



DEFENSE SECURITY COOPERATION AGENCY

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23 DEC 2019

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DEPUTY CHIEF MANAGEMENT OFFICER  
CHIEF NATIONAL GUARD BUREAU  
COMMANDERS OF THE COMBATANT COMMANDS  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF DEFENSE  
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS  
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC  
AFFAIRS  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Implementation of the Department of Defense Security Cooperation Workforce Certification Program

Implementation guidelines for the Security Cooperation Workforce Certification Program are attached. The Certification Program implements a required element of the Security Cooperation Workforce Development Program (SCWDP) prescribed by 10 U.S.C. 384, one of the Security Cooperation reforms enacted in the National Defense Authorization Act for Fiscal Year 2017. Implementation will begin on January 1, 2020.

The Certification Program was developed in close coordination with Department of Defense (DoD) Components during 11 SCWDP working group meetings, more than 30 sub-working group meetings, and consultations with Security Cooperation Workforce Senior Steering Board members. The cornerstones of the Certification Program are training, experience, and continuous learning. A properly trained, experienced, and certified workforce will improve DoD's ability to design and execute Security Cooperation programs and activities that advance National Defense Strategy objectives.

The first year of implementation (January 1, 2020 – December 31, 2020) is a transition period in which completion deadlines will not apply. This will provide the DoD Components and members of the Security Cooperation Workforce (SCW) time to become familiar with the program and implement it in an orderly manner. I request your assistance with a few important implementation steps:

First, that you review and verify the Area of Concentration (AoC) and certification level recommendations for each of your SCW positions in the Security Cooperation Workforce Development Database (SCWD-D). We cannot accurately forecast the demand for individual Certification Program courses until the AoC and certification level information is valid. The SCWD-D is available online via the Defense Security Cooperation University (DSCU) website: [www.dscu.mil](http://www.dscu.mil). See pages 3-4 of the attachment for additional information.

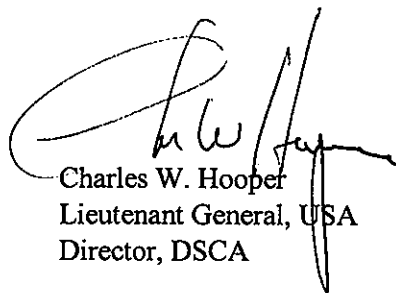
Second, that you ensure your SCW members are familiar with the Certification Program and know their assigned AoCs and certification levels. To assist you with this, the Defense Security Cooperation Agency (DSCA) will offer informational meetings and conference phone calls to help familiarize your headquarters and major command staffs with the program. In addition, a desktop guide to the Certification Program for SCW members will be available on the DSCU website by January 1, 2020.

Third, that you encourage your SCW members to begin their Basic-level training—which will be mandatory for all SCW members once the transition period ends—as soon as possible. This will help us to build a base of knowledge across the community. The Basic-level courses are available online from DSCU.

Fourth, that you identify an individual or office to serve as your Component's Certification Authority (CCA). The CCAs will be DSCA's primary Certification Program-related points of contact. The CCAs will guide the standardization of Certification Program processes and requirements within the Components. Please forward the CCA contact information by January 31, 2020 to Mr. Edward Sleeper, contact information listed below.

Mr. Stephen Wentworth, [Stephen.f.wentworth.civ@mail.mil](mailto:Stephen.f.wentworth.civ@mail.mil), (703) 901-7341, is my point of contact for Certification Program policy. Mr. Edward Sleeper, [dsca.ncr.fo.mbx.scwdd@mail.mil](mailto:dsca.ncr.fo.mbx.scwdd@mail.mil), (703) 697-9208, is my point of contact for SCW management and for scheduling informational meetings to aid you in implementing the Certification Program.

Thank you for your strong support for this important program.



Charles W. Hooper  
Lieutenant General, USA  
Director, DSCA

Attachment as stated:

cc:

Chiefs of the Military Services  
Commandant of the Coast Guard