DSCA DIRECTIVE
5012

Department of Defense International Affairs Certification Program Guidelines

Table of Contents

List of Tables

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 Locally Employed Staff (LES)/Foreign Service National (FSN) personnel regardless of the billet funding source. Titles 10, 22, and 32 of the U.S. Code provide a statutory definition for IA functions. Successful program execution under title 10, title 22, or title 32 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 workforce 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 workforce, 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-tier positions to expert/senior tier 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 tiers 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 tier of certification in broad terms.

Table 1-1: International Affairs Certification Program Standards

Tier	Meaning	Standards
I	Basic or Entry	Basic tier training standards are designed to establish fundamental qualifications and expertise in the individual's IA specialty. Development at the basic tier lays the foundation for career progression and is designed to prepare qualified, motivated personnel for positions of increasing responsibility. At the basic tier, 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 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 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 tier 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.

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 tiers 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/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 tier of certification are "required" unless otherwise stated. Refer to Tables 2-1through 2-3 for the required experience, training, and education requirements for each of the three tiers 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 2-1, 2-2, and 2-3 provide the structure for the supervisor to validate the employee's experience, training, education and competencies necessary to achieve each certification tier. The supervisory validation must address all criteria specified in the Table for the corresponding certification tier.

The IACP system is a secure, Common Access Card (CAC) enabled website located at: https://www6.idss.ida.org/IndexMain3.aspx. See Chapter 3 for more details regarding IACP Roles and Responsibilities.

Table 2-1: International Affairs Certification – Tier I Requirements

Experience[1]	Training[1]	Education[1]
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 tier. Courses from any accredited educational institution 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. A comprehensive listing of "Preferred" courses by MILDEP & DoD can be found at: https://www6.idss.ida.org/IndexMain3.aspx • International Programs Security Requirements Course (IPSR) (If you took the Security Assistance/Cooperation Management CONUS course (SAM-C/SCM-C) or the Security Assistance/Cooperation Management Overseas course (SAM-O/SCM-O) before FY 2000, you must also take IPSR as it was not incorporated into those courses at that time. 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 meet the IPSR requirement. Completion of SCM-AO (both resident and on-sites) also incorporates the appropriate level of IPSR requirements and therefore meets the IPSR requirement); 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: SCM- E, SCM-OC, SCM-TO, SCM-C, SCM-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

Experience Gained:
- 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, Finance)
- 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.

[1] All Experience, Training, and Education requirements are MANDATORY unless otherwise noted.

Table 2-2: International Affairs Certification – Tier II Requirements

Experience[1]	Training[1]	Education[1]
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 tier. Courses from any accredited educational institution 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. A comprehensive listing of "Preferred" courses by MILDEP & DoD can be found at: https://www6.idss.ida.org/IndexMain3.aspx All courses required for Tier 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 DISAM or other relevant IA job-related courses (DISAM courses that would fulfill this are: SCM-CF, SCM-CM, SCM-CS, SCM-CR, SCM-AR, SCM-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 TIER I AND THE FOLLOWING:
- Technical Proficiency/Credibility
- Creativity and Innovation
- Problem Solving

Experience Gained:
- 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.

[1] All Experience, Training, and Education requirements are MANDATORY unless otherwise noted

Table 2-3: International Affairs Certification – Tier III Requirements

Experience[1]	Training[1]	Education[1]
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 tier. Courses from any accredited educational institution 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. A comprehensive listing of "Preferred" courses by MILDEP & DoD can be found at: https://www6.idss.ida.org/IndexMain3.aspx All courses required for Tier I and Tier 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 DISAM or other relevant IA job-related courses (DISAM courses that would fulfill this are: SCM-CF, SCM-CM, SCM-CS, SCM-CR, SCM-AR, SCM-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 TIERS I AND II, AND THE FOLLOWING:
• Strategic Thinking
• Building Coalitions
• External Awareness

Experience Gained:
• 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

[1] All Experience, Training, and Education requirements are MANDATORY unless otherwise noted

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 (https://www6.idss.ida.org/IndexMain3.aspx) allows individuals to record continuous learning points (CLPs) and the activity for which the points were earned. The continuing education requirements for each tier of certification are as follows:

Tier I certified –advancing to the next certification tier satisfies this requirement.

Tier II certified – advancing to the next certification tier satisfies this requirement.

Tier III certified – those certified at Tier III shall be required to achieve a minimum of 80 CLPs per every two year period from the time they have received their Tier III certification. For those personnel certified at Tier III prior to May 2008, the CLP requirement began in May 2008. 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 Tier 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 2-4 for the list of CLP creditable activities and their point credits.

Table 2-4: 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
Write/Publish in 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 (https://www6.idss.ida.org/IndexMain3.aspx); enter appropriate personal, experience, and course completion data. Apply for certification at the appropriate tier 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 tier 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 tier. 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 tier 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 (https://www6.idss.ida.org/IndexMain3.aspx) 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 for Defense, Exports, and Cooperation (DASA DE&C)
- Deputy Director, Navy International Programs Office (NAVIPO)
- DSCA Training and Development Program Manager (administrator)

Each MILDEP is authorized to establish a council structure for reviewing and approving applications.