

## **Implementation Guidelines for the DoD Security Cooperation Workforce Certification Program**

### **INTRODUCTION**

This document describes the Department of Defense (DoD) Security Cooperation (SC) Workforce Certification Program and how it will be implemented. It is a follow-on to the “DoD Final Guidance for the Security Cooperation Workforce Development Program,” which was signed on February 18, 2018.

The Certification Program, a mandatory element of the DoD Security Cooperation Workforce Development Program, will help ensure that DoD personnel assigned to identified positions in the Security Cooperation Workforce (SCW) have the training and experience necessary to carry out those responsibilities more effectively.

Implementation of the Certification Program begins on January 1, 2020. The first year is a transition period intended to provide the Military Departments, Offices of the Under Secretaries of Defense, Joint Staff, Unified Combatant Commands, Defense Agencies and Field Activities—hereafter referred to as “DoD Components”—and SCW members with time to familiarize themselves with the program and extend the training completion timelines to avoid over-subscription of required courses in the first year.

The transition period ends on January 1, 2021, following issuance of a DoD Instruction for the Certification Program. At that time, mandatory participation for SCW members and course completion timelines will go into effect.

### **BACKGROUND AND PURPOSE**

SC is a critical tool that supports DoD’s strategic approach identified in the 2018 National Defense Strategy, including strengthening alliances and attracting new partners, to achieve our defense objectives. SC programs and activities are valued collectively at more than \$60 billion annually, and are executed by nearly all of the DoD Components.

Given the importance of SC, personnel involved in SC programs and activities must have the training and experience necessary to carry out their responsibilities. To address this need, the National Defense Authorization Act for Fiscal Year 2017 enacted 10 U.S.C. Section 384, “Department of Defense Security Cooperation Workforce Development.” Section 384 provides that the Secretary of Defense shall establish the Department of Defense Security Cooperation Workforce Development Program, identifies SCW certification as a mandatory element of that program, and designates the Director of the Defense Security Cooperation Agency (DSCA) as the program manager.

## **APPLICABILITY**

All members of the SCW—which includes members of the armed forces and civilian employees of the DoD who routinely perform SC functions—are required to participate in the Certification Program. See Annex 1 for additional information about SC and the SCW.

Note that the SCW does not include private sector employees providing services under contract with DoD (e.g., “contractors”) or locally employed staff and foreign service nationals (LES/FSNs). As a result, those personnel are not subject to the requirements of the Certification Program, nor are they eligible for certification. Training could be available to them as specified in the terms of the contract (for contractors) or when requested by the combatant command (for LES/FSNs).

## **LABOR RELATIONS OBLIGATIONS**

The Defense Civilian Personnel Advisory Service (DCPAS) completed the National Labor Union consultation process for this document. Before implementing the Certification Program, there may be bargaining obligations at the local level. The DoD Components are responsible for ensuring those local-level obligations are met.

The Director of DSCA will coordinate future changes with DCPAS, which will ensure advance notice is given to the national unions of any substantive changes to conditions of employment and provide comments. There may be bargaining obligations at the local level. The DoD Components are responsible for ensuring those local-level obligations are met.

## **CERTIFICATION PROGRAM OVERVIEW**

- There are more than 20,000 civilian and military positions in the DoD with substantive Security Cooperation responsibilities. DoD personnel assigned to those positions are considered to be members of the SCW (See Annex 1).
- All members of the SCW are required to obtain an appropriate SCW certification. SCW members must maintain their certification as long as they remain in an SCW position.
- DoD-wide implementation of the Certification Program begins on January 1, 2020, with a one-year transition period to allow DoD Components and SCW members to familiarize themselves with the program prior to full implementation.
  - A DoD Instruction on the Certification Program will be issued before the transition period ends.
- There are three major elements of the program:
  - Mandatory courses for certification from the Defense Security Cooperation University (DSCU) and the Defense Acquisition University (DAU) in a particular area of concentration (AoC) and certification level as determined by DoD Components (see pages 3-7). Note that SCW members will automatically receive

credit for past completion of certain courses from the DSCU campus in Dayton, Ohio (formerly known as Defense Institute of Security Cooperation Studies (DISCS)) or DAU. A “test-out” option will be available for many of the mandatory courses so that experienced SCW members can be quickly certified.

- Experience in positions in the SCW with the appropriate AoC and certification level requirements (see page 7).
- Continuous learning to maintain a certification once it is obtained (see pages 7-8). Note that completion of the mandatory courses counts toward the continuous learning requirement.
- DSCA is responsible for managing the Certification Program. DSCA may delegate some program management responsibilities to DoD Components with 1,000 SCW positions or more, but retains overall responsibility for program standards and waivers (see pages 10-12).
- DoD Components provide general/flag officer or senior executive service representation to the SC Workforce Development Senior Steering Board (SCWD SSB). This gives the DoD Components an important voice in the strategic direction and oversight of this Certification Program. The DoD Components have been involved in development of the Certification Program since that effort began in January 2017.

## **CERTIFICATION PROGRAM ELEMENTS**

There are three elements of the Certification Program: mandatory courses, experience, and continuous learning.

### **PROGRAM ELEMENT: MANDATORY COURSES**

The mandatory courses are intended to develop a common set of skills and knowledge in specific segments of the workforce. Each position in the SCW is assigned an AoC and a certification level by the respective DoD Component. These assignments help to ensure that SCW members take the courses that best meet the requirements of their assigned positions. AoC and certification level assignments are recorded in the Security Cooperation Workforce Development Database (SCWD-D), which is available via the DSCU website at [www.dscu.mil](http://www.dscu.mil).

DSCA used information provided by the DoD Components about each SCW position to make initial recommendations regarding the AoC and certification level. DoD Components should conduct an initial review of the recommended AoCs and certification levels in the SCWD-D by:

- Key SCW Positions: 100% by February 28, 2020.
- All other SCW positions/billets: 100% by April 30, 2020.

Key SCW positions and billets, hereafter referred to as “Key SCW Positions,” are those SCW billets/positions with duties and responsibilities that require the incumbent to issue guidance, make decisions, and/or direct SC activities that directly affect the execution of SC programs or activities. DoD Components are responsible for determining which of their SCW billets/positions are Key SCW Positions.

DSCU will be better able to project the demand for Certification Program courses once the DoD Components verify AoC and certification levels. The DoD Components can review and change AoC and certification level assignments in the SCWD-D as necessary following the initial review.

SCW members must complete required courses for certification that are based on the assigned AoC and certification level. Certification courses are offered by DSCU or DAU. SCW members register for their required courses via the DSCU website.

#### **Academic Areas of Concentration (AoC):**

- **SC Planning, Oversight, and Execution Management.** Focus on broad planning, policy development, oversight, and execution of SC activities and programs. Also includes management of SC programs, intelligence cooperation, military-to-military engagements, defense institution building, technology transfer, and foreign disclosure.
- **SC Case Life Cycle Management.** Focus on building partnership capacity/foreign military sales (BPC/FMS) case execution, including case development, management, and execution (financial, logistics, and training management).
- **SCO Operations and Management.** Focus on SC activities conducted by a security cooperation office (SCO). This would typically include most members of the armed forces and civilian employees of the DoD working in SCOs overseas, as well as some combatant command (CCMD) staff.
- **SC Execution Support Management.** Focus on SC execution not included in another AoC, including but not limited to SC support staff, International Military Student Offices, and the State Partnership Program.
- **SC Acquisition Management.** Focus on acquiring defense articles and services using the DoD acquisition process for DoD’s international partners.

#### **Certification Levels:**

- **Basic:** General knowledge and understanding of SC.
- **Intermediate:** Builds on Basic-level. Focus is on developing technical knowledge and understanding of one AoC in the context of broader SC.
- **Advanced:** Builds on Intermediate-level. Focus is on increased technical mastery of one AoC in the context of broader SC.

- **Expert:** Builds on Advanced-level. Focus is on developing a broader understanding of SC as an instrument of U.S. national security. Requires cross-training in a second AoC at the Intermediate-level.

See Annex 2 for a list of required courses by AoC and certification level. The list may change over time. The most up-to-date list will be available on the DSCU website.

### **Course Completion Deadlines**

SCW members are encouraged to begin their required courses right away. Course completion deadlines will not apply during the first year of implementation (January 1, 2020 – December 31, 2020), which is a transition period.

Beginning on January 1, 2021, SCW members will be required to complete their required certification courses by the following deadlines:

- Basic-level certification: One year to complete all required Basic-level courses. Note that all SCW members require at least Basic-level certification.
- Intermediate-level certification: One year to complete Basic-level courses and then two years to complete all required Intermediate-level courses (3 years total).
- Advanced-level certification: One year to complete Basic-level courses, two years to complete Intermediate-level courses, and then two years to complete all required Advanced-level courses (5 years total). Note that Advanced-level courses will not be offered until 2021.
- Expert-level certification: One year to complete Basic-level courses, two years to complete Intermediate-level courses, two years to complete Advanced-level courses, and then an additional two years to complete all required Expert-level courses, including “cross training” courses at the Intermediate-level in another AoC (7 years total). Note that Expert-level courses will not be offered until 2022.

The “one year” for course completion deadlines will start on January 1, 2021 for personnel who are SCW members at that point. For personnel who join the SCW after that, the “one year” will begin on the day that they enter the SCW, which will be indicated by the DoD Component linking an individual to an SCW billet/position in the SCWD-D.

Note that it is often possible to complete required certification courses substantially faster than the above deadlines.

### **Credit for Legacy Courses and the “Test-Out” Option**

Many SCW members have completed training previously from DSCU (including DISCS) or DAU. Those members often possess significant knowledge and experience regarding SC topics.

The Certification Program is structured to acknowledge and provide credit for certain types of previous training.

SCW members in the SC Acquisition Management AoC will receive Certification Program credit for all courses that they have already taken from DAU that are required in the SC Acquisition Management AoC.

A limited number of legacy DISCS courses are considered equivalent to the new Certification Program courses. Personnel who completed one or more of those legacy DISCS courses within a specified timeframe will receive credit for the equivalent Certification Program course. The Certification Course completion credit will be indicated in the SCWD-D. This process is automatic and does not need to be requested by SCW members or DoD Components. The current list of course equivalencies is at Annex 3. More information about DISCS legacy course credit will be available on the DSCU website.

In addition, some Certification Program courses will have a “test-out” option. This will allow experienced SCW members registered for those courses to take a pre-test. A member who scores high enough on the pre-test will automatically receive credit for having completed that course without needing to take the course. The “test-out” option will not be available immediately. The Certification Program courses are all new, with new content. The tests will be developed after the courses have been offered several times. Once the test-out option becomes available for a course, it will be indicated on the DSCU website. DoD Components should encourage experienced SCW members to take advantage of the “test-out” option.

### **Course Registration Prioritization**

Demand for certain resident courses may exceed the classroom/seat capacity at DSCU, particularly in the first year of the Certification Program. To ensure that the SCW personnel most in need of certain courses are able to take them as quickly as possible, course registration for Certification Program courses will typically be prioritized as follows:

- 1) DoD personnel assigned to Key SCW Positions taking a course that is required for certification.
- 2) DoD personnel assigned to Key SCW positions taking a course that is not required for certification but that is deemed necessary by the DoD Component based on the developmental needs of the person to fill the Key SCW position.
- 3) DoD personnel not in Key SCW positions taking a course required for certification.
- 4) LES/FSNs taking a course requested by the relevant CCMD.
- 5) Contractors taking a course required by the terms of the contract.
- 6) DoD personnel assigned to SCW positions (but not to Key SCW positions) taking a course for any other purpose.

7) Interagency partner personnel.

Components with a training requirement that cannot be met by this prioritization schema should contact the DSCU Registrar at [dsca.wright-patt.discs.list.registrars@mail.mil](mailto:dsca.wright-patt.discs.list.registrars@mail.mil) or (937) 713-3330 to request assistance.

Identification of a Key SCW Position is made by the DoD Component based on guidance from DSCA. Personnel who are assigned to Key SCW Positions will be informed of the Key SCW Position designation by their DoD Component and advised of requirements associated with assignments to Key SCW Positions.

**PROGRAM ELEMENT: EXPERIENCE**

SCW members must obtain one year of experience in the appropriate AoC at the appropriate level to be eligible for certification. The “experience clock” starts at completion of the first required course at the appropriate level of certification.

For example, the “experience clock” for someone requiring certification at the Intermediate-level in the SC Case Execution Management AoC starts when the member completes the first Intermediate-level SC Case Execution Management course. As long as the member remains in a position—or transfers to a new position—with the same AoC and the same or higher certification level requirement for one consecutive year, he/she will receive the experience credit. This process is automated to make program management as easy for the DoD Components and DSCA as possible. It is therefore important that the DoD Components keep assignment information up to date in the SCWD-D.

NOTE: Members of the SCW who were entered into the SCWD-D prior to January 1, 2019, have their experience requirement waived for Basic and Intermediate-level certification. This waiver is automatic. SCW members may be certified at the Basic or Intermediate level as soon as they complete their required certification courses.

**PROGRAM ELEMENT: CONTINUOUS LEARNING**

Continuous learning (CL) will help ensure that SCW members remain up-to-date after they complete their mandatory training and that they have continued opportunities to broaden and deepen their knowledge and skills. Members must meet the following CL requirements to obtain and maintain certification:

**Basic-level requirements:**

- 20 hours of SC-related developmental opportunities every 2 years, including completion of an annual SC update course offered by DSCU.

**Intermediate, Advanced, and Expert-level requirements:**

- 20 hours of SC-related developmental opportunities every 2 years, including completion of an annual SC update course offered by DSCU. At least 12 of the 20 hours must be focused on maintaining currency in an AoC.

Completion of certification courses counts toward the CL requirement. The CL requirement provides an opportunity for DoD Components to introduce DoD Component-specific SC training into the program for their SCW members.

DoD Components will track and maintain a record of the CL activities of their SCW members, including the type of activity, the topic, the source, and the hours required to complete it. CL credit for completion of Certification Program courses from DSCU is automatically indicated in the SCWD-D. DSCA provides the automated certification tracking tool, found on the DSCU website in the “Certification Center” section, to assist SCW members and supervisors with monitoring and recording SC certification activity, to include CL submissions.

CL events must be focused on SC-related topics in order for the hours to count toward the CL requirement. See Annex 1 for more information. CL events include, but are not limited to:

- Academic courses offered by DSCU and other DoD, U.S. Government, and private sector academic institutions.
- Functional (job skills) training courses offered by, or on behalf of, DoD components.
- Other professional activities, including participation in seminars, lectures, symposia, conferences, and workshops.
- Job shadowing and other formal professional mentoring.

DSCA will review DoD Components’ CL records periodically to develop lists of recommended courses/activities on the DSCU website and ensure that CL activities are in keeping with Certification Program requirements.

SCW members who are also part of other DoD certification programs (e.g., Defense Acquisition Workforce or Financial Management) may receive CL credit in both certification programs as long as the CL event meets the requirements for both programs.

**GOOD STANDING**

A certified SCW member must maintain that certification as long as he/she is in a SCW position. In order to maintain the certification, the SCW member must be in good standing with the Certification Program.

An SCW member who completes required courses by the course completion timeline (see page 6) and meets the CL requirement is in good standing with the program. “Good standing” status is generated automatically and updated in the SCWD-D based on information entered by the relevant DoD Component and DSCU.

The DoD Component indicates in the SCWD-D when the certification program course completion “clock” starts for each of their SCW members—which is either when they enter the workforce or assume a new position in the workforce—and enters hours of continuous learning completed.

Note that DSCU updates the SCWD-D to indicate when a certification course—or any course offered by DSCU—is completed.

SCW members who are not in good standing may be subject to adverse personnel action by their DoD Components. This is consistent with other DoD certification programs.

## **CERTIFICATION PROGRAM IMPLEMENTATION**

The Certification Program begins with a one year transition period starting on January 1, 2020. An important first step in implementation is for DoD Components to review the AoC and certification level recommendations for each of their SCW positions. The intent of that review is to make sure that SCW members are assigned to an AoC and certification level that best matches their SC responsibilities.

All members of the SCW require at least Basic-level certification. Therefore, even while the AoC and certification level review are underway, SCW members should be encouraged to register for and complete Basic-level courses. Those courses are all available online (only). SCW members may register for courses via the DSCU website.

DSCA recommends that DoD Components require supervisors to meet with their SCW members soon after the Certification Program is implemented to discuss the assigned AoC and certification level and to create/revise an individual development plan (IDP) to identify and plan for Certification Program requirements.

Based on the training and experience requirements, it may take years for an SCW member to complete the courses required for certification at the Intermediate level and higher. Therefore, succession planning is strongly recommended to ensure that there are qualified and capable workforce members ready to fill vacant Key SCW Positions at all levels, and vacant non-Key SCW positions at the Advanced and Expert levels.

## **THE CERTIFICATION PROCESS**

### **ELIGIBILITY**

In order to be eligible for certification, an SCW member must:

- Complete all required training in the appropriate AoC at the appropriate certification level;
- Meet the experience requirement of one year of experience in a position with the appropriate AoC at the appropriate certification level; and
- Be in good standing with the program.

SCW members do not need to request to be certified. Once a member of the SCW is eligible for certification, the SCWD-D is automatically updated by DSCA to reflect that status.

The Certification Program is a DoD program intended to meet and support overarching DoD goals. DoD Components may require Component-specific training for their SCW members in addition to the Certification Program requirements, but the Component-specific requirements will not be factored in when determining if an SCW member is eligible for certification.

SCW members will not be issued a certification at a level above that required for their current position, even if they complete all of the training required for higher-level certification. An SCW member who is already certified at one level in an AoC but then transitions to a job with a lower-level certification requirement in the same AoC will remain certified at the higher level as long as he or she continues to meet the CL requirements for the higher-level certification.

Certified SCW members who leave the SCW are not required to maintain their certification. They may, however, choose to do so by continuing to meet the CL requirement.

### **CERTIFICATION AUTHORITY**

DSCA is the overall authority for the program and is responsible for, among other things:

- Program standards, including prescribing (but not assigning) the AoCs, certification levels, and required courses;
- Waiver authority for mandatory courses, experience and CL requirements; and
- Assessments and audits of SCW data.

DoD Components are required to, directly or via the DoD Component that supports them:

- Review and update, as needed, recommended AoC and certification levels for SCW positions in the SCWD-D:

- Key SCW Positions: 100% by February 28, 2020.
- All other SCW positions/billets: 100% by April 30, 2020.
- Identify SCW position and Key SCW Positions in DoD manpower systems of record (e.g., Fourth Estate Manpower Tracking System (FMTS), Defense Civilian Personnel Data System (DCPDS), Defense Civilian Human Resources Management System (DCHRMS)) using the approved DoD SC codes (to be provided by DSCA):
  - Key SCW Positions: 100% by February 28, 2020.
  - All other SCW positions/billets: 100% by April 30, 2020.
- Update Position Descriptions (PD) and similar documents for SCW positions to indicate that personnel assigned to those positions are part of the SCW and that participation in the Certification Program is mandatory for SCW members, and to list the assigned AoC and certification level. Goals:
  - At least 50% of PDs should be updated by December 31, 2020.
  - At least 95% of PDs should be updated by December 31, 2021.

Newly classified PDs must include the approved DoD SC codes (to be provided by DSCA). DSCA can provide the approved codes for components to use directly or as a reference to map their component-specific codes to the DSCA codes.

- Maintain updated entries in the SCWD-D for all SCW positions and personnel in those positions.

DSCA is working with DoD manpower system owners to maximize the automatic flow of data between those systems.

DSCA may delegate certification authority to DoD Components with 1,000 or more SCW positions. The Departments of the Army, the Navy (U.S. Navy and Marine Corps), and the Air Force are currently the DoD Components with at least 1,000 SCW members. When certification authority is delegated to a DoD Component, the Component will:

- Validate which of their SCW members are eligible for certification based on Certification Program requirements by reviewing each member's experience and CL in the SCWD-D.
- Generate and issue the appropriate DoD Security Cooperation Certificate to eligible SCW members.
- Update SCWD-D on no less than a quarterly basis to include the certification status of SCW members.

Regardless of which organization issues the certificate, it is a DoD certification according to uniform standards, applicable throughout DoD.

## **GRANTING CERTIFICATION**

For DoD Components with fewer than 1,000 SCW positions, DSCA is the certification authority. DSCA will issue an electronic copy of the certification document directly to the member via the DSCU website portal.

For DoD Components with 1,000 or more SCW positions, the DoD Components are responsible for reviewing the SCWD-D to identify which of their members have completed their program requirements and are eligible for certification. The DoD Component then generates and issues the certification to the member. Note that the SCWD-D indicates automatically when an SCW member is eligible for certification.

Once a certification is obtained, the SCW member must maintain it by meeting continuous learning requirements and thus remaining in good standing as long as the member remains in an SCW position.

## **GOVERNANCE**

DSCA is responsible for management of the SCWDP, including this Certification Program. The Director of DSCA established and chairs the SCW SSB to provide strategic direction and oversight of the SCWDP.

SCW SSB membership includes general/flag officer or senior executive service-level representatives from each of the offices of the Under Secretaries of Defense; the Military Departments and Services; the Joint Staff; the National Guard Bureau (NGB); the Unified Combatant Commands; the Defense Intelligence Agency (DIA), Defense Technology and Security Administration (DTSA), Defense Threat Reduction Agency (DTRA), Defense Logistics Agency (DLA), and Missile Defense Agency (MDA). These organizations have a direct voice in the development, direction, and management of the Certification Program.

The SCW SSB meets at least annually.

Below the SCW SSB, the DSCU President chairs the Security Cooperation Workforce Management Group (SCWMG), with members from the same organizations as the SCW SSB.

As needed, DSCA will host working-level meetings with appropriate DoD Component representatives to discuss important SCW Certification Program issues and a way forward to address them prior to SCW SSB meetings.

## ANNEX I

(from the “Department of Defense Security Cooperation Workforce Development Program Final Guidance” signed February 18, 2018)

### **THE SECURITY COOPERATION WORKFORCE**

10 U.S.C. § 301 (Section 301) defines SC programs and activities as “any program, activity (including an exercise), or interaction of the Department of Defense with the security establishment of a foreign country to achieve a purpose as follows:

- (A) To build and develop allied and friendly security capabilities for self-defense and multinational operations.
- (B) To provide the armed forces with access to the foreign country during peacetime or a contingency operation.
- (C) To build relationships that promote specific United States security interests.”

This definition encompasses a broad range of activities and programs, which include but are not limited to:

- (A) Contacts between DoD officials and officials of foreign security establishments for a purpose defined in Section 301, not including local national labor negotiations;
- (B) Exchanges such as the Defense Personnel Exchange Program;
- (C) Partner country participation in exercises, including table-top exercises (TTX);
- (D) Education, such as partner country personnel attending professional military education and English language training courses;
- (E) Training and equipping, and enabling/supporting activities such as transportation and Building Partnership Capacity (BPC)/Foreign Military Sales (FMS) case management;
- (F) Operational support for partner country security forces;
- (G) Defense institution building;
- (H) Establishing and fostering intelligence cooperation; and
- (I) Cooperative research and development.

SC also includes security assistance programs and activities such as Foreign Military Sales (FMS), Foreign Military Financing (FMF), and International Military Education and Training (IMET) programs that are executed by DoD under the Foreign Assistance Act, the Arms Export Control Act, and other authorities generally aligned with the Department of State.

The SCWDP applies to DoD civilian employees and military (active or reserve) personnel who routinely perform SC functions such as those listed above—regardless of the funding source for their billet/position—and fall within one of the following categories:

- (A) Members of the armed forces and DoD civilian employees working in the SC organizations of U.S. missions overseas.
- (B) Members of the armed forces and DoD civilian employees in the geographic and functional combatant commands responsible for planning, monitoring, or conducting SC activities.
- (C) Members of the armed forces and DoD civilian employees in the Military Departments and Services performing SC activities, including those activities in connection with acquisition, and with the development and implementation of technology-release and foreign-disclosure policies, as well as planning, monitoring, evaluating, and conducting SC activities.
- (D) Other military and civilian DoD personnel of DoD agencies and field activities who perform SC activities.
- (E) Members of the armed forces and DoD civilian employees who perform assessments, monitoring, or evaluations of SC programs and activities.
- (F) Other members of the armed forces or DoD civilian employees who contribute significantly to SC programs and activities. This includes military and civilian personnel in the Office of the Secretary of Defense and the Joint Staff who perform SC planning, policy oversight, or program management functions.

The following categories of billets/positions are exempt from SCWDP certification requirements. However, there may still be SC-related training requirements associated with these positions. Those requirements will be identified by the individual DoD components or in other DoD guidance.

- (A) Members of the armed forces and DoD civilian employees in operational units engaged in intermittent, occasional, or incidental interactions with the security establishment of a foreign country, not substantially accountable or responsible for achieving a purpose or purposes defined by Section 301.
- (B) DoD attorneys, since they are subject to separate professional licensing requirements. However, SC training opportunities should be extended to attorneys when such training is relevant to their duties, and SC-related training may be made mandatory at the discretion of the supervising attorney.
- (C) Private sector employees providing services/support under contract with the DoD, although there may be SC-related training requirements associated with the functions that some contractors perform in support of DoD SC programs and activities. Those requirements should be articulated/delineated in the contract terms.

- (D) Members of the armed forces and DoD civilian employees performing SC functions such as those listed above on a temporary-duty basis not to exceed 180 consecutive days. Those personnel may nonetheless have SC-related training requirements associated with the work they perform.
- (E) Locally Employed Staff/Foreign Service Nationals, although there are SC-specific training requirements associated with most of those positions.

The identification of individuals as being part of the SCW does not otherwise change their status or affiliation with their current organization. Such individuals will continue to be supervised by their current organization. However, failure of such individuals to meet certification or training standards established for the SCW may impair their eligibility to be assigned certain positions or tasks within the SC enterprise and may affect the capacity of their current organization to deploy such individuals in the most effective way.

The SCWDP applies to some military and DoD civilian personnel who are already part of the Defense Acquisition Workforce under the Defense Acquisition Workforce Improvement Act; another DoD workforce-certification program, such as the DoD Financial Management Certification Program; or a DoD component-specific program, such as the Air Force's International Health Specialist program.

Personnel identified as being part of the SCW will not lose their affiliation with their current DoD or DoD component workforce, career field, career program, or functional area. They will participate in all certification and training programs that apply to their position and are eligible to participate in related developmental activities.

For example, a contracting officer responsible for acquisition of a defense system might be part of both the defense acquisition and the SCWs. The contracting officer would be required to meet the standards of both workforce groups. Similarly, a Foreign Area Officer (FAO) assigned as the chief of a Security Cooperation Organization (SCO) position overseas would be required to meet DoD Joint FAO standards as well as SC standards for that position.

The Director of the Defense Security Cooperation Agency (DSCA) will ensure that requirements for the SCWDP leverage existing DoD and DoD component certification programs, standards, and processes, such as those associated with joint force development, to the fullest extent possible. This will help DSCA meet program goals and requirements without creating an undue burden on individuals and organizations.

## ANNEX 2

### MANDATORY COURSES BY AREA OF CONCENTRATION

This list is current as of December 1, 2019. It is subject to change. The most current version will always be available on the DSCU website.

#### **SC PLANNING, OVERSIGHT, & EXECUTION MANAGEMENT**

- Expert Level (est. 7 days of training)
  - Course TBD
- Advanced Level (est. 4.5 days of training)
  - POE-301 Advanced SC Seminar TBD
- Intermediate Level (14 days of training)
  - Intermediate Cross Cultural Competence/Regional Orientation: Either SC-251 (CENTCOM), SC-252 (INDOPACOM), SC-253 (EUCOM), SC-254 (AFRICOM) or SC-255 (SOUTHCOM)\*
  - POE-211 Intermediate Assessment, Monitoring and Evaluation
  - POE-201 Intermediate SC Planning, Oversight, and Execution
- Basic Level (5.5 days of training)
  - SC-151 Introduction to Regional Studies
  - SC-121 Introduction to End Use Monitoring
  - SC-111 Introduction to Technology Transfer
  - SC-101 Introduction to Security Cooperation

#### **SC CASE LIFE CYCLE MANAGEMENT**

- Expert Level (est. 7 days of training)
  - Course TBD
- Advanced Level (est. 9 days of training)
  - CASE-301 Advanced SC Seminar TBD
  - SC-301 Advanced SC POE and AM&E Seminar TBD
- Intermediate Level (14 days of training)
  - Intermediate Cross Cultural Competence/Regional Orientation: Either SC-251 (CENTCOM), SC-252 (INDOPACOM), SC-253 (EUCOM), SC-254 (AFRICOM) or SC-255 (SOUTHCOM)\*
  - CASE-201 Intermediate SC Case Life Cycle Management

- One of the following is required:
  - CASE-213 Intermediate SC Case Management
  - CASE-212 Intermediate SC Case Financial Management
  - CASE-211 Intermediate SC Sustainment Management
- Basic Level (4.5 days of training)
  - SC-151 Introduction to Regional Studies
  - SC-111 Introduction to Technology Transfer
  - SC-101 Introduction to Security Cooperation

### **SECURITY COOPERATION OFFICE (SCO) OPERATIONS AND MANAGEMENT**

- Expert Level (est. 7 days of training)
  - Course TBD
- Advanced Level (est. 9 days of training)
  - SCO-311 Security Cooperation Office Simulation
  - SCO-301 SC Enterprise Orientation
- Intermediate Level (20 days of training)
  - SCO-201 Security Cooperation Office (includes the following courses)
    - Intermediate Cross Cultural Competence/Regional Orientation: Either SC-251 (CENTCOM), SC-252 (INDOPACOM), SC-253 (EUCOM), SC-254 (AFRICOM) or SC-255 (SOUTHCOM)\*
    - SCO-241 Intermediate SCO Functional Training
    - SCO-231 Intermediate SCO Planning Oversight, Execution, and AM&E
    - SCO-221 Intermediate SCO Case Life Cycle Management
    - SCO-211 Intermediate Security Cooperation Office Operations
- Basic Level (5.5 days of training)
  - SC-151 Introduction to Regional Studies
  - SC-121 Introduction to End Use Monitoring
  - SC-111 Introduction to Technology Transfer
  - SC-101 Introduction to Security Cooperation

### **SC EXECUTION SUPPORT MANAGEMENT**

- Expert Level (est. 7 days of training)
  - Course TBD

- Advanced Level (est. 9 days of training)
  - XPT-301 Advanced SC Execution Support Seminar TBD
- Intermediate Level (14 days of training)
  - Intermediate Cross Cultural Competence/Regional Orientation: Either SC-251 (CENTCOM), SC-252 (INDOPACOM), SC-253 (EUCOM), SC-254 (AFRICOM) or SC-255 (SOUTHCOM)\*
  - One of the following is required:
    - XSPT-221 Intermediate International Military Student Office (IMSO)
    - XSPT-211 Intermediate SC National Guard Program Management
    - XSPT-201 Intermediate Execution Support
      - Note: XSPT-201 has not been developed. The requirement for XSPT-201 can be met by taking either CASE-201 or POE-201.
- Basic Level (4.5 days of training)
  - SC-151 Introduction to Regional Studies
  - SC-111 Introduction to Technology Transfer
  - SC-101 Introduction to Security Cooperation

### **SC ACQUISITION MANAGEMENT**

- Expert Level (est. 7 days of training)
  - Course TBD
- Advanced Level (est. 4.5 days of training)
  - ACQ-380 Advanced International Acquisition Management Workshop
- Intermediate Level (9 days of training)
  - Intermediate Cross Cultural Competence/Regional Orientation: Either SC-251 (CENTCOM), SC-252 (INDOPACOM), SC-253 (EUCOM), SC-254 (AFRICOM) or SC-255 (SOUTHCOM)\*
  - ACQ-230 Intermediate International Acquisition Integration
    - DAU Prerequisites for ACQ-230: ACQ-101 Fundamentals of System Acquisition Management
- Basic Level (7.5 days of training)
  - SC-151 Introduction to Regional Studies
  - ACQ-120 Introduction to Fundamentals of International Acquisition
  - SC-111 Introduction to Technology Transfer

- SC-101 Introduction to Security Cooperation

\*Note: Personnel in positions associated with the U.S. Northern Command (NORTHCOM) area of responsibility should complete the Intermediate Cross Cultural Competence/Regional Orientation class that is most closely related to their responsibilities. DSCU recommends that personnel in positions with responsibilities related to Mexico take SC-255 (SOUTHCOM), and personnel with responsibilities related to Canada take SC-253 (EUCOM).

### ANNEX 3

#### **MANDATORY COURSES WITH COURSES THAT ARE EQUIVALENT TO THEM FOR CERTIFICATION PURPOSES**

Some courses count as equivalents regardless of when they were taken, because the course content has been relatively consistent. Those courses are indicated by “Any year.” Other courses only count as equivalents if taken recently, because the course did not meet equivalency requirements until it was updated. Those courses are indicated by the specific years (e.g., “2012-present”).

ACQ-120 Introduction to Fundamentals of International Acquisition: DAU ACQ-120 (Any year).

ACQ-230 Intermediate International Acquisition Integration: DAU ACQ-230 (Any year).

ACQ-380 Advanced International Acquisition Integration: DAU ACQ-380 (Any year).

CASE-201 Intermediate SC Case Life Cycle Management: SCM-C (2012-Present), SCM-O (2012-present).

CASE-211 Intermediate SC Sustainment Management: SCM-CS (2014-Present).

CASE-212 Intermediate SC Case Financial Management: SCM-CF (2014-Present).

CASE-213 Intermediate SC Case Management: SCM-CM (2014-Present).

POE-201 Intermediate SC Planning, Oversight, and Execution: SCM-O (2012-Present), SCM-P3 (any), SCM-AO (any), USMC SC Planners Course (2014-Present), JSOU TSOC SEC (2014-Present), USA CGSC SC Elective (2018-Present).

SC-111 Introduction to Technology Transfer: DAU ACQ-130 (Any year), DAU PMT-203, or any other course approved for International Program Security Course credit IAW DoDD 5230.20 from 1999-2019 (credit will be applied automatically in SCWD-Database for these courses).

SC-151 Basic Cross Cultural Competence/Regional Orientation: Any course/program granting credit for one of the Intermediate Cross Cultural Competence/Regional Orientation courses (SC-251/252/253/254/255). Any military online/resident course in intercultural skills, cross-cultural skills, regional-specific studies.

Intermediate Cross Cultural Competence/Regional Orientation:

SC-251: Regional Studies focused on the CENTCOM AOR

SC-252: Regional Studies focused on the INDOPACOM AOR

SC-253: Regional Studies focused on the EUCOM AOR and Canada

SC-254: Regional Studies focused on the AFRICOM AOR

SC-255: Regional Studies focused on the SOUTHCOM AOR and Mexico

SCM-O (Any year), military service FAO program, American Council on Education-approved undergraduate/graduate course in intercultural studies, cross-cultural studies, regional/country studies (examples: many courses offered by USAF Special Operations School, US Army Special Warfare School), degree in International Relations from any accredited (by Dept. of Education-approved accrediting body), undergraduate/graduate course in intercultural studies, cross-cultural studies, regional/country studies from any accredited (by Dept. of Education-approved accrediting body), Foreign Service Institute course in intercultural studies, cross-cultural studies, regional/country studies.

Note that documented AOR-specific coursework may be required in addition to any of the aforementioned courses that are not AOR or region specific, such as a generic cross-cultural communications course.

SCO-201 Security Cooperation Office: SCM-O (2012-Present).

XSPT-221 Intermediate International Military Student Office (IMSO): SCM-TO/TM (2014-Present).

XSPT-211 Intermediate SC National Guard Program Management: SCM-SP (All).

Key:

SCM: Security Cooperation Management courses taught by the Defense Institute of Security Cooperation Studies (DISCS) or the Defense Institute of Security Assistance Management (DISAM), which was the previous name of DISCS.

DAU: Course taught by the Defense Acquisition University.