



U.S. AIR FORCE

International Affairs Career Field (IACF) Development Templates

TACTICAL DEVELOPMENT TEMPLATE: GS 1-8

Air Force Institutional Competencies, Skills, Education and Training

Institutional Competencies

- Focus on Personal leadership skills
 - Embodies Airman Culture
 - Ethical Leadership
 - Followership
 - Warrior Ethos
 - Develop Self
 - Communicating
 - Speaking and Writing
 - Active Listening

Institutional Skills

- Interpersonal Skills
- Technical and Tactical Competence
- Problem Solving
- Performing Leader Tasks
- Short Range Planning and Mission Accomplishment

Institutional Education and Training

- New Employee Orientation
- First Time Supervisors Course
- BDE: SOS (Non-residence)
- Civilian Acculturation Leadership Training
- Mentorship Program Mentee

General Competencies

- Personnel Management
- Financial Management
- Business Administration

General Skills

- Staff and Support
- Project Management
- Problem Solving Techniques
- Effective Communication Principles
- Time Management
- Critical Thinking
- Team Work
- Basic Computer Knowledge

Education

- Associates Degree
- Bachelors Degree*

* IA team members are encouraged to participate in the Civilian Tuition Assistance Program.

International Affairs (IACF)

Functional Competencies

- Generalized knowledge of IA functional areas: (i.e. Security Assistance, International Cooperative Research, Development, or Acquisition, Foreign Disclosure, and Technology Transfer Control, etc.)
- Entry-level knowledge in IA discipline (i.e., Logistics, Acquisition, Program Management, etc.)
- Knowledge/experience in one IA functional area
- Knowledge of laws and regulations that affect IA such as FMS/SC case development, execution, and closure

Functional Education and Training

- International Program Security Requirements Course (IPSR)
- Introductory Security Cooperation Course (i.e., SAM-OC, Security Cooperation Awareness Course)
- Introductory development course in IA discipline (i.e., Logistics, Acquisition, etc.)
- Level I IA Certification

Experience

- 1-5 years experience in IA coded position
- 3-5 years at Wing or Base Level
- Multi-Wing Experience
- PAQ intern training and development at Base level

OPERATIONAL DEVELOPMENT TEMPLATE: GS 9-13

Air Force Institutional Competencies, Skills, Education and Training

Institutional Competencies

- Competencies gained at Tactical Expertise level
- Focus on interpersonal and team (People/Team) leadership skills
 - Leading People
 - Develop and Inspire Others
 - Takes Care of People
 - Diversity
 - Fostering Collaborative Relationships
 - Build Teams and Coalitions
 - Negotiating

Institutional Skills

- Technical and Tactical Ability to Synchronize Systems and Organizations
- Sophisticated Problem Solving
- Interpersonal Skills Emphasizing Influencing Others Through Communication
- Shaping Organizational Structure
- Directing Operations of Complex Systems
- Tailored Resources to Organizations or Programs
- Establishing Policies that Foster a Healthy Command Climate

Institutional Education and Training

- New Employee Orientation
- First Time Supervisors Course
- Civilian Acculturation Leadership Training
- BDE: SOS (Residence)
- OPM/AFPC Leadership Training
- Intermediate Developmental Education: ACSC (Residence, Non-residence, Distance Learning Masters), ELDP, AFIT, Academic Programs, Fellowships
- Squadron Director Course
- Mentorship Program Mentee/Mentor

General Competencies

- Financial Management
- Personnel Management
- Systems Integration

General Skills

- Program Management
- Advanced Problem Solving
- Team Building
- Analytical Ability
- Advanced People Skills
- Project Management
- Time Management

Education

- Bachelors Degree*
- Masters Degree*

* IA team members are encouraged to participate in the Civilian Tuition Assistance Program.

International Affairs (IACF)

Functional Competencies

- Introductory/Intermediate level of experience in a second IA functional area
- Intermediate/Advanced knowledge in IA discipline (i.e., Logistics, Acquisition, Program Management, etc.)
- Broad knowledge of the IA community and operations of other governmental agencies and functions
- Knowledge of Security Cooperation policy and specific program procedures

Functional Education and Training

- Specialized Security Cooperation course offered by DISAM or DoD agency (i.e., SAM-E, SAM-C, SAM-TO/TM, and Mid-East Orientation Course, etc.)
- Intermediate/Advanced development courses in IA discipline (i.e., Logistics, Acquisition, etc.)
- Level II IA Certification

Experience

- 5-9 years experience in IA coded position
- 1 Career Broadening Assignment
- 1 Cross-Functional Assignment
- Organizational Mobility—minimum 3 assignments in the same command
- Squadron CC/Division Chief/Deputy
- MAJCOM, Joint, Air Staff Action Officer Flight/Office/Branch/Team Chief/Deputy

STRATEGIC DEVELOPMENT TEMPLATE: GS 14-15

Air Force Institutional Competencies, Skills, Education and Training

Institutional Competencies

- Competencies gained at Tactical Expertise and Operational Competence levels
- Focus on Organizational leadership skills
 - Employing Military Capabilities
 - Operational and Strategic Art
 - Unit, Air Force, Joint and Coalition Capabilities
 - Non-Adversarial Crisis Response
 - Enterprise Perspective
 - Enterprise Structure and Relationships
 - Government Organization and Processes
 - Global, Regional and Cultural Awareness
 - Strategic Communication
 - Managing Organizations and Resources
 - Resource Stewardship
 - Change Management
 - Continuous Improvement
 - Strategic Thinking
 - Vision
 - Decision Making
 - Adaptability

Institutional Skills

- Technical Competencies on Force Structure and Integration
- Technical Competencies on Unified, Joint, Multi-National and Inter-agency Operations
- Resource Allocation
- Management of Complex Systems
- Conceptual Competence in Creating Policy and Vision
- Interpersonal Skills Emphasizing Consensus Building and Influencing Peers and Policy Makers

Institutional Education and Training

- New Employee Orientation
- First Time Supervisors Course
- AFPC Leadership Training
- Strategic Leadership Education
- Defense Senior Leader Development Program
- Senior Developmental Education: AWC (Residence, Non-residence), ICAF, DSLDP, AFIT, Academic Programs, Fellowships
- Mentorship Program Mentor

General Competencies

- Financial Management
- Personnel Management
- Systems Integration

General Skills

- Advanced Decision Making
- Engage in creative, Innovative Thinking for New Solutions/Options
- Advanced Communication Skills
- Manage Entire Functions
- Think and Work Across Boundaries
- Drive Transformation
- Maintain Geo-political Awareness
- Build Coalitions and Communications
- Understand and Execute Budgets

Education

- Masters Degree*
- Doctorate

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International Affairs (IACF)

Functional Competencies

- Intermediate/Advanced level of experience in a second IA functional area
- Advanced knowledge in IA disciplines
- Extensive knowledge of Security Cooperation programs and procedures
- Knowledge of Strategic Planning, policy development, and IA strategy as it relates to MILDEP, DoD, and National Security strategic plans
- Broad knowledge of National Level Policies and Strategic Plans
- Broad understanding of fiduciary responsibility of IA appropriations

Functional Education and Training

- Advanced Security Cooperation course (i.e., SAM-CF, SAM-CM, SAM-AT, SAM-CR, etc.)
- Advanced development courses in IA discipline (i.e., Logistics, Acquisition, etc.)
- Specialized Security Cooperation courses offered by DoD agencies
- Level III IA Certification

Experience

- 10-15 years experience in IA coded position
- 2+ Cross-Functional Assignments
- MAJCOM, Air Staff, NAF, SAF/HAF Directorate/ Division Chief/Deputy
- Overseas Assignment, Cross Service