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International Affairs Certification Program (IACP) **Application Guide**

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

OVERVIEW

Recent changes to this document are highlighted in yellow.

NOTE. - International Affairs Certification Program (IACP) requires **BOTH** an online application and email submission of source documents (i.e., training completion certificates, career record, etc). Past IACP board members have consistently advised the IACP program managers that the number 1 reason for disapproving applications is the applicant failed to provide the necessary source documents. Applicant steps/action items for applying for IACP (Tier I, Tier II, or Tier III) are outlined below.

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/Workforce-Initiatives>
- ☐ Review respective Tier I, II, or III application training and experience requirements (See Tables 1-3 on pages 4-6)

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 the Institute of Security Cooperation Studies (ISCS) link.

<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 not 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-iapr-hr-manpower@mail.mil
- ☐ Starting in Mar 2018, all applicants must submit a memorandum signed by their supervisor or other designated official identifying and certifying their IA experience.

Please Note: Applications with missing supporting documents will be considered incomplete and will not 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 will be emailed to applicants** within 60-90 days following Board Review. Additionally, 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:

Civilians:

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

Military:

The new AF Officer Classification Directory (AFOCD) and the Air Force Enlisted Classification Directory (AFECD) now contain Special Experience Indicators (SEI) for International Affairs Certification Level/Tier-1-3 for Officers and Enlisted personnel holding IA certification. The Officer Experience Sets are 27-29 and the Enlisted SEIs 222-224.

Both Officers and Enlisted use an AF Form 2096 to award the SEI. Military Personnel Sections (MPS) perform the update in MilPDS and send the completed 2096 to the Air Force Personnel Center (AFPC) Automated Records Management System shop for scanning into the individual military members' records.

Tier I Training and Experience Requirements

Tier I Table

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	<ul style="list-style-type: none"> ▪ IPSR-OL (on-line), ISCS ▪ IPSR-5 days (offered before December 2005), ISCS ▪ SAM/SCM-C (only if completed after October 2000), ISCS ▪ SAM-O/SCM-O (only if completed after October 2000), ISCS ▪ SAM/SCM-E (only if completed after 1 Oct 2011), DISAM ▪ SAM/SCM-TO/TM (only if completed after 1 Oct 2011), ISCS ▪ SAM/SCM-STC (only if completed after 1 Oct 2011), ISCS ▪ 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 Additional Functional Development Course in <u>your</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: <ul style="list-style-type: none"> ➤ ISCS 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. 	
<i>Tier I applicants are required to have a minimum of <u>TWO</u> years International Affairs (IA) Experience</i>		

Tier II Training and Experience Requirements

Tier II Table

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 area 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: <ul style="list-style-type: none"> ➤ ISCS 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: <ul style="list-style-type: none"> ➤ AFPC Leadership Training such as <ul style="list-style-type: none"> ○ Capitol Hill Workshop ○ Leadership and Management Certification ➤ OPM courses such as <ul style="list-style-type: none"> ○ Coaching and Mentoring for Excellence ○ Leadership Skills for Non-Supervisors ➤ IDE courses such as <ul style="list-style-type: none"> ○ Air Command and Staff College Distance Learning (ACSC-DL) Master's Degree ○ Air Command and Staff College (ACSC) in residence ○ AF Institute of Technology (AFIT) ○ Air Force Legislative Fellows Program (HILL) ○ Air War College (AWC) 	
Tier II applicants are required to have a minimum of <u>FOUR</u> years International Affairs (IA) Experience		

Tier III Training and Experience Requirements

Tier III Table

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 advanced 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 <ul style="list-style-type: none"> ○ Air Command and Staff College Distance Learning (ACSC-DL) Master's Degree ○ Air Command and Staff College (ACSC) in residence ○ AF Institute of Technology (AFIT) ○ Air Force Legislative Fellows Program (HILL) ○ Air War College (AWC) ➤ SDE courses such as <ul style="list-style-type: none"> ○ AF Institute of Technology (AFIT) ○ Air War College (AWC) ○ RAND Fellowship Program ➤ Strategic Leadership Education (Levels I-III) <ul style="list-style-type: none"> ○ Air Force Civilian Leadership Course (I) ○ Enterprise Leadership Seminar (II) ○ 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		

Note: If a member has fulfilled all requirements for previous Lower Tiers, i.e. Level I/Level II and has been awarded the certificate of completion for that Level, only submit those awarded certificates of completion in lieu of the required supporting documentation. Entries for coursework must still be entered on the Personnel Initiatives application per directions on website. Otherwise, the online application will reject.

This version supersedes previous versions, same subject.

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Most current version is online at <http://www.safia.hq.af.mil/Force-Development/IACP-How-to-Apply/>

Education and Experience Notes

Important Notes

Courses:

- ☐ You may not 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:
 - 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.
 - 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/Portals/72/documents/AFD-070904-024.pdf> If for some reason the previous hyper link is inoperable, copy and paste to AFD-070904-024 to Google.

Appendix – Supporting Documents		
Requirement	Accepted Supporting Documents	✓ when complete
Years of IA Experience	<ul style="list-style-type: none"> ➤ Official signed memorandum from supervisor or other designated official documentation of professional experience such as AF Resume/Career Brief (civilian applicants) or SURF (military applicants). ➤ Other relevant documents may be submitted to support the memorandum. Examples include AF Resume/Career Brief (civilian applicants) or SURF (military applicants). 	
Coursework/Training Requirements	<ul style="list-style-type: none"> ➤ 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

This guidance is current as of **8 May 2018** but it is subject to change. The guide is for informational purpose only and does not imply approval of any application- all applications are subject to board review.

IACP Frequently Asked Questions (FAQs)

International Affairs Certification Program (IACP) Frequently Asked Questions (FAQs)

Note: The information presented here is for reference only. The most current information is online at <http://www.safia.hq.af.mil/About-Us/Contact-Us/Questions/>

Certification and Career Development

Can a job be restricted based upon the employee having IA certification?

Not at this time. In the future, certain IACF positions may carry IA Certification requirements.

Can any of the training requirements be waived?

No, the training requirements are all critical elements of the program and will not be waived, including the leadership training, regardless of the applicant's experience.

Can contractors apply for certification?

No, certifications may be conferred upon U.S. Government employees only. Contractor or other officials may take courses that contribute to this program. Please read [DSCA Contractor Certification Guidance \(PDF\)](#).

Can military personnel apply for certification?

Yes, military personnel are encouraged to apply for certification.

Can the experience requirement be waived?

No, experience is a critical element of the program and will not be waived.

Do you have to be Level I certified before applying for Level II Certification?

No, when applying, an individual should apply to the highest level of certification for which they qualify.

Does everyone have to attend the International Programs Security Training to receive IA certification? Are there any previous courses that count as the equivalent?

It is a requirement for certification at any level that individuals attend one of the following courses to satisfy the International Programs Security Requirement Course training requirement:

Defense Institute for Security Cooperation Studies (DISCS) courses

- IPSR-3 days
- IPSR-OL (on-line course)
- IPSR-2 days (offered before December 2005)
- IPSR-5 days (offered before December 2005)
- SCM-CONUS (if completed after October 2000)
- SCM-Overseas (if completed after October 2000)
- Defense Acquisition University (DAU) course PMT 203 International Security and Technology Transfer

IACP Frequently Asked Questions (FAQs)

Does IA certification impact certification received in current career program(s)?

No, IA certification is a stand-alone program targeted specifically at the IA community.

Have specific courses been identified to meet the training requirements associated with the three levels of certification?

Specific international courses have been identified and are listed in the requirements. Since so many varying courses can meet the functional training requirements, specific courses have not been documented. Rather, the applicant should review the training standards based on his/her own functional area.

If you have questions about the eligibility of specific courses or would like assistance identifying appropriate courses, please contact the Air Force Administrator at AirForceAdministrator@personnelinitiatives.org.

If an employee has already submitted an application and received certification Level (I or II) and would like to submit an application to obtain the next Level (II or III), do they need to resubmit the entire package (with all attached paperwork, certifications, career brief, etc..) or a modified version of the original package?

All applicants must submit a complete application for each request for certification including all necessary documentation and signatures.

What does IA certification do for your career?

IA certification is a way that all members of the IA community can differentiate themselves from others and demonstrate their commitment to international affairs. For civilians, IA certification will be documented on your individual career brief. Some specific positions may be identified as requiring certification.

What is the Foreign Area Officer Program (SAF/IA)? How does it relate to the International Affairs Certification Program, if at all?

Information about the FAO Program is located at <http://fao.hq.af.mil/>. This program is not directly related to the International Affairs Certification Program; however, the programs do have some similarities and benefits for the workforce.

What is the status of coding IA Certification on Civilian Career Briefs?

All civilian candidates earning a certification should use the Self-Service applications available in the Defense Civilian Personnel Data System (DCPDS) via MyBiz. Changes will immediately update the personnel record and be reflected on Civilian Career Briefs the next day. For more information on using MyBiz, please [click here](#).

You should enter the following codes in the "Certification and Licenses" section of the Career Brief:

- IA1 for Level I
- IA2 for Level II
- IA3 for Level II

What type of documentation is required to back up the IA certification application?

Documentation submitted must clearly justify the application. Example supporting documents

IACP Frequently Asked Questions (FAQs)

include items such as copies of diplomas, career briefs, etc. We highly recommend that all applications include a Civilian Career Brief or Military SURF.

What will the organization, individual, and the Air Force gain under IACF?

The development of IACF provides numerous benefits for the Air Force IA community. IACF will leverage the existing Air Force career field model and provide deliberate training and education resources to develop IA professionals. From an individual perspective, IACF will deliver a flexible career development path, increased opportunity for challenging work experiences, and timely, appropriate training and education. Furthermore, IACF will ensure that the Air Force IA community has a cadre of highly trained civilian personnel to execute the future IA mission.

Who will fund the training required for IA certification?

There is no additional funding available specifically for this certification. Required training for IA certification will come from current organization training funds.

Graduate Studies

GMAP program on hold until further notice.

International Affairs Career Field

What is IACF?

The IACF is designed to corporately manage IA positions and systematically sustain and develop the IA community into the future. The IACF ensures our ability to recruit, educate, train, and retain a superior team capable of meeting the challenges of the dynamic global security environment.

What is the timeline for implementation?

IACF began initial operations in March 2006. The first task during initial operations entailed the placement of an IA Career Program Administrator at the Air Force Personnel Center, Directorate of Civilian Force Management. The IACF officially launched in October 2007.

What will change under IACF?

IACF corporately manages IA positions. This ensures that as a community we place the right people, with the right technical and leadership skills, in the right positions to support IA. IACF incorporates defined development requirements such as Civilian Development Education and the International Affairs Certification Program. IACF also fosters career mobility between IACF and other career fields, offers career broadening designed to provide a broad IA experience, encourages mentoring to the IA workforce to prepare them for the increased responsibilities they will assume as they progress in their careers, and provides the IA community access to a pool of talented IA professionals through the Palace Acquire intern recruitment program.

IACP Frequently Asked Questions (FAQs)

What will not change under IACF?

IACF will not change our ability to create, advocate, and implement United States Air Force policies and programs to support US national security objectives. However, having the career field in place allows us to better manage the IA workforce and ensure that we are collectively prepared to meet future mission requirements.

Why did the Air Force establish the IACF?

Civilian Force Development requires that career fields account for the entire civilian workforce. In June 2004, the Force Development council recognized the IA workforce as a specialized community and mandated the creation of an International Affairs Career Field. In addition to Air Force transformation efforts, the Defense Security Cooperation Agency (DSCA) directed the implementation of a number of workforce initiatives beginning in November 2001. These initiatives include the establishment of an IA certification program, opportunities for military and civilian personnel to earn an advanced degree in international affairs, and introduction of interns into the IA workforce.

SAF/IA implemented DSCA's directives in coordination with the Air Force personnel community to ensure that IA activities remain integrated with the Total Force Development concept.

IACP Frequently Asked Questions (FAQs)

Mentorship Program

Can I participate in this program if I am not a SAF/IA employee?

At this time, the SAF/IA Mentorship Program is available to SAF/IA civilian and military personnel only.

What is the role of supervisors in the SAF/IA Mentorship program? What is the relationship between my mentor and my supervisor?

Many supervisors are also effective mentors. In the SAF/IA Mentorship Program, the mentor is **not** in the direct line of supervision of the mentee. We believe that supervisors and mentors play different, yet complementary roles in the professional development of the mentee. Keeping the mentor and supervisor roles separate, encourages confidential communication within the confines of the mentoring relationship. Those involved in the mentoring relationship should understand and respect these differences to avoid possible conflict and confusion.

Role of the Mentor

The mentor's focus should be on the needs and career goals of the mentee. The mentor should not communicate with the mentee's supervisor on behalf of the mentee, but may encourage effective communication/interaction between the mentee and the supervisor on the progress of the mentorship relationship.

Role of the Supervisor

The supervisor motivates, coaches, and assesses the job performance of the mentee. Although the supervisor is also responsible and accountable for the mentee's professional and career development, the supervisor/mentee relationship tends to be more organizationally focused rather than mentee focused.

If you want to become a mentor in this program, please complete a [Mentor Application \(PDF\)](#).

IACP Frequently Asked Questions (FAQs)

Tier Experience Examples

There are many sources that will qualify for training and experience, refer to pages 3-6 for more information about required training and experience. The examples below are from actual applications that were approved. These are only examples and your application may contain different sources of training and experience.

Tier I

Req 1 (IPSR)	Req 2 (Intro Primary Area Func)	Req 3 (Any Func)	Req 4 (Intro Sec Coop)
IPSR	ACQ 101	Intro to Configur. Mgt	SCM-C

This user used the International Programs Security Requirements (IPSR) course, Fundamentals of Systems Acquisition Management (ACQ 101), Introduction to Configuration Management from the Air Force Institute of Technology, and Security Cooperation Management Conus (301) to complete their Tier I package.

Tier II

Req 1 (Intermediate Primary Area Func)	Req 2 (Intro 2nd Area Func)	Req 3 (Intermediate Sec Coop)	Req 4 (Leadership - 24 hrs)
PMT 250	SYS 101	ACQ 230	SOS

This successful Tier II candidate utilized the Programs Management Tools Course (PMT250), Fundamentals of Systems Planning, Research, Development and Engineering (SYS101), International Acquisition Integration (ACQ230), and Squadron Officer School (SOS) to demonstrate the training for the Tier II position.

Tier III

Req 1 (Advanced Primary Area Func)	Req 2 (Intermediate 2nd Area Func)	Req 3 (Advanced Sec Coop)	Req 4 (Leadership - 48 hrs)
Post Grad Intel	Joint IG	PAS	AWC

The Tier III required training was met by the user's transcript for their post-graduate degree (Post Grad Intel), DOD Joint Inspector General Certification Course (Joint IG), Program in Applied Security Studies, and Air War College (AWC) completion.