

-----OFFICIAL INFORMATION DISPATCH FOLLOWS-----
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SUBJ/ALCOM 099/16 CYBERSECURITY CSWF-PM ACCESS/ALL COMMANDS//

REF/A/MSGID:DOC/SECNAV/YMD:20160210//

REF/B/MSGID:DOC/SECNAV/YMD:20160627//

NARR/REF A SECNAVINST 5239.20A, DEPARTMENT OF THE NAVY CYBERSPACE INFORMATION TECHNOLOGY AND CYBERSECURITY WORKFORCE MANAGEMENT AND QUALIFICATION. REF B IS SECNAV M 5239.2, CYBERSPACE INFORMATION TECHNOLOGY AND CYBERSECURITY WORKFORCE MANAGEMENT AND QUALIFICATION MANUAL.//

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RMKS/1. This message provides notification of a new Cyber IT/CSWF requirement. Refs (a) and (b) significantly revise DON Cyber/IT Workforce policy regarding DON Cyberspace IT and Cybersecurity Workforce Management and Qualification. Ref (a) establishes the Cyber IT/CSWF program manager (Cyber IT/CSWF-PM) role. Each command is required to designate a Cyber IT/CSWF-PM to manage their program locally. Ref (b) updates Department of Navy (DON) workforce policy and responsibilities to support the DON's transition from the Information Assurance (IA) Workforce Program to the new DoD Cyberspace Workforce structure and the Defense Cyber Workforce Framework (DCWF) to track and manage the Navy Cyber IT/Cybersecurity Workforce (Cyber IT/CSWF).

2. The TWMS CSWF management module is being updated to support the DWCF. Not later than 30 AUG 2016, commands shall designate at least one person as Cyber IT/CSWF-PM and that person is required to have a Cyber IT/CSWF-PM account in the TWMS CSWF tracking tool. It is recommended that an alternate with a Cyber IT/CSWF-PM account also be established. Personnel designated as Cyber IT/CSWF-PM are required to manage and track Cyber IT/CSWF personnel in TWMS. Personnel that have a current CSWF Security Coordinator account will automatically update to CSWF-PM access in TWMS. Template for CSWF-PM designation letters are available at <https://usff.portal.navy.mil/sites/NAVIDFOR/manpower/cswf/SitePages/Home.aspx>. Echelon IV and below submit the name of the command Cyber IT/CSWF-PM and all UICs for

which they perform this role to the administrative Echelon III Cyber IT/CSWF-PM. Echelon III commands consolidate submissions and forward to the respective echelon II Cyber IT/CSWF-PM NLT 29 JUL 2016. Echelon II commands are to maintain a current listing of subordinate Cyber IT/CSWF-PMs.

3. A command's ISIC may act as Cyber IT/CSWF-PM for the command. If ISIC is performing Cyber IT/CSWF-PM responsibilities for subordinate commands a memorandum of understanding must be forwarded to the Echelon II Cyber IT/CSWF-PM listing all UICs for which the ISIC is performing the Cyber IT/CSWF-PM role.

4. To activate an account to manage Cyber IT/CSWF personnel for all subordinate UICs, go to <https://twms.navy.mil/login.asp>. Select the email certificate, select the click here for account application button. Enter user's last name, first name, and the last four digits of user's SSN and then click Find. If user name is found in the TWMS database then it will appear. Click the Select link next to the name to open the account application form. If user name is not found then contact the local TWMS Administrator or the CNIC Government Enterprise Help Desk. Completion of the DoD Personally Identifiable Information (PII) training within the last year is required before starting TWMS account application. There is a link to the training available on the page. Enter and/or correct required fields. Select the Command Cyber IT/CSWF Program Manager/Security Coordinator access level. Click the Submit Application button. Each Command needs to forward a signed and dated Designation Letter (DL) on command letterhead to the CNIC Government Enterprise Help Desk. Upon receipt of the DL, the relevant TWMS privileges will be added to the TWMS account of the Cyber IT/CSWF-PM. These privileges will allow the following:

- Update Cyber IT/CSWF information

- Add training and certifications for assigned personnel

- Generate Cyber IT/ CSWF standard reports

- Generate Cyber IT/CSWF Ad-Hoc reports

- Manage training requirements for assigned personnel

- Manage SAAR-N processing for assigned personnel

- Upload relevant documents in association with assigned Cyber IT/CSWF personnel

5. Submit the name of the command Cyber IT/CSWF-PM and all associated UICs to the TYCOM Cyber IT/CSWF-PM for consolidation and forwarding to Echelon II Cyber IT/CSWF-PM.//

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