IA Certification Program

I	Basic or Entry	Basic tier training standards are designed to establish fundamental qualifications and expertise in the individual's IA specialty. Development at this initial tier lays the foundation for career progression and is designed to prepare qualified, motivated personnel for positions of increasing responsibility. At the basic level, individuals should be exposed to the primary functional areas of IA and the roles of its various specializations.
II	Intermediate or Journeymen	At the intermediate tier, development continues to include on-the-job rotational assignments, and the responsibilities and length of time an individual spends in each position generally increases. While specialization in one of the primary functional areas was emphasized at the beginning of this tier, the individual should later begin to broaden his or her background toward other areas within the overall framework of IA.
III	Advanced or Expert/Senior	By the time an individual reaches the senior levels of IA, he or she should have completed all the mandatory training and education requirements (or equivalents) of that tier, and should have advanced through a career pattern that has given him or her depth of knowledge in two or more primary functional areas and a breadth of knowledge across the entire spectrum of IA.

IA Certification – Level 1

Typical Grades[1]	Experience[2]	Training[2]	Education[2]
GS-5 through GS-11 O-1 through O-3 E-3 through E-5 NSPS PB I	Two years of International Affairs (IA) (as defined in paragraph 1.1 of the main document) experience.	All courses must be a minimum of 3 resident days/24 total online hours to meet the requirement. Once a course is used to fulfill a training requirement, it cannot be used again to satisfy a requirement at a different certification level. A comprehensive listing of "Preferred" courses by MILDEP & DoD can be found at: https://iacertification.dsca.mil/ International Programs Security Requirements Course (IPSR) (If you took the Security Assistance Management CONUS course (SAM-C) or the Security Assistance Management Overseas course (SAM-O) before FY 2000, you must also take IPSR as it was not incorporated into those courses until that time.); AND ▪Two Introductory functional development courses; AND ▪One Introductory Security Cooperation course offered by ISCS or other IA job-related introductory course offering. ISCS classes that would fulfill this are: SAM-E, SAM-OC, SAM-TO, SAM-C, SAM-O, or SAM-OS	(Desired) Baccalaureate degree with a major or equivalent, or a combination of courses totaling at least 24 semester hours, in international law and international relations, political science, economics, history, sociology, geography, social or cultural anthropology, law, statistics, or in the humanities; or 12 semester hours in one of the above disciplines and 12 semester hours in statistics/quantitative methods; or, combination of education and experience—courses equivalent to a major, or a combination of related courses totaling at least 24 semester hours, as shown above plus appropriate experience or additional education.

Core Competencies:
- Oral and Written Communication
- Accountability
- Customer Service

International Affairs Certification – Level II Requirements

Typical Grades	Experience[2]	Training[2]	Education[2]
GS-11 through GS-14 O-3 through O-5 E-5 through E-9 NSPS PB II & III	Four years of International Affairs (IA) (as defined in paragraph 1.1 of the main document) experience.	All courses must be a minimum of 3 resident days/24 total online hours to meet the requirement. Once a course is used to fulfill a training requirement, it cannot be used again to satisfy a requirement at a different certification level. A comprehensive listing of "Preferred" courses by MILDEP & DoD can be found at: https://iacertification.dsca.mil/ All courses required for Level I, AND ▪One Intermediate functional development course in primary area of expertise; AND ▪One Introductory functional development course in secondary area of expertise; AND ▪One Intermediate or refresher course in Security Cooperation offered by ISCS or other relevant IA job-related courses (ISCS courses that would fulfill this are: SAM-CF, SAM-CM, SAM-CS, SAM-CR, SAM-AR, SAM-AT); AND ▪One formal course in leadership or management.	(Desired) Baccalaureate degree with a major or equivalent, or a combination of courses totaling at least 24 semester hours, in international law and international relations, political science, economics, history, sociology, geography, social or cultural anthropology, law, statistics, or in the humanities; or 12 semester hours in one of the above disciplines and 12 semester hours in statistics/quantitative methods. Or, combination of education and experience—courses equivalent to a major, or a combination of related courses totaling at least 24 semester hours, as shown above plus appropriate experience or additional education.

Core Competencies:

- ALL COMPETENCIES SPECIFIED IN CERTIFICATION LEVEL I AND THE FOLLOWING:
- Technical Proficiency/Credibility
- Creativity and Innovation
- Problem Solving

International Affairs Certification – Level III

Typical Grades[1]	Experience[2]	Training[2]	Education[2]
GS 14 and above O-4 through O-6 and above E-9 and above NSPS PB III and SES	Six years of International Affairs (IA) (as defined in paragraph 1.1 of the main document) experience.	All courses must be a minimum of 3 resident days/24 total online hours to meet the requirement. Once a course is used to fulfill a training requirement, it cannot be used again to satisfy a requirement at a different certification level. A comprehensive listing of "Preferred" courses by MILDEP & DoD can be found at: https://iacertification.dsca.mil/ All courses required for Level I and Level II, AND ▪One Advanced functional development course in primary area of expertise: AND ▪One Intermediate functional development course in secondary are of expertise: AND ▪One Advanced course in Security Cooperation offered by ISCS or other relevant IA job-related courses (ISCS courses that would fulfill this are: SAM-CF, SAM-CM, SAM-CS, SAM-CR, SAM-AR, SAM-AT), or other relevant IA job-related course; AND ▪One formal advanced course in leadership or management.	(Desired) Baccalaureate degree with a major or equivalent, or a combination of courses totaling at least 24 semester hours, in international law and international relations, political science, economics, history, sociology, geography, social or cultural anthropology, law, statistics, or in the humanities; or 12 semester hours in one of the above disciplines and 12 semester hours in statistics/quantitative methods; or, combination of education and experience—courses equivalent to a major , or a combination of related courses totaling at least 24 semester hours, as shown above plus appropriate experience or additional education.

Core Competencies:

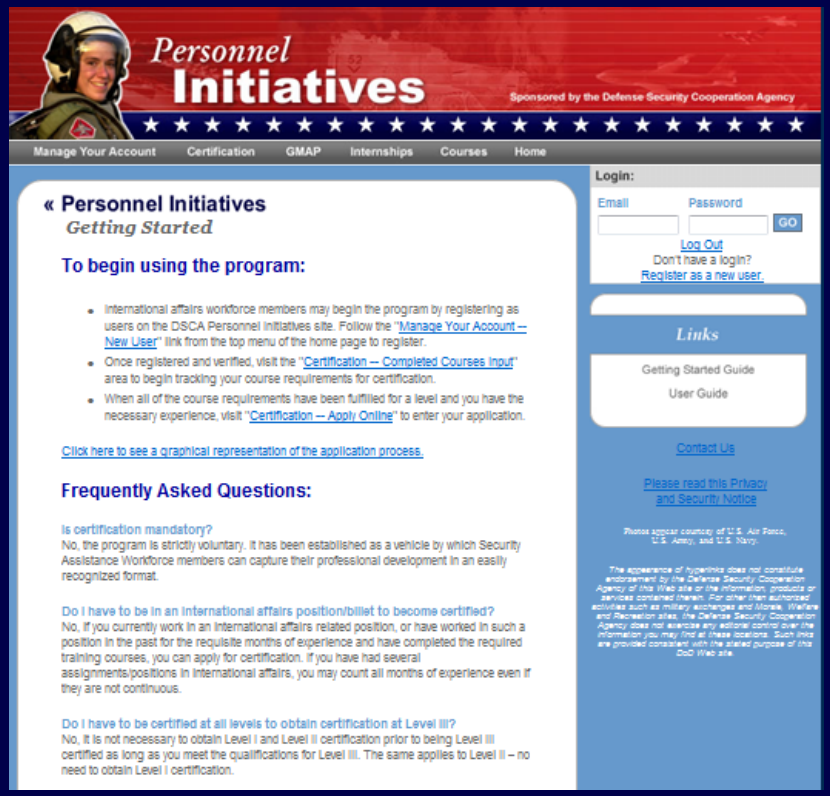
▪ALL COMPETENCIES SPECIFIED IN CERTIFICATION LEVELS I AND II, AND THE FOLLOWING:
▪Strategic Thinking
▪Building Coalitions
▪External Awareness

Personnel Initiatives Overview

PersonnelInitiatives.org Consists of 6 Main Areas:

- Manage Your Account
- Certification
- GMAP
- Internships
- Courses
- Administration

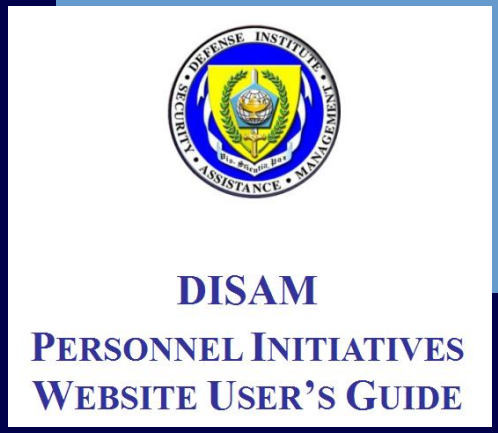
Personnel Initiatives Overview



Getting Started Guide:

Provides users a quick introduction to using the system.

Personnel Initiatives Overview



User Guide:

Both a Word Document and an Adobe Acrobat PDF version with in-depth information for using the system are available.

Personnel Initiatives Overview

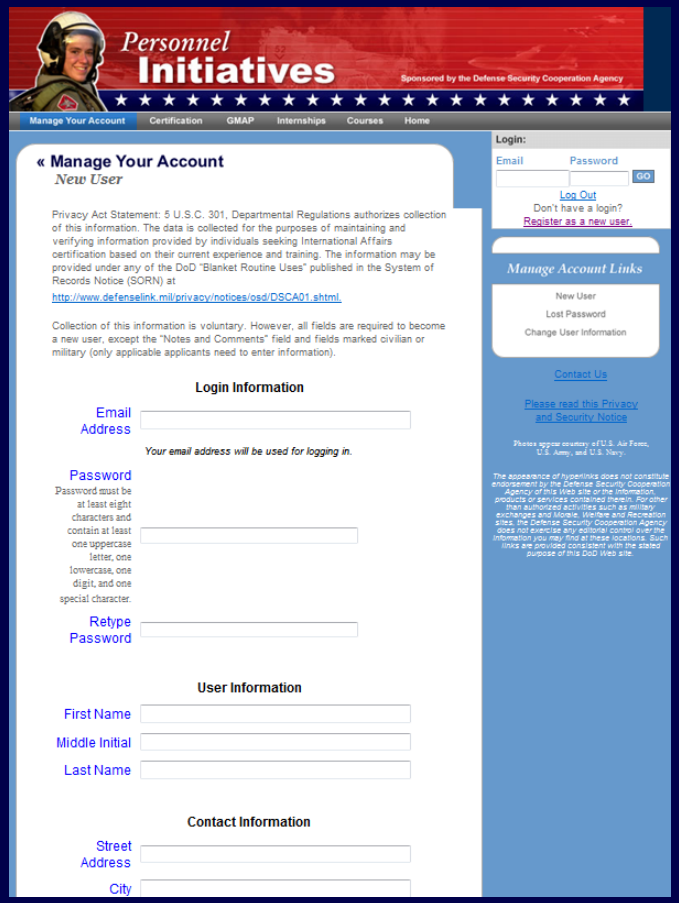
Manage Your Account:

Lets users setup and manage their user information in the system.

Information may be entered once and saved throughout the system.

Allows users to save information such as course completions for continuous progress management.

Personnel Initiatives Overview



Manage Your Account – New User (1 of 2):

Guests become users by entering data in the *New User* area.

Information includes password, name, contact, job and education, and supervisor information.

Personnel Initiatives Overview

Dear New User Name,

This confirms successful completion of step one of your Personnel Initiatives New User Registration. To complete this registration, follow the link below and follow the instructions. This must be accomplished within the next seven (7) days. Should you not accomplish step 2 within the 7-day period, no penalty is assessed; you will, however, have to re-complete the step 1 information before you can register.

New User Link

For your reference, to login:
Your Email is: Email Address Entered in New User Registration
Your Password is: Password Entered in New User Registration

Good luck on your career development and certification efforts. If you have any questions, please contact me.

Sincerely,
Service Administrator Name and Contact Information

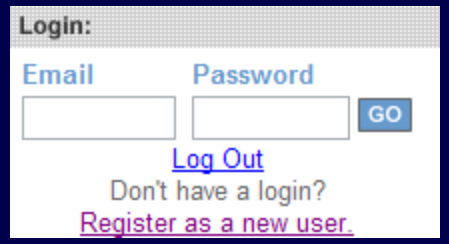
Manage Your Account – New User (2 of 2) :

System sends email to new user asking them to click on a link to validate their registration. This helps administrators eliminate bogus users by requiring actual email addresses.

Users may not access the system until their account has been validated.

Administrators may also validate users.

Personnel Initiatives Overview



Manage Your Account – Login:

Once the user has validated their account, they may login at any point to make changes or updates to their information or to apply online.

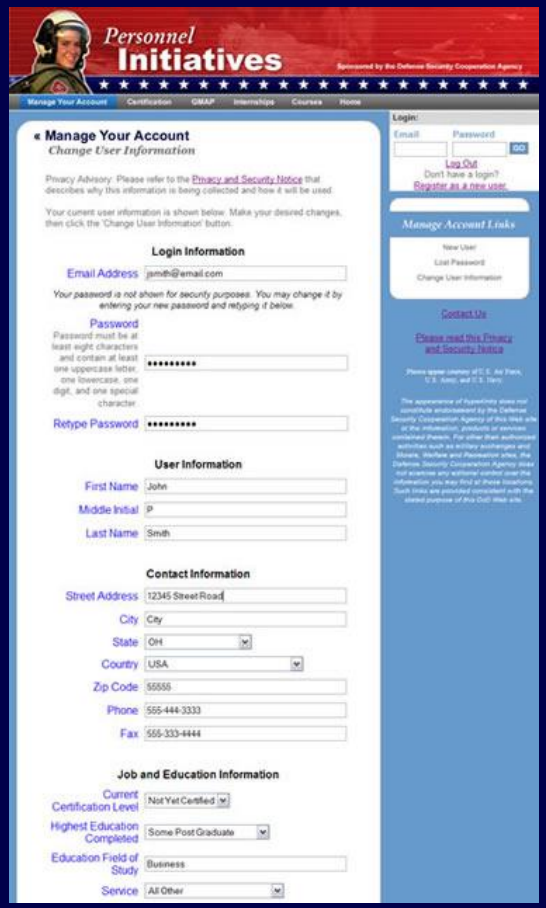
The *Login* box is located on the right side of every web page.

Personnel Initiatives Overview

Manage Your Account – Recover Password:

Users may retrieve their passwords by entering their email address. The site sends the corresponding password to their email.

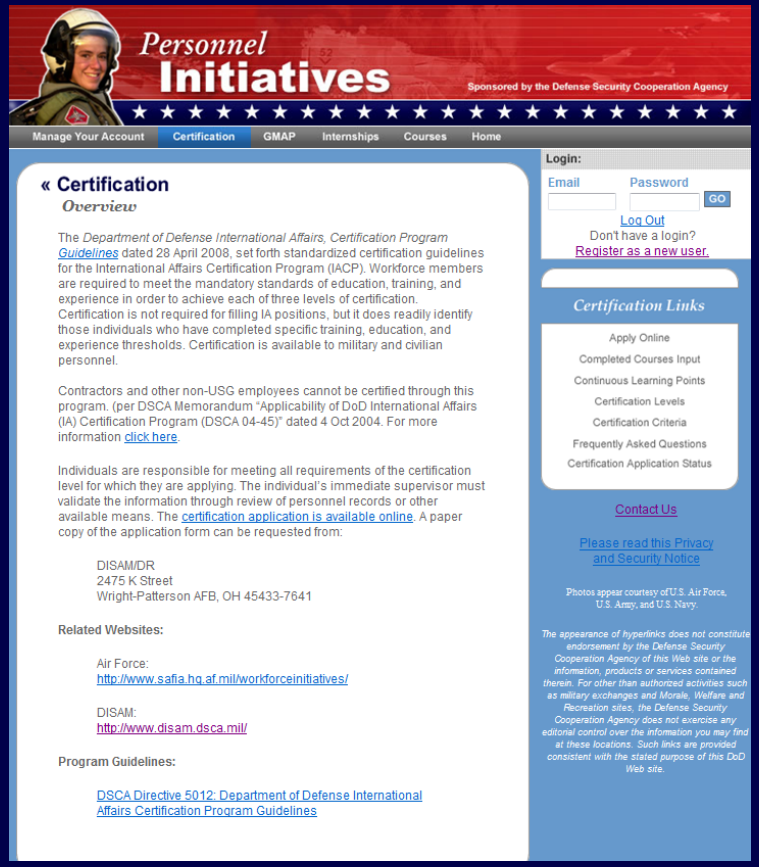
Personnel Initiatives Overview



Manage Your Account
– Change User Information:

Users may change or update any of their information online.

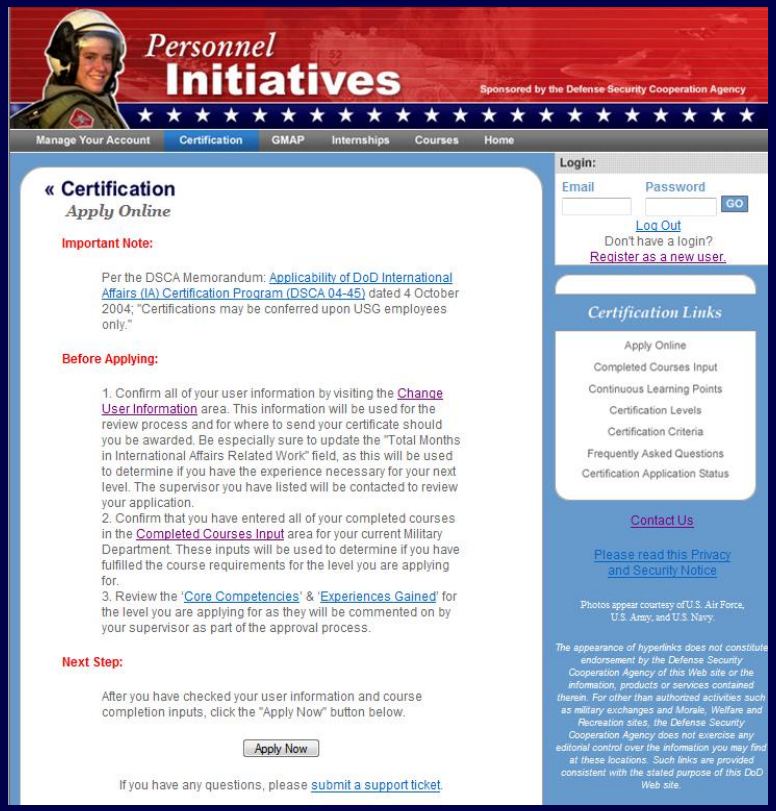
Personnel Initiatives Overview



Certification:

Gives information on certification including an overview of the levels and criteria with links to more MILDEP-specific information.

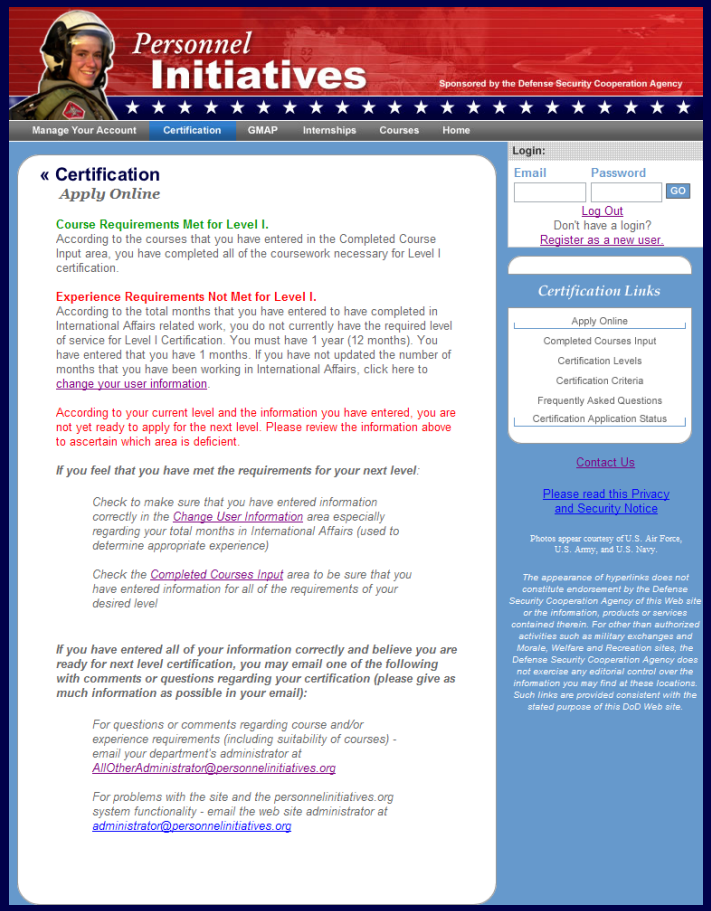
Personnel Initiatives Overview



Certification
- Apply Online (1 of 6) :

Users are instructed to confirm their user information and course completions before applying.

Personnel Initiatives Overview



Certification
- Apply Online (2 of 6) :

Users are screened to make sure they are ready to apply for the next level of certification based on the courses they have entered and their months of service.

Application does not proceed unless applicant has met requirements.

Personnel Initiatives Overview

Certification
- Apply Online (3 of 6) :

If user has met the requirements to proceed to the next level, the system lets them know which level they are ready to apply for.

User answers two quick questions to apply for certification. Other information has been previously entered and stored.

Personnel Initiatives Overview

Certification
- Apply Online (4 of 6) :

System assigns application number and lets user know "What's Next?".

This area can be tailored in the future so that if further information or materials are required for a military department, instructions could be given here.

Personnel Initiatives Overview

Dear Supervisor Name,

Applicant Name has applied for Certification Level #.

Your verification of the data presented is necessary for our administrators to review the application. Please follow the link below (or copy and paste it into your web browser) and follow the instructions to validate your employee's information. If you are no longer the supervisor of this employee or you feel you have received this email in error, please respond by replying to this email with a brief explanation.

Supervisor Link with Codes

Thank you for your prompt response. Should you have any questions, please contact me.

Sincerely
Service Administrator Name and Contact Information

Certification
- Apply Online (5 of 6) :

Email is automatically sent to user's supervisor asking them to click a link to review the application and validate the information.

Personnel Initiatives Overview

Dear Applicant Name,

Congratulations! Your certification application number Application Number is approved for Level #.

Your current certification level has been updated in the Personnel Initiatives system. The certificate that accompanies this award will be sent to your major command for presentation as they determine appropriate. Should you have any questions regarding this matter, please contact us.

The administrator has included the following notes for you:
Administrator Notes Here

Sincerely,
Service Administrator Name and Contact Information

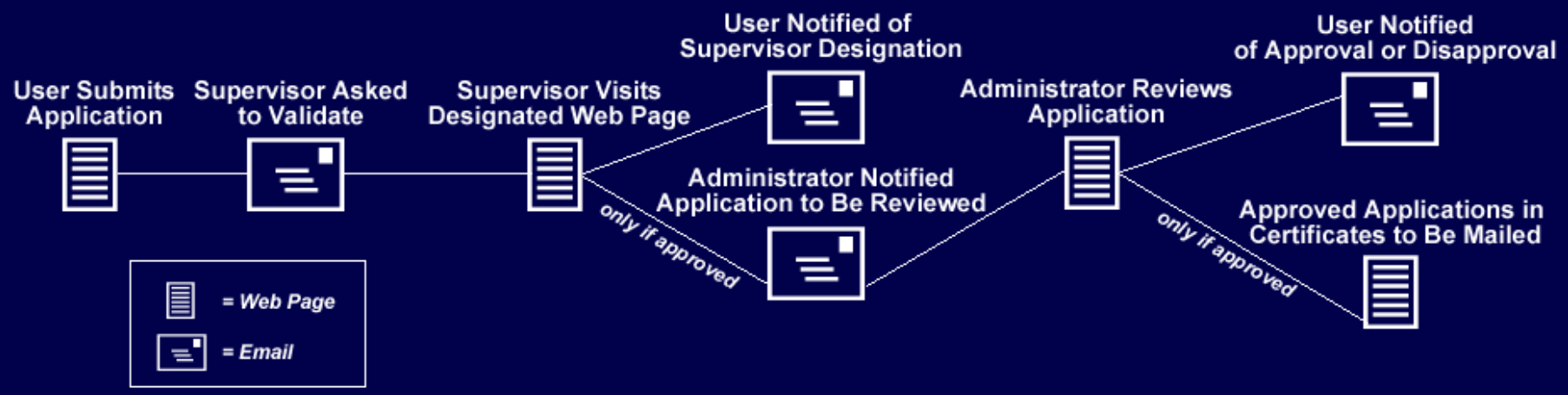
Certification
- Apply Online (6 of 6) :

System generates automatic email to user letting them know the supervisor's response.

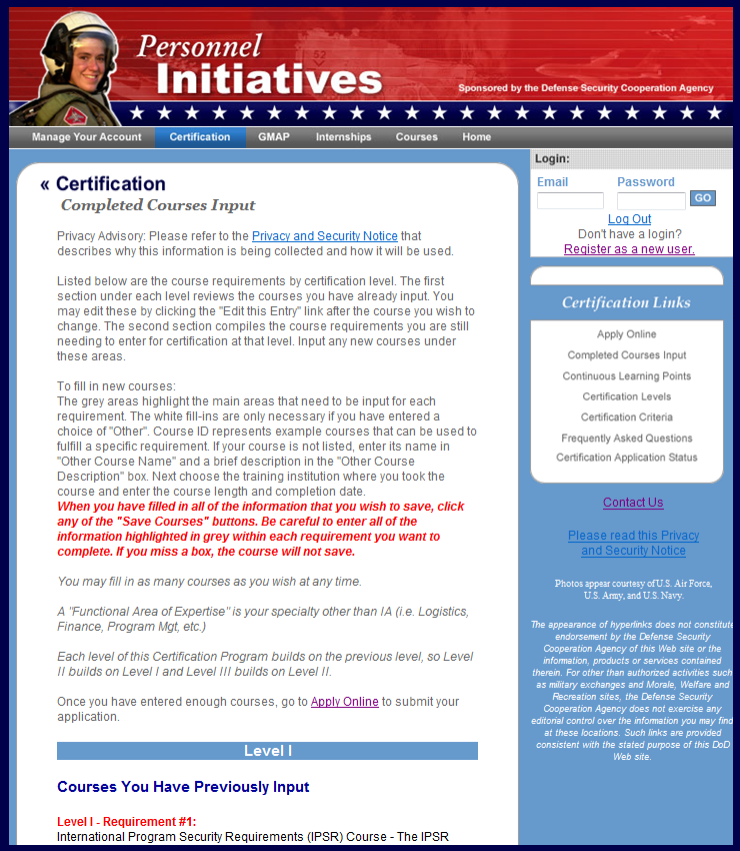
If the supervisor approves the application, an email is generated to the main MILDEP POC letting them know there is a new application to review.

Personnel Initiatives Overview

Certification Application Process



Personnel Initiatives Overview



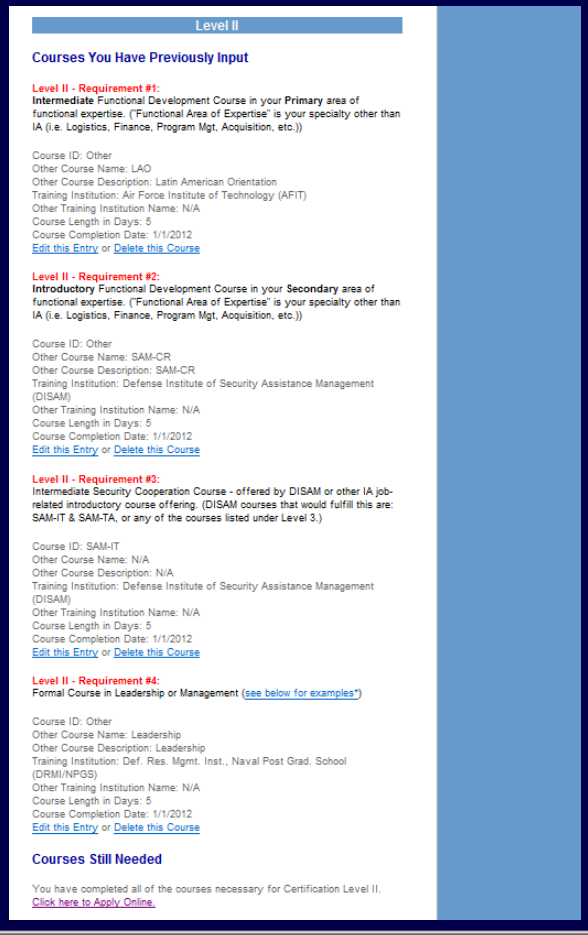
Certification
– Course Completions (1 of 3):

Users must apply through their military department, i.e. Army-Army; AF-AF; Navy, Marines, Coast Guard-Navy. Non-MILDEP DoD Agency users apply under DoD.

A non-all inclusive list of potential courses which can be used are listed by each MILDEP and DoD.

Users may "Save Changes" and return at any time to track courses.

Personnel Initiatives Overview



Level II

Courses You Have Previously Input

Level II - Requirement #1:
Intermediate Functional Development Course in your **Primary** area of functional expertise. ("Functional Area of Expertise" is your specialty other than IA (i.e. Logistics, Finance, Program Mgt, Acquisition, etc.))

Course ID: Other
Other Course Name: LAO
Other Course Description: Latin American Orientation
Training Institution: Air Force Institute of Technology (AFIT)
Other Training Institution Name: N/A
Course Length in Days: 5
Course Completion Date: 1/1/2012
Edit this Entry or Delete this Course

Level II - Requirement #2:
Introductory Functional Development Course in your **Secondary** area of functional expertise. ("Functional Area of Expertise" is your specialty other than IA (i.e. Logistics, Finance, Program Mgt, Acquisition, etc.))

Course ID: Other
Other Course Name: SAM-CR
Other Course Description: SAM-CR
Training Institution: Defense Institute of Security Assistance Management (DISAM)
Other Training Institution Name: N/A
Course Length in Days: 5
Course Completion Date: 1/1/2012
Edit this Entry or Delete this Course

Level II - Requirement #3:
Intermediate Security Cooperation Course - offered by DISAM or other IA job-related introductory course offering. (DISAM courses that would fulfill this are: SAM-IT & SAM-TA, or any of the courses listed under Level 3.)

Course ID: SAM-IT
Other Course Name: N/A
Other Course Description: N/A
Training Institution: Defense Institute of Security Assistance Management (DISAM)
Other Training Institution Name: N/A
Course Length in Days: 5
Course Completion Date: 1/1/2012
Edit this Entry or Delete this Course

Level II - Requirement #4:
Formal Course in Leadership or Management (see below for examples*)

Course ID: Other
Other Course Name: Leadership
Other Course Description: Leadership
Training Institution: Def. Res. Mgmt. Inst., Naval Post Grad. School (DRMI/NPGS)
Other Training Institution Name: N/A
Course Length in Days: 5
Course Completion Date: 1/1/2012
Edit this Entry or Delete this Course

Courses Still Needed

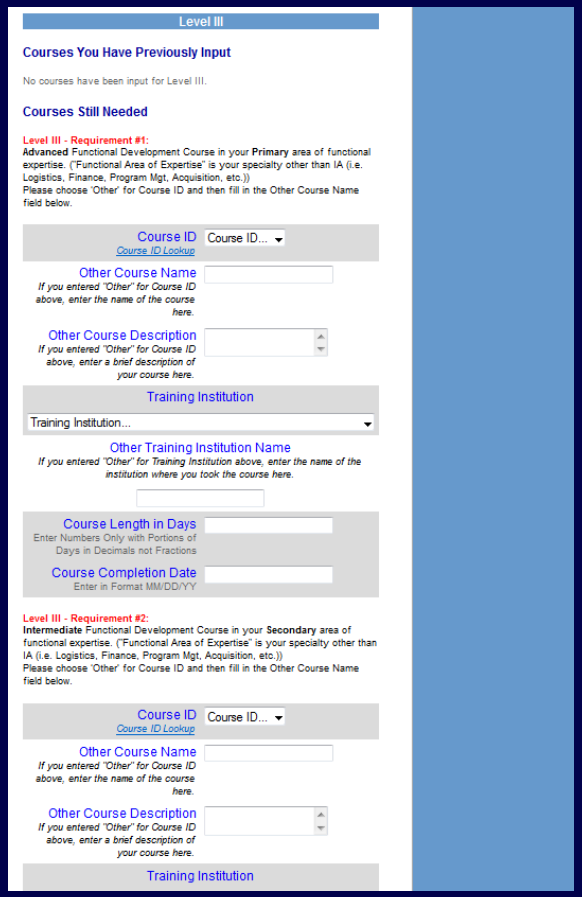
You have completed all of the courses necessary for Certification Level II.
Click here to Apply Online.

Certification
– Course Completions (2 of 3):

Previous entries are stored and may be edited at any time until certification is awarded at that level.

System lets user know when they have entered all of the courses needed for certification at a level.

Personnel Initiatives Overview


Level III

Courses You Have Previously Input

No courses have been input for Level III.

Courses Still Needed

Level III - Requirement #1:
Advanced Functional Development Course in your **Primary** area of functional expertise. ("Functional Area of Expertise" is your specialty other than IA (i.e. Logistics, Finance, Program Mgt, Acquisition, etc.))
Please choose 'Other' for Course ID and then fill in the Other Course Name field below.

Course ID — Course ID...
Course ID Lookup

Other Course Name
If you entered "Other" for Course ID above, enter the name of the course here.

Other Course Description
If you entered "Other" for Course ID above, enter a brief description of your course here.

Training Institution

Training Institution...

Other Training Institution Name
If you entered "Other" for Training Institution above, enter the name of the institution where you took the course here.

Course Length in Days
Enter Numbers Only with Portions of Days in Decimals not Fractions

Course Completion Date
Enter in Format MM/DD/YY

Level III - Requirement #2:
Intermediate Functional Development Course in your **Secondary** area of functional expertise. ("Functional Area of Expertise" is your specialty other than IA (i.e. Logistics, Finance, Program Mgt, Acquisition, etc.))
Please choose 'Other' for Course ID and then fill in the Other Course Name field below.

Course ID — Course ID...
Course ID Lookup

Other Course Name
If you entered "Other" for Course ID above, enter the name of the course here.

Other Course Description
If you entered "Other" for Course ID above, enter a brief description of your course here.

Training Institution

Certification
– Course Completions (3 of 3):

System lists course requirements still needed for each level.

Suggested courses and training institutions are listed for each requirement.

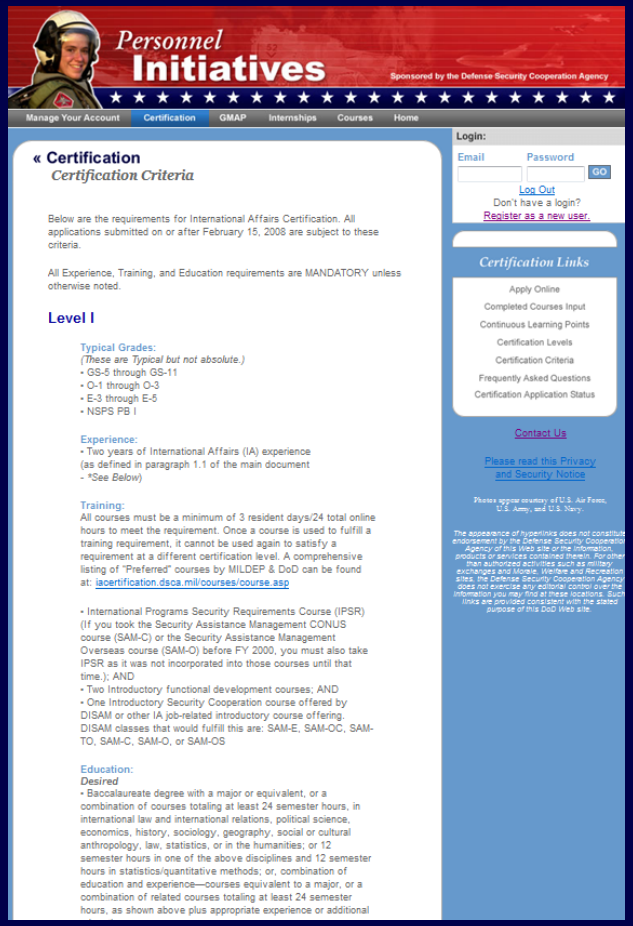
Users may enter any information for a course using the "other" fields. But they must enter something for each requirement to apply for certification at that level.

Personnel Initiatives Overview

Certification
– Certification Levels:

Provides a brief description of each of the levels.

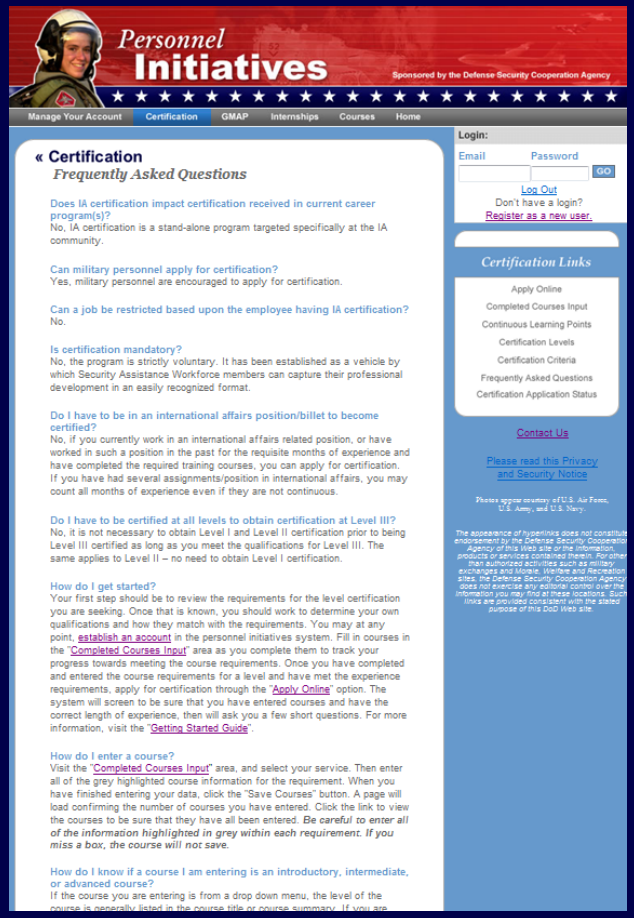
Personnel Initiatives Overview



Certification
– Certification Criteria:

Lists the experience, education and training necessary for certification at each tier.

Personnel Initiatives Overview

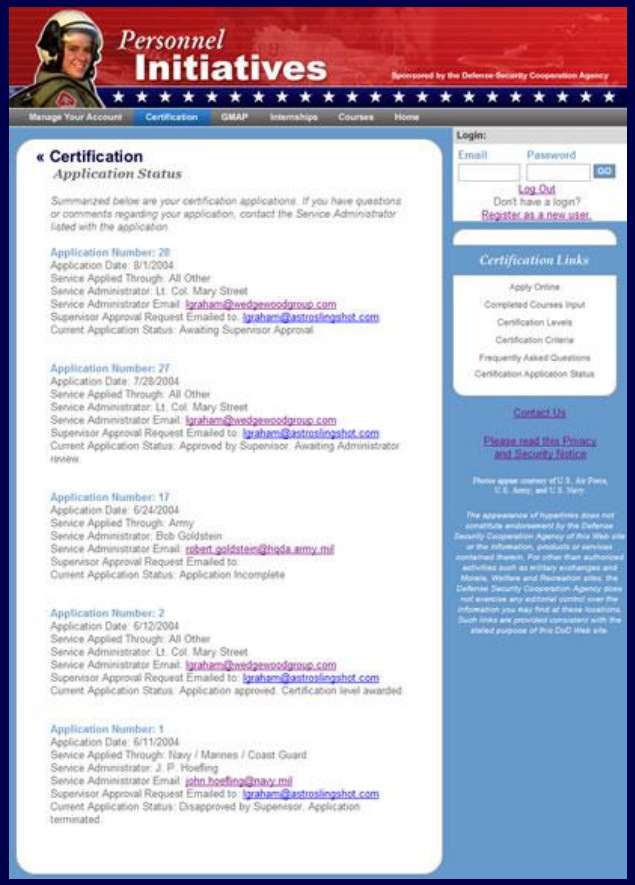


Certification
– Frequently Asked Questions:

Answers common questions regarding certification.

More questions may be added over time.

Personnel Initiatives Overview



Certification
– Certification Application Status:

Lists each of the applications that the user has submitted with its respective status.

Contact emails for the user's supervisor and service administrator are provided for the user's reference.