International Affairs Certification Program (IACP)
Application Guide

Integrity • Service • Excellence

Applying for IACP is as easy as 1-2-3!

Step 1 – **Review IACP requirements:** *This step will ensure you understand IACP program requirements and identify the right courses and experience necessary for applying.*

- ☐ Review program details and application deadlines: http://www.safia.hq.af.mil/workforceinitiatives/index.asp

- ☐ Review respective Tier I, II, or III application training and experience requirements (See Tables 1-3 on pages 3-5)

Step 2 – **Apply for certification online:** *This step will ensure you submit a complete application.*

Create Online Account: Access to the IACP website will require a SANweb account and a current Cyber Security Awareness certification/Information Awareness certification. Links can be found at DISAM http://www.disam.dsca.mil/_pages/Programs/default.aspx?section=pd . Select the link that applies. SANweb access will be granted to you and once you have this access, you will be able to apply for IA certification. Once on SANweb, you should find the IA Cert tab and select IA Cert User from the dropdown menu. This will allow you to create a new Air Force user account by following the instructions if you are a new user.

- ☐ **Enter Courses**: Enter your respective courses by clicking on the *Certification Tab* >> *Completed Courses Input;* enter course information in the *Completed Courses* section for all respective requirements and save entries.

- ☐ **Verify Your Information**: Prior to submitting your online application, ensure your supervisor's information in the *Manage Your Account* section is accurate (specifically his/her email address). Also ensure that you have entered the correct number of months in the "Total Months in International Affairs Related Work" slot under the Job and Education Information area of the *Manage Your Account* section. Only an IACP administrator can resend supervisor approval once you have applied.

- ☐ **Submit Online Application**: Submit your application by clicking on the *Certification Tab* >> *Apply Online* and follow detailed online instructions.

  Following completion of the electronic application, your supervisor will automatically receive an e-mail from the PI website prompting him/her to review your application. Prior to the application being reviewed at the Board Review meeting, the supervisor is required to review the application to confirm course accuracy, verify IA experience, complete the entire core competencies section that is available to them, and, as needed, address any application discrepancies. After reviewing the application online, the supervisor will acknowledge review electronically. Following supervisor approval, the PI website will notify both the applicant and the AF IACP Administrator that the application is ready and awaiting review at the next Board Review meeting.

  Please Note: Applications pending supervisory approvals will <u>not</u> be considered by the Review Board – it is the applicant's responsibility to ensure the supervisor is aware of this requirement.

Step 3 – **Submit supporting documents to the AF IACP Review Board:** *This step will ensure you provide the required supporting documents to the AF IACP Board*

- ☐ Upon submission of the application, you must send supporting documents (see Appendix on page 6) to the AF IACP Administrator: usaf.pentagon.saf-ia.mbx.saf-iagr-hr-manpower@mail.mil

  Please Note: Applications with missing supporting documents will be considered <u>incomplete</u> and will <u>not</u> be approved by the Review Board.

What Happens Next?

Application Notifications:

☐ Applicants with approved applications will receive approval email notifications from PI website within 30 days and certificates within 60 days following Board Review. Certificates are sent to IA POCs and distributed to recipients accordingly. Results will also be posted at http://www.safia.hq.af.mil/workforceinitiatives/ in the same timeframe.

☐ Applicants with disapproved applications will receive disapproval email notifications from PI website (including reasons for disapproval), and when applicable, necessary guidance for a successful future application.

Reporting IACP on Personnel Records:

You may submit an updated resume as you acquire additional experience such as IA Certification, It is important that your eOPF reflect your experience or skills for a variety of reasons, including but not limited to, management directed placement actions, career field development team reviews and vectoring, etc.

For more information on how to load a resume in myPERS, please access the following website:

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/20009/kw/update%20my%20resume/p/1,2

Please Note: Currently, there is no set guidance for military team members to update records with IACP – new developments on the progress of this matter will be updated on:
http://www.safia.hq.af.mil/workforceinitiatives/index.asp

Table 1 - Tier I Application Required Training and IA Experience		
Course Requirement	**Courses that may be used to fulfill requirements**	**Course you are planning to use**
#1 International Program Security Requirement (IPSR) Course	▪ IPSR-OL (on-line), DISAM ▪ IPSR-3 days, DISAM ▪ IPSR-5 days (offered before December 2005), DISAM ▪ SAM/SCM-C (only if completed after October 2000), DISAM ▪ SAM-O/SCM-O (only if completed after October 2000), DISAM ▪ SAM/SCM-E (only if completed after 1 Oct 2011), DISAM ▪ SAM/SCM-TO/TM (only if completed after 1 Oct 2011), DISAM ▪ SAM/SCM-STC (only if completed after 1 Oct 2011), DISAM ▪ PMT 203 International Security and Technology Transfer, DAU	
#2 Introductory Functional Development Course in <u>primary</u> area of expertise	This requirement refers to completion of a course relevant to an individual's functional area. Specific courses will vary from individual to individual based on his/her area of emphasis. For example, an applicant with acquisition as his/her functional area may enter ACQ 101.	
#3 Introductory Functional Development Course in <u>any</u> area of expertise	This requirement refers to completion of a course relevant to an individual's functional area other than their primary area of expertise. This course can be in any area of their choice. For example, an applicant with acquisition as his/her functional area may enter LOG 101.	
#4 Introductory Security Cooperation Course	An introductory Security Cooperation course is designed to provide a foundational understanding of security cooperation. Examples of such courses include, but are not limited to: ➤ DISAM courses such as SAM/SCM-OC SAM/SCM- E, SAM/SCM-TO, SAM/CM-C, SAM-O/SCM-O, or SAM/SCM-OS ➤ Joint Special Operations University (JSOU) Orientation include, but are not limited to, Asian Pacific Orientation, Latin American Orientation, Cross-Cultural Communications, etc ➤ Defense Acquisition University (DAU) courses such as PMT 202, PMT 203, or PMT 304.	
Tier I applicants are required to have a minimum of <u>TWO</u> years International Affairs (IA) Experience		

Table 2 - Tier II Application Required Training and IA Experience		
Course Requirement	**Courses that may be used to fulfill requirements**	**Course you are planning to use**
All Tier I Course Requirements +		
#1 Intermediate Functional Development Course in <u>primary</u> area of expertise	This requirement refers to completion of an intermediate course relevant to an individual's functional area. Specific courses will vary from individual to individual based on his/her area of emphasis. For example, an applicant with acquisition as his/her functional area may enter ACQ 201A.	
#2 Introductory Functional Development Course in <u>secondary</u> area of expertise	This requirement refers to completion of an introductory course relevant to an individual's secondary area of expertise. Specific courses will vary from individual to individual based on his/her secondary area of emphasis. For example, an applicant may have acquisition as his/her primary functional area, but may have a secondary are of expertise in logistics. In this instance, the applicant may enter SYS 101.	
#3 Intermediate Security Cooperation Course	An intermediate Security Cooperation course is designed to provide additional understanding of security cooperation. Examples of such courses include, but are not limited to: ➢ DISAM courses such as SAM/SCM-IT & SAM/SCM-TA, SAM/SCM-CF, SAM/SCM-CM, SAM/SCM-CS, SAM/SCM-CR, SAM/SCM-AR, SAM/SCM-AT. ➢ Joint Special Operations University (JSOU) Orientation include, but are not limited to, Asian Pacific Orientation, Latin American Orientation, Cross-Cultural Communications, etc ➢ Defense Acquisition University (DAU) courses such as PMT 202, PMT 203 or PMT 304.	

#4
 	
Course in Leadership or Management (24 hours)
	Completion of a formal leadership or management course of at least **24 hours of instruction**. A number of institutions offer such training, examples of these courses include, but are not limited to:
	
	➢ AFPC Leadership Training such as
	   o Capitol Hill Workshop
	   o Leadership and Management Certification
	➢ OPM courses such as
	   o Coaching and Mentoring for Excellence
	   o Leadership Skills for Non-Supervisors
	➢ IDE courses such as
	   o Air Command and Staff College Distance Learning (ACSC-DL) Master's Degree
	   o Air Command and Staff College (ACSC) in residence
	   o AF Institute of Technology (AFIT)
	   o Air Force Legislative Fellows Program (HILL)
	   o Air War College (AWC)	

Tier II applicants are required to have a minimum of <u>FOUR</u> years International Affairs (IA) Experience		

Table 3 - Tier III Application Required Training and IA Experience		
Course Requirement	**Courses that may be used to fulfill requirements**	**Course you are planning to use**
All Tier I Course Requirements +		
All Tier II Course Requirements +		
#1 Advanced Functional Development Course in <u>primary</u> area of expertise	This requirement refers to completion of an advanced course relevant to an individual's functional area. Specific courses will vary from individual to individual based on his/her area of emphasis. For example, an applicant with acquisition as his/her functional area may enter ACQ 401.	
#2 Intermediate Functional Development Course in <u>secondary</u> area of expertise	This requirement refers to completion of an intermediate course relevant to an individual's secondary area of expertise. Specific courses will vary from individual to individual based on his/her secondary area of emphasis. For example, an applicant may have acquisition as his/her functional area, but may have a secondary area of expertise in logistics. In this instance, the applicant may enter LOG 201.	
#3 Advanced Security Cooperation Course	An advanced Security Cooperation course is designed to provide an advanced understanding of security cooperation subject matter. Examples of such courses include, but are not limited to: ➢ DISAM courses such as SAM/SCM-CF, SAM/SCM-CM, SAM/SCM-CR, SAM/SCM-CS, SAM/SCM-AT, SAM/SCM-AR.	

#4
 	
Course in Leadership or Management (40 hours)
	Completion of a formal leadership or management course of at least **40 hours of instruction**. A number of institutions offer such training, examples of these courses include, but are not limited to:
	
	➢ IDE courses such as
	    o Air Command and Staff College Distance Learning (ACSC-DL) Master's Degree
	    o Air Command and Staff College (ACSC) in residence
	    o AF Institute of Technology (AFIT)
	    o Air Force Legislative Fellows Program (HILL)
	    o Air War College (AWC)
	➢ SDE courses such as
	    o AF Institute of Technology (AFIT)
	    o Air War College (AWC)
	    o RAND Fellowship Program
	➢ Strategic Leadership Education (Levels I-III)
	    o Air Force Civilian Leadership Course (I)
	    o Enterprise Leadership Seminar (II)
	    o Leadership for a Democratic Society (LDS) (III)
	➢ GMAP II International Leadership and Management courses	

Tier III applicants are required to have a minimum of <u>SIX</u> years International Affairs (IA) Experience		

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Important Notes

Courses:

☐ You may <u>not</u> use the same course to satisfy different requirements. For example: If you use ACQ 101 for Tier I, Requirement #2, you cannot use the same course to satisfy any other requirement. However, there are a few exceptions:

   o The SCM/SAM-C and SAM/SCM-O courses, if completed after October 2000, contain the IPSR course component and fulfill both the IPSR and the Introductory Security Cooperation Course requirements #1 and #4 for Tier I.

   o SAM/SCM-E, SAM/SCM-TO/TM, and SAM/SCM-STC taken after 1 Oct 2011 have incorporated the appropriate level of IPSR requirements and therefore also can be used at requirements #1 and #4 for Tier I.

☐ Unless otherwise specified, all courses must be a minimum of 3 resident days/24 total online hours to meet the requirement.

☐ Applicants do not have to be certified at lower Tiers before applying for higher Tiers. When applying, an individual should apply to the highest tier of certification for which they qualify however they do need to have all classes at the lower tiers. They must fill in the information for lower tiers in the online application before it will allow them to apply at higher Tiers.

☐ Courses from any accredited educational institute can be used to meet specific functional or international training requirements if they are at the appropriate tier. For example, an introductory financial management course (community college, undergraduate or graduate course), can be utilized to meet an introductory functional area requirement, but not an intermediate or advanced tier requirement.

☐ If you are using a Tier II or III Leadership course that does not appear in the *USAF Civilian Leadership Development Course Catalogues or is not part of the GMAP II program,* please provide a course description as part of your Supporting Documents.

Experience:

☐ Any applicable civilian, military, prior military or contracting IA experience may be used to fulfill the experience requirement. However, only USG employees may apply for certification. For detailed contractor guidance please review the DSCA Contractor Certification Guidance memorandum at: http://www.safia.hq.af.mil/shared/media/document/AFD-070904-024.pdf

Appendix – Supporting Documents		
Requirement	**Accepted Supporting Documents**	**√ when complete**
Years of IA Experience	➤ Official documentation of professional experience such as AF Resume/Career Brief (civilian applicants) or SURF (military applicants). o If the Resume/Career Brief or SURF does not clearly demonstrate applicant's IA experience, the IACP Board will accept a supplemental document such as an official memo written on applicant's letterhead detailing IA experience (including duties and dates of performance). Memo must be signed by the applicant's supervisor. ➤ Other relevant documents may be submitted for consideration.	
Coursework/Training Requirements	➤ Course completion certificates must be submitted for each course entered on your online application unless they are listed in the "training" section of your Career Brief or SURF. ➤ Other proof of course completion may be submitted for consideration.	
Submit all supporting documents in PDF or JPEG format to the AF IACP Administrator at: usaf.pentagon.saf-ia.mbx.saf-iagr-hr-manpower@mail.mil		

For questions, please contact the AF IACP Administrator usaf.pentagon.saf-ia.mbx.saf-iagr-hr-manpower@mail.mil or Comm: 571-256-7544