



DEFENSE SECURITY COOPERATION AGENCY

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MEMORANDUM FOR OFFICE OF THE UNDER SECRETARY OF DEFENSE
(ACQUISITION, TECHNOLOGY, AND LOGISTICS)
DIRECTOR OF INTERNATIONAL COOPERATION

OFFICE OF THE UNDER SECRETARY OF DEFENSE
(POLICY)
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DEPUTY UNDER SECRETARY OF THE AIR FORCE
(INTERNATIONAL AFFAIRS)
DEPARTMENT OF THE AIR FORCE

COMMANDANT, DEFENSE INSTITUTE OF SECURITY
ASSISTANCE MANAGEMENT

SUBJECT: Department of Defense International Affairs Certification.

Reference: DSCA Memorandum I-01/014092-SP, Same Subject, 7 Dec 2001

One of our Security Cooperation Reinvention initiatives was the development and dissemination of guidelines specifying the training, education, and career development that our civilian workforce needs to accomplish our mission. These guidelines were the first step in a lengthy and complex process that will provide long-term assistance for our

civilian personnel attain the appropriate levels of training, education, and experience.

These new “Department of Defense International Affairs Certification Program Guidelines” (DSCA Directive 5012) encompasses the Office of Personnel Management (OPM) focus on core job capabilities and experience gained in the work environment. The original “Department of Defense International Affairs Certification and Career Development Guidelines” developed by the DSCA and MILDEP IPT and published in November of 2001 has been modified by the DSCA and MILDEP focal points after significant experience and effort to accommodate a broad and diverse International Affairs community. Note that the new document is a DSCA Directive and it eliminates “career development” from the title as the experience of the last several years indicates that facet is best accomplished between the employee and supervisor considering the organization and organization mission. Though each of the military departments developed individual implementation plans at the beginning of our effort, the key elements of those plans are now incorporated in the updated guidelines and therefore those implementation plans are no longer applicable. Also note that while selection boards are still at the discretion of the MILDEPs, the requirements for IA certification for all MILDEPs are identical. This allows for the portability of the certification level as the workforce may migrate from one service to another. Those personnel currently certified at Level III, as well as future Level III certificate holders must take note of the continuing education requirements contained in Sec. 2.2 of the Guidelines. In the near future, and with OPM concurrence, IA certification will become more directly related to hiring decisions for IA positions. Further information on this area will be made available as soon as more definitive guidance is available; however, it is in the best interest of those in the IA workforce to work with their immediate supervisor and develop an individual development plan which will provide them the skills, training, and experience encompassed in the document update.

These new guidelines are effective immediately; however, all personnel certified under the previous guidelines retain that certification level until such time as they apply for a higher level certification. At that time, the applicant will have to meet the current in-place requirements. Waiver of any of the requirements is not anticipated at this time; however, if at some point in time that becomes a viable option, policy and procedures will be published on the professional development web site:
www.personnelinitiatives.org.

DISAM is the DSCA executive agent for the IA certification program, and any questions relative to this program, as well as the graduate studies program should be addressed to Dr. Ron Reynolds, the DISAM Commandant at ronald.reynolds@disam.dsca.mil; or Mr. Greg Sutton, DISAM director of research, at: gregory.sutton@disam.dsca.mil.


RICHARD J. MILLIES
Deputy Director

Attachment(s):
DSCA Directive 5012 – “Department of Defense International Affairs Certification Program Guidelines”, April 2008



DSCA DIRECTIVE 5012

Department of Defense International Affairs Certification Program Guidelines

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CHAPTER 1: INTRODUCTION

1.1 Description

This International Affairs Certification Program (IACP) is for personnel assigned International Affairs (IA) duties. Participation in this program is limited to civil service, military, and Foreign Service National (FSN) personnel regardless of the billet funding source. Titles 10 and 20 of the U.S. Code provide a statutory definition for IA functions. Successful program execution under title 10 or title 20 requires specific, cross-cutting, functional expertise. The major functional areas required to execute duties within the IA career field include but may not be limited to:

- Security Assistance (SA)
- Security Cooperation (SC)
- International Cooperative Research, Development, or Acquisition
- International Security, Foreign Disclosure, and Technology Transfer Control
- International Financial Management
- International Education Training
- International Logistics
- International Program Management
- International Policy
- International Information & Personnel Exchanges

The IA population is extremely broad and varied. Individuals shall be internal to the Department of Defense (DoD) workforce, full or part time, with a primary specialty within IA or with IA as adjunct to a primary functional area. It is because of the broad nature of the population, that the career programs/fields are administered by the Military Departments (MILDEPs) and the Defense Security Cooperation Agency – Defense Institute of Security Assistance Management (DSCA - DISAM) for non-MILDEP agencies.

1.2 Purpose

The purpose of this document is to set forth standardized certification guidelines for the IACP. These guidelines provide DoD the opportunity to enhance and develop personnel with the knowledge, skills and abilities required to support IA, from entry-level positions to expert/senior level positions.

1.2.1 Career Development

While a variety of programs exist, none provide the focus for the unique mix of knowledge, skills and abilities required to effectively perform and execute the IA mission. Although many of the required knowledge, skills, and abilities are part of other disciplines, truly effective IA personnel possess cumulative qualitative and quantitative skills and abilities, comprised of specific functional, analytical, and experiential exposure to IA.

1.2.2 Multi-Tiered Certification

Multiple levels of certification are used in current Defense Organizations’ career programs/fields. These programs use job experience, training, and education requirements to establish thresholds for certification. Certification status can be stated as a desirable factor in a Job Opportunity Announcement, but it may not be used as part of a critical selection factor or as part of an employee’s performance appraisal, or performance improvement plan. It should not be used to judge an employee’s initiative or potential for promotion. The IACP is meant to provide an avenue for documenting individual training, experience, and core competencies for participants and supervisors. Specific portions may be appropriate for an employee individual development plan (IDP).

1.2.3 IACP Standards

Table 1-1 below provides the IACP standards for each level of certification in broad terms.

Table 1-1: International Affairs Certification Program Standards

Level	Meaning	Standards
I	Basic or Entry	Basic level training standards are designed to establish fundamental qualifications and expertise in the individual's IA specialty. Development at the basic level 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 level, development continues including 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 level, 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 level, 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.

1.2.4 Workforce Shaping

The federal workforce faces a critical loss of human ‘information’ capital. A variety of options are available to senior leaders to effectively limit the adverse results of this phenomenon. They include:

- Establishment of mentoring programs
- Intensive training and educational programs
- Recruitment and retention
- Competitive benefits, and a variety of inducements, including monetary, targeted to recruit and retain a qualified workforce.

The IACP offers both the employee and the supervisor a convenient methodology for planning and documenting the workforce member's accomplishments in terms of education, training, and experience.

1.3 Scope

DSCA is responsible for currency and implementation of these guidelines within the DoD. DISAM is the DSCA executive agent for this program and as such will provide day to day management of the certification program, establishment of methodologies and capabilities as required (such as the on-line certification and tracking database), and provide for review and approval of all proposed changes and/or updates. MILDEPs and Defense Agencies shall honor the validated certification levels granted by any DoD component participating in the IACP. MILDEPs and Defense Agencies may supplement these guidelines to account for unique MILDEP/Agency facets (i.e. review board structure, preferred courses lists, documentation requirements, certificate design, etc.); however, to ensure commonality and portability within DoD, all such supplements must be approved by DSCA in advance of implementation.

CHAPTER 2: REQUIREMENTS

2.1 IACP Requirements

The long-term goal of these guidelines is to establish a minimum set of requirements and competencies for the individuals who work in the many DoD IA disciplines. The criteria may be used in conjunction with or to complement already established Defense Organizations career development programs such as Mentorship, GMAP II/graduate studies, and the Defense Acquisition Workforce Improvement Act (DAWIA) certification program or other like programs. Although obtaining certification is not mandatory and does not guarantee promotion, it validates competencies desired for IA positions as well as provides IA personnel a ‘road-map’ designed for career enhancement and development.

All experience and training requirements and desired education for each level of certification are “required” unless otherwise stated. Refer to Tables 2-1 through 2-4 for the required experience, training, and education requirements for each of the three levels of IA certification. Generally, courses should be relevant and timely (current) for an applicant’s current and projected position. That is, the applicant and their supervisor should make maximum use of their Individual Development Plan (IDP) to plan for courses that will best meet the needs of both the organization and the individual.

Tables 2-2, 2-3 and 2-4 provide the structure for the supervisor to validate the employee’s experience, training, education and competencies necessary to achieve each certification level. The supervisory validation must address all criteria specified in the Table for the corresponding certification level.

Table 2-1: International Affairs Certification – Typical Careers

CIVILIAN	Typical Career Codes ¹		
	MILITARY		
	Air Force	Army	Navy, Marine Corps, Coast Guard
0080	63AX	48	3100
0130	16PX	90	0402
0131	16FX	88A	NK-303
0301	21LX		NH-301
0303	64PX		NH-343
0341	82AX		NH-560
0343	3A071		
0346	3S071		
0501	2T271		
0560			
1101			
1701			

Representative Job Titles:

Air Force – Country Director, Political-Military Affairs Specialist, Case Manager, Command Country Manager, Business Analyst, Country Manager, Security Assistance Program Manager, Foreign Military Sales Analyst, Foreign Disclosure Export Control Specialist, International Training Specialist, Training Program Manager, Deputy Director, Director of Operations, Security Specialist, Regional Division Chief and Deputy Chief, Security Assistance Analysis Specialist, Foreign Affairs Specialist, International Policy Specialist, International Armaments Cooperation Specialist, International Financial Management Specialist (list not inclusive).

Army – Supervisory Logistics Management Specialist, Country Program manager, International Program Manager, Program Analyst, Security Assistance Specialist, Training Technician, Training Analyst, International Student Support Coordinator, Foreign Military Liaison, International Programs Assistant, International Student Specialist, Financial Manager, Budget Analyst

Navy – Program Manager, Deputy Program Manager, Country Program manager, Country manager, Case Manager, Financial Program Specialist, International Training Officer, International Program Manager, FMS Project Manager, Security Assistance Program Manager, IA Officer, International Military Student Officer, Industrial Business Management Specialist, Training Systems Program Manager, Security Assistance Program Specialist, Management Analyst, Project Engineer, Assistant Project Manager, Financial Management analyst

Non-MILDEP DoD – Not Applicable due to wide variety of Organizations (e.g. DLA, DCMA, COE, etc.)

Representative Office Locations: MILDEPs/IAs, SAOs, COCOMs, DFAS, DLA, NGIA, and other DoD Agencies with an international involvement.

¹ This is not an all-inclusive list of specialties. Any specialty can/may qualify based on international involvement.

Table 2-2: International Affairs Certification – Level I Requirements

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: www.Personnelinitiatives.org <ul style="list-style-type: none"> ▪ 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 <u>not</u> incorporated into those courses until that time.); AND ▪ Two Introductory functional development courses; AND ▪ One Introductory Security Cooperation course offered by DISAM or other IA job-related introductory course offering. DISAM 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: <ul style="list-style-type: none"> ▪ Oral and Written Communication ▪ Accountability ▪ Customer Service 			
Experience Gained: <ul style="list-style-type: none"> ▪ Develops generalized knowledge of IA functions and disciplines ▪ Gain knowledge of IA policy as it relates to one or more functional disciplines ▪ Gain working knowledge/experience in a specific IA discipline (i.e.: Logistics, Acquisition, Training, Military Affairs, Weapons Systems, Disclosure & Technical Transfer) ▪ Knowledge of activities within various DoD IA field activities ▪ Basic knowledge of laws and regulations that affect IA such as FMS/SC case development, execution, and closure. 			
<p>¹ These are Typical but not absolute</p> <p>² All Experience, Training, and Education requirements are MANDATORY unless otherwise noted.</p>			

Table 2-3: 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: www.Personnelinitiatives.org All courses required for Level I, AND <ul style="list-style-type: none"> ▪ One Intermediate functional development course in <u>primary</u> area of expertise; AND ▪ One Introductory functional development course in <u>secondary</u> area of expertise; AND ▪ One Intermediate or refresher course in Security Cooperation offered by DISAM or other relevant IA job-related courses (DISAM 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: <ul style="list-style-type: none"> ▪ ALL COMPETENCIES SPECIFIED IN CERTIFICATION LEVEL I AND THE FOLLOWING: ▪ Technical Proficiency/Credibility ▪ Creativity and Innovation ▪ Problem Solving 			
Experience Gained: <ul style="list-style-type: none"> ▪ Demonstrated performance in an IA project/program ▪ In-depth experience in one or more of the following international disciplines: Logistics, Acquisition, Training, Military Affairs, Weapons Systems, Disclosure & Technical Transfer, Finance ▪ At least an introductory level of experience in a second functional area of IA ▪ Broad knowledge of the IA community and operations of other governmental agencies and functions ▪ More in depth knowledge of laws and regulations that affect IA policy ▪ Demonstrates knowledge of application of international programs policy and procedure to specific IA programs. 			
<p>¹ These are Typical but not absolute</p> <p>² All Experience, Training, and Education requirements are MANDATORY unless otherwise noted</p>			

Table 2-4: International Affairs Certification – Level III Requirements

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: www.Personnelinitiatives.org All courses required for Level I and Level II, AND <ul style="list-style-type: none"> ▪ One Advanced functional development course in <u>primary</u> area of expertise: AND ▪ One Intermediate functional development course in <u>secondary</u> are of expertise: AND ▪ One Advanced course in Security Cooperation offered by DISAM or other relevant IA job-related courses (DISAM 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: <ul style="list-style-type: none"> ▪ ALL COMPETENCIES SPECIFIED IN CERTIFICATION LEVELS I AND II, AND THE FOLLOWING: ▪ Strategic Thinking ▪ Building Coalitions ▪ External Awareness 			
Experience Gained: <ul style="list-style-type: none"> ▪ Expanded leadership skills with emphasis on strategic planning ▪ Management skills with emphasis on team building, adjudicating program, and demonstrated cultural awareness ▪ Ability to successfully coordinate and lead major, inter-departmental programs or activities through negotiation and partnerships ▪ Understanding of an ever-changing IA strategy as it relates to the MILDEP and DoD, and National Security strategic plans ▪ Broad understanding of fiduciary responsibility of IA appropriations ▪ Expert perception of consequences of political intervention relating to international political and economic development ▪ Effectively and professionally establishes and maintains liaison with counterparts at many levels within MILDEP and other agencies 			
<p>¹ These are Typical but not absolute</p> <p>² All Experience, Training, and Education requirements are MANDATORY unless otherwise noted</p>			

2.2 Continuing Education Requirement

The IACP incorporates a continuing education requirement with the intent that certified personnel will maintain certifiable competency within both IA and their functional specialties. Individuals shall comply with the continuing education requirement in order to maintain IACP certification. The Personnel Initiatives (PI) database (www.personnelinitiatives.org) allows individuals to record continuous learning points (CLPs) and the activity for which the points were earned. The continuing education requirements for each level of certification are as follows:

Level I certified –advancing to the next certification level satisfies this requirement.

Level II certified – advancing to the next certification level satisfies this requirement.

Level III certified – those certified at Level III shall be required to achieve a minimum of 80 CLPs per every two year period from the time they have received their Level III certification. For those personnel certified at Level III prior to the date of this document, the two year period begins at the date of this guide. As noted, the CLPs are required in every two year period; that is, additional CLPs (over 80) earned in the first two year period may **not** be carried forward to the next two year period. The intent is for continuous activity in every two year period after Level III is achieved, not just in clusters in one period. If the CLPs are not achieved prior to the two year cut-off date, the certificate holder will be placed in a “non-current” status and will be precluded from entering or updating certification data. The individual must then contact their MILDEP or Agency administrator to enter the required CLPs to re-establish currency.

Refer to Table 2-5 for the list of CLP creditable activities and their point credits.

Table 2-5: Continuous Learning Points Creditable Activities

Creditable Activities*	Point Credit**
Academic Courses	60 points maximum per 2 year period
Quarter hour	10 points per Quarter hour
Semester Hour	10 points per Semester hour
Continuing Education Unit (CEU) as defined by another DoD certification program (DAWIA, for example)	10 points per CEU
Equivalency Exams	Same points as awarded for the course
Training Courses/Modules	60 points maximum per 2 year period
Awareness Briefing/Training – no testing/assessment associated	.5 point per hour of instruction
Continuous Learning Modules – testing/assessment associated	1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
Professional Activities	60 points maximum per 2 year period
Professional Exam/License/Certificate	10 – 30 points (at the discretion of the supervisor)
Teaching/Lecturing	2 points per hour
Symposia/Conference Presentations	2 points per hour
Symposia/Conference Attendance	.5 point per hour
Workshop Participation	1 point per hour
Publications	10 – 40 points (at the discretion of the supervisor)
* If you have other potential activities, consult your MILDEPs Personnel Initiatives Administrator.	
** All activities may earn points only in the year accomplished, awarded or published.	

CHAPTER 3: REVIEW & APPROVAL

3.1 IACP Roles and Responsibilities

Each defense agency and MILDEP may supplement this document to allow for certification review and approval.

3.1.1 Employee Responsibility

Work with supervisor to establish and maintain a current viable IDP. Register in the international personnel tracking and certification database (www.personnelinitiatives.org); enter appropriate personal, experience, and course completion data. Apply for certification at the appropriate level as requirements are met and provide the supervisor verification of accomplishments as required.

3.1.2 Supervisor Responsibility

Work with employee to establish and maintain a current viable IDP. Provide the employee the opportunity for growth. As the employee applies for certification; verify and validate requirements accomplished and certify that desired core competencies for the applied level have been satisfied. Supervisors should consider both timeliness and applicability of courses submitted for the training requirement.

3.1.3 MILDEP/Defense Agency Responsibility

Conduct a review of employee application data and supervisory verification, and either approve or begin the review board process (if utilized) for award of the appropriate certification level. Provide supplementary data as necessary for implementation of this directive. Provide a list of preferred courses for personnel within their MILDEP or Agency. Provide the leadership necessary to encourage employee participation and professional growth.

3.1.4 Certification Denial and Appeals Process

The authority disapproving the certification application (i.e. supervisor, or administrator) will provide the applicant, via the professional development database notification system, the notice of disapproval and the rationale for that disapproval. If the applicant for any level believes the disapproval was in error, the following process shall be followed.

- If the disapproval is by the immediate supervisor, the applicant should pursue correction of data provided or other rationale for their appeal within their supervisor chain.
- If the issue cannot be resolved within the applicants' supervisory chain, or the disapproval is at the MILDEP/Agency level, the applicant may provide the rationale, correction of information, and/or appeal basis directly to their MILDEP/Agency administrator

for resolution. The resultant decision of the MILDEP/Agency administrator is final.

3.1.5 Tracking and Reporting Requirements

The international personnel tracking and certification database (www.personnelinitiatives.org) is the tool that shall be utilized by all MILDEPs and Agencies to meet certification tracking and reporting requirements.

CHAPTER 4: COUNCILS

4.1 IACP and Career Development Council

An IACP and Career Development Council is established to provide senior DoD leadership the opportunity to effectively and efficiently coordinate IA Certification and Career Development to meet DoD education, training, and career development goals and objectives. The Director, DSCA shall serve as Council Chair. Council members will include:

- Deputy Director, Defense Security Cooperation Agency (DSCA)
- Deputy Under Secretary of the Air Force, International Affairs (SAF/IA)
- Deputy Assistant Secretary of the Army/ Defense, Exports, and Cooperation (DASA/DEC)
- Deputy Director, Navy International Programs Office (NAVIPO)
- DSCA Training and Development Program Manager (administrator)

Each MILDEP is authorized to establish their own council structure for reviewing and approving application.