

IA Certification Program

I	Basic or Entry	<p>Basic tier training standards are designed to establish fundamental qualifications and expertise in the individual's IA specialty.</p> <p>Development at this initial tier lays the foundation for career progression and is designed to prepare qualified, motivated personnel for positions of increasing responsibility. At the basic level, individuals should be exposed to the primary functional areas of IA and the roles of its various specializations.</p>
II	Intermediate or Journeymen	<p>At the intermediate tier, development continues to include on-the-job rotational assignments, and the responsibilities and length of time an individual spends in each position generally increases.</p> <p>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.</p>
III	Advanced or Expert/Senior	<p>By the time an individual reaches the senior levels 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.</p>

IA Certification – Level 1



Typical Grades ¹	Experience ²	Training ²	Education ²
GS-5 through GS-11 O-1 through O-3 E-3 through E-5 NSPS PB I	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 level. A comprehensive listing of “Preferred” courses by MILDEP & DoD can be found at: https://iacertification.dsca.mil/ International Programs Security Requirements Course (IPSR) (If you took the Security Assistance Management CONUS course (SAM-C) or the Security Assistance Management Overseas course (SAM-O) before FY 2000, you must also take IPSR as it was <u>not</u> incorporated into those courses until that time.); AND ▪Two Introductory functional development courses; AND ▪One Introductory Security Cooperation course offered by ISCS or other IA job-related introductory course offering. ISCS classes that would fulfill this are: SAM-E, SAM-OC, SAM-TO, SAM-C, SAM-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

International Affairs Certification – Level II Requirements

Typical Grades	Experience ²	Training ²	Education ²
GS-11 through GS-14 O-3 through O-5 E-5 through E-9 NSPS PB II & III	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 level. A comprehensive listing of “Preferred” courses by MILDEP & DoD can be found at: https://iacertification.dsca.mil/ All courses required for Level I, AND <ul style="list-style-type: none"> ▪ One Intermediate functional development course in <u>primary</u> area of expertise; AND ▪ One Introductory functional development course in <u>secondary</u> area of expertise; AND ▪ One Intermediate or refresher course in Security Cooperation offered by ISCS or other relevant IA job-related courses (ISCS courses that would fulfill this are: SAM-CF, SAM-CM, SAM-CS, SAM-CR, SAM-AR, SAM-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 LEVEL I AND THE FOLLOWING:

- Technical Proficiency/Credibility
- Creativity and Innovation
- Problem Solving

International Affairs Certification – Level III

Typical Grades ¹	Experience ²	Training ²	Education ²
<p>GS 14 and above O-4 through O-6 and above E-9 and above NSPS PB III and SES</p>	<p>Six years of International Affairs (IA) (as defined in paragraph 1.1 of the main document) experience.</p>	<p>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 level. A comprehensive listing of “Preferred” courses by MILDEP & DoD can be found at: https://iacertification.dsca.mil/ All courses required for Level I and Level II, AND</p> <ul style="list-style-type: none"> ▪One Advanced functional development course in <u>primary</u> area of expertise: AND ▪One Intermediate functional development course in <u>secondary</u> area of expertise: AND ▪One Advanced course in Security Cooperation offered by ISCS or other relevant IA job-related courses (ISCS courses that would fulfill this are: SAM-CF, SAM-CM, SAM-CS, SAM-CR, SAM-AR, SAM-AT), or other relevant IA job-related course; AND ▪One formal advanced course in leadership or management. 	<p>(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.</p>

Core Competencies:

ALL COMPETENCIES SPECIFIED IN CERTIFICATION LEVELS I AND II, AND THE FOLLOWING:

- Strategic Thinking
- Building Coalitions
- External Awareness

Personnel Initiatives Overview

The screenshot shows the Personnel Initiatives website. At the top, there is a navigation bar with links for 'Manage Your Account', 'Certification', 'GMAP', 'Internships', 'Courses', and 'Home'. Below this is a section titled 'Choose Your Service Emblem Below for Information:' with four circular emblems for the Air Force, Army, Navy Marines Coast Guard, and Department of Defense. The main content area is divided into several sections: 'Certification' (with a photo of a man), 'GMAP' (with a photo of a woman), 'Internships' (with a photo of a man), and 'Courses' (with a photo of a man). Each section contains text and links. On the right side, there is a 'Login:' section with fields for 'Email' and 'Password', and a 'GO' button. Below the login section, there are links for 'Getting Started', 'Contact Us', 'User Guide', 'Submit Support Ticket', 'View Progress of Previous Tickets', 'Please read this Privacy and Security Notice', and 'What's New'. At the bottom, there is a small disclaimer about the use of the website.

PersonnelInitiatives.org Consists of 6 Main Areas:

- Manage Your Account
- Certification
- GMAP
- Internships
- Courses
- Administration

Personnel Initiatives Overview



Personnel Initiatives
Sponsored by the Defense Security Cooperation Agency

Manage Your Account Certification GMAP Internships Courses Home

« Personnel Initiatives

Getting Started

To begin using the program:

- International affairs workforce members may begin the program by registering as users on the DSCA Personnel Initiatives site. Follow the "[Manage Your Account – New User](#)" link from the top menu of the home page to register.
- Once registered and verified, visit the "[Certification – Completed Courses Input](#)" area to begin tracking your course requirements for certification.
- When all of the course requirements have been fulfilled for a level and you have the necessary experience, visit "[Certification – Apply Online](#)" to enter your application.

[Click here to see a graphical representation of the application process.](#)

Frequently Asked Questions:

Is certification mandatory?
No, the program is strictly voluntary. It has been established as a vehicle by which Security Assistance Workforce members can capture their professional development in an easily recognized format.

Do I have to be in an International affairs position/billet to become certified?
No, if you currently work in an International affairs related position, or have worked in such a position in the past for the requisite months of experience and have completed the required training courses, you can apply for certification. If you have had several assignments/positions in International affairs, you may count all months of experience even if they are not continuous.

Do I have to be certified at all levels to obtain certification at Level III?
No, it is not necessary to obtain Level I and Level II certification prior to being Level III certified as long as you meet the qualifications for Level III. The same applies to Level II – no need to obtain Level I certification.

Login:

Email Password

[Log Out](#)
Don't have a login?
[Register as a new user.](#)

Links

Getting Started Guide
User Guide

[Contact Us](#)

[Please read this Privacy and Security Notice](#)

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Getting Started Guide:

Provides users a quick introduction to using the system.

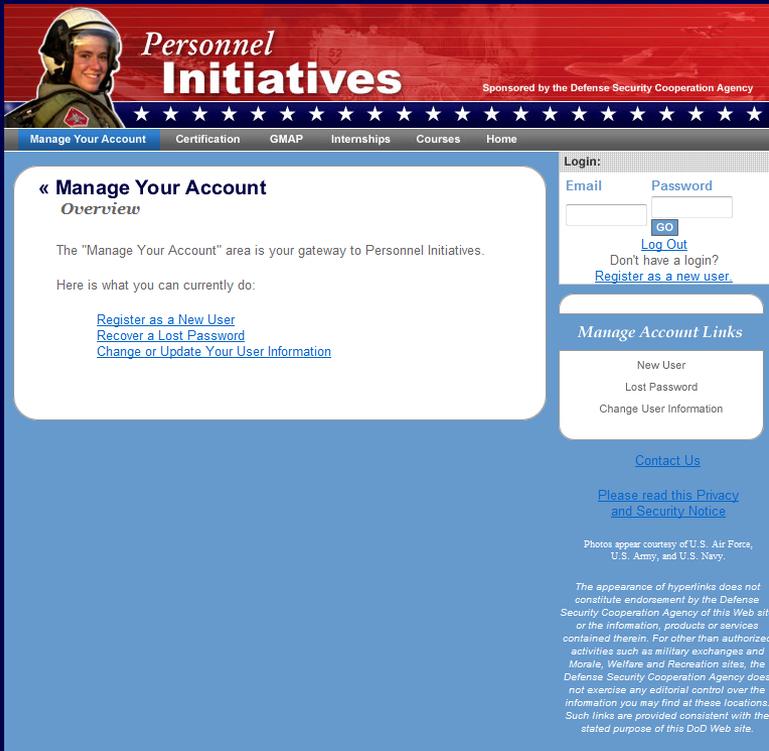
Personnel Initiatives Overview

User Guide:

Both a Word Document and an Adobe Acrobat PDF version with in-depth information for using the system are available.

DISAM
PERSONNEL INITIATIVES
WEBSITE USER'S GUIDE

Personnel Initiatives Overview



Personnel Initiatives
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Manage Your Account | Certification | GMAP | Internships | Courses | Home

« Manage Your Account Overview

The "Manage Your Account" area is your gateway to Personnel Initiatives.

Here is what you can currently do:

- [Register as a New User](#)
- [Recover a Lost Password](#)
- [Change or Update Your User Information](#)

Login:

Email: Password:

[Log Out](#)

Don't have a login?
[Register as a new user.](#)

Manage Account Links

- New User
- Lost Password
- Change User Information

[Contact Us](#)

[Please read this Privacy and Security Notice](#)

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Manage Your Account:

Lets users setup and manage their user information in the system.

Information may be entered once and saved throughout the system.

Allows users to save information such as course completions for continuous progress management.

Personnel Initiatives Overview

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Manage Your Account Certification GMAP Internships Courses Home

Manage Your Account

[New User](#)

Privacy Act Statement: 5 U.S.C. 301, Departmental Regulations authorizes collection of this information. The data is collected for the purposes of maintaining and verifying information provided by individuals seeking International Affairs certification based on their current experience and training. The information may be provided under any of the DoD "Blanket Routine Uses" published in the System of Records Notice (SORN) at <http://www.defenseink.mil/privacy/notices/osd/DSCA01.shtml>.

Collection of this information is voluntary. However, all fields are required to become a new user, except the "Notes and Comments" field and fields marked civilian or military (only applicable applicants need to enter information).

Login Information

Email Address

Your email address will be used for logging in.

Password must be at least eight characters and contain at least one uppercase letter, one lowercase, one digit, and one special character.

Retype Password

User Information

First Name

Middle Initial

Last Name

Contact Information

Street Address

City

Login:

Email Password

[Log Out](#)

Don't have a login?
[Register as a new user.](#)

Manage Account Links

[New User](#)

[Lost Password](#)

[Change User Information](#)

[Contact Us](#)

[Please read this Privacy and Security Notice](#)

Please agree to terms of U.S. Air Force, U.S. Army, and U.S. Navy.

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Manage Your Account – New User (1 of 2) :

Guests become users by entering data in the *New User* area.

Information includes password, name, contact, job and education, and supervisor information.

Personnel Initiatives Overview



Dear New User Name,

This confirms successful completion of step one of your Personnel Initiatives New User Registration. To complete this registration, follow the link below and follow the instructions. This must be accomplished within the next seven (7) days. Should you not accomplish step 2 within the 7-day period, no penalty is assessed; you will, however, have to re-complete the step 1 information before you can register.

[New User Link](#)

For your reference, to login:

Your Email is: Email Address Entered in New User Registration

Your Password is: Password Entered in New User Registration

Good luck on your career development and certification efforts. If you have any questions, please contact me.

Sincerely,
Service Administrator Name and Contact Information

Manage Your Account

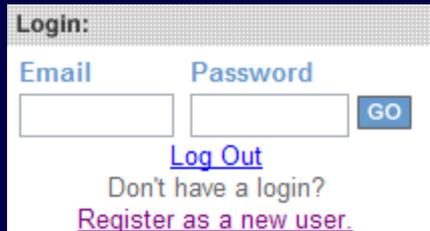
– New User (2 of 2) :

System sends email to new user asking them to click on a link to validate their registration. This helps administrators eliminate bogus users by requiring actual email addresses.

Users may not access the system until their account has been validated.

Administrators may also validate users.

Personnel Initiatives Overview



Login:

Email Password

[Log Out](#)

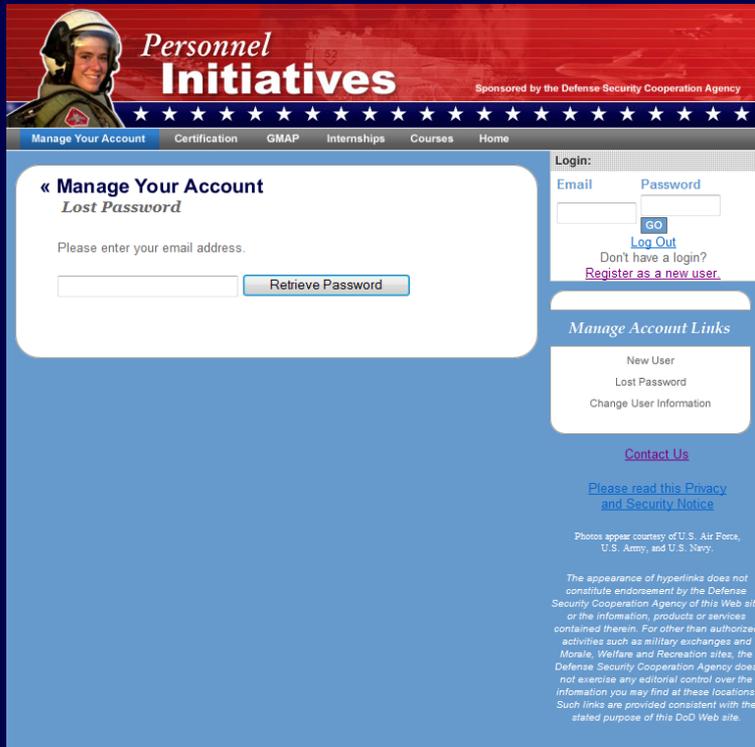
Don't have a login?
[Register as a new user.](#)

Manage Your Account – Login:

Once the user has validated their account, they may login at any point to make changes or updates to their information or to apply online.

The *Login* box is located on the right side of every web page.

Personnel Initiatives Overview



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Manage Your Account | Certification | GMAP | Internships | Courses | Home

« Manage Your Account

Lost Password

Please enter your email address.

Login:

Email Password

[Log Out](#)
Don't have a login?
[Register as a new user.](#)

Manage Account Links

- New User
- Lost Password
- Change User Information

[Contact Us](#)

[Please read this Privacy and Security Notice](#)

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Manage Your Account – Recover Password:

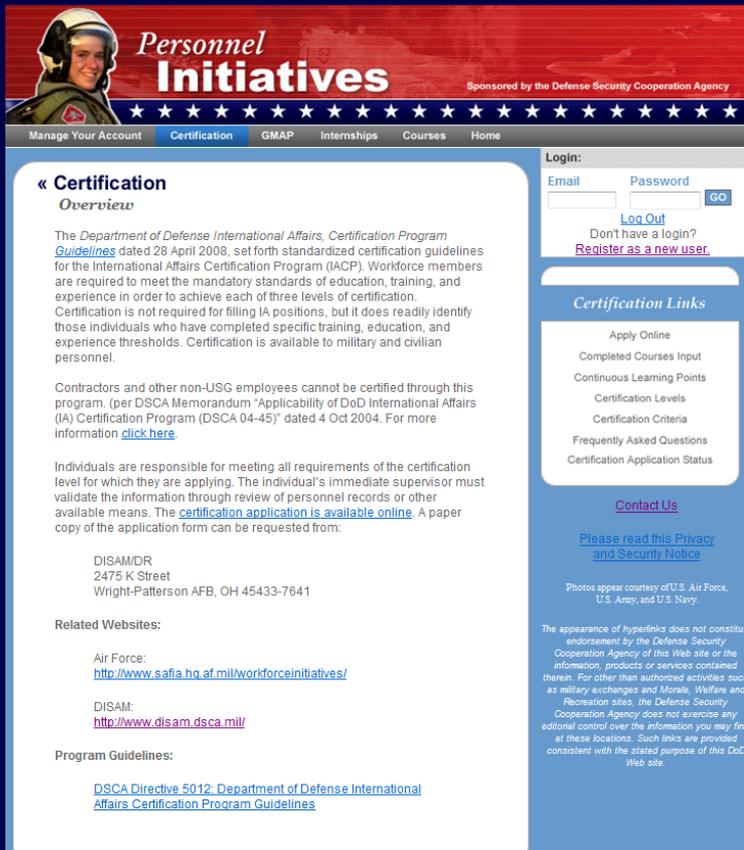
Users may retrieve their passwords by entering their email address. The site sends the corresponding password to their email.

Personnel Initiatives Overview

Manage Your Account – Change User Information:

Users may change or update any of their information online.

Personnel Initiatives Overview



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« Certification Overview

The Department of Defense International Affairs, Certification Program [Guidelines](#) dated 28 April 2008, set forth standardized certification guidelines for the International Affairs Certification Program (IACP). Workforce members are required to meet the mandatory standards of education, training, and experience in order to achieve each of three levels of certification. Certification is not required for filling IA positions, but it does readily identify those individuals who have completed specific training, education, and experience thresholds. Certification is available to military and civilian personnel.

Contractors and other non-USG employees cannot be certified through this program. (per DSCA Memorandum "Applicability of DoD International Affairs (IA) Certification Program (DSCA 04-45)" dated 4 Oct 2004. For more information [click here](#).)

Individuals are responsible for meeting all requirements of the certification level for which they are applying. The individual's immediate supervisor must validate the information through review of personnel records or other available means. The [certification application is available online](#). A paper copy of the application form can be requested from:

DISAMDR
2475 K Street
Wright-Patterson AFB, OH 45433-7641

Related Websites:

Air Force:
<http://www.safia.hq.af.mil/workforceinitiatives/>

DISAM:
<http://www.disam.dsca.mil/>

Program Guidelines:
[DSCA Directive 5012, Department of Defense International Affairs Certification Program Guidelines](#)

Login:
Email Password
[Log Out](#)
Don't have a login?
[Register as a new user.](#)

Certification Links

- Apply Online
- Completed Courses Input
- Continuous Learning Points
- Certification Levels
- Certification Criteria
- Frequently Asked Questions
- Certification Application Status

[Contact Us](#)

[Please read this Privacy and Security Notice](#)

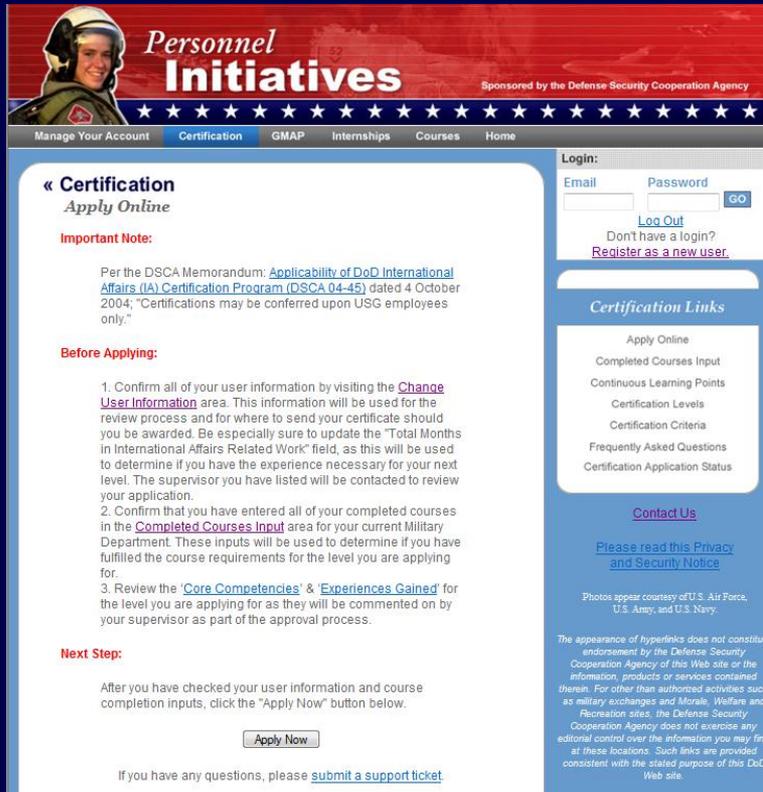
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Certification:

Gives information on certification including an overview of the levels and criteria with links to more MILDEP-specific information.

Personnel Initiatives Overview



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« Certification

[Apply Online](#)

Important Note:

Per the DSCA Memorandum: [Applicability of DoD International Affairs \(IA\) Certification Program \(DSCA 04-45\)](#) dated 4 October 2004; "Certifications may be conferred upon USG employees only."

Before Applying:

1. Confirm all of your user information by visiting the [Change User Information](#) area. This information will be used for the review process and for where to send your certificate should you be awarded. Be especially sure to update the "Total Months in International Affairs Related Work" field, as this will be used to determine if you have the experience necessary for your next level. The supervisor you have listed will be contacted to review your application.
2. Confirm that you have entered all of your completed courses in the [Completed Courses Input](#) area for your current Military Department. These inputs will be used to determine if you have fulfilled the course requirements for the level you are applying for.
3. Review the [Core Competencies](#) & [Experiences Gained](#) for the level you are applying for as they will be commented on by your supervisor as part of the approval process.

Next Step:

After you have checked your user information and course completion inputs, click the "Apply Now" button below.

[Apply Now](#)

If you have any questions, please [submit a support ticket](#).

Login:

Email Password [GO](#)

[Log Out](#)
Don't have a login?
[Register as a new user.](#)

Certification Links

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- [Completed Courses Input](#)
- [Continuous Learning Points](#)
- [Certification Levels](#)
- [Certification Criteria](#)
- [Frequently Asked Questions](#)
- [Certification Application Status](#)

[Contact Us](#)

[Please read this Privacy and Security Notice](#)

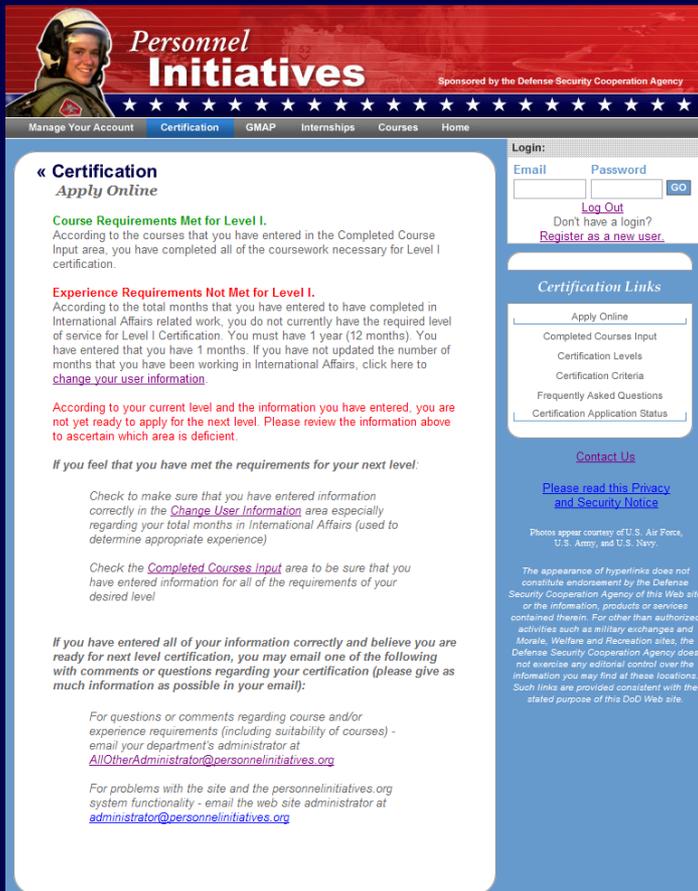
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Certification - Apply Online (1 of 6) :

Users are instructed to confirm their user information and course completions before applying.

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« Certification

[Apply Online](#)

Course Requirements Met for Level I.
According to the total months that you have entered to have completed in the Completed Course Input area, you have completed all of the coursework necessary for Level I certification.

Experience Requirements Not Met for Level I.
According to the total months that you have entered to have completed in International Affairs related work, you do not currently have the required level of service for Level I Certification. You must have 1 year (12 months). You have entered that you have 1 months. If you have not updated the number of months that you have been working in International Affairs, click here to [change your user information](#).

According to your current level and the information you have entered, you are not yet ready to apply for the next level. Please review the information above to ascertain which area is deficient.

If you feel that you have met the requirements for your next level:

Check to make sure that you have entered information correctly in the [Change User Information](#) area especially regarding your total months in International Affairs (used to determine appropriate experience)

Check the [Completed Courses Input](#) area to be sure that you have entered information for all of the requirements of your desired level

If you have entered all of your information correctly and believe you are ready for next level certification, you may email one of the following with comments or questions regarding your certification (please give as much information as possible in your email):

For questions or comments regarding course and/or experience requirements (including suitability of courses) - email your department's administrator at AI@OtherAdministrator@personnelinitiatives.org

For problems with the site and the personnelinitiatives.org system functionality - email the web site administrator at administrator@personnelinitiatives.org

Login:

Email Password

[Log Out](#)
Don't have a login?
[Register as a new user.](#)

Certification Links

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Certification - Apply Online (2 of 6) :

Users are screened to make sure they are ready to apply for the next level of certification based on the courses they have entered and their months of service.

Application does not proceed unless applicant has met requirements.

Personnel Initiatives Overview



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« Certification

[Apply Online](#)

Course Requirements Met for Level II.
According to the courses that you have entered in the Completed Course Input area, you have completed all of the coursework necessary for Level II certification.

Experience Requirements Met for Level III.
According to the total months that you have entered to have completed in International Affairs related work, you currently have the required years of service necessary for Level III Certification.

Privacy Advisory: Please refer to the [Privacy and Security Notice](#) that describes why this information is being collected and how it will be used.

Name as You would Like It to Appear on Certificate

Certification Level Requesting

Notes or Comments*

*Please use this area if you have any comments or notes that you feel would be helpful to the administrator regarding your application. If you are an Army user substituting experience for college education, please specify here.

If you have any questions, please [submit a support ticket](#).

Login:

Email Password

[Log Out](#)

[Don't have a login?](#)
[Register as a new user.](#)

Certification Links

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[Contact Us](#)

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Certification

- Apply Online (3 of 6) :

If user has met the requirements to proceed to the next level, the system lets them know which level they are ready to apply for.

User answers two quick questions to apply for certification. Other information has been previously entered and stored.

Personnel Initiatives Overview



Personnel Initiatives

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Manage Your Account | Certification | GMAP | Internships | Courses | Home

« Certification

Apply Online

You have successfully applied for certification.
Application Number: 3504

What's Next?

- 1. Supervisor Approval**
Your supervisor will be sent an email requesting that they approve what you have submitted.
- 2. Military Department Administrator Approval**
An administrator from your military department will review your application and may email you with questions regarding your qualifications.
- 3. Certification Awarded**
Once it is determined that you qualify for certification, a certificate will be sent to your Major Command headquarter address. You will be notified via email that your certificate has been sent.

At any time you may visit this website to check the status of your certification application by logging in and visiting the "Certification Application Status" link. If you have any questions, you may email the department's administrator at DISAM_AllOtherAdministrators@disam.dsca.mil

If you have any questions, please [submit a support ticket](#).

Login:

Email Password

[Log Out](#)

Don't have a login?
[Register as a new user.](#)

Certification Links

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Certification

- Apply Online (4 of 6) :

System assigns application number and lets user know "What's Next?".

This area can be tailored in the future so that if further information or materials are required for a military department, instructions could be given here.

Personnel Initiatives Overview



Dear Supervisor Name,

Applicant Name has applied for Certification Level #.

Your verification of the data presented is necessary for our administrators to review the application. Please follow the link below (or copy and paste it into your web browser) and follow the instructions to validate your employee's information. If you are no longer the supervisor of this employee or you feel you have received this email in error, please respond by replying to this email with a brief explanation.

Supervisor Link with Codes

Thank you for your prompt response. Should you have any questions, please contact me.

Sincerely
Service Administrator Name and Contact Information

Certification

- Apply Online (5 of 6) :

Email is automatically sent to user's supervisor asking them to click a link to review the application and validate the information.

Personnel Initiatives Overview



Dear Applicant Name,

Congratulations! Your certification application number Application Number is approved for Level #.

Your current certification level has been updated in the Personnel Initiatives system. The certificate that accompanies this award will be sent to your major command for presentation as they determine appropriate. Should you have any questions regarding this matter, please contact us.

The administrator has included the following notes for you:
Administrator Notes Here

Sincerely,
Service Administrator Name and Contact Information

Certification

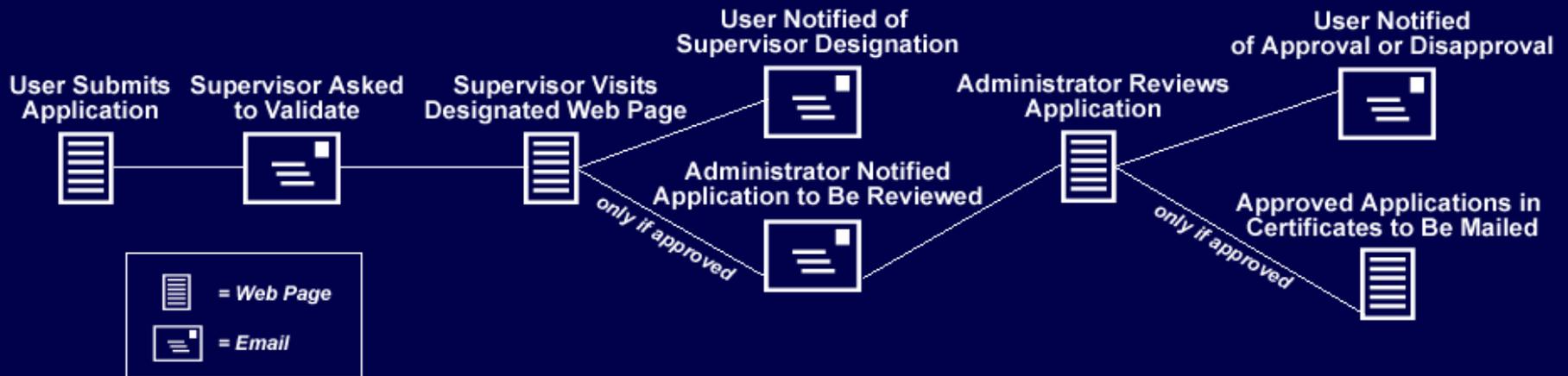
- Apply Online (6 of 6) :

System generates automatic email to user letting them know the supervisor's response.

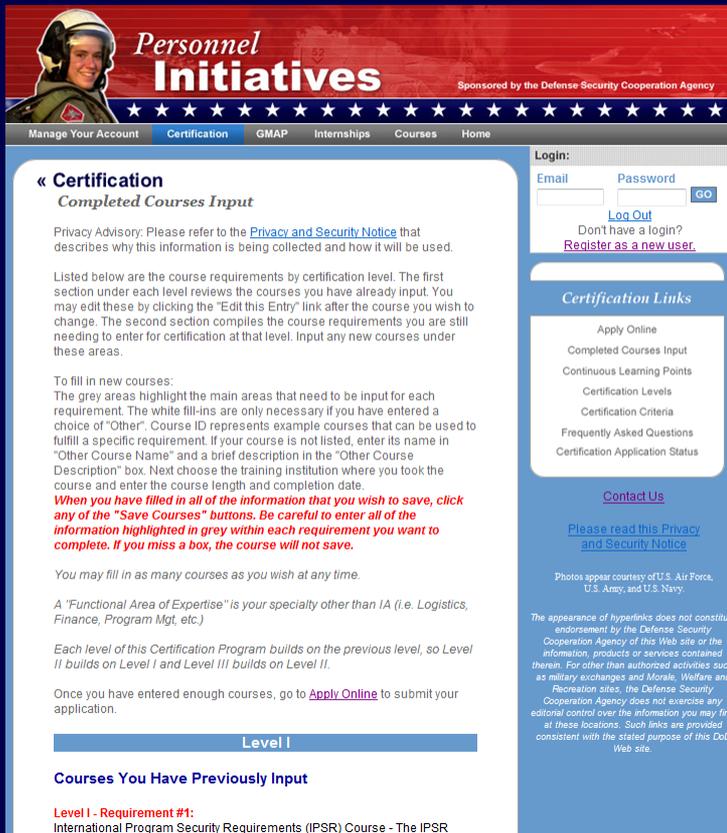
If the supervisor approves the application, an email is generated to the main MILDEP POC letting them know there is a new application to review.

Personnel Initiatives Overview

Certification Application Process



Personnel Initiatives Overview



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Completed Courses Input

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Listed below are the course requirements by certification level. The first section under each level reviews the courses you have already input. You may edit these by clicking the "Edit this Entry" link after the course you wish to change. The second section compiles the course requirements you are still needing to enter for certification at that level. Input any new courses under these areas.

To fill in new courses:
The grey areas highlight the main areas that need to be input for each requirement. The white fill-ins are only necessary if you have entered a choice of "Other". Course ID represents example courses that can be used to fulfill a specific requirement. If your course is not listed, enter its name in "Other Course Name" and a brief description in the "Other Course Description" box. Next choose the training institution where you took the course and enter the course length and completion date.

When you have filled in all of the information that you wish to save, click any of the "Save Courses" buttons. Be careful to enter all of the information highlighted in grey within each requirement you want to complete. If you miss a box, the course will not save.

You may fill in as many courses as you wish at any time.

A "Functional Area of Expertise" is your specialty other than IA (i.e. Logistics, Finance, Program Mgt, etc.)

Each level of this Certification Program builds on the previous level, so Level II builds on Level I and Level III builds on Level II.

Once you have entered enough courses, go to [Apply Online](#) to submit your application.

Level I

Courses You Have Previously Input

Level I - Requirement #1:
International Program Security Requirements (IPSR) Course - The IPSR

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Certification

– Course Completions (1 of 3):

Users must apply through their military department, i.e. Army-Army; AF-AF; Navy, Marines, Coast Guard-Navy. Non-MILDEP DoD Agency users apply under DoD.

A non-all inclusive list of potential courses which can be used are listed by each MILDEP and DoD.

Users may "Save Changes" and return at any time to track courses.

Personnel Initiatives Overview

Level II

Courses You Have Previously Input

Level II - Requirement #1:
Intermediate Functional Development Course in your Primary area of functional expertise. ("Functional Area of Expertise" is your specialty other than IA (i.e. Logistics, Finance, Program Mgt, Acquisition, etc.))

Course ID: Other
Other Course Name: LAO
Other Course Description: Latin American Orientation
Training Institution: Air Force Institute of Technology (AFIT)
Other Training Institution Name: N/A
Course Length in Days: 5
Course Completion Date: 1/1/2012
[Edit this Entry](#) or [Delete this Course](#)

Level II - Requirement #2:
Introductory Functional Development Course in your Secondary area of functional expertise. ("Functional Area of Expertise" is your specialty other than IA (i.e. Logistics, Finance, Program Mgt, Acquisition, etc.))

Course ID: Other
Other Course Name: SAM-CR
Other Course Description: SAM-CR
Training Institution: Defense Institute of Security Assistance Management (DISAM)
Other Training Institution Name: N/A
Course Length in Days: 5
Course Completion Date: 1/1/2012
[Edit this Entry](#) or [Delete this Course](#)

Level II - Requirement #3:
Intermediate Security Cooperation Course - offered by DISAM or other IA job-related introductory course offering. (DISAM courses that would fulfill this are: SAM-IT & SAM-TA, or any of the courses listed under Level 3.)

Course ID: SAM-IT
Other Course Name: N/A
Other Course Description: N/A
Training Institution: Defense Institute of Security Assistance Management (DISAM)
Other Training Institution Name: N/A
Course Length in Days: 5
Course Completion Date: 1/1/2012
[Edit this Entry](#) or [Delete this Course](#)

Level II - Requirement #4:
Formal Course in Leadership or Management ([see below for examples](#))

Course ID: Other
Other Course Name: Leadership
Other Course Description: Leadership
Training Institution: Def. Res. Mgmt. Inst., Naval Post Grad. School (DRMI/NPGS)
Other Training Institution Name: N/A
Course Length in Days: 5
Course Completion Date: 1/1/2012
[Edit this Entry](#) or [Delete this Course](#)

Courses Still Needed

You have completed all of the courses necessary for Certification Level II.
[Click here to Apply Online.](#)

Certification – Course Completions (2 of 3):

Previous entries are stored and may be edited at any time until certification is awarded at that level.

System lets user know when they have entered all of the courses needed for certification at a level.

Personnel Initiatives Overview



Level III

Courses You Have Previously Input

No courses have been input for Level III.

Courses Still Needed

Level III - Requirement #1:
Advanced Functional Development Course in your Primary area of functional expertise. (Functional Area of Expertise is your specialty other than IA (i.e. Logistics, Finance, Program Mgt, Acquisition, etc.))
Please choose 'Other' for Course ID and then fill in the Other Course Name field below.

Course ID [Course ID Lookup](#)

Other Course Name
If you entered "Other" for Course ID above, enter the name of the course here.

Other Course Description
If you entered "Other" for Course ID above, enter a brief description of your course here.

Training Institution

Other Training Institution Name
If you entered "Other" for Training Institution above, enter the name of the institution where you took the course here.

Course Length in Days
Enter Numbers Only with Portions of Days in Decimals not Fractions

Course Completion Date
Enter in Format MM/DD/YY

Level III - Requirement #2:
Intermediate Functional Development Course in your Secondary area of functional expertise. (Functional Area of Expertise is your specialty other than IA (i.e. Logistics, Finance, Program Mgt, Acquisition, etc.))
Please choose 'Other' for Course ID and then fill in the Other Course Name field below.

Course ID [Course ID Lookup](#)

Other Course Name
If you entered "Other" for Course ID above, enter the name of the course here.

Other Course Description
If you entered "Other" for Course ID above, enter a brief description of your course here.

Training Institution

Certification – Course Completions (3 of 3):

System lists course requirements still needed for each level.

Suggested courses and training institutions are listed for each requirement.

Users may enter any information for a course using the “other” fields. But they must enter something for each requirement to apply for certification at that level.

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Certification Levels

Level I - Basic or Entry
Basic level training standards are designed to establish fundamental qualification and expertise in the individual's International Affairs specialty. Development at the basic level lays qualified, motivated personnel for positions of increasing responsibility. At the basic level, trainees should be exposed to the primary functional areas of International Affairs and the roles of its various specializations.

Level II - Intermediate or Journeyman
At the intermediate level, specialization is initially emphasized. Development continues, including on-the-job rotational assignments, but the responsibilities and length of time an individual spends in each position generally increases. While specialization in one of the primary functional areas is emphasized at the beginning of this level, the individual should later begin to broaden his or her background toward a more general expertise in the overall process of IA.

Level III - Advanced or Senior
By the time an individual reaches the senior levels of International Affairs, he or she should have completed all mandatory training and education requirements (or equivalents) of that level, and should have advanced through a career pattern that has given him or her depth of knowledge in one or more primary functional areas and a breadth of knowledge across the entire spectrum of International Affairs.

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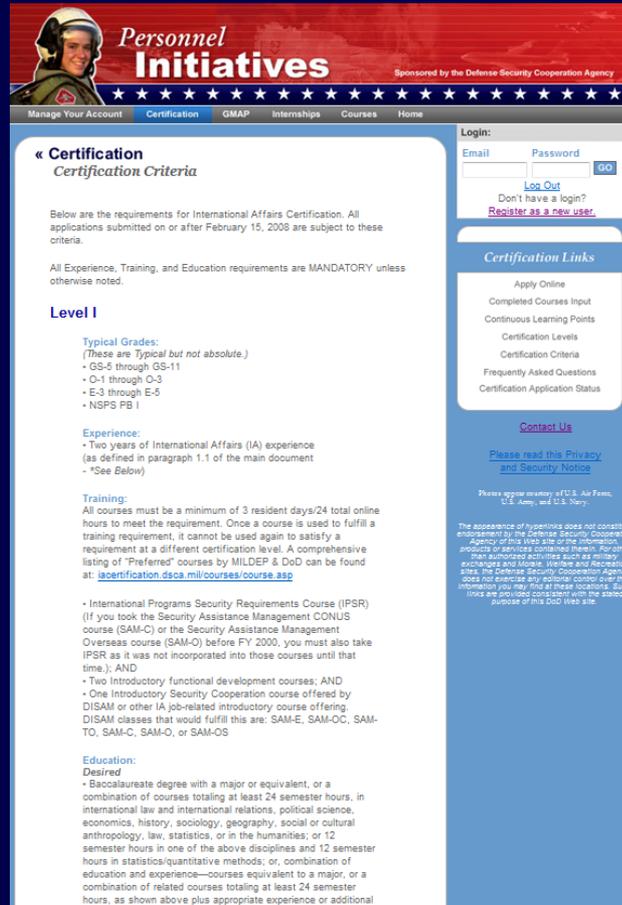
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Certification – Certification Levels:

Provides a brief description of each of the levels.

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Certification Criteria

Below are the requirements for International Affairs Certification. All applications submitted on or after February 15, 2008 are subject to these criteria.

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

Level I

Typical Grades:
(These are Typical but not absolute.)

- GS-5 through GS-11
- O-1 through O-3
- E-3 through E-5
- NSPS FB I

Experience:

- Two years of International Affairs (IA) experience (as defined in paragraph 1.1 of the main document
- *See Below)

Training:

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 level. A comprehensive listing of "Preferred" courses by MILDEP & DoD can be found at certification.dsca.mil/courses/course.asp

- International Programs Security Requirements Course (IPSR) (If you took the Security Assistance Management CONUS course (SAM-C) or the Security Assistance Management Overseas course (SAM-O) before FY 2000, you must also take IPSR as it was not incorporated into those courses until that time.); 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: SAM-E, SAM-OC, SAM-TO, SAM-C, SAM-O, or SAM-OS

Education:

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

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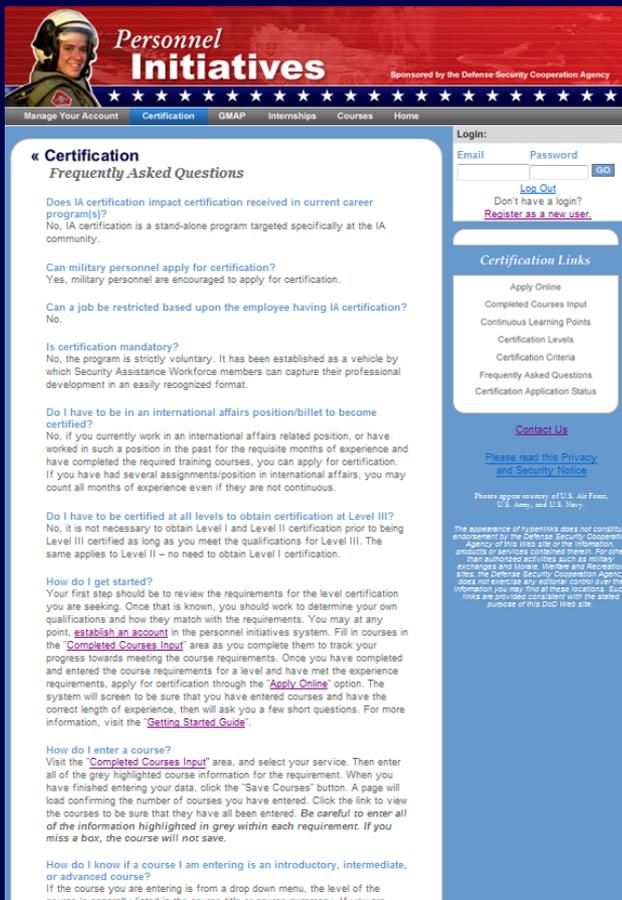
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Certification – Certification Criteria:

Lists the experience, education and training necessary for certification at each tier.

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Frequently Asked Questions

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.

Can military personnel apply for certification?
Yes, military personnel are encouraged to apply for certification.

Can a job be restricted based upon the employee having IA certification?
No.

Is certification mandatory?
No, the program is strictly voluntary. It has been established as a vehicle by which Security Assistance Workforce members can capture their professional development in an easily recognized format.

Do I have to be in an international affairs position/billet to become certified?
No, if you currently work in an international affairs related position, or have worked in such a position in the past for the requisite months of experience and have completed the required training courses, you can apply for certification. If you have had several assignments/position in international affairs, you may count all months of experience even if they are not continuous.

Do I have to be certified at all levels to obtain certification at Level III?
No, it is not necessary to obtain Level I and Level II certification prior to being Level III certified as long as you meet the qualifications for Level III. The same applies to Level II – no need to obtain Level I certification.

How do I get started?
Your first step should be to review the requirements for the level certification you are seeking. Once that is known, you should work to determine your own qualifications and how they match with the requirements. You may at any point, [establish an account](#) in the personnel initiatives system. Fill in courses in the [Completed Courses Input](#) area as you complete them to track your progress towards meeting the course requirements. Once you have completed and entered the course requirements for a level and have met the experience requirements, apply for certification through the [Apply Online](#) option. The system will screen to be sure that you have entered courses and have the correct length of experience, then will ask you a few short questions. For more information, visit the [Getting Started Guide](#).

How do I enter a course?
Visit the [Completed Courses Input](#) area, and select your service. Then enter all of the grey highlighted course information for the requirement. When you have finished entering your data, click the "Save Courses" button. A page will load confirming the number of courses you have entered. Click the link to view the courses to be sure that they have all been entered. **Be careful to enter all of the information highlighted in grey within each requirement. If you miss a box, the course will not save.**

How do I know if a course I am entering is an introductory, intermediate, or advanced course?
If the course you are entering is from a drop down menu, the level of the course is generally listed in the course title or course summary. If you are

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Certification – Frequently Asked Questions:

Answers common questions regarding certification.

More questions may be added over time.

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Application Status

Summarized below are your certification applications. If you have questions or comments regarding your application, contact the Service Administrator listed with the application.

Application Number: 28
Application Date: 8/1/2004
Service Applied Through: All Other
Service Administrator: Lt. Col. Mary Street
Service Administrator Email: lgraham@wedgewoodgroup.com
Supervisor Approval Request Emailed to: lgraham@astroslingshot.com
Current Application Status: Awaiting Supervisor Approval

Application Number: 27
Application Date: 7/28/2004
Service Applied Through: All Other
Service Administrator: Lt. Col. Mary Street
Service Administrator Email: lgraham@wedgewoodgroup.com
Supervisor Approval Request Emailed to: lgraham@astroslingshot.com
Current Application Status: Approved by Supervisor. Awaiting Administrator review.

Application Number: 17
Application Date: 6/24/2004
Service Applied Through: Army
Service Administrator: Bob Goldstein
Service Administrator Email: rbgoldstein@hqda.army.mil
Supervisor Approval Request Emailed to:
Current Application Status: Application Incomplete

Application Number: 2
Application Date: 6/12/2004
Service Applied Through: All Other
Service Administrator: Lt. Col. Mary Street
Service Administrator Email: lgraham@wedgewoodgroup.com
Supervisor Approval Request Emailed to: lgraham@astroslingshot.com
Current Application Status: Application approved. Certification level awarded.

Application Number: 1
Application Date: 6/11/2004
Service Applied Through: Navy / Marines / Coast Guard
Service Administrator: J. P. Hoefling
Service Administrator Email: jph.hoefling@navy.mil
Supervisor Approval Request Emailed to: lgraham@astroslingshot.com
Current Application Status: Disapproved by Supervisor. Application terminated.

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Certification – Certification Application Status:

Lists each of the applications that the user has submitted with its respective status.

Contact emails for the user's supervisor and service administrator are provided for the user's reference.