

DOD 8140 EXPERIENCE QUALIFICATION PROCESS V1.2

PUBLISHED AUGUST 2025



DoD 8140


TABLE OF CONTENTS

Change Management Log	1
Purpose	1
Governance	2
Limitations	2
Experience Evaluation Board Responsibilities.....	3
Cyberspace Workforce Program Manager (CWF PM).....	3
CWF Supervisor	3
Human Resources (HR) Representative	4
DCWF Work Role SMEs	4
CWF Member	4
Experience Evaluation Supporting Information.....	6
Evaluation Assessment	7
Experience Evaluation Worksheet Procedure	8
Implementation	11
Final Approval	11
Additional DoD 8140 Implementation Support.....	11
References.....	12



DoD 8140

Change Management Log

Item #	Summary
1	Reference to the DoD 8140 EQP workbook has been removed. Supervisors should consult the DCWF work role tool (excel) for work role and knowledge, skill, ability, and task (KSAT) alignment.
2	Effective date for incumbent personnel updated based on last publication date.
3	“Purpose” section updated.
4	“DoD 8140 Guiding Principle” introduced.
5	“Governance” section updated.
6	New/Refined section: “Limitations”
7	New section: “Retention”
8	Modifications made to Experience Evaluation Board Responsibilities for CWF PM and Supervisor.
9	Defines “DoD Component Official.”
10	Clarification on Experience Evaluation Board participation provided.
11	Clarification on “Information Systems Security Manager” designation provided.
12	New Section: “DoD 8140 EQP Final Approval.” This section clarifies guidance on final approvers that can authorize the use and approval of this option.
13	New DoD Cyber Exchange web links have been noted in this document.
14	 Lightbulb “Notes To Remember” boxes incorporated: DoD Cyber Workforce Way Ahead; CWF Supervisor Designation; DoD 8140 Documents Library; DoD Component Official; Leveraging the DCWF Work Role Tool
15	Appendix A: DoD 8140 Experience Evaluation Worksheet (Sample) incorporated.
16	Appendix B: DoD 8140 Experience Evaluation Board Certificate (Sample) incorporated.
17	Reference to nomination procedures incorporated.

Purpose

The DoD 8140 Experience Qualification Process (EQP) provides guidance for Components to validate a DoD cyberspace workforce (CWF) member’s experience as a DoD 8140 foundational qualification option, referenced throughout this document as an "experience alternative” for standardization.

The experience alternative allows validation of knowledge and skills gained through actual performance of DCWF work role tasks in a DoD environment, mitigating the requirement to expend additional resources on DoD civilian employees and military service members.

DoD 8140 Guiding Principle

This document provides the baseline requirements for the DoD 8140 Experience Qualification Process. DoD Components may introduce additional requirements (build upon) this guidance to support the organization’s mission and needs.



DoD 8140

Governance

- a. The CWF member’s supervisor should determine that the CWF member has performed the assigned work role successfully beyond the formal probationary period established by the CWF member’s authoritative DoD personnel system.
- b. Participation by the designated CWF supervisor on the DoD 8140 EQP board/panel is mandatory.
- c. A formal DoD 8140 EQP board/panel is mandatory.
- d. Nomination procedures for a CWF member to leverage this process is delegated to the DoD Component’s cyber workforce management team.
- e. Employees coded to multiple DCWF work roles and corresponding DoD 8140 proficiency levels must complete separate EQPs for each work role where the experience alternative is utilized. An incumbent may have up to three separate certificates corresponding to their primary and additional work role assignments.



DoD Cyber Workforce
Way Ahead:

- ✓ Cancel the
OPTION
- ✓ Leverage the
PROCESS



It is recommended that CWF Supervisors participating in this process:

- ✓ Have sufficient familiarity with the DCWF work role being evaluated to assess the employee’s performance and demonstration of knowledge.

Limitations

The experience alternative is limited to:

- a. DoD civilian and military service CWF members incumbent in DCWF IT, CS, or EN positions as of December 16, 2024.
- b. Severe operational constraints, including situations when encumbered personnel have not obtained one of the other foundational qualification options (i.e., education, training, certifications), or when other foundational qualification options are not available or applicable.



DoD 8140

Expiration Dates

The use of the experience alternative will expire:

- a. On December 31, 2027 for the DCWF CS workforce element
- b. On December 31, 2028 for the DCWF IT/EN workforce elements

Retention

Personnel who achieve DoD 8140 foundational qualification through this process will retain their foundationally qualified status until the employee transitions to a different DCWF work role and proficiency level.

Personnel will maintain their foundationally qualified status beyond the noted expiration dates within this document.

Experience Evaluation Board Responsibilities

Cyberspace Workforce Program Manager (CWF PM)

- a. Initiates a nomination or coordinates nomination documents as necessary. Completes associated worksheet.
- b. Facilitates the DoD 8140 Experience Evaluation Board on behalf of the DoD Component.
- c. Provides support and policy guidance to supervisors.
- d. Coordinates identification of DCWF work role subject matter experts (SMEs) who are qualified with applicable DCWF work role at the DoD 8140 advanced proficiency level.
- e. Assists in maintaining documentation in the applicable system(s) of record.
- f. Provides official documentation as supporting information.
- g. Tracks DoD 8140 foundational and residential qualification compliance for CWF members.
- h. Ensures that standards are uniformly applied to preserve the integrity of the program.
- i. Ensures that this process is conducted for each associated DCWF work role and proficiency level alignment, if the employee is coded to more than one work role.

CWF Supervisor

- a. Identifies the operational need to initiate this process for the employee.
- b. Tracks the EQP and ensures compliance with EQP procedures.
- c. Provides the CWF PM with the nomination document to request the Experience Evaluation Team convene to perform a board review of the DoD 8140 Experience Evaluation Worksheet submission.
- d. Notifies the CWF member of the EQP and results.



DoD 8140

Human Resources (HR) Representative

- a. Remain abreast of DoD 8140 policy and provide guidance to supervisors when consulted.
- b. Assist in maintaining documentation in the applicable system of record, including the Defense Civilian Personnel Data System (DCPDS).
- c. Provide supervisors with official documentation available as supporting information on behalf of the CWF member.

DCWF Work Role SMEs

- a. Participate in the DoD 8140 Experience Evaluation Team, at the request of the CWF PM or supervisor.
- b. Provide work role expertise and recommendations as requested.
- c. Recommend SMEs be fully qualified at the DoD 8140 advanced proficiency level for the DCWF work role that is being evaluated or assigned to a DCWF work role at the DoD 8140 advanced proficiency level in the same DCWF workforce element. For reference, the 2020 Office of Personnel Management (OPM) Senior Executive Service Desk Guide describes the term “expert” as those “having unique or superior education, skills, and accomplishments in a particular field, and are regarded as authorities by others in the field. The expert performs unusually difficult work beyond the usual range of competent employees in the field.”

CWF Member

- a. Provides documentation for consideration to the DoD 8140 Experience Evaluation Team.
- b. Addresses questions that may arise from the Experience Evaluation Team for information; all information the CWF member provides is voluntary.

Experience Evaluation Team

- a. Reviews documentation.
- b. Evaluates the CWF member’s knowledge, skills and abilities (KSAs) pertaining to the DCWF work role’s KSA requirements.
- c. The team must include, at minimum, two of the following personnel: the Component/Organizations/Command/Activity’s Information Systems Security Manager (ISSM), the employee’s CWF supervisor, and/or a SME for the CWF member’s DCWF work role or workforce element.
- d. When feasible, a member of the Experience Evaluation Team should be DoD 8140 foundationally qualified in the DCWF work role being evaluated. DoD 8140 Experience Evaluation Teams leverage evaluation criteria based on DCWF work role task and KSA content, including the 70% core task and KSA threshold established in the DoDM 8140.03 foundational qualification options.
- e. CWF members must demonstrate knowledge attained through observable conduct of the DCWF work role.



DoD 8140

- f. The use of this experience alternative is a DoD Component management decision. CWF members may not nominate themselves for this experience alternative option.
- g. The DoD 8140 Experience Evaluation Team will include justification for final determination (e.g., interview or documentation type) captured in the DoD 8140 Experience Evaluation Worksheet, which is available on the DoD Cyber Exchange.
- h. Final sign-off authority designated by the “DoD Component Official” will be documented using the DoD 8140 Certificate of Specialized Cyberspace Workforce Experience. This certificate (DoD 8140 Foundational Qualification (Experience)) is available on the DoD Cyber Exchange, DoD 8140 Documents Library webpage. This documentation must be retained in the employee’s official personnel folder. CWF personnel tracking databases should be updated with qualification data.
- i. Under severe personnel constraints, DoD Components may introduce alternative signature authorities beyond the DoD Component Official for final signature. Please see the “DoD 8140 EQP Final Approval” section in this document for additional clarification.



DoD 8140 Documents Library Webpage

<https://www.cyber.mil/dod-workforce-innovation-directorate/dod8140/documents-library>



DoD Component Official

For the purposes of this document, the term “DoD Component Official” is defined as a Component GS-14/GS-15/O-6 or equivalent. Components also have the discretion to provide additional supplemental guidance pertaining to final DoD 8140 EQP approval procedures based on mission needs.



DoD 8140

Experience Evaluation Supporting Information

The following items may be considered in a partial or aggregate manner in support of this experience alternative option to verify that the CWF member meets the DoD 8140 Experience Evaluation Board requirements to satisfy DoDM 8140.03 foundational qualification requirements. Components maintain discretion to introduce additional qualifying documentation for this activity. All information should be handled according to Personally Identifiable Information (PII) standards as required.

Qualifying Documentation

a. **Education Transcripts**

Official, unofficial, or redacted transcripts documenting relevant education, degrees, or coursework applicable to the job requirements. Educational curricula program information may be used for consideration in addition to transcripts.

b. **Education Equivalencies**

If the degree does not qualify for the DCWF work role, then consider reviewing the program curricula to determine if any individual courses are relevant for consideration.

c. **Military or Civilian Training Records**

Military or civilian training records may be considered in support of the experience qualification such as individual courses, or a group of courses, that cover the specific DCWF work role's core KSATs. Certificates of completion or transcripts from relevant training programs, workshops, or courses directly related to the job duties and requirements may also be considered.

d. **Personnel Certifications**

Personnel Certifications demonstrating proficiency in one or more of the core KSATs for the specific DCWF work role. The current personnel certification must be one of the DoD 8140 approved personnel certifications from the DCWF CS or IT workforce elements.

e. **Performance**

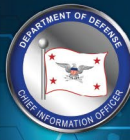
The supervisor must confirm that the CWF member has satisfactorily performed the assigned work role.

f. **Government Approved Work Samples**

Government approved work samples completed by the CWF member, such as reports, analyses, or projects, which demonstrate the ability to perform the work role's core tasks may be used.

g. **Notification of Personnel Action, Standard Form 50**

SF-50s may be used to verify work history. Note that the designated/assigned DCWF work role and DoD 8140 proficiency level MUST be accurately reflected on the CWF member's position description.



DoD 8140

h. Resumes

Resumes may be used to support this experience alternative option as related to the assigned DCWF work role and proficiency level.

Non-Qualifying Documentation

1. Generalized job summaries without specific details on the CWF member's actual duties and responsibilities.
2. Self-certification statements lacking accompanying documentation or validation.
3. Training certificates unrelated to the job duties or requirements.
4. References provided by CWF members without independent verification or validation.

Evaluation Assessment

a. Evaluation Methods

1. **Structured Interview.** Conduct an interview with the CWF member to assess their knowledge, skills, and abilities for work role-specific scenarios and challenges.
2. **Task-Based Assessment/Observation.** Assign a task or project relevant to the CWF member's assigned work role and assess their skills in performing work role tasks in a DoD environment.
3. **Simulations/Exercises.** Create simulated practical scenarios or exercises that replicate common work role tasks or challenges and assess the CWF member's ability to perform them satisfactorily.
4. **Document Review.** Compare the documentation provided by CWF members with the relevant DCWF work role KSATs. Cross-reference documentation with other sources, such as interviews, verification of references, review of past project work, and performance metrics.

b. DoD 8140 Proficiency Level Overview

DoD 8140 proficiency levels describe the levels of a capability required to perform work successfully. Per DoDI 8140.02, a DoD 8140 proficiency level is not based on the rank or grade of the individual. The assignment of a DoD 8140 proficiency level is based on an analysis of the requirements of the position/billet. Reference the DoD 8140 proficiency level definitions for determination of experience performed at the position's assigned Primary or Additional DCWF work role proficiency level:

Basic. The work role requires an individual to have familiarity with basic concepts and processes and the ability to apply these with frequent, specific guidance. An individual must be able to apply these with frequent, specific guidance, in routine, structured situations.

Intermediate. The work role requires an individual to have extensive knowledge of basic concepts and processes and experience applying these with only periodic high-level guidance. An individual must be able to perform successfully in non-routine and sometimes complicated situations.



DoD 8140

Advanced. The work role requires an individual to have an in-depth understanding of advanced concepts and processes and experience applying these with little to no guidance. An individual must be able to provide guidance to others, and must be able to perform successfully in complex, unstructured situations.

These proficiency levels indicate the extent of supervision that is needed for a CWF member to perform the job successfully. The DoD 8140 basic proficiency level indicates that a strong level of supervision is needed, while the DoD 8140 advanced proficiency level indicates autonomous performance. DoD 8140 proficiency levels also address the level of complexity of the work environment and the depth of knowledge needed for the applicable work role. Components may provide further guidance for proficiency level experience evaluation.

Experience Evaluation Worksheet Procedure

The DoD 8140 Experience Evaluation Worksheet Procedure guides the Experience Evaluation Team through the process to ensure compliance with this guidance. Components may provide amplifying guidance as needed.

- a. The CWF PM verifies the CWF member's work role, proficiency level, and start date in a DCWF-coded/CWF position. The CWF PM communicates the Experience Evaluation Board requirements to the CWF member's supervisor and Experience Evaluation Team using the DoD 8140 Experience Evaluation Worksheet.
- b. The CWF supervisor communicates the EQP, timeline, and evaluation methods to the CWF member.
- c. The supervisor completes the "Employee Background" and "Billet Information" tabs by providing required information:
 1. CWF member's name
 2. Grade Level & Occupational Series
 3. Position Title
 4. Position Description (PD) number
 5. Billet Identification Number
 6. Billet/Position Work Role Code and Proficiency Level (indicate if Primary or Additional work role code)
 7. Start Date in CWF
 8. Time in Current Position (years and months)
 9. Supervisor's name
- d. The CWF member submits the necessary documentation for the Experience Evaluation Board, completes the EQP Employee Input section of the DoD 8140 Experience Evaluation Worksheet, and notes how the documents support the "core" KSATs that justify their experience submission to reach the 70% core KSAT threshold requirement.



DoD 8140



Leveraging the DCWF Work Role Tool (Excel):



It is recommended that the CWF member and supervisor reviews the DCWF work role tool (excel) to confirm the core KSATs for the assigned DCWF work role.

This tool is updated regularly. Please contact your local DoD cyber workforce representative, or contact the DoD CIO WID directly to obtain an up-to-date copy.

1. The CWF member provides justification that supports the core work role's KSATs for the assigned DoD 8140 proficiency level. See *DoD 8140 Experience Evaluation Worksheet Supporting Information Paragraph* for more details. Examples include:
 - Resume
 - Training Records
 - Transcripts
 - Visual or Verbal Demonstrations
 - Years of Performance in work role-related positions
 2. The CWF member digitally signs the DoD 8140 Experience Evaluation Worksheet to document completion and submits the digitally signed DoD 8140 Experience Evaluation Worksheet to their supervisor for an initial review.
- e. The CWF supervisor prepares the DoD 8140 Experience Evaluation Worksheet for the Experience Evaluation Board and distributes documentation for consideration.
 - f. The CWF PM coordinates the DoD 8140 Experience Evaluation Board schedule.
 - g. The DoD 8140 Experience Evaluation Board team generates input, validation, and overall score calculation.



DoD 8140

1. **Evaluation Team Input.** Each team member reviews the supplied information for consideration and provides comments and documents their assessment in detailed records of the validation process, including documentation reviewed, assessment outcomes, and any discrepancies identified. Examples of input may include the following:
 - Concurrence
 - Recommended actions for completion
 - Non-Concurrence with justification
 2. **Validation.** The DoD 8140 Evaluation Team as a group validates the information provided by the employee and discusses their remarks. The team marks "Yes" or "No" in appropriate worksheet column/field.
 3. **Overall Score Calculation.** The overall score is calculated based on the validation responses provided by the DoD 8140 Experience Evaluation Team. If the score is 70% or higher, the command endorses this experience alternative option for the CWF member's DoD 8140 foundational qualification for the assigned/designated DoD 8140 work role and proficiency level.
 4. **Communicate Results.** The supervisor provides feedback to the CWF member regarding the outcome of the validation process, highlighting areas of strength and areas for improvement if disapproved. If the CWF member has met the requirements, a DoD 8140 Certificate of Specialized Cyberspace Workforce Experience (DoD 8140 Foundational Qualification (Experience) Certificate) is provided to the CWF member. The DoD 8140 Foundational Qualification (Experience) Certificate is located on the DoD Cyber Exchange.
- h. The CWF PM submits the following to the CWF member's official file:
 - DoD 8140 Foundational Qualification (Experience) Certificate signed by the Commanding Officer or designated official
 - DoD 8140 Experience Evaluation Worksheet or reference documentation
 - i. If a request is disapproved, the CWF member is notified that they have nine months from notification date to pursue a different DoD 8140 foundational qualification option.



DoD 8140

Implementation

This EQP requires approval from Component-level authorities prior to the commencement of implementation. Upon implementation, this EQP should be disseminated to all CWF stakeholders with appropriate communication to assure understanding of roles, responsibilities, and procedures outlined herein.

Final Approval

It is recommended that the final approver of the DoD 8140 EQP that approves this option for use as a DoD 8140 foundational qualification is the DoD Component Official, as defined in this document. Components may authorize alternative signature authorities under severe personnel constraints, such as the CWF Supervisor or the Component/Organizations/Command/Activity's ISSM.

Documentation used to validate the CWF member's experience should be official government records or documents listed in the "Qualifying Documentation" section of this document.

Additional DoD 8140 Implementation Support

The DoD Cyber Exchange provides access to DoD cyber workforce information, policy, guidance, training, best practices, and resources. This website is the authoritative source for DoD 8140 resources and information. The web links listed below are the new DoD Cyber Exchange links to applicable resources.

DoD 8140 Homepage

<https://www.cyber.mil/dod-workforce-innovation-directorate/dod8140>

DoD 8140 Documents Library, E-Guide, Implementation Resources

<https://www.cyber.mil/dod-workforce-innovation-directorate/dod8140/documents-library>

DoD 8140 Foundational Qualification Matrices

(CS, IT, EN)

<https://www.cyber.mil/dod-workforce-innovation-directorate/dod8140/qualification-matrices>

DoD 8140 Frequently Asked Questions

<https://www.cyber.mil/dod-workforce-innovation-directorate/dod8140/faq>

DoD CWF members can visit the DoD Cyber Exchange DoD 8140 "Ask a Question" webpage to connect with DoD Component Cyber Workforce representatives:

DoD 8140 Ask A Question

<https://www.cyber.mil/dod-workforce-innovation-directorate/dod8140/help>

DoD Cyber Workforce Framework (DCWF) Homepage

<https://www.cyber.mil/dod-workforce-innovation-directorate/dod-cyber-workforce-framework>



DoD 8140

References

- a. DoDI 8140.02, Identification, Tracking, and Reporting of Cyberspace Workforce Requirements of 21 December 2021

WHS Link:

https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/814002p.PDF?ver=XEaIhBYPP_Ib2wnHOnA7xw%3D%3D

- b. DoDM 8140.03 Cyberspace Workforce Qualification and Management Program of 15 February 2023

WHS Link:

https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/814003p.PDF?ver=Yi_dR4VeVd7-yxrty2REFQ%3D%3D



DoD 8140

APPENDIX A

DoD 8140 Experience Evaluation Worksheet V3
August 19, 2025



DoD 8140



DoD 8140

Experience Evaluation Worksheet
V3; August 2025

Part I: Instructions:

DoD Cyber Workforce (CWF) Supervisors have identified an operational need to conduct a DoD 8140 Experience Qualification Process.

DoD Cyber Workforce Program Managers, please fill out the below fields to nominate a DoD CWF member to a DoD 8140 Experience Evaluation Board.

CWF Member Name	<input type="text"/>
Grade	<input type="text"/>
Occupational Series	<input type="text"/>
Title	<input type="text"/>
Position Description	<input type="text"/>
BIN	<input type="text"/>
Billet DCWF Work Role	<input type="text"/>
Billet DoD 8140 Proficiency Level	<input type="text"/>
Start Date in DoD Cyber Workforce	<input type="text"/>
Time in Current Position (in years & months)	<input type="text"/>
Time in Organization (in years & months)	<input type="text"/>
CWF Supervisor Name	<input type="text"/>

SAMPLE



DoD 8140

APPENDIX B

DoD 8140 Experience Evaluation Board Certificate V4
August 19, 2025



DoD 8140



The DoD 8140 Experience Evaluation Board
of the

Be it known that

Has demonstrated the knowledge and experience necessary to satisfy DoDM 8140.03 foundational qualification requirements through the experience alternative, and is therefore recognized as

DoD 8140 Foundationally Qualified

Designated

DoD Cyber Workforce Framework (CWF) Work Role

Select Your Work Role ▼

Designated DoD 8140 Proficiency Level

Select Your Level ▼

07/16/2025

DoD Component Official

Effective Date