

CP-35 (Intelligence) ACTEDS Plan

Steps To Determine Your Required Competencies and Attain Certification:

Overview of CP-35 Structure

1. Go to Appendix A, Page A-2 to determine your Career Track, Career Area and Specialty (if appropriate). Example is for a full performance, non-supervisory/ technical track careerist in the Security Countermeasures/CI Career Area with a Personnel Security Specialty.

2. Then go to page A-5 for the Common/Core Competencies for the Technical Career Track and review Subgroups - Careerist selects those competencies most meeting the needs of their position, Specialty and career plans while meeting at least the minimum "Preponderance" standard of at least 66% of the competencies in each subgroup. (Example reflects a random selection of the minimum number of competencies.)

3. Then go to page A-21 for the Security Countermeasures/CI Career Area Competencies and review Subgroups and Specialties - Careerist selects those competencies most meeting the needs of their position, Specialty and career plans while meeting the minimum standard of at least 66% of the competencies in each subgroup. (Example reflects a random selection of the minimum number.)

4. Then go to Appendix D and put together a summary of your experience, education, training and self-development activities using the appropriate formats - Careerist focuses on required ACTEDS competencies. Training and development (T&D) should then focus on the weaker competencies considering the "Standards of Competency By Level" found on pages 34 & 35 of the ACTEDS plan and on last form below. Current year T&D activities should be included in the careerist's TAPES support form, DA7222-1 and evaluated at the end of the year.

5. Careerists seeking certification should go to Appendix E and use those formats to document attainment and begin the certification process. The "Standards of Competency by Level" printed on the last form apply to all competencies. Formats in Appendix D should supply enough information for verification by supervisors, ACPMs, etc.

CAREER TRACK		SUBGROUPS	LEVELS
1. TECHNICAL (COMMON/CORE)	C		
	CU	-Universal	-Entry/ Developmental
	CL	-Leadership/ Teamwork	-Full Performance/ Journeyman
	CE	-Organizational/ Environment	-Expert
	CG	-Functional/ Substantive	-Senior Expert
2. SUPER-VISORY/ MANA-GERIAL	M		
	ML	-Leading Change	-Team Leader
	MP	-Leading People	-Supervisor
	MR	-Results Driven	-Manager
	MB	-Business Acumen	-Senior
	MC	-Building Coalitions Communication	-Executive

CAREER AREAS		SUBGROUPS	SPECIALTIES
3. COLLECTION MANAGEMENT	O		
	OE	-Organizational/ Environment	Requirements Operations
	OF	-Functional/ Substantive	
4. PRODUCTION/ ANALYSIS	P		
	PE	- Organizational/ Environment	-Analysis -Intelligence Threat Support
	PF	- Functional/ Substantive	-Materiel Exploitation -Materiel Acquisition
5. SECURITY COUNTER-MEASURES/ COUNTERINTEL-LIGENCE (CI)	S		
	SE	- Organizational/ Environment	Technical Security Physical Security Information Security Industrial Security Disclosure Security Personnel Security
	SF	- Functional/ Substantive	Automation Security Operations Security Counterintelligence
6. EDUCATION/ TRAINING	E		
	EE	- Organizational/ Environment	Instructor Education Training
	EF	- Functional/ Substantive	
7. INTELLIGENCE COMBAT DEVELOPMENT	I		
	IE	- Organizational/ Environment	- General Intel Combat Developments
	IF	- Functional/ Substantive	- Design and Development - Materiel Acquisition - Staff Management

Step 1

Step 2

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Subgroups of the Common/Core (Non-Supervisory) Technical Track with Associated Competencies

UNIVERSAL (CU) (7 or more)	LEADERSHIP/TEAM-WORK (CL) (4 or more)	ORGANIZATIONAL/ENVIRONMENT (CE) (5 or more)	FUNCTIONAL/SUBSTANTIVE (CF) (4 or more)
CU.1 Written Communication	CL.1 Project Management	CE.1 Army Roles, Customs and Courtesies	CF.1 Broad Career Area Expertise
CU.2 Oral Communication	CL.2 Teamwork/ Teambuilding/ Leadership	CE.2 Army Organizational Roles	CF.2 Multi-Career Areas/ Related Disciplines
CU.3 Computer Skills	CL.3 Concept Facilitation/ Influencing/ Negotiating	CE.3 DOD and Joint Organizational Structures, Roles and Missions	CF.3 Intelligence Cycle
CU.4 Staff Work	CL.4 Decision Making	CE.4 Intelligence Community and the National Intel Process	CF.4 National Security and Military Strategy
CU.5 Reasoning/ Problem Solving/ Creative Thinking	CL.5 Evaluation and Critique	CE.5 Army Intelligence Roles and Functions	CF.5 Intel-Unique Computer/Network Systems
CU.6 Self-Management/ Initiative		CE.6 Interagency Coordination	
CU.7 Security Precepts, Requirements, and Procedures		CE.7 Force Integration	
CU.8 Diversity Awareness			
CU.9 DCIPS/ CP35			
CU.10 Funding and Contracting; Cost Analysis			



to either Counterintelligence (CI) or Security Countermeasures (SCM). All careerists are responsible for the competencies under the Organization/ Environment Subgroup. Careerists are only responsible for the competencies in the Functional/ Substantive subgroup relating to their assigned specialties/disciplines/functions. Key: CI = Counterintelligence, TECH = Technical Security, INFO = Information Security, DISC = Disclosure Security, AUTO = Automation Security or Security, PHYS = Physical Security, IND = Industrial Security and Information Assurance (IA), OPS = Operations, PERS = Personnel Security.

ORGANIZATIONAL/ENVIRONMENT (SE) (4 or more)	SPECIALTY	FUNCTIONAL/SUBSTANTIVE (SF) (11 or more)	CI	TECH	INFO	DISC	AUTO	OPS	PHYS	IND	PERS
SE.1 DOD Organizations & their Investigative Responsibilities	ALL	SF.1 Security Laws and Regulations	X	X	X	X	X	X	X	X	X
SE.2 Analysis Organizations	ALL	SF.2 Intel Laws & Related Statutes	X	X	X	X	X	X	X	X	X
SE.3 HUMINT Operations	ALL	SF.3 Countermeasure Disciplines	X	X	X	X	X	X	X	X	X
SE.4 Joint Interagency Operations	ALL	SF.4 Foreign Intelligence Threat	X	X	X	X	X	X	X	X	X
SE.5 Multidiscipline SCM or CI Operations	ALL	SF.5 ADP/IA Security Operations	X	X	X	X	X	X	X	X	
		SF.6 Acquisition Systems Protection Prg.	X	X	X	X	X	X	X	X	X
		SF.7 Special Access Program Requirements	X	X	X	X	X	X	X	X	X
		SF.8 Foreign Disclosure	X	X	X	X	X	X	X	X	X
		SF.9 Counterterrorism and Antiterrorism	X	X	X	X	X	X	X	X	X
		SF.10 Counterproliferation	X	X	X	X	X	X	X	X	X
		SF.11 Foreign Ground Forces	X	X	X	X	X	X			
		SF.12 TSCM	X	X	X		X		X		
		SF.13 Counterintelligence (CI)	X	X	X	X					
		SF.14 Counterintelligence Requirements and Procedures	X	X	X		X				X
		SF.15 Certification Requirements	X	X							
		SF.16 Polygraph Operations		X							X

Step 3

GROUP 5- SECURITY COUNTERMEASURES/ COUNTERINTELLIGENCE COMPETENCIES These competencies are for all careerists whose main duties/functions relate

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Step 4a DOCUMENTATION OF COMPETENCY FROM TRAINING OR EDUCATION FOR CP-35

NAME: _____ DSN NO: _____ SERIES: **080** CURRENT GRADE: **12**

CURRENT ORGANIZATION: _____ CAREER TRACK: **Non-Supervisory/Technical**

CAREER AREA: **Security Countermeasures/CI** CAREER LEVEL: **Full Performance** SPECIALITY: **Personnel Security**

Check If Continuation Page Attached

EDUCATION OR TRAINING COURSE/ CLASS COMPLETED	L E V E L	D A Y S	DATES	SOURCE (Training Center, College, or Organization Offering the training/course)	COMPETENCIES (Indicate competencies improved or attained completion of the training or course)	
					Code	Competency name
Title						

Level = Introductory (I), Intermediate (M), Advanced (A). Days = Number of days of training. Dates = dates of course or class. Code/Name = Alpha code & name for competency from Appendix A of ACTEDS Plan.

	SIGNATURES	E-MAIL ADDRESS	DATE
VERIFICATION: I certify, that, to the best of my knowledge and belief, all of the information on and attached to this document is true, correct, complete and made in good faith.	EMPLOYEE (Application): _____		
	SUPERVISOR (Endorsement): _____		
	MGR/ACPM (Optional): _____		

Step 4b DOCUMENTATION OF COMPETENCY FROM EXPERIENCE FOR CP - 35

(Separate sheet for each assignment)

1a. Name:		b. Present Army MACOM:			
c. Email Address:		d. Phone:		e. DSN:	
2a. Career Area: Security Countermeasures		b. Track: Technical/ Non-supervisory	c. Level: Full Performance	d. Series: 080	e. Grade: 12
f. Specialty: Personnel Security					

3. Competencies Improved or Attained from Assignment (Use separate sheet of bond paper to continue)

Code	Competency	Code	Competency

4. Rotational Assignment/Permanent Assignment

a. Assignment/Position Title:			b. Military/Civilian Grade:		
c. Date(s) of Assignment - From:		To:	d. # Months:	e. Org during Asgn:	
f. Location/DUTy Station:					
g. Position Description (Duties actually performed and achievements attained related to competencies claimed. Use separate sheet of bond paper to continue)					

h. Verifying Official: _____ i. E-mail Address: _____

5. Certification. I certify that, to the best of my knowledge and belief, all of the information on and attached to this document is true, correct, complete and made in good faith.

	SIGNATURE	E-MAIL ADDRESS	DATE
EMPLOYEE (Application):			
SUPERVISOR (Endorsement):			
MGR/ACPM (Optional):			

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Step 4c

DOCUMENTATION OF COMPETENCY FROM SELF-DEVELOPMENTAL ACTIVITIES FOR CP-35

NAME: _____ DSN NO: _____ SERIES: **080** CURRENT GRADE: **12**

CURRENT ORGANIZATION: _____ CAREER TRACK: **Technical/Non-supervisory**

CAREER AREA: **Security Countermeasuree** CAREER LEVEL: **Full Performance** SPECIALITY: **Personnel Security**

Page ___ of ___ pages.

SELF-DEVELOPMENT ACTIVITY (Professional Societies, Community Activities, Published Articles or Books, Teaching, etc) Activity	DATES		DAYS/ MONTHS	COMPETENCIES (Indicate competencies improved or attained by completion of the training or course)	
	From	To		Code	Competency name

Description of Activity (tasks completed and achievements attained related to competencies claimed)

SELF-DEVELOPMENT ACTIVITY (Professional Societies, Community Activities, Published Articles or Books, Teaching, etc) Activity	DATES		DAYS/ MONTHS	COMPETENCIES (Indicate competencies improved or attained by completion of the training or course)	
	From	To		Code	Competency nam

Description of Activity (tasks completed and achievements attained related to competencies claimed)

Dates = dates of activity. Days/Months = number of days or months of activity. Code/Name = Alpha code and name for competency from Appendix A to ACTEDS Plan.

SIGNATURES E-MAIL ADDRESS DATE

VERIFICATION:

I certify, that, to the best of my knowledge and belief, all of the information on and attached to this document is true, correct, complete and made in good faith.

EMPLOYEE (Application): _____

SUPERVISORY (Endorsement) _____

MGR/ACPM (Optional):** _____

****Must meet both Career Level Definitions and 66% Preponderance Rule to be Certified for Career Track, Area and Specialty**



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Step 5a

CERTIFICATION OF COMPETENCY LEVEL FOR CP-35 (Summary Sheet – Common Core & Supv/Mgmt Competencies)

NAME: _____ DSN NO: _____ SERIES: **080** CURRENT GRADE: **12**
 CURRENT ORGANIZATION: _____ CAREER TRACK: **Technical/Nonsupervisory**
 CAREER AREA: **Security Countermeasures/CI** SPECIALITY: **Personnel Security** CAREER LEVEL: **Full Performance**

COMMON/CORE GROUP & TECHNICAL TRACK				Initials				SUPERVISORY/MANAGERIAL GROUP & TRACK				Initials					
Code	Subgroup/Competency	Emp	Supv	Mgr	CPM	Code	Subgroup/Competency	Emp	Supv	Mgr	CPM	Code	Subgroup/Competency	Emp	Supv	Mgr	CPM
CU	UNIVERSAL (7 or more)					ML	LEADING CHANGE (6 or more)					ML	LEADING CHANGE (6 or more)				
CU.1	Writing					ML.1	Continual Learning					ML.1	Continual Learning				
CU.2	Oral Communications					ML.2	Creativity and Innovation					ML.2	Creativity and Innovation				
CU.3*	Computer Skills					ML.3	Flexibility					ML.3	Flexibility				
CU.4*	Staff Work					ML.4	Resilience					ML.4	Resilience				
CU.5	Reasoning					ML.5	External Awareness					ML.5	External Awareness				
CU.6	Self-Management/Initiative					ML.6	Service Motivation					ML.6	Service Motivation				
CU.7*	Security Precepts, Requirements and Procedures					ML.7	Strategic Thinking					ML.7	Strategic Thinking				
CU.8	Diversity Awareness					ML.8	Vision					ML.8	Vision				
CU.9	DCIPS/CP-35					MP	LEADING PEOPLE (3 or more)					MP	LEADING PEOPLE (3 or more)				
CU.10	Funding & Contracting; Cost Analysis					MP.1	Conflict Management					MP.1	Conflict Management				
CL	LEADERSHIP/TEAMWORK (4 or more)					MP.2	Cultural Awareness					MP.2	Cultural Awareness				
CL.1	Project Management					MP.3	Integrity/Honesty					MP.3	Integrity/Honesty				
CL.2	Teamwork/Teambuilding/Leadership					MP.4	Team Building					MP.4	Team Building				
CL.3	Concept Facilitation/influencing/Negotiating					MR	RESULTS DRIVEN (4 or more)					MR	RESULTS DRIVEN (4 or more)				
CL.4	Decision Making					MR.1	Accountability					MR.1	Accountability				
CL.5	Evaluation and Critique					MR.2	Customer Service					MR.2	Customer Service				
CE	ORGANIZATIONAL/ENVIRONMENT (5 or more)					MR.3	Decisiveness					MR.3	Decisiveness				
CE.1*	Army Roles, Customs and Courtesies					MR.4	Problem Solving					MR.4	Problem Solving				
CE.2*	Army Organizational Roles					MR.5	Technical Credibility					MR.5	Technical Credibility				
CE.3*	DOD and joint Organizational Structures, Roles and Missions					MR.6	Entrepreneurship					MR.6	Entrepreneurship				
CE.4*	Intelligence Community and the National Intelligence Process					MB	BUSINESS ACUMEN (2 or more)					MB	BUSINESS ACUMEN (2 or more)				
CE.5*	Army Intelligence Roles and Functions					MB.1	Human Resource Management					MB.1	Human Resource Management				
CE.6*	Interagency Coordination					MB.2	Financial Management					MB.2	Financial Management				
CE.7*	Force Integration					MB.3	Technology Management					MB.3	Technology Management				
CF	FUNCTIONAL/SUBSTANTIVE (4 or more)					MC	BUILDING COALITIONS/ COMMUNICATIONS (4 or more)					MC	BUILDING COALITIONS/ COMMUNICATIONS (4 or more)				
CF.1*	Broad Career Area Expertise					MC.1	Influencing/Negotiating					MC.1	Influencing/Negotiating				
CF.2*	Related Disciplines/Career Areas					MC.2	Interpersonal Skills					MC.2	Interpersonal Skills				
CF.3*	Intelligence Cycle					MC.3	Oral Communications					MC.3	Oral Communications				
CF.4*	National Security and Military Strategy					MC.4	Partnering					MC.4	Partnering				
CF.5*	Force Integration					MC.5	Written Communication					MC.5	Written Communication				
CF.6*	Intelligence-Unique Computer/Network Systems					MC.6	Political Savvy					MC.6	Political Savvy				

*Applies also to those in the Supervisory/Managerial Career Track
 Emp = Employee Initials. Supv = Supervisory Initials. Mgr = Manager's Initials. CPM = CPM Initials

VERIFICATION:

SIGNATURES

E-MAIL ADDRESS

DATE

I certify, that, to the best of my knowledge and belief, all of the information on and attached to this document is true, correct, complete and made in good faith.

EMPLOYEE (Application): _____

SUPERVISOR (Endorsement): _____

MANAGER/ACPM (Endorsement): _____

CPM (Approval): _____

Step 5b

