

OpMan 42 – Certification Program Operations

Approved Nov 11, 2021

1. **PURPOSE:** The purpose of this OpMan is to provide direction on the operation of the AOC Certification Program. It is intended that the AOC Certification serve as a way of encouraging active participation in the AOC's training and mentoring programing, as well as boost membership by providing a way for members to publicize their accomplishments and training, provide a path for government organizations to certify and train their staff, and provide a way for corporate sponsors to highlight the Electromagnetic Spectrum Operations (EMSO) and Electronic Warfare (EW) experience of their staff in bidding for work from various governments.

2. **AUTHORITY AND RESPONSIBILITY:**
 - A. Authority and Responsibility is assigned to the Training and Education Committee.
 - B. The Chairman of the Training and Education Committee (TEC) with approval of the President shall designate a person of his choosing to act as Certification Chairman.
 - C. A Certification Review Board will be a variable group of advisers approved by TEC, that help review and comment on applications to CSEW. A large group is desired, so that the time commitment required to review and process applications is minimized for each individual.
 - D. Certification Chair shall be responsible for authorizing, overseeing, and ensuring compliance with this OpMan.
 - E. The Certification Chair will be responsible to report to the AOC President, the Board of Directors (BOD), and the Board of Governors (BOG) on at least a quarterly basis.
 - F. Certification Chair will be responsible to report to the AOC President, BOD and BOG, as soon as possible, any important events either financial, technical, or affect AOC reputation.
 - G. Certification Chair will respond to the President, BOD and BOG as requested and directed by those individuals on questions, requests for new courses of actions, and contingency plans.
 - H. A Certification Chair will be responsible for reviewing and assessing resumes and recommendations submitted as part of a certification package from an applicant.
 - I. The AOC marketing team will support the committee through the AOC Education Coordinator on all certification marketing needs.

3. **APPOINTMENTS:**
 - A. The Chairman shall be appointed by the President.
 - B. Membership shall consist of at least 4 individuals, and no more than 10 members. Chairman positions is expected to be unpaid members of the BOD or BOG.
 - C. The Chairman, with the approval of the President will appoint a Certification Chairman; does not need to be a member of the BOD or BOG.




4. **STAFF AND FINANCIAL SUPPORT:**
 - A. The Certification Program Committee will rely on support from staff members of the AOC for support, and as such, will make financial statements to the BOD for the general support of the AOC utilized.
 - B. The Certification Program shall make no financial commitments to sponsors, instructors, or other certification support organizations or people, without written/email approval from the President and the BOD.

5. OPERATIONS:

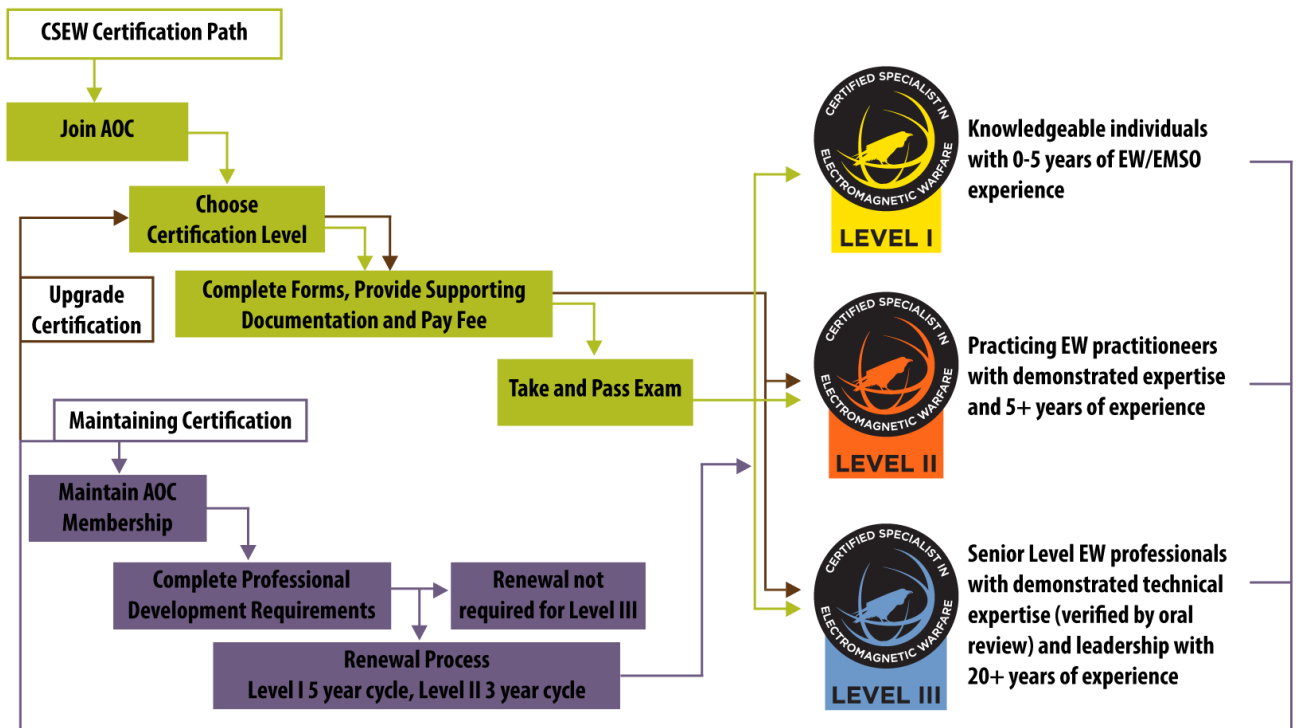
- A. The Certification Program has been authorized and certified by AOC base on its standing and experience in the EMS. The Certification is not accredited by an outside organization.
- B. The Certification Program provides a formal process to help create and document the knowledge, experience, and skills represented by members of the AOC. Certification differs from licensing, in that licenses are legal permissions granted by a government entity for a person to practice their craft in that government's regulatory boundaries. Certification also differs from a "certificate" program, that simply documents the successful completion of training in an education program.
- C. The AOC Certified Specialist in Electronic Warfare (CSEW) Program will have 3 levels of achievement, called CSEW Level I, CSEW Level II, and CSEW Level III. Each increasing level is intended to document enhanced achievement of the individual certified in Electromagnetic Spectrum Management Operations, Electronic Warfare, Cyber Electromagnetic Activities, and Information Operations.**
- D. In marketing and instructions referring to these 3 levels, TEC will use the approved logos in the chart below.
- E. TEC will work to constantly improve and develop the set of requirements for certification at these 3 levels. The intention for each of these levels should be followed in the requirements development:
 - a. Level I – provide an easy point of entry for college students and young Crows to get involved in AOC and kindle their desire for more achievement and recognition.
 - b. Level II – provide a level for working Crows to publicize their talents, while increasing their mentorship to young Crows
 - c. Level III – provide a prestige level for the top-level Crows to demonstrate their industry leadership and provide sponsors with benefits in their marketing of their staff who are AOC members and achieved this level of certification.
- F. TEC will continually study the development of certification support materials, and certification classes, both for technical requirements and financial obligation and benefits required of AOC. Reports will be made to the President and BOD as part of the quarterly reports.
- A. TEC will work with the AOC Marketing staff on ways to publicize the CSEW program, including, but not limited to: Conference presentations, flyers, working with corporate sponsors on customized certifications, press releases, targeted email, eCrow newsletter articles, advertisements on LinkedIn, FaceBook, and JED.

6. CERTIFICATION LEVELS:

A. There will be 3 levels of certification, with descriptions of the expertise required as follows:

		
<p>CSEW Level I is intended to recognize individuals who are knowledgeable in EMSO/EW but without demonstrated EMSO/EW program experience. The qualification for Level I is possession of EMSO/EW knowledge typical of a junior systems practitioner, as evidenced by passing the knowledge exam and taking AOC sponsored courses in EMSO/EW.</p>	<p>CSEW Level II recognizes practitioner practitioners who have demonstrated knowledge and experience in many aspects of EMSO/EW. The qualifications for this level include documented education and experience in the EMSO/EW domain, passing the CSEW exams, and taking AOC offered coursework, all of which are expected of an experienced, all-round EMSO/EW practitioner.</p> <p>A CSEW Level II may be a military staff working in the EMSO/EW domain, or an EMSO/EW engineer providing equipment to support EMSO/EW operations.</p> <p>A CSEW Level II should be capable of carrying out EMSO/EW practitioner tasks in a broad range of EMSO/EW domains, and these individuals have an experience level of a self-sufficient individual who is capable of “finding his or her own way” to make a productive contribution in most EMSO/EW work situations.</p> <p>The prevalent profile to which the CSEW Level II is targeted is that of an EMSO/EW specialist with a minimum of five years of EMSO/EW experience.</p>	<p>CSEW Level III is for those system practitioners who have distinguished themselves by demonstrating both substantial experience and technical leadership in EMSO/EW. The CSEW Level III has a broader and deeper experience in performing and leading EMSO/EW practitioner tasks than the CSEW Level II.</p> <p>A CSEW Level II may be a military staff working in the EMSO/EW domain, or an EW engineer providing equipment to support EMSO/EW operations, but either would be expected to have a deep understanding on all the subtleties of EMCO/EW operations and techniques.</p> <p>The CSEW Level III has at least twenty years of EMSO/EW practitioner experience and is the person others seek with specific, challenging, technical questions. He or she may not be an expert in all aspects of systems practitioner but is the expert for significant aspects of EMSO/EW and could perform adequately in most, if not all.</p>

7. THE CERTIFICATION PROCESS:



- A. The CSEW Certification Path starts with a green box on the top left labeled “Join AOC.” From that step, individuals move down to the next green box, “Choose Certification Level.” Next, they’ll “Complete Forms, Provide Supporting Documents and Pay Fee” for application processing. The final green box shows the last step in the application process, “Take and Pass Exam.” Some candidates may complete the exam before starting the rest of the process and would then complete the other steps in the order described. A candidate’s application package, exam results, and administrative requirements are reviewed before awarding them certification at the Level I, Level II, or Level III.
- B. The lower, purple boxes in the diagram show the steps to maintain certification, starting with “Maintain AOC Membership.” Next, an individual will “Complete Professional Development Requirements.” CSEW Level III individuals are not required to document professional activities, so they go next down the path of “Renewal Not Required for CSEW Level III.” CSEW Level I and Level II individuals continue to the lowest orange box, “Renewal Process CSEW Level I - 5-year cycle, CSEW Level II - 3-year cycle.” They will submit their payment and documentation to renew their certification.
- C. An additional route is shown via blue arrows on the diagram. This route is to “Upgrade Certification.” This is when an CSEW Level I or Level II moves to a higher certification. They will follow the same path as someone starting without a certification except, they do not need to repeat steps that are duplicated. A CSEW Level I transitioning to CSEW Level II will not be required to retake the knowledge exam. A CSEW Level II transitioning to CSEW Level III will not resubmit educational proof and may be able to reuse references.
- D. The right side of the diagram shows the three certification levels. CSEW Level I, at the top, is reached through all paths and is for “Knowledgeable individuals with 0-5 years of systems practitioners experience.” CSEW Level II, the middle level is for “Practicing systems practitioners with demonstrated expertise and 5+ years of experience.” CSEW Level III, listed on the lower right corner

of the diagram, is for “Chief/Principal EMSO/EW practitioners with demonstrated technical expertise (verified by oral review) and leadership with 20+ years of experience.”

8. EQUIVALENCY PROGRAMS:

- A.** The applicant may petition the Certification Chair for direct appointment to any level of certification. A set of reviewers from the Certification Board (a variable group of staff approved by TEC, that help review and comment on applications to CSEW) will review and return recommendations to the Certification Chair. (A large group for the Certification Board is desired, so that the time commitment required to review and process applications is minimized for each individual.) The petition should include substantial documentation of equivalency from either another certification program (e.g. University Degrees in EMSO/EW), or substantial practice in the EMSO/EW field (e.g. leadership in an important EMSO/EW organization, such as a military branch dedicated to EMSO/EW.)
- B.** The Certification Board may also award unsolicited honorary certification levels to anyone deemed worthy by the Board of Directors. These candidates for potential honorary certifications may be proposed by AOC Chapter Presidents or the Board of Directors. Once proposed, the Certification Chair will assign reviewers from the Certification Board and return recommendations to the Board of Directors for Final Approval.