



SECURITY COOPERATION WORKFORCE DEVELOPMENT PROGRAM BUSINESS PROCESS:

Certification 2.0 Proficiency-Level Waiver Requests

Background:

The Certification 2.0 Program is an element of the Department of Defense (DOD) Security Cooperation Workforce Development Program (SCWDP) prescribed by 10 U.S.C. § 384 and revised in NDAA '24 § 1204. Certification 2.0 is required to ensure DOD personnel assigned to statutorily defined Security Cooperation Workforce (SCW) positions have competency-based training and experience necessary to carry out assigned security cooperation responsibilities. Certification 2.0 is firmly based on the ten SCW competencies.

Purpose:

The Certification 2.0 proficiency-level waiver process allows position owners to propose upgrades and downgrades to prescribed proficiency-levels of positions within the SCW.

Process:

Position owners prepare and submit the Action Memo included as Attachment 1 to this business rule by completing all portions highlighted in yellow by substituting the yellow-highlighted italicized text with the data appropriate to their request. Attachment 2 is a Certification 2.0 Waiver Process Map, which illustrates the waiver process. The data points and all required documents within TAB A, Certification 2.0 Proficiency-Level Waiver Positional Factors, also must be submitted to create a complete request.

The completed waiver request package is transmitted to the SCWDP by encrypted e-mail to dscu.ncr.fo.mbx.scwdd@mail.mil under the subject line "{insert component designation} PROFICIENCY-LEVEL WAIVER REQUEST."

Processing Notes:

1. One of the challenges revealed by the year-long assessment of the legacy SCW certification program was that approximately 50% of the SCW was coded "Basic." The Certification 2.0 waiver process is not intended to return the SCW to certification levels or proficiency levels equal to those previously existing under the legacy certification program.
2. Position coding is performed by the POSITION/BILLET and is independent of the qualifications of the position/billet incumbent.
3. Certification 2.0 is one of the primary means the DOD has for ensuring a professionalized SCW.
4. All SCW members are required to be identified in the manpower systems of record and fully participate in Certification 2.0. Security cooperation certification is a condition of employment for civilians and an order for service members.
5. Section 384 defines the SCW in part as "members of the armed forces and civilian employees of the DOD who perform Security Cooperation activities." There is no reference to a percentage of work or time.
6. To fulfill NDAA '24 § 1204 mandates, SCW members must be trained and certified at the appropriate proficiency level.
7. "Implementation of the NDS, especially integrated deterrence with allies and partners, will not be possible without a fully professionalized workforce." – NDS Implementation Report



ATTACHMENT ONE:

Action Memo

ATTACHMENT TWO:

Certification 2.0 Waiver Process Map

TAB A

Certification 2.0 Proficiency-Level Waiver Positional Factors

Waiver Factors by Position: Various data are considered when assessing a waiver request. At a minimum, the following data points must be submitted with the Action Memo for processing of this waiver request:

- **Position Funding:** FMS, FMF, T10 Reimbursable, O&M, Other
- **Key SC Position:** Is the position a Key SC Position?
- **Support Enabler:** Is the position a Support Enabler, Functional Area D (e.g. FM, HR, Legal, IT)? OR is the primary activity “non-security cooperation-centric” (e.g. Fork Lift Operator, Torpedo assembly person)
- **Annualized labor hours:** The number of labor-hours dedicated by the position to any and all security cooperation programs and activities performed by the position incumbent.
- **Performance Plan:** The performance plan performance elements associated with the workforce competencies covered by the waiver request.
- **KSAOs+:** Knowledge, skills, abilities and other characteristics, licenses, certifications, or credentials (KSAOs+) associated with the position and relative to the waiver request.
- **Documentation:**
 - System of record extract listing the properly coded position in question, if coding has been completed. This submission is mandatory for all requests processed after April 1st, 2024.
 - Completed and approved military requisition for the position. This could be a SD Form 37 or another form used by the component.
 - Completed and approved (graded and classified) position description for the position.