	OTKS_22: Development, preparation, and execution of protected information handling procedures
Basic	Advanced	Expert	<i>CWF4</i>	OTKS_23: Program evaluation concepts, methods, and techniques
Limited to Basic	Working to Advanced	Advanced to Expert	<i>CWF1, CWF2, CWF3 CWF5, CWF6</i>	OTKS_24: Preparation, coordination, and execution of MOU, MOA, Interservice Support Agreements, and Service Level Agreements

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<i>Complexity</i>			<i>Relevancy</i>	<i>Specific Knowledge and Skills</i>
<i>Entry-Level</i>	<i>Journeyman-Level</i>	<i>Senior-Level</i>		
Basic	Working to Advanced	Advanced to Expert	<i>CWF1, CWF2, CWF3 CWF4, CWF6</i>	OTKS_25: Protection concepts associated with the information assurance features of availability, integrity, authentication, confidentiality, and non-repudiation
Limited to Basic	Working to Advanced	Advanced to Expert	<i>CWF1, CWF2, CWF3 CWF6</i>	OTKS_26: Integration of information technologies (e.g., biometrics, information tracking, bar code, geo-spatial information)
Basic	Advanced	Expert	<i>CWF2, CWF3 CWF6</i>	OTKS_27: Principles, concepts, and methods for information storage, distribution, and transportation
Basic	Working to Advanced	Working to Expert	<i>CWF2 CWF5, CWF6</i>	OTKS_28: Developments and advances in emerging technologies (e.g., PDAs, PEDs, wireless networks, internet/intranet, nanotechnology, and artificial intelligence) and their applications and trends in information management
Limited to Basic	Working to Advanced	Working to Expert	<i>CWF2, CWF3 CWF6</i>	OTKS_29: Image systems storage (micrographics) including filming, configurations, quality control, hardware, computer output microfilm, film testing, software, and storage

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<i>Complexity</i>			<i>Relevancy</i>	<i>Specific Knowledge and Skills</i>
<i>Entry-Level</i>	<i>Journeyman-Level</i>	<i>Senior-Level</i>		
Basic	Advanced	Expert	<i>CWF2, CWF3 CWF6</i>	OTKS_30: Media and equipment transportation policies including USPS regulations and transportation requirements for non-postal service carriers (e.g., government and federal courier agencies)
Basic	Working to Advanced	Expert	<i>CWF2, CWF3, CWF6</i>	OTKS_31: Electronic, optical, and other energy transfer of information (e.g., laser, fax, email, and web pages) policies and requirements
Basic	Advanced	Expert	<i>CWF1, CWF2, CWF3 CWF6</i>	OTKS_32: Classification management and other protected information concepts and terms (including concepts and principles of original and derivative classification)
Basic	Working to Advanced	Advanced to Expert	<i>CWF1, CWF2, CWF3 CWF6</i>	OTKS_33: Equity recognition, decision support, and appeals
Basic	Working to Advanced	Advanced to Expert	<i>CWF1, CWF2, CWF3 CWF6</i>	OTKS_34: Redaction techniques and processes
Basic	Advanced	Expert	<i>CWF1, CWF2, CWF3 CWF5, CWF6</i>	OTKS_35: National disclosure policies
Basic	Advanced	Expert	<i>CWF1, CWF2 CWF6</i>	OTKS_36: Protection principles associated with human knowledge

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<i>Complexity</i>			<i>Relevancy</i>	<i>Specific Knowledge and Skills</i>
<i>Entry-Level</i>	<i>Journeyman-Level</i>	<i>Senior-Level</i>		
Basic	Advanced	Expert	<i>CWF1 CWF4, CWF6</i>	OTKS_37: Failure analysis concepts, methods, principles, and techniques
Basic	Advanced	Expert	<i>CWF4, CWF6 CWF7</i>	OTKS_38: Development, preparation, and execution of information security presentations and briefings