How to Change the Security Cooperation Area of Concentration and Certification Level in the Security Cooperation Workforce Development Database

These instructions are only for Security Cooperation Workforce Development Database (SCWD-D) Users *who are responsible for updating and verifying the correct SC Area of Concentration (AoC) and certification levels for all SC positions in their organization.*

If you are a participant in the SC Certification Program and believe the AoC or certification level for your position is incorrect, please contact your organization's SCWD-D Administrator for more information. If you do not know who your SCWD-D administrator is please contact the SCWD-D Support Team by phone at 937-713-3278 or by email at dsca.wright-patt.discs.mbx.hppg-scwd@mail.mil*.*

Definitions for SC AoC and Certification Levels can be found at:
https://www.dscu.mil/pages/certification/certification-4.aspx

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By default, the **SC Area of Concentration** (AoC) field contains a recommended SC AoC that appears in the **Calculated Area of Concentration** field. The recommended AoC is calculated based on the allocation of time dedicated by the position to Security Cooperation (SC) Functions and the organization in which the positions reside.

SCWD-D users may change the **SC Area of Concentration**, **SC Certification Level**, or **Intermediate elective courses required** if it is determined a more appropriate AoC, level, or elective course is applicable to the position. (The **Calculated Area of Concentration** field will remain static for future reference if you want to revert back to the recommended AoC based on the SCWD-D's calculation.)

NOTE: Each DoD component may have differing guidance on who determines the most appropriate AoC and certification level, but generally this information is expected to come from the supervisors of the positions and/or your organization's leadership.

Take the following steps to enter or change the SC AoC for a position in the SCWD-D:
1. Log into the SANweb at: https://san.dsca.mil/SANweb/
2. Select **SCWD Database** from the **Training** menu on the SANweb home page.
3. Select the **SC Workforce** tab.
4. Locate the **SC Area of Concentration** column *(scroll to the right or left as necessary)*.
5. Locate the row(s) to change by scrolling down or by using a filter *(see SCWD-D User Guide for more information about how to use filter features and how to show or hide columns)*.
6. Double-click inside the **SC Area of Concentration** field to show a drop-down menu containing a list of SC Areas of Concentration.
7. Click to select the most appropriate AoC from the drop-down list.
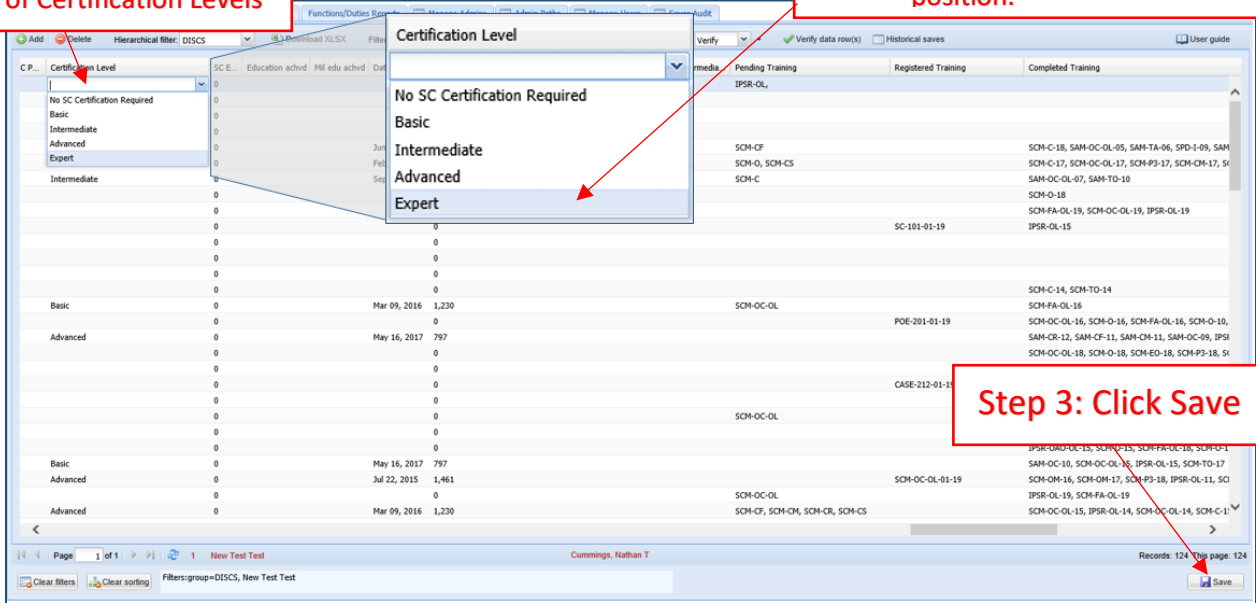8. Click the **Save** button in the bottom-right corner of the window to save the change.

Take the following steps to enter or change the SC Certification Level Required for a position in the SCWD-D:
1. Log into the SANweb at: https://san.dsca.mil/SANweb/
2. Select **SCWD Database** from the **Training** menu on the SANweb home page.
3. Select the **SC Workforce** tab.
4. Locate the **Certification Level** column *(scroll to the right or left as necessary)*.
5. Locate the row(s) to change by scrolling down or by using a filter *(see SCWD-D User Guide for more information about how to use filter features)*.
6. Double-click inside the **Certification Level** field to show a drop-down menu containing a list of Certification Levels.
7. Click to select the most appropriate certification level from the drop-down list.
8. Click the **Save** button in the bottom-right corner of the window to save the change.

NOTE: If the position's certification level is set to the Intermediate level or higher and has an SC AoC of either SC Case Execution Management or SC Execution Support Management, you must also select the most appropriate Intermediate elective course for the position in the **Intermediate Elective Training Required** field.

Take the following steps to enter or change the Intermediate Elective Training Required for a position in the SCWD-D:

1. Select the **SC Workforce** tab.
2. Locate the **Intermediate Elective Training Required** column *(scroll to the right or left as necessary)*.
3. Locate the row(s) to change by scrolling down or by using a filter *(see SCWD-D User Guide for more information about how to use filter features)*.
4. Double-click inside the **Intermediate Elective Training Required** field to show a drop-down menu containing a list of Intermediate Elective Course codes available based on the position's AoC.
5. Click to select the most appropriate certification level from the drop-down list.
6. Click the **Save** button in the bottom-right corner of the window to save the change.

Step1: Double-click to show the list of Intermediate elective course codes

Step 2: Select the most appropriate elective course.

Step 3: Click Save
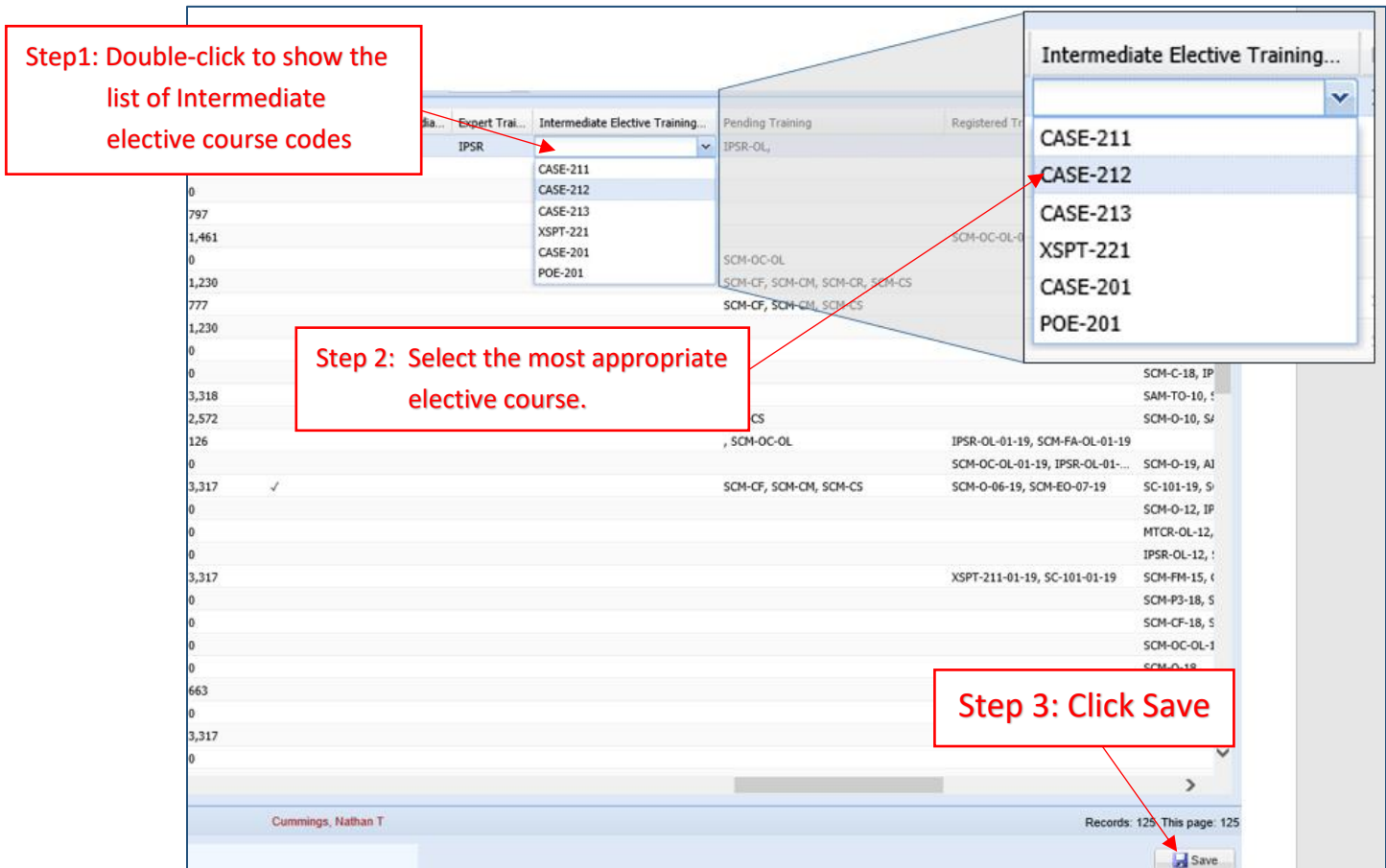
Support and Contact Information:

For Technical and Usability Support with the Security Cooperation Workforce Development-Database (SCWD-D), please contact the SCWD- Support Team:

Phone: 937-713-3278

Email: dsca.wright-patt.discs.mbx.hppg-scwd@mail.mil