Approved for public release, 17-776

GEOINT Professional Certification

Program Handbook

23 August 2017

GPC

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Geospatial Intelligence (GEOINT) Professional Certification

Introduction

The GEOINT Professional Certification (GPC) Program Handbook provides geospatial intelligence professionals with information on the objectives, requirements, and benefits of various GEOINT certifications used to promote interoperability across the GEOINT community and enable GEOINT practitioners to demonstrate proficiency in the competencies that are common to their specific geospatial intelligence discipline.

The Program Handbook also describes the specific eligibility requirements for each GEOINT certification and advises prospective candidates on how to prepare, register, and maintain the particular GEOINT certification in which they are interested.

The National Geospatial-Intelligence Agency (NGA) manages the GPC program for the benefit of all GEOINT practitioners under the authority of the Defense GEOINT Manager.

Eligible Population

GEOINT certifications are available to all geospatial intelligence practitioners worldwide that have (1) gained at least one year of GEOINT-related experience while working in a Department of Defense (DoD) work role, (2) hold an active U.S. Government security clearance, and (3) are actively serving in a GEOINT-related work role within the National System for Geospatial Intelligence (NSG).

Program Purpose

The GPC program was developed in support of a broader Under Secretary of Defense for Intelligence (USD(I)) initiative to further professionalize the Department of Defense Intelligence Enterprise (DIE) workforce. The certification program facilitates the advancement of professional development and training standards, promotes better synchronization and alignment of individual capabilities within the DIE through portable credentials, and further professionalizes the workforce. The purpose of the GPC certification for each GEOINT discipline follows on the next page.

Certification	Certification Purpose:
Fundamentals GPC-F	Ensure that credentialed geospatial intelligence practitioners, along a scale of proficiency within the topical area of GEOINT, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
Aeronautical Analysis AA-II	Ensure that credentialed Aeronautical Analysis practitioners, along a scale of proficiency within the topical area of GEOINT Aeronautical Analysis, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
Applied Science AS-II	Ensure that credentialed Applied Science practitioners, along a scale of proficiency within the topical area of GEOINT Applied Science (Bathymetry, Geodetic Earth Science, Geodetic Orbit Science, and Geodetic Surveying), have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
Cartography CA-II	Ensure that credentialed Cartography practitioners, along a scale of proficiency within the topical area of GEOINT Cartography, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
Geospatial Analysis GA-II	Ensure that credentialed Geospatial Analysis practitioners, along a scale of proficiency within the topical area of Geospatial Analysis, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
GEOINT Collection GC-II	Ensure that credentialed GEOINT Collection practitioners, along a scale of proficiency within the topical area of GEOINT Collection, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
Geospatial Data Management GDM-II	Ensure that credentialed Geospatial Data Management practitioners, along a scale of proficiency within the topical area of Geospatial Data Management, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
Human Geography HG-II	Ensure that credentialed Human Geography practitioners, along a scale of proficiency within the topical area of GEOINT Human Geography, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.

Imagery Analysis IA-II	Ensure that credentialed Imagery Analysis practitioners, along a scale of proficiency, within the topical area of GEOINT Imagery Analysis, have demonstrated the knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
Imagery Science IS-II	Ensure that credentialed Imagery Science practitioners, along a scale of proficiency, within the topical area of GEOINT Imagery Science, have demonstrated the knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
Maritime Analysis MA-II	Ensure that credentialed Maritime Analysis practitioners, along a scale of proficiency, within the topical area of GEOINT Maritime Analysis, have demonstrated the knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.

Governance

The GPC Program Governance Council, hereafter known as the Governance Council, is an NSG body that directly supports the Defense GEOINT Manager in the development, implementation, execution, maintenance, and sustainment of the GPC. The Governance Council represents the interests of all parties that have a stake in the certification program design, management, and maintenance.

The Governance Council serves as the decision-making body for certification policy coordination, certification program schema, and essential certification activities. The accreditation application outlines all supporting documentation required for the GPC Program to achieve and maintain independent external accreditation, codifies the GPC program's policies, processes, and procedures; and provides stakeholders visibility into the strategic, operational, and technical elements of each certification program. The Governance Council also establishes an Appeals Board as the final decision authority for all GPC appeals (see appeals section) and provides strategic direction and counsel to the GPC Program Management Office, hereafter referred to as the Program Management Office or PMO. The PMO provides administrative support to the Governance Council as well as day-to-day fiscal, technical, and operational sustainment of the NSG GPC Program.

Benefits

For individuals:

- Measures an individual's understanding and ability to apply the facts, concepts, and principles deemed critical to working within the GEOINT enterprise
- Promotes professional development
- Increases employment opportunities across organizations
- Provides the certificant with a sense of pride and professional accomplishment and demonstrates an individual's commitment to their profession

For employers:

- Provides a reference point for determining an individual's understanding and ability to apply the facts, concepts, and principles deemed critical to the successful execution of GEOINT mission functions
- Promotes better synchronization and alignment of individual capabilities with specific organizations across the DIE
- Identifies competent professionals in a discipline

For the profession:

- Defines standards and drives accountability
- Documents the GEOINT essential body of knowledge (EBK) as the professional standard
- Assesses, through a formal standardized evaluation process, individual attainment of the established standard
- Supports continuing competence of certificants

Certification Process

The four stages of the certification process are (1) application, (2) assessment, (3) conferral, and (4) maintenance. An individual GEOINT professional becomes eligible for certification after meeting the requirement criteria and gaining approval from their component or agency. The individual is considered to be an applicant after registering for a specific GPC assessment and is designated a certificant only after passing the assessment, meeting all other requirements, and receiving the credential from USD(I). A list of certified individuals is accessible via the GPC website on JWICS at http://gpc.nga.ic.gov/resources.php. Organizations without access to the GPC website may contact the GPC PMO at gpcprogramoffice@nga.mil for verification of a credential status.

Eligibility Requirements

GEOINT certifications are available to all geospatial intelligence practitioners worldwide that (1) are actively serving in a GEOINT-related work role within the National System for Geospatial Intelligence (NSG), (2) have gained at least one year of GEOINT-related experience while working in a Department of Defense (DoD) work role, and (3) hold an active U.S. Government security clearance. Candidates with current or expired clearances are not eligible to participate in the GPC program without a reinstatement of an active USG security clearance.

Additional eligibility requirements for each GPC certification are listed in the table below. Candidates must meet all of the eligibility requirements for a specific GEOINT discipline (tradecraft/work role) in order to be awarded the credential for that discipline. (Please see Appendix I for the rationale associated with the eligibility requirements of each GPC credential.) Note that all Proficiency Level II (PL-II) certifications include the GPC-F (PL-I) credential as an eligibility requirement. Candidates may participate in a PL-II exam prior to earning the GPC-F credential but the PL-II credential will not be awarded without meeting all PL-II eligibility requirements. A passing score for any GPC assessment remains active for one year and may not be used to meet conferral requirements more than 12 months beyond the date of that assessment. This requirement will be waived in the event of programmatic delays or if other circumstances beyond the control of the candidate arise that prevent the award of a certification within the allotted time.

Fundamentals (GPC-F)	• Have at least one year's experience working in a Department of Defense (DoD) GEOINT agency or with GEOINT activities in a DoD component • Be in Good standing as defined by his/her employing component or agency • Meet the GPC-F certification assessment's passing score
Aeronautical Analysis (AA-II)	• Have 3 or more total years of GEOINT aeronautical analytic experience as an employee of a Department of Defense (DoD) component or agency • Hold a relevant academic diploma/degree/certificate and successfully meet tradecraft entrance requirements to satisfy full performance Aeronautical Analysis work role requirements • Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential • Successfully meet the GPC AA-II certification assessment's passing score • Be in Good standing as defined by his/her employing component or agency
Applied Science (AS-II)	• Have 2 or more total years of GEOINT Applied Sciences experience • Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential • Be in Good standing as defined by his/her employing component or agency • Meet the AS-II certification assessment's passing score

Cartography (CA-II)	• Have 3 or more total years' experience as a GEOINT analyst or hold a valid GPC PL-II credential • Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential • Be in Good standing as defined by his/her employing component or agency • Meet the CA-II certification assessment's passing score
GEOINT Collection (GC-II)	• Hold a valid GEOINT Professional Certifications Fundamentals (GPC-F) credential • Meet one of the following experience criteria: (1) have 2 or more years of GEOINT collection experience, or (2) have 5 or more years of GEOINT experience and successfully complete GEOINT Requirements Management (GCRM2201) • Be in Good standing as defined by his/her employing component or agency • Meet the GPC GC-II certification assessment's passing score
Geospatial Analysis (GA-II)	• Be in Good standing as defined by his/her employing component or agency • Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential • Successfully complete the tradecraft specific Professional Qualification Standards (PQS) as indicated in the PQS Guidance Document (available on the GPC website at gpc.nga.ic.gov/resources.php) • Meet the GPC GA-II certification assessment's passing score
Geospatial Data Management (GDM-II)	• Hold a valid GEOINT Professional Certification-Fundamentals (GPC-F) credential • Have 2 or more total years of GEOINT GDM experience or 5 or more years of GEOINT experience • Be in Good standing as defined by his/her employing component or agency • Meet the GPC GDM-II certification assessment's passing score
Human Geography (HG-II)	• Hold a valid GEOINT Professional Certification Fundamental (GPC-F) credential • Have two or more years of HG GEOINT experience OR possess four or more total years of GEOINT Analyst work role experience • Be in Good standing as defined by his/her employing component or agency • Successfully meet the GPC-HG II certification assessment's passing score

Imagery Analysis (IA-II)	• Hold a valid GEOINT Professional Certification-Fundamentals (GPC-F) credential • Be in Good standing as defined by his/her employing component or agency • Successfully complete the tradecraft specific Professional Qualification Standards (PQS) as indicated in the PQS Guidance document • Meet the GPC IA-II certification assessment's passing score
Imagery Science (IS-II)	• Hold a valid GEOINT Professional Certification Fundamental (GPC-F) credential • Have successfully completed tradecraft specific courses • Possess three or more total years of Imagery Science work role experience • Have successfully completed the work role specific Professional Qualification Standards (PQS) • Meet the GPC IS-II certification assessment's passing score • Be in Good standing as defined by his/her employing component or agency
Maritime Analysis (MA-II)	• Have a total of two or more years Maritime Analysis experience or a total of five years or more of GEOINT experience • Hold a valid GEOINT Professional Certification-Fundamentals credential • Be in Good standing as defined by his/her employing component or agency • Successful completion of appropriate Professional Qualification Standard (PQS) • Successfully meet the GPC MA-II certification assessment's passing score • Successfully meet the GPC MA PL-II work role scenario's passing score

Conferral

Per National Commission for Certifying Agencies (NCCA) guidance, credentials may only be awarded after a candidate's knowledge and/or skill is evaluated and determined to be acceptable. In order to be recommended to the conferral authorities for vetting and approval, participants must meet the certification assessment passing score and, unless waived, successfully complete all of the assessment eligibility requirements. In order to standardize verification methods, decrease bias, and reduce the risk of inaccuracies in candidate documentation, the GPC PMO will judge candidate's compliance with each certification eligibility requirement by direct verification of USG databases of record, when available, or through verification by the candidate's Service headquarters. The names of vetted candidates will be submitted to the Governance Council for review and approval and then forwarded to the USD(I) for conferral. The GPC program does not grant reciprocal certifications.

Using GPC Credentials

Certificants who are awarded GPC credentials are authorized to use the certification designations and certification marks on signature lines, business cards, and resumes to promote their expertise and differentiate themselves from their peers. A GPC-certified professional may use the designations and marks for each GPC credential they have earned during the period of time that the certificant's credentials are maintained.

Certification designations should be printed in all capital letters following the certified professional's name. Separate the name and designations with commas. If used, certification marks should appear at the bottom of a signature block or in the lower-left or lower-right corner of a resume or curriculum vitae. Certification marks may be downloaded from the GPC websites http://gpc.geo.nga.ic.gov or https://geointel.nga.mil/gpc/. The certificants name must appear on any materials where the GPC designation or mark is used. The GPC designation or mark should not be more prominent than the certificant's name.

The use of GPC designations and marks should be consistent with the purpose and scope of the GPC Program and should never be presented in a misleading or fraudulent manner. The GPC PMO will recommend the revocation of all GPC credentials held by an individual for the unauthorized or inappropriate use of any GPC designation or mark. See the Maintenance and Revocation sections below for additional information.

GPC designations and marks authorized for use:

GPC-F AA-II AS-II CA-II GA-II GC-II

GDM-II HG-II IA-II IS-II MA-II

Maintenance

The purpose of certification renewal through maintenance and recertification is to enhance the continued competence of certificants. GPC maintenance requirements were established to ensure that certificants who demonstrated competence at the time of their initial certification continue their professional development to maintain specified levels of knowledge, skills, and abilities sufficient to perform their occupational roles throughout their professional careers.

In order to maintain active certifications, all certificants (GPC certified individuals) must recertify within their three-year certification maintenance period by earning 100 or more Professional Development Units (PDUs) as described in Tables 1 and 2 and remaining in Good standing as defined by his/her employing component or

agency. The completion of 100 PDUs during the three-year certification maintenance period maintains an active certification for all current certifications held by the GPC certified individual. Based on the historic/expected rate of change in the GEOINT community, a three-year recertification period allows certificants sufficient time to complete professional development activities that enable them to keep pace with changes in the GEOINT technologies, tools, and processes related to their work role. The GPC PMO will, via the GPC Governance Council and the D/NGA, recommend that the USD(I) revoke the credential(s) of any GPC certificant who fails to complete PDU requirements or maintain Good standing during his/her certification maintenance period. Loss of the credential(s) will result in the loss of all rights and responsibilities associated with holding a GEOINT professional certification.

Certificants are required to maintain a log that accurately reflects their PDU maintenance activities. For each developmental action, the log should be annotated to record the start and end dates that the PDU activity, the category of professional development, the title/description of the activity, and the number of PDUs earned for that specific developmental action. An example PDU log is provided at Table 1 below.

An individual's three-year certification maintenance period commences upon the award or renewal of his/her GPC Fundamentals (GPC-F) certification. Certificants accrue PDUs throughout this three-year period by successfully completing creditable activities within the four approved professional development categories: Academic Study, Training/Education Activities, Professional Activities, and Professional Experience. The Community Catalog of creditable activities is located in the PDU Point Matrix at Table 2 below. All PDUs earned by an individual apply to all certifications held by that individual for the duration of their specific three-year maintenance period.

In order to ensure the accuracy of the recertification process, the GPC PMO will conduct periodic audits of certificant records to verify certificant compliance with GPC recertification requirements. Certificants, therefore, must maintain records of their maintenance activities (i.e., PDU log and supporting documentation) until receiving notification from the GPC PMO of their successful recertification. Individual maintenance of records will help ensure that certificants receive appropriate certification maintenance credit upon transfer, separation, or retirement from his/her component or agency. If an accounting shortfall is identified during a GPC audit, and in the opinion of the PMO the individual has made a good faith effort to fulfill the requirements of the three-year maintenance period, then the certified individual will be granted a 90-day waiver to resolve the issue. Waivers do not constitute a reset of the certificant's renewal clock, but rather summarily shorten the following maintenance period by 90-days. (See Appendix G for additional information on the audit process.)

Table 1

GEOINT Professional Certification

Professional Development Unit Log Example

Certificant Name (Last, First MI)			GPC-F Certificate #	Email address (Unclassified)
Fisher, Kenneth V.			*001164*	*kenneth.v.fisher@nga.mil*
Start Date	**End Date**	**Professional Development Category** - Academic Study - Training/Education Activity - Professional Activity - Professional Experience	**Activity Title and Description**	**Number of PDUs earned**
7/1/2015	*6/30/2018*	*Professional Experience*	*Successful Performance in a GEOINT-related position (1 per month)*	*36*
7/1/2015	*6/30/2018*	*Training/Education Activity*	*Mandatory organizational training (5 CBTs per year x 3 years)*	*15*
8/17/2015	*12/18/2015*	*Academic Study*	*Completed George Mason University graduate level course on Remote Sensing (GGS 579 – 3 credits)*	*45*
2/15/2016	*2/19/2016*	*Professional Activity*	*Impactful work activity – Created "Border Analysis" widget for analysis / production subsequently approved for organizational use*	*1*
4/25/2016	*4/29/2016*	*Training/Education Activity*	*Completed 5 day course at NGC - Fundamentals of GIS (GIS2101)*	*10*
6/29/2017	*6/29/2017*	*Professional Activity*	*Attended CGTC conference hosted at NGA (8 hours)*	*1*
9/1/2017	*9/1/2017*	*Professional Experience*	*Awarded IA-II (GEOINT-related Professional Certificate)*	*30*
1/22/2018	*1/24/2018*	*Professional Activity*	*Production – Principle contributor to Geospatial Intelligence Analysis Product added to NGA's Imagery Intelligence Intelink server*	*1*
			Total	*139*

Table 2

GEOINT Professional Certification

Professional Development Unit (PDU) Point Matrix

Creditable Activities	PDUs
Academic Study (successful completion)	
Continuing Education	
GEOINT-related undergraduate course (semester based)	10 per credit hour
GEOINT-related graduate course (semester based)	15 per credit hour
Post Graduate Program	
Military Service Schools (full-time semester based)	10 per week
Military Service Schools (part-time semester based)	5 per week
Professional Development Program	1 per 8 contact hours
Noncredit Educational Activity	
Massive Open Online Course (MOOC), Open Learning Initiative, or course audit validated by a Certificate of Completion or Statement of Accomplishment	1 per credit hour
Training / Education Activity	
GEOINT-related Web Based Training (WBT) or organizational sponsored training (Blackboard, AGILE, CLEON, etc.)	1 per WBT or event not to exceed 12 per year
General National Geospatial-Intelligence College (NGC) or Agency/Component college/school course	1 per day or 0.5 per half day
GEOINT-related entry level course	2 per day
GEOINT-related intermediate/advanced course	3 per day
Professional Activity	
Mentorship (recognized by Component or Agency)	1 per hour not to exceed 20 per year
GEOINT-related presentation at a symposium, conference, workshop, event (briefing, lecture, outreach) or seminar	1 per hour of development and/or presentation not to exceed 25 per year
GEOINT-related attendance at a symposium, conference, workshop, event (briefing, lecture, outreach) or seminar	1 per day or 0.5 per half day

Table 2 continued

Creditable Activities	PDUs
Professional Activity (continued from previous page)	
GEOINT-related publication	45 for Authoring a Monograph/Scholarly Book 50 for Authoring a Dissertation/Thesis 25 for Authoring a Book Chapter 25 for Authoring an Article 25 for Authoring a Book Review 10 for Editing a Newsletter 5 for Authoring a Newsletter Article
GEOINT-related software development (apps, widget, etc.)	25 per development not to exceed 50 per year
GEOINT-related course development	1 per 8 hours of development not to exceed 40 per year
Participation in PMO sponsored/directed certification activity	1 per hour not to exceed 10 per year
GEOINT production and other impactful work activities that enhance GEOINT databases, tools, and processes	1 per product or activity not to exceed 25 per year
GEOINT-related structured On-the-Job Training (OJT) or Job Qualification Requirement (JQR)	1 per hour awarded on completion of OJT/JQR
Attestant for GEOINT Professional Qualification Standards (PQS)	5 per assessment witnessed / completed not to exceed 25 per year
Professional Experience	
GEOINT-related deployment	2 per week
GEOINT-related professional certification (PL-II or higher)	30 per completion
Other Intelligence Certification Program	20 per completion
Joint Duty, 24/7, or external assignment (outside KC, Agency, or Component)	1 per week
Experiential travel (mission-related)	5 per week not to exceed 10 per year
GEOINT-related Working Group directed by/reporting to a higher command or agency; Professional Advisory Boards; career services	1 per each contact hour not to exceed 20 per year
GEOINT-related adjunct instructor (accredited institution)	2 per hour of instruction not to exceed 25 per year
Successful performance in a GEOINT-related position	1 per month
GEOINT-related Joint/Cross Training	5 per day not to exceed 10 per year

Revocation

Revocation of a GPC credential will occur as the result of (1) the certificant's failure to earn the specified Professional Development Units (PDUs) within the maintenance period (refer to the Maintenance section), (2) unethical or unprofessional behavior (refer to Disciplinary Process and Procedures), and/or (3) the loss of an employee's Good standing status (as defined by the certificant's Agency or Component).

Contracted organizations will be responsible to notify the GPC PMO and the applicable Contracting Officer's Representative (COR) if they become aware that any of their certificants have lost their Good standing status or exhibited behavior considered unethical or unprofessional (See Disciplinary Process and Procedures).

Other conditions and/or events may trigger the need to revoke credentials or require certificants to recertify in one or more topic area(s) of an assessment.

Individuals whose GPC credentials have been revoked may recertify by restarting the four stages of the certification process as described in the "Certification Process" section.

Assessment Development

The initial step in the development of a fair and objective assessment is to measure the ability to apply the knowledge and skills required of a GEOINT professional to the GEOINT duties. A job/practice analysis is conducted to assure that the knowledge and skills identified are representative of those required by professionals from across the entire DIE including tasks and functions performed by civilian, military, and contractor personnel. The job/practice analysis is designed and facilitated by technical experts engaging with DoD leaders, subject matter experts (SMEs) and senior GEOINT thought leaders, and representation from across the DIE and leads to the creation of GEOINT EBK documented as the professional standard. These standards are approved by the Governance Council.

The development of these standards generally includes detailed reviews of previous studies, defining the specific work to be performed, the required knowledge necessary to perform that work, and verification of the results by SMEs. These standards clarify what GEOINT professionals must know to successfully perform GEOINT mission functions. This information is then used to conceptualize the certification blueprint used to assess an individual's level of proficiency for each specific GEOINT certification.

For tests, pilot assessment questions are designed through a process that includes:

1. Development of draft questions by SMEs to assess mastery of the GEOINT knowledge and skill identified in the EBK objectives,
2. Validation of draft assessment items by SMEs for accuracy and relevance to the objectives, and
3. Psychometric analysis to ensure the acceptable performance and reliability of each question.

Operational assessments are constructed by modifying pilot assessment according to assessment results, test taker feedback, and psychometric recommendations.

Preparing for the Assessment

GPC assessments measure an applicant's breadth of geospatial intelligence discipline/tradecraft-specific knowledge. Awareness of the core body of knowledge associated with the work role of a GEOINT professional is essential to leveraging the full spectrum of the practitioner's capabilities. Prior to participating in a GPC assessment, candidates should refer to the GPC chart found in appendix H to review the areas of expertise and exam weights that are associated with the credential they intend to earn.

GEOINT is defined by Congress in Title 10 as the exploitation and analysis of imagery and geospatial information to describe, assess, and visually depict features and geographically referenced activities on the earth and consists of imagery, imagery intelligence, and geospatial information. Considering the classified and proprietary nature of many of the sensors and systems used to derive this information, portions of GPC body of knowledge and the related resources are classified by the NSG Geospatial Intelligence Security Classification Guide and can only be published on classified networks that meet or exceed the classification level of the content. In order to assist candidates in their preparation for GEOINT certification exams and provide other information that will broaden the candidate's knowledge in the assessment topic areas of expertise, GPC references are available on the following networks:

Classification of references	Network	Resource Link	Credentials required for access
TOP SECRET and below	NGANet /JWICS	http://gpc.nga.ic.gov/resources.php	USG Clearance and PKI
SECRET and below	SECNET	https://www.geoint.nga.smil.mil/gpc	USG Clearance and token
UNCLASS//FOUO	SBU	https://geointel.nga.mil/gpc/	USG Common Access Card/Certificate
UNCLASSIFIED	World Wide Web	https://www.nga.mil/Careers/Pages/GEOINT-Professional-Certification.aspx	World Wide Web connection

The GPC program is training-agnostic and does not design, build, deliver, or accredit any educational programs, training programs, or courses of study leading to certification. The GPC program does not require candidates to participate in any specific course or group of courses, does not require membership in any association, and does not require the purchase of any product or service.

The GPC PMO 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 GPC PMO does not offer courses or materials to prepare exam candidates, and does not accredit educational/training programs or courses of study leading to eligibility or certification.

The following sample questions demonstrate the type of questions a candidate may see on a GPC assessment:

Sample One

(U) What GEOINT product type includes geospatial data-derived products such as maps, charts, imagery and digital raster or vector information?

A. Standard
B. Specialized
C. Aeronautical
D. 3D fly-through

Sample Two

(U) [MATCHING DIRECTIONS]: For the table below containing GEOINT terminology, use the Definition in Column II that BEST matches the Term in Column I. Mark all answers on your answer sheet. Only use each Definition ONCE.

Term	Definitions
1. ___ (U) National Geospatial-Intelligence Agency (NGA)	**A.** Qualified to select the appropriate collection discipline(s) and submit collection requirements on behalf of the imagery and geospatial analysts (IAs and GAs).
2. ___ (U) National System for Geospatial Intelligence (NSG)	**B.** A federation of executive branch agencies and organizations that work separately and together to conduct intelligence.
3. ___ (U) Departmental Requirements Officer (DRO)	**C.** The functional manager for imagery at the national level and provides timely, relevant and accurate GEOINT.
4. ___ (U) Intelligence Community (IC)	**D.** Executes the nation's end-to-end space-based, airborne, and commercial imagery requirements for geospatial intelligence in support of national decision makers, warfighters, civil agencies, and allies.
5. ___ (U) NGA Source (NGA/S)	**E.** The combination of technology, policies, capabilities, doctrine, activities, people, data, and communities necessary to produce geospatial intelligence in an integrated multi-intelligence, multi-domain environment.

Sample Three

(U) [FILL IN THE BLANK]: A 1:250,000 scale chart is typically used to compile a(n) _____library:

A. Harbor
B. Approach
C. Coastal
D. General
E. All of the above

Scheduling

GPC assessments are administered in test centers located near concentrations of GEOINT professionals. Assessment opportunities are announced on the GPC website and in other Agency and Component-wide communications. Applicants with access to PeopleSoft may view the dates, times, and locations of all assessments offered during the next 90-days and may self-register for any assessment for which they are eligible. Applicants who do not have access to PeopleSoft may register through their GPC Service Representative, Unit Training Manager, or organizational GPC Assessment Coordinator. Contact information for these representatives and additional scheduling information is published on the Registration page of the GPC website. Information on accommodations is also provided on the GPC website and is included in the *Reasonable Accommodations* section below.

Taking the Assessment

On the scheduled test date, registered candidates should arrive at the test site at least 15 minutes prior to the planned assessment start time. Candidates must bring valid USG issued photo identification and sign the test site roster upon entry into the testing area. Candidates that are not registered or do not have appropriate identification will not be permitted to participate in the assessment.

All GPC exams are paper based and consist of multiple-choice, true-false, matching, and fill-in-the-blank questions. The exams are presented in English and not translated or adapted for different languages or cultures. There are no subjectively scored items on GPC assessments and candidates' scores are not affected by rater judgments. GPC Proctors will provide all assessment materials (exam booklets, answer sheets, pencils, comment sheets, and scratch paper) and administer the exams. The number of questions and exam time limits of each exam are in chart on the next page.

GEOINT Professional Certification	Number of exam questions	Exam time limit
Fundamentals (GPC-F)	109	2 hours and 15 minutes
Aeronautical Analysis (AA-II)	106	2 hours
Applied Science (AS-II)	100	2 hours and 15 minutes
Cartography (CA-II)	113	2 hours and 30 minutes
GEOINT Collection (GC-II)	85	2 hours
Geospatial Analysis (GA-II)	100	2 hours
Geospatial Data Management (GDM-II)	100	2 hours and 30 minutes
Human Geography (HG-II)	120	2 hours and 30 minutes
Imagery Analysis (IA-II)	90	2 hours
Imagery Science (IS-II)	120	3 hours
Maritime Analysis (MA-II)	TBD	TBD

Security and Confidentiality

To ensure the integrity of the certification process, all questions and answers developed to create any GPC assessment are for official use only and are not authorized for public release.

GPC assessments shall be conducted in appropriate facilities and in a proctored environment. Proctors are responsible for ensuring consistent testing environments for the GPC Program.

GPC assessments 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 GPC PMO.

Once determined by the PMO, candidate feedback (e.g. Pass/Did Not Pass information) will be made available to candidates by the appropriate agency or component GPC PMO.

In order to protect the privacy and confidential information of applicants, candidates, and certificants, Personally Identifiable Information (PII) and individual-level data including demographic information and test results will be maintained in the strictest confidence. Exceptions to this rule include situations where data are needed to comply with mandatory legal requirements and court orders. In such cases, PII and individual-level information will not be disclosed without first obtaining the candidate's consent. The written request must state the specific data that may be released and specifically identify any third parties authorized to receive the data. Data distributed with GPC studies and reports will be aggregated and all PII will be redacted.

Terms and Conditions

All candidates must provide a signed *GPC Terms and Conditions* form to the GPC PMO prior to participating in a GPC assessment. Candidates may use either the hard copy form available at appendix A or complete the Computer Based Training (CBT) version of the form initiated through the GPC website. The *GPC Terms and Conditions* form details 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. Candidates refusing to accept the terms and conditions are prohibited from participation in GPC assessments.

Non-Disclosure Agreement

All personnel who assist in the development of GPC assessments, work in the GPC PMO, or serve as certification board member, Subject Matter Expert, assessment administrator, or proctor must sign a *Non-Disclosure Agreement* (NDA) prior to obtaining access to test control materials. The NDA specifies the responsibilities of all such individuals to protect the integrity of GPC test materials and the potential penalties for failure to comply with these provisions. The PMO will maintain record copies of signed NDAs. See Appendix B for a copy of the *Non-Disclosure Agreement*.

Conflict of Interest

Governance Council Members, Proctors, Site Administrators, Subject Matter Experts (Test developers, Judges, Angoff Panel Members), Thought Leaders, Tradecraft Representatives, and others that are involved in certification decisions or assessment development, implementation, maintenance, delivery, and refresh must sign a *GPC Conflict of Interest Agreement* and avoid actual, potential, or perceived conflicts of interest.

The administration of a test by a candidate's immediate supervisor, for example, presents a conflict of interest and is prohibited. See Appendix C for more information on the identification and management of conflicts of interest.

Assessment Materials

Candidates are provided all test materials required to support their participation in GPC assessments. Candidates are not permitted to bring electronic devices (phones, tablets, pagers, etc.) into the testing area.

Retesting

A candidate who does not obtain a passing score for a particular GPC assessment may not participate in the same assessment for 90 calendar days. This waiting period is applied after each exposure to the exam, regardless of whether the assessment was completed. Participation in other GPC assessments is authorized during the waiting period. Candidates may seek a waiver to this waiting period for proctor-documented circumstances beyond their control that preclude the completion of their scheduled assessment. See Waiver section for more information.

Determination of Passing Scores

The Modified Angoff method will be used to set the provisional passing score for GPC assessments. The Modified Angoff method has a well-established history of determining credible passing standards for credentialing examinations and is easily adapted for use with the GPC assessments. The method involves two basic elements: conceptualization of a minimally competent examinee, and the probability, as assigned by SMEs, that a minimally competent examinee will answer an item correctly. Minimally competent examinees are those who possess the minimum qualification and education 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.

Scoring and Reporting of Results

The passing score for an assessment is approved by the Governance Council. The candidate must earn a score that is equal to or higher than the passing score to be eligible for conferral. A candidate receives one point for each question answered correctly. Candidates are not penalized for guessing or incorrect answers. Assessment results will be recorded in the agency or component personnel system of record and will be sent to the email address provided by the candidate immediately prior to the assessment. Published results indicate if a candidate passed or did not pass and do not include raw test scores.

Waiver Process

Under certain circumstances, a candidate may seek and qualify for a waiver for a GPC certification. Waivers will be considered for:

1. Matters of eligibility (i.e., GEOINT professionals outside of the specified work roles)
   The requirements to hold a lower-level certification (e.g., GPC Fundamentals) in order to earn a higher level certification (e.g., Imagery Analysis PL-II or Aeronautical Analysis PL-II) cannot be waived.
2. The Certification Maintenance and Renewal process (i.e., earning sufficient PDUs)
3. Other program elements where additional information may be relevant such as:
   a. Extenuating circumstances affecting timelines
   b. Past experience not covered in this handbook
   c. Change of assignment that alters eligibility

Waiver requests should be submitted per the process stated in Appendix D.

Appeals

See Appendix E for information on the GPC appeals process and a listing of issues for which a candidate may file an appeal.

Disciplinary Process and Procedures

Unethical or unprofessional behavior of a GPC candidate or credentialed individual may be cause to deny participation in the GPC program, terminate participation in an examination, to invalidate the result of an examination, or to revoke a certificant's credentials.

Activities representing unethical or unprofessional behavior include, but are not limited to:

1. Falsification of information on any document required for GEOINT Professional Certification
2. Actions that compromise the integrity of a GPC assessment instrument including, but not limited to: unauthorized possession of or access to actual assessment questions; copying any portion or part of a GPC certification assessment; the receipt of assessment information before, during, or after the assessment session that gives the tester an unfair advantage over other candidates
3. Misrepresentation or false statements regarding conferral of a GPC credential when it has not been conferred or the certification has not been renewed in accordance within the GPC assessment guidelines
4. Non-compliance with the DoD agency or component's Code of Ethics, standards of conduct, rules, or professional behavior
5. Cheating on an assessment

Cheating on an assessment consists of willfully consulting a notebook, textbook, or any other source of information not specifically authorized by the proctor during the assessment; willfully aiding, receiving aid, or attempting to aid or receive aid from another candidate before, during, or after an examination; colluding with others to reconstruct the exam; obtaining or attempting to obtain copies of the examination before it is given; or any act which violates or attempts to violate the stated conditions governing the administration of an examination. Additionally, individuals with knowledge of security breaches, cheating, theft or other threats to the security of examination materials are responsible for reporting such incidents immediately to the GPC PMO. Individuals reporting such incidents will be notified in writing at the onset of an investigation and may be contacted during an investigation for further information.

GPC candidates and credentialed individuals are informed that unethical or unprofessional behavior compromising the integrity of the certification program may be investigated by the candidate's chain of command in accordance with established organizational, agency, or component conduct policies and may result in severe penalties, up to and including termination of employment. Investigators shall ensure appropriate treatment of sensitive information and fair decision making.

If a violation of its standards has occurred that warrants revocation of a certificant's credential, the PMO will forward a revocation recommendation for review by the Governance Council and the appropriate agency or component representative. Based on the review of that recommendation, the Governance Council and the D/NGA will refer a revocation recommendation to the USD(I) for administrative action.

Records Management, Retention, and Disclosure

See Appendix F for information on the management, retention, and disclosure of GPC records.

Reasonable Accommodations

Components and agencies delivering GPC assessments will consider providing reasonable accommodations throughout the testing process that are compliant with applicable jurisdictional laws and regulations including the Americans with Disabilities Act (ADA), Rehabilitation Act, and DoD Policy. Prior to scheduling an exam, eligible applicants seeking an accommodation should contact their local Equal Employment Opportunity Office for more information on their local request process, including the length of time it may take to process their request. To help facilitate timely fulfillment of requests, it is incumbent upon the candidate to submit a request for special accommodation within the time frame required by their local EEO Office. For NGA employees, the Office of Diversity and Equality states that the Agency has up to 15 working days from the date all documentation is received (absent extenuating circumstances) to grant or deny reasonable accommodation requests. NGA personnel may request a reasonable accommodation at http://goldweb.nga.mil/mura/ODE.

Agencies and components will make reasonable efforts to accommodate a candidate's request, including offering an alternative means of access to take the GPC Assessment. If an agency or component Equal Opportunity Office determines that it would impose an undue burden on the DoD component to provide the required testing environment, and the candidate's sponsoring component cannot provide the necessary accommodation, the candidate will be notified with a written explanation of the denial and a statement of the reasons for the denial. Denied accommodations can be grieved to the appropriate EEO Office.

Non-Discrimination and Fairness

The GPC 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 GPC Program complies with all applicable jurisdictional laws and regulations related to protection against discrimination in access to GPC assessments. Additionally, GPC 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 the maintenance and recertification processes provide for a fair, impartial, and bias-free certification program.

Appendix A - GPC Terms and Conditions

Your participation in the GEOINT Professional Certification Program is subject to the following terms.

The GEOINT Professional Certification Assessment (including, without limitation, question, answers, datasets, files, designs, or content in or related to the certification assessment) is the property of the U.S. Department of Defense and access is reserved to authorized users only.

The assessment is for internal U.S. Government use only and is not publicly releasable.

By accessing and participating in GPC testing, you accept the responsibility to protect the integrity of GPC assessments by not disclosing, disseminating, copying, publishing, or transmitting any parts of any assessment in any form to any person without the expressed permission of the GEOINT Professional Certification Program Manager.

Additionally, by participating in a GPC assessment, you acknowledge that you will be advised if you passed or did not pass but you will not be provided information related to scores or individual test questions.

You may be subject to disciplinary actions under agency or component standards of conduct, disqualified from participating in the assessment or the certification program as a whole, and your certification may be revoked if you:

1. Participate in the assessment under false identity
2. Circumvent or violate the program's procedures or security mechanisms

Accept ☐ Check this box and provide your name, signature, and date in the space below to indicate your acceptance of the GEOINT Professional Certification Terms and Conditions.

_____	_____	_____
Signature	Printed Name	Date

Appendix B - GPC Non-Disclosure Agreement

I,_____, an employee of_____, in my capacity as a

☐ Proctor ☐ Site Administrator ☐ Test developer ☐ Angoff Panel Member

☐ Other (fill in role) _____

for the_____(name of certification test(s) supported) understand in the course of my work for or involving the National Geospatial-Intelligence Agency (NGA) that GEOINT Professional Certification (GPC) testing materials may be disclosed to me or I may otherwise have access to them in the workplace. I further understand that testing materials regarding GEOINT Certification must be protected from unauthorized disclosure to ensure the integrity of the certification process. Accordingly, I agree to abide by all terms and obligations contained in this Agreement until released by proper authority.

I agree that I will not disclose any GPC test materials or their contents, including but not limited to draft, partial or complete assessment tools and other test materials related to the development of test questions to anyone without the expressed permission of the GPC Program Manager.

I agree to use the test materials solely for the purpose of performing my role in support of GPC test development, administration, or program management and to immediately return to the Program Management Office all certification testing materials in my possession when my participation in the certification program ceases.

I agree that I will not disclose the personal or privileged information of any candidate or certificant to include assessment results, scores, competency level feedback, item responses, participation, or demographic data.

Additionally, I agree not to take a GPC test for personal certification purposes for a period of 1 year from my last participation in GEOINT certification development, 1 year as a Site Administrator, or 6 months from my last participation as a Proctor.

I understand that if I violate the terms and conditions of this Agreement, I may be subject to administrative, disciplinary, civil, or criminal actions and penalties.

I hereby acknowledge that I have received instruction concerning the nature and protection of such testing materials, including the procedures to be followed in safeguarding and disclosing such information to only authorized persons.

_____	_____	_____
Signature	Printed Name	Date

Witnessed by:

_____	_____	_____
Signature	Printed Name	Date

Appendix C - GPC Conflict of Interest Agreement

I,_____, an employee of_____, in my capacity as a

☐ Proctor ☐ Site Administrator ☐ Test developer ☐ Judge ☐ Angoff Panel Member

☐ Governance Council Member ☐ Tradecraft rep ☐ Other (fill in role) _____

understand that in the course of my work in support of the GEOINT Professional Certification (GPC) program, situations may arise where my participation may raise concerns about an actual, potential, or perceived conflict between my interests (private or professional) and the interests of the GPC program. I further understand that a conflict of interest may make it difficult to fulfill my professional responsibilities impartially and that the perception of a conflict of interest may be as serious as an actual conflict of interest.

Examples of a conflict of interest include:

- Administering a test to someone within my direct chain-of-command
- The administration of a test by a candidate's immediate supervisor
- Personal, financial, or organizational ties that may bias my opinion as a panel member or judge
- Personal obligations, loyalties, or favoritism that may influence essential certification decisions regarding assessment development, implementation, maintenance, delivery, and/or assessment updates which negatively influence decisions regarding GPC programs
- An individually-held value, obligation, or priority that is fundamentally incompatible with the purposes, policies, or operations of the GPC program

Should I become aware of any perceived or actual conflict of interest by any individual(s), group(s), organization(s), or myself, I agree to immediately disclose the details of the circumstance to the GPC Program Management Office (PMO).

I agree that if I am involved in an actual, potential, or perceived conflict of interest, I will review the details of the circumstance with the GPC PMO and, if necessary, agree to recuse myself from any portion of those activities that are directly related to that conflict.

I understand that I may continue my involvement with the GPC Program as long as my actions do not prejudice the activity through biased commentary, votes, etc.

Accordingly, I agree to abide by all terms and obligations contained in this Agreement until no longer serving in the capacity indicated above.

_____	_____	_____
Signature	Printed Name	Date

Appendix D - GPC Waiver Process

I. Policy:

A candidate or certificant may seek and qualify for a waiver to specific GEOINT Professional Certification (GPC) procedures.

Waivers will be considered for:

a. Matters of eligibility.
    1. GEOINT professionals outside of the specified work roles.
    2. Training equivalency.
b. Certification Maintenance and Renewal process.
    1. PMO audit – request 90-day extension to work PDU shortfalls identified during audit.
c. Other program elements where additional information may be relevant such as:
    1. Extenuating circumstances affecting timelines (i.e., deployment, maternity/paternity leave, medical issues).
    2. Proctor documented testing issues – request waiver to 90-day wait between assessments.
    3. Change of assignment that alters eligibility.

Waiver requests must be submitted in writing to the candidates' agency or component office and the GPC Program Management Office (PMO) at gpcwaiver@nga.mil or gpcwaiver@nga.ic.gov and must include all of the following:

a. A description of the matter being waived;
b. Documentation or argument as to why a waiver should be granted;
c. The candidate's or certificant's name and contact information.

II. Responsibilities

a. Within NGA: The PMO will routinely check the GPC Waiver mailboxes on both NGANet and SBU and facilitate a thorough and timely review of all GPC waiver requests based upon justification and adequate documentation.
    1. All waiver requests will be reviewed and researched by a minimum of two personnel; a PMO member and either a tradecraft, professional advisory board or career service member.
b. Non-NGA: The procedures for GPC waivers by NSG organizations outside of NGA will be specified by their agency or component.
    1. All waiver requests will be reviewed by assigned agency or component office and forwarded to the PMO at gpcwaiver@nga.mil or gpcwaiver@nga.ic.gov with the recommended decision.
c. Contract personnel on a government contract should submit waivers in accordance with their respective NGA and non-NGA processes as defined by each agency or component.
d. The recommended decision is forwarded to the Director of the PMO for approval. This decision is final and a written decision will be provided to the submitter and respective program management office within 30 calendar days of the receipt of the waiver.
e. Waiver decisions will be documented and maintained in the GPC Waiver Log.

Appendix E - GPC Appeal Process

Program Management Office Appeals Board

I. Policy:

A first-level GEOINT Professional Certification (GPC) appeal must be submitted in writing to the candidates' agency or component Program Management Office Appeals Board (POAB) within 14 calendar days of receiving notice of an appealable decision and must include all the following:

a. A description of the decision being appealed;

b. Any evidence or argument as to why the decision should be overturned;

c. The appellants name and contact information.

A first level appeal may only be filed to request:

a. To question assessment instrument results (i.e., rescore a test[1]);

b. To question eligibility determination (i.e., review due to extenuating circumstances);

c. To question certification status (i.e., disciplinary and recertification decisions).

An appeal regarding any matters not described above is not within the purview of the GPC Assessment, including the following:

a. Agency or components employment policy;

b. Agency or component eligibility criteria for identifying billets or individuals for GPC conferral;

c. Agency or component affiliation;

d. Pilot assessments

II. Composition:

A. Within NGA: The POAB is comprised of a minimum of three members serving for varying term lengths (determined and agreed to at the time of appointment). The GPC Program Management Office, Source, and Analysis will each provide one member to each POAB. Additional POAB members will be added as appropriate. In each case, the GPC Program Management Office will provide the research and

[1] First level appeal requests for test rescoring will be conducted and adjudicated by the GPC Program Management Office. All other types of first level appeals require the convocation of the POAB.

documentation necessary for the POAB to conduct its review and make its determination. Each POAB member is required to be:

a. A military or civilian government employee;

b. Designated by their NGA Component manager, and

c. Approved by the Governance Council Chair.

B. Non-NGA: The POAB composition and procedures for handling first-level GPC appeals by NSG organizations outside of NGA will be specified by each agency or component.

III. Responsibilities:

The POAB will meet as necessary to:

a. Conduct thorough and timely reviews of all first-level GPC appeal requests based upon documented acceptable appeal criteria.

i. All appeal requests will be reviewed

ii. Requests that did not follow the stated policy/procedure will be returned to the appellant without POAB deliberation with the response "Appeal requests are related to matters of extenuating circumstances, renewal opportunities, or rescoring. Your request does not fall into one of these categories, thus your request for an appeal is not accepted." Note: This response will also identify the specific item(s) needing clarification.

b. Provide appellants written decisions within 30 calendar days of the receipt of the appeal. Note: The POAB decision is final 15 days after delivering its written decision unless a second level appeal is filed within the allotted timeframe.

c. Document and maintain the decision in the GPC system of record (PeopleSoft) and any supporting documentation in anticipation of second-level appeals to the Governance Council Appeals Board.

Governance Council Appeals Board

I. Policy:

The Governance Council Appeals Board only considers second-level appeal requests, i.e., appeals filed by appellants who are dissatisfied with POAB appeal decisions. Governance Council Appeals Board requests must be submitted in writing via email to gpcappeals@nga.ic.gov or gpcappeals@nga.mil with the subject line "Second Appeal Request" within 14 calendar days after the first appeal (POAB) decision and must include a written statement that identifies how and why the appellant believes the POAB decision was erroneous.

II. Composition:

The Governance Council Appeals Board is typically comprised of all the voting members of the council but may be comprised of a subset of the council in order to facilitate more timely decisions. The Appeals Board must include a minimum of three (military or civilian) members, designated by their respective agencies or components and approved by the Governance Council Chair. The board will include at least one member from NGA, at least one member from the military, and shall not include any members that participated in the preceding POAB.

III. Responsibilities:

The Governance Council Appeals Board will meet as necessary to:

a. Conduct thorough and timely reviews of all second-level GPC appeals based upon the documented acceptable appeal criteria:

   i. All appeal requests will be reviewed.

   ii. Determine whether the POAB decision was appropriate.

   iii. Provide appellants written decisions within 45 calendar days of the receipt of the appeal.

   iv. Document and maintain the final decision in the GPC system of record.

Note: Governance Council Appeals Board decisions are final and there are no further appeals to a Governance Council Appeals Board decision.

Appendix F - Records Management, Retention, and Disclosure

As directed by DoDM 3305.10, the GPC PMO complies with NCCA guidance on the collection and retention of registration, demographic, and assessment data for all applicants, candidates, current certificants, and previous certificants. Additionally, the GPC PMO complies with record management policies outlined in Department of Defense (DoD) Records Management Directive 5015.2, DoD Manual 5200.01 Volume 3, Title 36 Code of Federal Regulations Chapter XII, National Archives and Records Administration Sub B Records Management, and NGA Instruction 8040.1R10 Appendix 10 – Records and Information Life-Cycle Management series 1002-04.

The recordkeeping copies of certificant information, personal information, and assessment results are retained in electronic form and cut off annually. The records are retired to a records storage facility when no longer needed for current operations, and then destroyed 40 years after cut off. Results of GPC PMO audits of candidate records to confirm compliance to certification eligibility requirements and records of examination data and reports that provide evidence of validity and reliability of the examination are also retained in electronic form and destroyed 40 years after cut off. All records are disposed of according to destruction methods appropriate for their assigned classification and declassification.

Certificants may access their certification status via the "List of Certified GEOINT Professionals" link located on the GPC home page located on NGANet/JWICS at http://gpc.nga.ic.gov/resources.php or on NGA's Sensitive But Unclassified (SBU) network at https://geointel.nga.mil/gpc/ (USG Common Access Card/Certificate required). The record includes the certificant's name, the type of certification, award date, and certificate number.

The PMO will respond to electronic correspondence from a third party that requests confirmation of the status of a current or former certificant. When considered to be in the best interests of the USG and the certificant, the PMO will indicate the current certification(s) held by the individual. If the individual does not hold any current credentials, the PMO may release a statement to the third party confirming that, as of a given date, the individual does not appear on the GPC PMO's list of certified individuals. Third Party requests should be sent to the GPC mailbox at gpcprogramoffice@nga.ic.gov.

Appendix G - GPC Maintenance Audit Procedures

In order to ensure the accuracy of the recertification process, the GEOINT Professional Certification (GPC) Program Management Office (PMO) will conduct periodic audits of certificant records to verify certificant compliance with GPC recertification requirements. Certificants, therefore, must maintain records of their maintenance activities (i.e., Professional Development Unit log and supporting documentation) until receiving notification from the GPC PMO of their successful recertification.

The GPC PMO will send recertification instructions to each certificant approximately six months prior to the end of the certificant's three-year certification period. The instructions will be sent to the email address on record with the GPC/PMO. The instructions will prompt the certificant to forward their record of their maintenance activities to the PMO prior to the end of their specific maintenance period. This date corresponds to each three-year anniversary of their current GPC-Fundamentals certificate.

A percentage of the certification maintenance records received by the GPC PMO will be audited to verify certificant compliance with GPC recertification requirements. The percentage of maintenance records that will be audited will be adjusted by the PMO as necessary to reduce the sampling risk to an acceptably low level. A sufficient number of records will be examined to obtain appropriate audit evidence and to be able to draw reasonable conclusions. In determining the number of records to review, auditors should consider (1) the likelihood of unintentional errors in the certificant maintenance records, (2) the probability of fraud in the certificant maintenance documentation, and (3) the ability of the PMO to accurately assess the validity and completeness of certificant maintenance records.

If an audit reveals that a certificant failed to document 100 creditable PDUs during their three-year maintenance period but in the opinion of the PMO the individual made a good faith effort to fulfill the requirement, then the certified individual will be granted a 90-day waiver to resolve the shortfall. Waivers do not constitute a reset of the certificant's renewal clock, but rather summarily shorten the following maintenance period by 90-days.

Within 90-days following the end of each certificant's three-year maintenance period, the GPC PMO will send a notification to the email address on record with the GPC/PMO to inform the certificant that they have (1) met the maintenance requirements and are recertified or (2) that the PMO was unable to confirm that the individual provided sufficient maintenance documentation for recertification.

The GPC PMO will subsequently forward the names of those certificants that failed to meet their maintenance requirements to the Governance Council recommending revocation of all the credentials held by those personnel. USD(I) will determine the final disposition of each certificant's status.

Appendix H - GPC Topic Areas of Expertise

GPC assessments measure an applicant's breadth of geospatial intelligence discipline/tradecraft-specific knowledge. Awareness of the essential body of knowledge associated with the work role of a GEOINT professional is essential to leveraging the full spectrum of the practitioner's capabilities. NSG subject matter experts (SMEs) identified the areas of expertise from the GPC competencies chart. Below are critical domains that are addressed by the associated GPC exam. The percentage shown after competency is the exam weight.

Proficiency Level I Exam, Competencies, and Exam Weights

GEOINT Fundamentals (GPC-F)	
Analytic Processes and Techniques	8%
Collection and Tasking Principles	9%
Customer Requirements and Service	10%
Data Evaluation Principles	9%
Geospatial Information	9%
GEOINT Doctrine	7%
Information Dissemination	10%
Intelligence Issues	5%
National System for Geospatial Intelligence (NSG)	4%
Quality Assurance	9%
Research and Information Gathering	11%
Security Classification Control and Disclosure/Release	9%

Proficiency Level II Exams. Competencies, and Exam Weights

Aeronautical Analysis (AA-II)	
Safety of Navigation-Aeronautical Governance and Industry	10%
Customer Requirements-Aeronautical Source	25%
Production-Aeronautical GEOINT Production	25%
Quality Assurance-Aeronautical Quality	15%
Data Processing-Aeronautical Data	10%
Customer Operations-Aeronautical Customer Service and Data/Product Access	15%

Applied Sciences (AS-II)	
Cartography	9%
Coordinate System Analysis:	6%
GIS Based Analysis	7%
Information Security	6%
Mathematics	15%
Statistical Analysis	15%
Tools and Methods	42%
Cartography (CA-II)	
Extraction and Attribution	24%

Production	12%
Safety of Navigation	13%
Tools and Methods	17%
Quality Assurance	6%
Researching	18%
Data/Information Processing	10%

GEOINT Collection (GC-II)	
Collection Operations	15%
Collection Resources Management	15%
Customer Operations and Requirements	13%
Collection System Capabilities	15%
Intelligence Process Application	13%
Processing and Exploitation Capabilities	15%
Tools and Methods	14%

Geospatial Analysis (GA-II)	
Acquire and Prepare Data for Geoprocessing	28%
Leverage Geospatial Information Science and Technology	25%
Apply Spatial Thinking to Analytic Workflows	25%
Communicate Analytic Findings	22%

Geospatial Data Management (GDM-II)	
Data/Information Management	51%
Data/Information Processing	18%
Cartography	13%
Researching	12%
Customer Operations and Requirements	6%

Human Geography (HG-II)	
Human Geography Principles and Relevance	27%
Cultural/Regional Expertise	21%
Data Stewardship/Management	22%
Production	30%

Imagery Analysis (IA-II)	
Imagery Collection Management	20%
Collateral and Historical Research	26%
Imagery Interpretation/Imagery Analysis	28%
Communications	26%

Imagery Science (IS-II)	
Collection System Capabilities	35%
Processing and Exploitation Capabilities	59%
Scientific and Technical Intelligence	6%

Maritime Analysis (MA-II)	
Maritime Navigation Principles	31%
Maritime Governance & Industry	6%
Maritime Sources	5%
Maritime GEOINT Production	22%
Maritime Quality	6%
Maritime Databases & Information Processing	21%
Maritime Customer Operations & Data/Product Access	9%

Appendix I - GPC Eligibility Requirements Rationale

The eligibility requirements and associated rationale for each of the GPC certifications are listed below. Candidates must meet all of the eligibility requirements for a specific GEOINT discipline (tradecraft/work role) in order to be awarded the credential for that discipline. Note that all Proficiency Level II (PL-II) certifications include the GPC-F (PL-I) credential as an eligibility requirement. Candidates may participate in a PL-II exam prior to earning the GPC-F credential but the PL-II credential will not be awarded without first meeting all PL-II eligibility requirements.

A passing score for any GPC assessment remains active for one year and may not be used to meet conferral requirements more than 12 months beyond the date of that assessment. This requirement will be waived in the event of programmatic delays or if other circumstances beyond the control of the candidate arise that prevent the award of a certification within the allotted time.

Fundamentals (GPC-F)	• **Have at least one year's experience working in a Department of Defense (DoD) GEOINT agency or with GEOINT activities in a DoD component** --- Experience working in a DoD GEOINT environment provides the context of GEOINT doctrine, sciences, and processes needed in order to possess a baseline of understanding for the practice of geospatial intelligence in the Department of Defense. • **Be in Good standing as defined by his/her employing component or agency** --- To be considered successful at an entry level, a GEOINT analyst must be able to satisfactorily perform the duties of that job. Good standing, as measure by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill his/her duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and imagery analyst community. • **Meet the GPC-F certification assessment's passing score** --- Meeting the passing score indicates that a GEOINT analyst possesses the knowledge necessary to operate at the full performance level.
Aeronautical Analysis (AA-II)	• **Have 3 or more total years of GEOINT aeronautical analytic experience as an employee of a Department of Defense (DoD) component or agency** --- Experience working as an aeronautical analyst provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform aeronautical analyst functions in the Department of Defense at the full performance level. • **Hold a relevant academic diploma/degree/certificate and successfully meet tradecraft entrance requirements to satisfy full performance Aeronautical Analysis work role requirements** --- The completion of formal aeronautical training and educational programs demonstrates an ability to understand and apply the aeronautical concepts necessary to perform aeronautical analyst functions in the Department of Defense at the full performance level. • **Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential** ---

	This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD aeronautical analysis role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • **Successfully meet the GPC AA-II certification assessment's passing score** --- Meeting the passing score indicates that an aeronautical analyst has demonstrated his/her proficiency in the content areas outlined in the essential body of knowledge. • **Be in Good standing as defined by his/her employing component or agency** --- To be considered full performance, an aeronautical analyst must be able to satisfactorily perform the duties of that job. Good standing, as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill his/her duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and aeronautical analyst community.
Applied Science (AS-II)	• **Have 2 or more total years of GEOINT Applied Sciences experience** --- Experience working as an Applied Scientist provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform Applied Science functions in the Department of Defense at the full performance level. • **Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential** --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD applied sciences role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • **Be in Good standing as defined by his/her employing component or agency** --- To be considered full performance, an Applied Scientist must be able to satisfactorily perform the duties of that job. Good standing, as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill his/her duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and Applied Science community. • **Meet the AS-II certification assessment's passing score** --- Meeting the passing score indicates that an Applied Scientist has demonstrated his/her proficiency in the content areas outlined in the essential body of knowledge.
Cartography (CA-II)	• **Have 3 or more total years' experience as a GEOINT analyst or hold a valid GPC PL-II credential** --- Experience working as a GEOINT Analyst provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform Cartographic Analyst

	functions in the Department of Defense at the full performance level. • **Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential** --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD cartographic analysis role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • **Be in Good standing as defined by his/her employing component or agency** --- To be considered full performance, a Cartographic Analyst must be able to satisfactorily perform the duties of that job. Good standing, as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill his/her duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and the Cartographic Analyst community. • **Meet the CA-II certification assessment's passing score** --- Meeting the passing score indicates that a Cartographic Analyst has demonstrated his/her proficiency in the content areas outlined in the essential body of knowledge.
GEOINT Collection (GC-II)	• **Hold a valid GEOINT Professional Certifications Fundamentals (GPC-F) credential** --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD collection management role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • **Meet one of the following experience criteria: (1) have 2 or more years of GEOINT collection experience, or (2) have 5 or more years of GEOINT experience and successfully complete GEOINT Requirements Management (GCRM2201)** --- Experience working as a Collection Manager provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform Collection Management functions in the Department of Defense at the full performance level. • **Be in Good standing as defined by his/her employing component or agency** --- To be considered full performance, a Collection Manager must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill his/her duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and the Collection Manager community. • **Meet the GPC GC-II certification assessment's passing score ---** Meeting the passing score indicates that a Collection Manager has demonstrated his/her proficiency in the content areas outlined in the essential body of knowledge.

Geospatial Analysis (GA-II)	• **Be in Good standing as defined by his/her employing component or agency** --- To be considered full performance, a Geospatial Analyst must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill his/her duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and the Geospatial Analyst community. • **Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential** --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD geospatial analysis role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • **Successfully complete the tradecraft specific Professional Qualification Standards (PQS) as indicated in the PQS Guidance Document (**available on the GPC website at gpc.nga.ic.gov/resources.php) --- Successful completion of the PQS demonstrates a full level of proficiency with the systems and procedures used by the analyst's organization as well as indicating that the analyst has experience with all of the aspects of the Geospatial Analyst role required to demonstrate full performance. • **Meet the GPC GA-II certification assessment's passing score -** Meeting the passing score indicates that a Geospatial Analyst has demonstrated his/her proficiency in the content areas outlined in the essential body of knowledge.
Geospatial Data Management (GDM-II)	• **Hold a valid GEOINT Professional Certification-Fundamentals (GPC-F) credential ---** This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD Geospatial Data Management role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • **Have 2 or more total years of GEOINT GDM experience or 5 or more years of GEOINT experience** --- Experience working as a Geospatial Data Manager provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform Geospatial Data Management functions in the Department of Defense at the full performance level. • **Be in Good standing as defined by his/her employing component or agency** --- To be considered full performance, a Geospatial Data Manager must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization, is (a) an objective indication that the analyst demonstrates the ability to fulfill his/her duties, (b) documented on annual personnel performance appraisals, and

	(c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and the Geospatial Collection Manager community. • **Meet the GPC GDM-II certification assessment's passing score** --- Meeting the passing score indicates that a Geospatial Data Manager has demonstrated his/her proficiency in the content areas outlined in the essential body of knowledge.
Human Geography (HG-II)	• **Hold a valid GEOINT Professional Certification Fundamental (GPC-F) credential** --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD geospatial analysis role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • **Have two or more years of HG GEOINT experience OR possess four or more total years of GEOINT Analyst work role experience** --- Experience working as a Human Geographer provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform Human Geographic functions in the Department of Defense at the full performance level. • **Be in Good standing as defined by his/her employing component or agency** --- To be considered full performance, a Geospatial Data Manager must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization, is (a) an objective indication that the analyst demonstrates the ability to fulfill his/her duties, (b) documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and the Geospatial Collection Manager community. • **Successfully meet the GPC-HG II certification assessment's passing score** --- Meeting the passing score indicates that a Human Geographer has demonstrated his/her proficiency in the content areas outlined in the essential body of knowledge.
Imagery Analysis (IA-II)	• **Hold a valid GEOINT Professional Certification-Fundamentals (GPC-F) credential** --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD imagery analysis role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • **Be in Good standing as defined by his/her employing component or agency** --- To be considered full performance, an imagery analyst must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill his/her duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves

	the best interests of the public and imagery analyst community. • **Successfully complete the tradecraft specific Professional Qualification Standards (PQS) as indicated in the PQS Guidance document** --- Successful completion of the PQS demonstrates a full level of proficiency with the systems and procedures used by the analyst's organization as well as indicating that the analyst has experience with all of the aspects of the imagery analysis role required to demonstrate full performance. • **Meet the GPC IA-II certification assessment's passing score** --- Meeting the passing score indicates that an imagery analyst has demonstrated his/her proficiency in the content areas outlined in the essential body of knowledge.
Imagery Science (IS-II)	• **Hold a valid GEOINT Professional Certification Fundamental (GPC-F) credential** --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD imagery scientist role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • **Have successfully completed tradecraft specific courses** --- Provides exposure to a broad range of information related to the essential body of knowledge. • **Possess three or more total years of Imagery Science work role experience** --- Experience working as an Imagery Scientist provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform Imagery Science functions in the Department of Defense at the full performance level. • **Have successfully completed the work role specific Professional Qualification Standards (PQS)** --- Successful completion of the PQS demonstrates a full level of proficiency with the systems and procedures used by the analyst's organization as well as indicating that the analyst has experience with all of the aspects of the Imagery Scientist role required to demonstrate full performance. • **Meet the GPC IS-II certification assessment's passing score** --- Meeting the passing score indicates that an Imagery Scientist has demonstrated his/her proficiency in the content areas outlined in the essential body of knowledge. • **Be in Good standing as defined by his/her employing component or agency** --- To be considered full performance, an Imagery Scientist must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill his/her duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and Imagery Science community.

Maritime Analysis (MA-II)	• **Have a total of two or more years Maritime Analysis experience or a total of five years or more of GEOINT experience** --- Experience working as a Maritime Analyst provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform Maritime Analysis functions in the Department of Defense at the full performance level. • **Hold a valid GEOINT Professional Certification-Fundamentals credential** --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD imagery scientist role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • **Be in Good standing as defined by his/her employing component or agency** --- To be considered full performance, an imagery analyst must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill his/her duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and maritime analyst community. • **Successful completion of appropriate Professional Qualification Standard (PQS)** --- Successful completion of the PQS demonstrates a full level of proficiency with the systems and procedures used by the analyst's organization as well as indicating that the analyst has experience with all of the aspects of the maritime analysis role required to demonstrate full performance. • **Successfully meet the GPC MA-II certification assessment's passing score** --- Meeting the passing score indicates that a Maritime Analyst has demonstrated his/her proficiency in the content areas outlined in the essential body of knowledge. • **Successfully meet the GPC MA PL-II work role scenario's passing score** --- Meeting the passing score indicates that a Maritime Analyst has demonstrated his/her proficiency in the content areas outlined in the essential body of knowledge.

Glossary

Accreditation: Status awarded to a certification program that has demonstrated compliance with the standards for the accreditation of certification programs set forth by the National Commission for Certifying Agencies (NCCA).

Active U.S. Government Security Clearance: A clearance issued by the United States of America for which the candidate is presently eligible for access to classified information. An "active" USG security clearance is required to participate in the GPC program. Candidates with "current" or "expired" clearances are not eligible to participate in the GPC program without a reinstatement of an "active" USG security clearance.

Applicant: An individual who has registered to participate in a GPC assessment.

Candidate: An individual who has met the eligibility qualification for, but has not yet earned, a credential awarded through a certification program.

Certificant: An individual who has met GPC, agency, and component requirements to be certified and has been conferred certification.

Certification: The awarding of a credential acknowledging that an individual has demonstrated a specified level of knowledge or competence.

Continuing competence: Demonstrating specified levels of knowledge, skills, or ability at the time of initial certification and throughout an individual's professional career.

Contracting Organizations: Entities that provide professional services to the Department of Defense as a contracted vendor.

Cutoff: Breaking or ending files at regular intervals, usually a fiscal or calendar year end, to permit their disposal or transfer.

Defense GEOINT Manager: D/NGA's role as defined in DoD Directive 5105.60 to conduct all Geospatial-Intelligence (GEOINT) activities delegated under the authorities of the SECDEF and Undersecretary of Defense for Intelligence (USD(I)) in accordance with NGA's statutory missions under Titles 10 and 50 United States Code.

Essential Body of Knowledge (EBK): The specific functional tasks and the knowledge and skills required to perform those functional tasks. It describes the Defense GEOINT community's expectation of what individuals need to know and be able to do to be a high-performing contributor and member of the Defense GEOINT community.

Full Performance: Applicable to both the Technician/Administrative Support and Professional Work Categories, work at this level involves independently performing the full range of nonsupervisory duties appropriate for the designated Work Category. Employees at this level have successfully completed required entry-level training and/or developmental activities, have a full understanding of the technical or specialty field, independently handle situations or assignments with minimal day-to-day instruction or supervision, and receive general guidance and direction on new projects or assignments. Full performance employees exercise independent judgment in selecting and applying appropriate work methods, procedures, techniques, and practices in accomplishing their duties and responsibilities. Actions at this level may have impact beyond the work unit and, as a result, employees at this level typically collaborate with their peers internally and externally.

Geospatial Intelligence (GEOINT): According to Title 10, GEOINT is the exploitation and analysis of imagery and geospatial information to describe, assess, and visually depict features and geographically referenced activities on the earth. GEOINT consists of imagery, imagery intelligence, and geospatial information.

Good standing: The status of a candidate or certificant when regarded by his/her employing agency or organization as having complied with all explicit obligations, while not being subject to any form of sanction, suspension, or disciplinary censure.

National System for Geospatial Intelligence (NSG): The combination of technology, policies, capabilities, doctrine, activities, people, data, and organizations necessary to produce GEOINT in an integrated multi-intelligence, multi-security domain environment.

Pilot Assessment: The initial test for a certification domain that is conducted on a population of a statistically significant size. Results are reviewed by a testing expert, and the test is modified as necessary to create the final assessment.

Program Design Document (PDD): Codifies policies and procedures of a certification program. It provides stakeholders visibility into the strategic, operational, and technical elements of a certification program. It includes documentation requirements for accreditation and maintenance of the certification program.

Psychometrics: The field of study concerned with the theory and technique of educational and psychological measurement, which includes the measurement of knowledge, abilities, attitudes, and personality traits. The field is primarily concerned with the study of measurement instruments such as questionnaires and tests.

Recertification: Requirements and procedures established as part of the GPC program that certificants must meet to maintain competence and renew their certification. In order to maintain an active certification, a GPC certified individual must earn 100 or more Professional Development Units within his/her three-year certification maintenance period and remain in Good standing as defined by his/her employing component or agency. Refer to the *Maintenance* section above.

USG: United States Government

Revision History

Date	Change(s)	Affected Section(s)
4/1/2014	Updated the purpose of recertification and provided clarification on maintaining and renewing certifications.	Certification Maintenance and Renewal
5/8/2014	Updated Non-Disclosure Agreement (NDA) to reflect waiting period policy change approved by GPC Program Manager on 1 May 2014.	Appendix B
5/29/2014	Updated Overarching Policy statement to reflect pending nature of decisions on contractor testing per recommendation from GPC Governance Council.	Overarching Policy
6/25/2014	Updated certification descriptions to consolidate Imagery Science and to remove Photogrammetry from the Cartography program.	Certification Descriptions
2/25/2015	Added Bathymetry, Geodetic Earth Science, and Geodetic Surveying to the Applied Science program.	Certification Descriptions
2/25/2015	Replaced “prerequisite courses” with “GEOINT-related education” to better align with NCCA standards.	Eligibility
2/25/2015	Added “the certification maintenance period will commence upon the award or renewal of each certification” to clarify that PDU requirements are directly associated with individual conferral dates vice the accreditation date of an entire program.	Certification Maintenance and Renewal
2/25/2015	Added Massive Open Online Courses, Open Learning Initiatives, course audits, 24/7 duty, briefings, and impactful work activities to Professional Development Unit (PDU) Point Matrix.	Certification Maintenance and Renewal
2/25/2015	Added language to ensure candidates are not penalized for programmatic delays or other circumstances beyond their control that prevent the award of a certification within one year of passing the assessment.	Certification Maintenance and Renewal
3/31/2015	Changed “Recertification or Retest” to “Recertification”.	Recertification

3/31/2015	Deleted "A candidate will have three opportunities to pass a GPC assessment after the program is fully established, approved, and accredited."	Retaking
3/31/2015	Changed "Renewal opportunity availability" to "Recertification decisions".	Appendix D Program Management Office Appeals Board (POAB)
3/31/2015	Updated Professional Development Unit (PDU) Matrix (Table 2) to reflect Governance Council modifications approved during 16 March 2015 meeting.	Certification Maintenance and Renewal
4/7/2015	Removed requirement for certificants to submit PDU logs every 6 months and removed the requirement for Components to forward PDU logs to the GPC PMO.	Certification Maintenance and Renewal
4/28/2015	Added Professional Development Unit Log examples (Table 1) to simplify PDU documentation.	Certification Maintenance and Renewal
7/23/2015	Changed "a common set of competencies" to "competencies relevant to the tradecraft work role tasks and mission functions".	Program Objectives
8/5/2015	Added language to introduction, eligibility and scheduling sections to accommodate participation by cleared GEOINT contractors.	Introduction, Eligibility, Scheduling
8/7/2015	Added Appendix D to provide detail on waiver process. Relabeled appendix concerning appeals as Appendix E.	Appendix D: Waivers
8/7/2015	Deleted section.	Rescheduling Assessments
8/13/2015	Adjusted text in "Scheduling" section for clarity.	Scheduling
8/18/2015	Revised Applied Science certification description from "Geodetic Orbit Science, (Bathymetry, Geodetic Earth Science, and Geodetic Surveying)" to "Applied Science, (Bathymetry, Geodetic Earth Science, Geodetic Orbit Science and Geodetic Surveying)".	Certification Descriptions
8/18/2015	Added language delineating the training-agnostic character of the GPC Program.	Preparing for the Assessment
8/18/2015	Added clarifying language regarding the participation of contractors in the GPC program.	Overarching Policy , Eligibility, and Conferral and Revocation

9/16/2015	Clarified requirement to hold a lower-level certification in order to earn a higher level certification cannot be waived.	Waiver Process
10/1/2015	Added information on registering for GPC assessments.	Scheduling
10/8/2015	Added description of procedures used to judge candidates' compliance with each certification requirement and split Conferral and Revocation into separate sections.	Conferral and Revocation
10/16/2015	Added guidance on the proper use of certification designations and certification marks.	Using GPC Credentials
10/16/2015	Clarification of the 90-day post-test waiting period.	Retesting
10/21/2015	Modified wording to increase the candidate and certificant privacy.	Security and Confidentiality
10/23/2013	Clarified policy prohibiting the disclosure of personal or privileged information of any candidate or certificant to include assessment results, scores, competency level feedback, item responses, participation, or demographic data.	Appendix B Non-Disclosure Agreement
10/30/2015	Revised wording and added Appendix C to provide guidance on actual, potential, and perceived conflicts of interest.	Conflicts of Interest
11/19/2015	Renamed section "Maintenance" and revised wording related to the 3 year maintenance period.	Certification Maintenance and Renewal
11/19/2015	Moved content into "Maintenance" and deleted section.	Recertification
11/19/2015	Moved "The Program Office will monitor … as intended" and the footnote into the Revocation section.	Assessment Development
11/19/2015	Added "or serve as certification board member, Subject Matter Expert, assessment administrator, or proctor."	Non-Disclosure Agreement

11/19/2015	Added section to describe procedures associated with recordkeeping copies of certificant information, personal information, and assessment results	Records Management, Records, and Disclosure
11/19/2015	Added definitions for "Continuing Competence," "Recertification," and "Cutoff"	Glossary
11/19/2015	Added website address and renamed section from "Accommodations for Disabilities" to "Reasonable Accommodations"	Reasonable Accommodations
11/19/2015	Removed contractor language and added requirement that candidates must attest that they have met or have an approved waiver for all eligibility requirements for a particular assessment.	Eligibility
11/19/2015	Added Appendix G on Audit Procedures	Maintenance
12/04/2016	Added "The GEOINT Professional Certification Program does not grant reciprocal certifications."	Conferral
12/04/2016	Changed "professional educational programs and complete developmental training activities … necessary" to "professional development activities that enable them "	Maintenance
12/4/2016	Added that the GPC program "does not require membership in any association, and does not require the purchase of any product or service."	Preparing for the Assessment
12/4/2016	Changed "module" to "version of the form"	Terms and Conditions
12/4/2016	Added "DoD Manual 5200.01 Volume 3" as a records management reference	Appendix F: Records Management, Retention, and Disclosure
12/4/2016	Moved Revision History to end of document	Revision History
3/8/2016	Removed references to Proficiency Level III and Proficiency Level IV certifications	Certification Descriptions
4/20/2016	Added "USD(I) will determine the final disposition of each certificant's status."	Appendix G: GEOINT Professional Certification Maintenance Audit Procedures

12/20/2016	Major revision to incorporate data from individual handbooks	Entire document
04/12/2017	Updated number of questions and time allowance as necessary to reflect current pilot and operational assessments	Taking the Assessment
04/13/2017	Added certification marks	Using GPC Credentials
04/14/2017	Updated public release case number to 17-418 IAW Office of Corporate Communications authorization dated 14 April 2017	Title Page
8/14/2017	Revised language to reflect local processes used to provide Reasonable Accommodations	Reasonable Accommodations
8/14/2017	Removed “considered” and quote marks from Good standing eligibility requirement	Eligibility Requirements and GPC Eligibility Requirements Rationale
8/14/2017	Revised appeals board composition to reflect GC decision to allow full council to vote on appeals and eliminate need to maintain	Governance Council Appeals Board Composition
08/14/2017	Added definitions for “Full Performance”, “Good standing” and “Active U.S. Government Security Clearance”	Glossary
08/14/2017	Restated information from Eligible Population section in the Eligibility Requirements section	Eligibility Requirements
08/23/2017	Updated NSG seal and public release case number to 17-776 and IAW Office of Corporate Communications authorization dated 23 August	Title Page

GPC