DEFENSE SECURITY COOPERATION AGENCY
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AUG 2 7 2025

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

SUBJECT: Final Guidelines for the Department of Defense Security Cooperation Workforce
    Certification Program 2.0

  Development of a professional and competent security cooperation workforce (SCW) is critical to achieving our national defense objectives and requires competency-based education and training focused on job-specific knowledge, skills, and abilities. The document attached provides guidelines for the implementation of the Security Cooperation Workforce (SCW) Certification Program 2.0 (Certification 2.0), an element of the SCW Development Program (SCWDP) prescribed by 10 U.S.C. 384, which requires the Department to improve the quality and professionalism of the SCW. The revamped SCW Certification Program 2.0 will ensure our workforce is properly trained and educated to meet the tasks at hand.

  These implementation guidelines are in accordance with DoD Instruction 5132.15, "Implementation of the Security Cooperation Workforce Certification Program," and have undergone extensive consultation with the DoD Components and other relevant parties. The start date for Certification 2.0 implementation is October 1, 2025.

  We have begun the process of amending the Department of Defense Instruction (DoDI) 5132.15, "Implementation of the Security Cooperation Workforce Certification Program," to reflect the new program, as well as to incorporate the broader mandates of the SCW development effort, including the development of a profession with career paths and fields of specialization. We look forward to your collaboration on that amendment process.

The first year of Certification 2.0 implementation (October 1, 2024 – October 1, 2025) is a transition period in which completion deadlines will not apply. This will provide the DoD Components and members of the SCW time to become familiar with the program and implement it in an effective manner. I request your continued assistance with a few important implementation steps:

First, that you review the DoD SC Coding Guide and verify the Functional Areas and certification level recommendations for each of your SCW positions and ensure that they are correctly recorded in the appropriate manpower systems of record. We cannot accurately forecast the demand and specific content for individual Certification 2.0 courses until the Functional Area and certification level information is valid and formally coded.

Second, that you ensure your assigned SCW personnel are familiar with Certification 2.0 and know their assigned Functional Areas and certification levels. To assist you with this, the Defense Security Cooperation University (DSCU) will continue to offer informational meetings and conference phone calls to help familiarize your headquarters and major command staff with the program.

Third, that you encourage your SCW members to begin their certification training – at the appropriate level – as soon as courses become available. This will help us to build a base of knowledge across the community.

Fourth, that you maintain the designation of an individual or office to serve as your Component's Certification Authority (CCA). The CCAs will continue to be DSCA's primary Certification Program-related points of contact. The CCAs will guide the standardization of Certification 2.0 processes and requirements within the Components. Please forward any updates or changes for CCA contact information to Mr. Marty Holland, the SCWDP Human Capital Initiative (HCI) Program Manager and my point of contact for Certification 2.0 policy (martin.j.holland.civ@mail.mil, (703) 697-9830). He is also my point of contact for SCWDP-HCI management and for scheduling informational meetings to aid you in implementing Certification 2.0 across the SC enterprise.

Thank you for your strong support for this important program.

Michael F. Miller
Director

Attachment:
As stated
CC:
CHIEFS OF THE MILITARY SERVICES
COMMANDANT OF THE COAST GUARD

**Final Implementation Guidelines for the DoD Security Cooperation
Workforce Certification Program 2.0**

INTRODUCTION

This document describes the updated Department of Defense (DoD) Security Cooperation Workforce (SCW) Certification Program, hereinafter referred to as Certification 2.0, and how it will be implemented. This program is an element of the DoD Security Cooperation Workforce Development Program (SCWDP) and is a follow-on to the "Interim Implementation Guidelines for the DoD Security Cooperation Workforce Certification Program 2.0," dated November 6, 2023. The changes outlined in this document will be included in a forthcoming update to DoD Instruction (DoDI) 5132.15, "Implementation of the Security Cooperation Workforce Certification Program," dated May 7, 2021.

Development of the initial DoD Security Cooperation Workforce Certification Program began in 2017. The program was rolled out in 2020 and became mandatory for the DoD SCW on May 7, 2021. The transition from the initial certification program to this Certification 2.0 refresh is the result of a planned review, conducted in 2023, which showed that the initial program was already out-of-date given the fast pace of change in the world of security cooperation (SC). The most significant change includes a strategic approach that emphasizes currency in SC derived from lessons learned from the first four years of certification program implementation.

BACKGROUND AND PURPOSE

SC is a critical national security tool that supports DoD's strategic effort to strengthen and deepen U.S. relationships with allies and partners, and employs an integrated deterrence approach which cannot be achieved without a fully professionalized SCW. Additionally, SC programs and activities are a major economic activity executed by nearly all DoD Components.

DoD designated SC as a Functional Community in August 2023. Given the importance of SC, personnel involved in SC programs and activities must be appropriately identified in DoD manpower systems of record and have the training and experience necessary to carry out their responsibilities. To address this need, the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2017 enacted 10 U.S.C. § 384, "Department of Defense Security Cooperation Workforce Development." Section 384, as updated by the NDAA for FY2024, directs the establishment of the SCWDP, 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 be identified in the manpower

systems of record and fully participate in Certification 2.0. See Annex 1 for additional information about SC and the SCW.

Note that the SCW does not include employees of non-federal entities providing services under contract with DoD, employees of other U.S. government departments and agencies, and locally employed staff and related foreign nationals executing security cooperation. As a result, those personnel are not subject to the requirements of Certification 2.0, nor are they eligible for certification. Training and educational resources may be made available on a reimbursable basis for these categories and other members of the DoD workforce who do not meet criteria listed in Annex 1. The Defense Security Cooperation University (DSCU) may waive reimbursement if the provision of training and education will advance the purpose and intent of 10 U.S.C. § 384.

LABOR RELATIONS OBLIGATIONS

The Defense Civilian Personnel Advisory Service (DCPAS) completed a National Labor Union consultation process before the initial certification program was implemented. The changes in Certification 2.0 were also reviewed by the National Labor Union representatives and will be reviewed again when DoDI 5132.15 "Implementation of the Security Cooperation Workforce Certification Program" is updated.

Before DoD Components begin implementation of Certification 2.0, they may have bargaining obligations at the local level. The DoD Components are responsible for ensuring those local-level obligations are met.

CERTIFICATION 2.0 PROGRAM OVERVIEW

GOVERNANCE AND ROLES

- There are tens of thousands of civilian and military positions in the DoD with substantive SC responsibilities. DoD personnel assigned to those positions are members of the SCW (see Annex 1).
- All members of the SCW are required to obtain appropriate SCW certification based on the assigned functional area and proficiency level. SCW members must maintain their certification while they remain in a SCW position. Certification courses will be offered by DSCU or the Defense Acquisition University (DAU). SCW members register for their required courses via the DSCU website (www.dscu.edu).
  - Each position in the SCW is assigned a Functional Area (FA) and a proficiency level by the respective DoD Component/Program/Supervisor. These assignments help to ensure that SCW members take the competency-based courses that best meet the requirements of their assigned positions.
  - Codes for FA and proficiency level assignments are recorded in the appropriate military department or Fourth Estate manpower system of record.

- DoD Components should review the recommended FAs and proficiency levels for each SCW position and ensure positions are coded in the appropriate military department or Fourth Estate manpower system of record.
- Key SCW positions and billets, hereinafter referred to as "Key SCW Positions," are those SCW positions and billets with duties and responsibilities that require the incumbent to issue guidance, make decisions, or direct SC activities that directly affect the execution of SC programs or activities. DoD Components are responsible for determining which of their SCW positions and billets are Key SCW Positions.
- DSCU is responsible for managing Certification 2.0. DSCU may delegate some program management responsibilities to other DoD Components with 1,000 SCW positions or more but retains overall responsibility for program standards and waivers (see pages 12-13).
- There are four governance and engagement bodies that are new for Certification 2.0, including the (1) SC Functional Community Manager Stakeholder's Board, which is led by the Assistant Secretary of Defense for Strategy, Plans, and Capabilities (ASD SPC); (2) the Senior SCW Leadership Group, which is led by the DSCA Director; (3) the Component Functional Community Manager's Advisory Board, which is led by the DSCU President; and (4) the SCW Component Functional Community Manager's Working Group, which is led by the DSCU SCW Program Manager (see pages 13-15).
- Implementation of the Certification 2.0 refresh began on October 1, 2024.
- Full implementation will begin October 1, 2025.

CERTIFICATION 2.0 CURRICULUM:

- There are four major elements of the program (hereafter referred to as "program elements"):
  1) Competencies and Functional Areas. These include mandatory courses from DSCU and DAU.
     - Functional Area (FA) and proficiency level are assigned/coded to a billet by a Supervisor, and/or Program and/or DoD Components (see pages 5-8).
     - A "test-through" option will be available for many of the mandatory courses so that experienced SCW personnel can be quickly certified.
  2) Leadership training is a required core competency for civilian SCW members. Leadership training offerings will be available for all levels as online trainings (OLTs).
     - Civilian SCW members may submit documentation for previously completed leadership training, at the appropriate proficiency level, to receive credit for the leadership element of Certification 2.0 in lieu of the OLTs.
     - Military SCW members receive mandatory leadership at the appropriate level at every step of their career. In fact, successful completion of required leadership training is often a prerequisite for military promotions.
  3) Experience in positions in the SCW within the appropriate FA and proficiency level requirements (see page 10).
  4) Continuous learning to maintain a certification once it is obtained (see pages 10-11).

CERTIFICATION PROGRAM ELEMENTS

PROGRAM ELEMENT ONE: COMPETENCIES AND FUNCTIONAL AREAS

WORKFORCE COMPETENCIES: These competencies for the SC workforce were identified by DCPAS and agreed to by the SC functional community and underpin all DSCU curricula.

(1) **Country/Regional Orientation and Awareness** - Develop and maintain an understanding of the country's or region's cultural, economic, political, and security environment.

(2) **Strategy and Policy Development** - Develop and support strategies, policies, guidelines, and key considerations associated with SC. Identify, assess, and execute SC programs and activities to achieve political and military objectives.

(3) **International Armaments Cooperation Activities/Programs** - Identify, assess, plan, develop, negotiate, and execute international armaments cooperation activities and programs.

(4) **Sales and Transfers** - Identify, assess, plan, implement, execute, and manage the acquisition, delivery, monitoring, and disposal of articles and services (e.g., education and training, technical assistance, etc.) for international customers and partners.

(5) **International Program Planning and Execution** - Develop international aspects of program acquisition strategies. Plan and implement defense exportability features and efforts.

(6) **Security Cooperation Planning and Execution** - Develop and execute SC plans supporting combatant commanders' theater campaign plans.

(7) **Assessment, Monitoring, and Evaluation** - Assess, monitor, and evaluate SC programs, activities, and initiatives.

(8) **Political-Military (POLMIL) Activities** - Identify, assess, and execute SC programs and activities to achieve political and military objectives.

(9) **Security, Foreign Disclosure, and End-Use Controls** - Develop and implement security (e.g., technology, physical, information assurance), foreign disclosure, and end-use controls policy, guidelines, and procedures.

(10) **Capability Development** - Advise allies and partner nations on the identification and creation of the institutional capabilities necessary to successfully absorb, employ and sustain desired operational capabilities.

CORE COMPETENCIES: As with other Department of Defense certifications (e.g. Financial Management and Acquisition), Certification 2.0 will feature mandatory SC core competencies at each proficiency level of certification (see Annex 2). These mandatory competencies include a

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subset of the above workforce competencies; a survey course or elective; and leadership training for civilians in the SC workforce.

FUNCTIONAL AREAS (FA)[1]: Each position in the SCW will be assigned a functional area (FA) and a proficiency level by the respective DoD Component/Program/Supervisor. These assignments help to ensure that SCW members take the competency-based courses that best meet the requirements of their assigned positions.

- A Primary Functional Area can be considered the equivalent of a college undergraduate "major." Levels I, II, and III will complete all mandatory courses as assigned in their Primary FA.
- A Secondary Functional Area can be considered the equivalent of a college undergraduate "minor." Level II and Level III will select an appropriate Secondary FA as part of their mandatory requirements.

The nine functional areas (FA) and their associated codes (A-I) are:

A. **Policy and Resourcing** - This FA includes developing and issuing security assistance and SC policies, providing policy guidance, and planning and designing SC programs and activities.

B. **Foreign Military Sales and Foreign Military Financing (FMS/F)** - This FA includes expertise in the group of programs authorized by the Foreign Assistance Act of 1961 (as amended), the Arms Export Control Act of 1976 (as amended), and other related statutes by which the United States provides defense articles, by grant, loan, credit, or cash sales, in furtherance of national policies and objectives. This includes the oversight, direction, and administration of security assistance programs that provide defense articles, military training, and other defense related services, by grant, credit, cash, sale, lease, or loan. This function covers programs that are executed by DSCA and the Implementing Agencies.

C. **Security Cooperation Operations (SCO)** - This FA is focused on SC operations conducted by a U.S. Military Group assigned overseas. This would typically include most members of the armed forces and civilian employees of the DoD working on security cooperation operations at U.S. Missions.

D. **Support Enablers** (see below)* - This FA includes members of the SC functional community who are engaged in critical support functions for SC but not in day-to-day operation or management of SC programs. Support enablers mostly include financial management, human relations, information technology and legal personnel.

E. **Acquisition** - This FA includes acquisition of items under FMS or Title 10 authorities and also co-production programs and international arms cooperation. It focuses on

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[1] Prior to Certification 2.0, SCW members were assigned to an Area of Concentration (AoC). Once DoDI 5132.15 is updated, Functional Areas (FAs) will replace AoCs. FAs provide added specificity to the AoC construct, which enhances workforce training and education outcomes.

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acquiring defense articles and services using the DoD acquisition process for international partners.

F. **Building Partner Capacity/DoD Train and Equip (BPC)** - This FA includes conducting mid- and long-range planning programming and budgeting for security assistance and security cooperation programs. This function includes Title 10 and Title 22 programs and activities that provide materiel assistance and related tactical and operational training to partners to develop specific defense capabilities (e.g., the consolidated train-and-equip programs) including all relevant processes and resourcing mechanisms.

G. **Advise, Train, and Educate** - This FA includes programs and activities that help a partner nation develop more effective defense institutions, ensuring effective oversight, management and execution of logistics, personnel, and resource management, strategy, policy, and doctrine. It also includes programs and activities that support participation of partners in relevant multilateral education and training programs to educate partners on specific topics (e.g., the Regional Centers for Security Studies, the Inter-American Air Forces Academy, and international engagement authorities for Service Academies). Finally, this function includes programs and activities that enable the SCW and U.S. forces to advance security cooperation professionalization and meet training requirements that improve readiness with the benefit of helping partners develop skills and operational concepts in line with U.S. interests.

H. **State Partnership Program (SPP)** This FA is focused on SC activities planned and conducted by designated members of the National Guard's State Partnership Program. The State Partnership Program (SPP) functional track enables the SCW to understand, implement, integrate, and sustain the State Partnership Program (USC Title 10, §341) as part of U.S. Security Cooperation in alignment with and support of U.S. foreign policy and security interests.)

I. **Assessment, Monitoring, and Evaluation (AM&E)** - This FA includes SCW members who are responsible for reviewing and evaluating SC program performance.

*Support Enablers can only be coded as Level I (Awareness/Foundational) and they do not have to complete a Primary FA. DSCU will offer specialized modules/courses for legal and financial management professionals working in SC.

Proficiency Levels: One of the deficiencies discovered during the certification review was that well over 50% of the SCW had self-identified as "Basic" (Level I). Given the relatively senior grades of the SCW, this represented a mismatch between certification level and seniority. Certification 2.0 introduces more descriptive certification guidance to align grade/rank with proficiency levels. These titles maintain a four-tiered structure (Level I, Level II, Level III, and Level IV) while also indicating a change from the previous certification regime. Certification

2.0 features four levels of proficiency: Awareness/Foundational (Level I), Practitioner (Level II), Expert (Level III), and Executive (Level IV). [2]

- Awareness/Foundational (Level I) - Foundational knowledge and understanding of the core SC competencies, topics in assigned functional area (FA), and civilian leadership.
- Practitioner (Level II) - Greater knowledge and understanding of the core competencies, civilian leadership, and specialized, technical knowledge and understanding in an assigned Primary FA combined with supplemental knowledge and understanding of a Secondary FA. Capable of conducting analysis of SC issues and offering courses of action to decision-makers.
- Expert (Level III) - Deeper understanding of the core competencies, civilian leadership, and an assigned Primary FA combined with supplemental knowledge and understanding of a Secondary FA. Advanced technical knowledge and understanding concerning SC as an instrument of U.S. national security that enables informed decision-making.
- Executive (Level IV) - Tailored specifically to meet the training and knowledge requirements for general officers, flag officers (GO/FO), Senior Executive Service (SES) members of the SCW, and nominative E9s who are in positions that require a broad foundation in SC.

Proficiency levels will be determined nominally by the grade/rank of the billet (see Figure 1 below), which can be waivered only by the DSCU President and the Security Cooperation Workforce Development Program - Human Capital Initiative (SCWDP-HCI) Program Office.

Figure 1: SC certification proficiency levels by billet grade/rank

Proficiency Level IV: Executive

Proficiency Level III: Expert

Proficiency Level II: Practitioner

Proficiency Level I: Awareness/Foundational

GS	1/2 3	4	5	6	7	8	9	10	11	12	13	14	15	SES
OFF						O-1/2	O-1/2	O-2/3	O-3/4	O-4	O-4/5	O-5	O-6	O-7/8/9
WO							W-1/2	W-2/3	W-3/4	W-4/5	W-5			
ENL	E-1/2/3	E-4/5	E-5/6	E-6/7	E-7/8	E-8	E-8/9	E-8/9	E-8/9	E-8/9				E-9 Nom

GS: General Schedule   OFF: Officer   WO: Warrant Officer   ENL: Enlisted   SES: Senior Exec Service

Support Enablers (Functional Area "D") require Level I certification only

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[2] Prior to Certification 2.0, SCW members were assigned to one of four Certification Levels (Basic, Intermediate, Advanced, and Expert). Once DoDI 5132.15 is updated, Proficiency Levels will replace Certification Levels.

See Annex 2 for a list of required courses by FA and proficiency level. These may change over time. The most up-to-date list will be available on the DSCU website (www.dscu.edu).

Course Completion Deadlines

Beginning on October 1, 2025, personnel joining the SCW will be required to complete Awareness/Foundational (Level I) courses within one year of their start date and Practitioner (Level II) and Expert (Level III) courses within two years of their start date. Personnel who are already SCW members will be required to complete their required certification courses by the following deadlines:

- Awareness/Foundational (Level I) - October 1, 2026 to complete all required courses. Note that all SCW members require at least Foundational-level certification, including those designated in the Support Enablers FA.
- Practitioner (Level II) - October 1, 2027 to complete all required courses, including core competencies, Primary FA requirements, and Secondary FA requirements.
- Expert (Level III) - October 1, 2027 to complete all required courses, including core competencies, Primary FA requirements, and Secondary FA requirements.
- Executive (Level IV) – Executive curriculum and requirements completion dates are still under development. DSCU will publish separate Executive Education guidance.

Note that it is possible to complete relevant mandatory courses at a reasonable pace and conclude initial certification requirements substantially sooner than these deadlines.

Credit for Legacy Courses and the "Test-Through" Option

Many SCW members previously completed training from DSCU or Defense Acquisition University (DAU). Those members often possess significant knowledge and experience regarding SC topics. Certification 2.0 is structured to acknowledge and provide credit for certain types of previous training.

SCW members assigned to the Acquisition FA will receive Certification Program credit for any courses that they have already taken from DAU that are required in the Acquisition FA.

In addition, many Certification 2.0 courses provided by DSCU will have a "test-through" option. This will allow experienced SCW members registered for those courses to take a pre-test. A member who scores 80 per cent or higher on the pre-test will automatically receive credit for having completed that course without needing to take the course.

Course Registration Prioritization

Demand for certain instructor- led training (ILT) courses may exceed the course capacity at DSCU, particularly in the first years of Certification 2.0. To ensure that the SCW personnel most in need of certain courses can take them as quickly as possible, course registration for Certification 2.0 courses will typically be prioritized in the following order:

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) DoD personnel assigned to SCW positions (but not to Key SCW positions) taking a course for any other purpose.
5) Interagency partner personnel.
6) Contractors taking a course required by the terms of the contract on a reimbursable basis.

Components with a training requirement that cannot be met by this prioritization scheme should contact the DSCU Registrar 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 associated requirements.

PROGRAM ELEMENT TWO: LEADERSHIP TRAINING FOR CIVILIANS

Civilian SCW members may submit documentation for previously completed leadership training, at the appropriate proficiency level, to receive credit for the leadership element of Certification 2.0 in lieu of completing the leadership OLT. DSCU will provide illustrative examples of equivalent leadership training on the DSC.edu website. Military SCW members receive mandatory leadership at the appropriate level at every step of their career. In fact, successful completion of required leadership training is often a prerequisite for military promotions.

Certification 2.0 requires that civilian SCW members take leadership training appropriate for their appropriate proficiency level, based on the DoD Civilian Leader Development Continuum (Figure 2):

Figure 2: DoD civilian leader development continuum
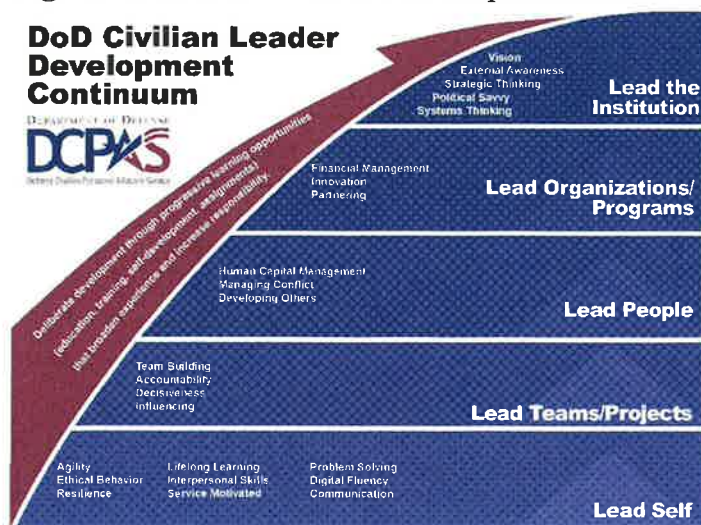
Awareness/Foundational (Level I) requirements:

- Lead Self (offerings and equivalencies on the DSCU website).

Practitioner (Level II) requirements:

- Lead Teams/Projects or Lead People (offerings and equivalencies on the DSCU website).

Expert (Level III) requirements:

- Lead Organizations/Programs or Lead the Institution (offerings and equivalencies on the DSCU website).

Executive (Level IV) requirements:

- Executive curriculum and leadership requirements are still under development. DSCU will publish separate Executive Education guidance.

PROGRAM ELEMENT THREE: EXPERIENCE

SCW members must obtain one year of successful experience in the appropriate FA at the appropriate level (Awareness/Foundational, Practitioner, Expert, or Executive) to be eligible for certification, starting from the individual's entry on duty (EOD) date. If the SCW member completes the course work and receives a performance review of "satisfactory" (or equivalent) or higher, they will receive credit for experience.

PROGRAM ELEMENT FOUR: CONTINUOUS LEARNING

Continuous learning (CL) will help ensure that SCW members remain up to date after they complete mandatory certification requirements and that they continue to broaden and deepen their knowledge and skills. [3]

The prescribed number of hours will be determined by the proficiency levels as indicated below:

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[3] The previous requirement was for SCW members assigned to Level I, Level II, or Level III certification levels to complete 20 hours of CL every two years to obtain and maintain certification. Once DoDI 5132.15 is updated, the prescribed number of hours will be determined by the proficiency levels as indicated above.

Awareness/Foundational (Level I):

- 40 hours of SC-related developmental opportunities every two years, which can include completion of an annual SC update course offered by DSCU.

Practitioner (Level II):

- 60 hours of SC-related developmental opportunities every two years, which can include completion of an annual SC update course offered by DSCU.

Expert (Level III):

- 80 hours of SC-related developmental opportunities every two years, which can include completion of an annual SC update course offered by DSCU.

Executive (Level IV):

- Executive curriculum and continuous learning requirements are still under development

DoD Components will track and maintain a record of the CL activities of their SCW members, including the type, the topic, the source, and the hours completed. Completion of additional certification courses counts toward the CL requirement. CL credit for completion of Certification 2.0 courses from DSCU will be automatically tracked in DSCU's Learning Management System (LMS).

CL activities must be focused on SC-related topics for the hours to count toward the CL requirement. See Annex 1 for more information. CL activities 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 active participation in seminars, lectures, symposia, conferences, workshops, research, and publishing in the field of SC.
- Job shadowing and other formal professional mentoring.

DSCA will review DoD Components' CL records periodically to develop lists of recommended courses and activities on the DSCU website and ensure that CL activities are in keeping with Certification 2.0 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 if the CL activity meets the requirements for both programs.

CERTIFICATION PROGRAM 2.0 IMPLEMENTATION

DSCA recommends that DoD Components require supervisors to meet with each of their employees who are SCW members soon after the Certification 2.0 is implemented to discuss the assigned FA and proficiency level and to create or revise an individual development plan (IDP) to identify and plan for Certification 2.0 requirements.

THE CERTIFICATION PROCESS

ELIGIBILITY

To be eligible for certification, an SCW member must:

- Complete all required training in the appropriate FA at the appropriate certification proficiency level.

- Meet the experience requirement of one year of experience in a position with the appropriate FA at the appropriate certification proficiency level with a fully successful evaluation.

- Be in good standing with the program.

Certification 2.0 is a DoD program intended to meet and support overarching DoD goals. DoD Components may require specific training for their SCW members in addition to Certification 2.0 requirements, but these Component-specific requirements are separate from SC certification and will not count towards certification requirements. If these Component-specific requirements are not duplicative with Certification 2.0 curriculum they may count towards continuous learning credits.

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.

GOOD STANDING

A certified SCW member must maintain that certification as long as they are in a SCW position. To maintain the certification, the SCW member must be in good standing with Certification 2.0.

A SCW member who completes required courses by the course completion timeline (see page 7-8) and meets the CL requirement is in good standing with the program.

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 AUTHORITY

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

- Establishing certification program standards, including the FAs, proficiency levels, and required courses.
- Approving waiver authority for mandatory courses, experience, and CL requirements.
- Conducting 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 FA and proficiency levels for SCW positions in the appropriate military department or Fourth Estate manpower system of record.
- Identify SCW positions and Key SCW Positions in the appropriate military department or Fourth Estate manpower system of record using the approved DoD SC codes (provided by DSCA in the December 2023 Security Cooperation Coding Guide).
- Maintain updated entries in the appropriate military department or Fourth Estate manpower system of record for all SCW positions and personnel in those positions.
- 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 Certification 2.0 is mandatory for SCW members, and to list the assigned FA and proficiency level. Newly classified PDs must include the approved DoD SC codes.

DSCA is working with DoD manpower system owners to maximize the automatic flow of data between systems of record and DSCU's LMS.

GOVERNANCE

On August 14, 2023, the Department of Defense designated Security Cooperation as a DoD Functional Community in accordance with DoDI 1400.25. Volume 250, "DoD Civilian Personnel Management System" and designated the Assistant Secretary of Defense for Strategy, Plans, and Capabilities (ASD SPC) as the SC Functional Community Manager.

The establishment of the SC Workforce as a Functional Community provides a governance structure to engage in workforce planning and management, review and update agreed competency models and assess workforce competencies, identify mission-critical gaps, and identify and implement recruitment, development, and retention initiatives for the SC workforce.

Roles and responsibilities within the Security Cooperation Functional Community consistent with DoDD 5132.03 "Security Cooperation", dated January 16, 2025 and the Security Cooperation Functional Community Charter include:

SC Principal Staff Assistant to the Secretary—Under Secretary of Defense for Policy (USDP): Establishes policy and provides oversight of DoD Security Cooperation workforce development.

SC OSD Functional Community Manager (OFCM)—ASD SPC: Works with Component Functional Community Managers (CFCMs) to monitor and track implementation of DoD-wide workforce development, including the DoD SC Certification Program.

Governance bodies include:

SC Functional Community Manager's Board:

Led by the ASD SPC. Its purpose is to provide information and serve as a decision-making forum for senior leaders across the DoD Security Cooperation Functional Community. Membership includes general, flag officer, or Senior Executive Service-level representatives at the 3 and 4-star levels from each of the offices of the Under Secretaries of Defense, the military departments and Services, the Joint Staff, the National Guard Bureau, the unified combatant commands, the Defense Intelligence Agency, Defense Technology and Security Administration, Defense Threat Reduction Agency, Defense Logistics Agency, Missile Defense Agency, and the National Security Agency. These organizations have a direct voice in the development, direction, and management of the Security Cooperation Functional Community. The SC Functional Community Manger Stakeholders Board meets at least annually.

Senior SCW Leadership Group (formerly the SCW Senior Steering Board):

Led by the DSCA Director. Its purpose is to provide strategic direction and oversight of the SCWDP. DSCA is responsible for management of the SCWDP, including of the Certification Program 2.0. 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, the unified combatant commands, the Defense Intelligence Agency, Defense Technology and Security Administration, Defense Threat Reduction Agency (DTRA), Defense Logistics Agency, Missile Defense Agency, and the National Security Agency. These organizations have a direct voice in the development, direction, and management of Certification 2.0. The SCW SSB meets at least annually.

SCW Component Functional Community Manager's Advisory Board:

Led by the DSCU President with members from the same organizations as the Senior SCW Leadership Group. Its purpose is to provide input and recommendations on SC workforce development policy and initiatives to the Senior SCW Leadership Group. Meetings are held monthly or at the request of the DSCU President.

SCW Component Functional Community Manager's Working Group:

Led by the DSCU SCW Program Manager with members from the same organizations as the Senior SCW Leadership Group. Its purpose is to provide working-level insights and expert analysis for SC workforce development policy and initiatives under consideration by the SCW Component Functional Community Manager's Advisory Board. Meetings are held monthly or at the direction of the DSCU President or request of the DSCU SCW Program Manager.

ANNEX 1

THE SECURITY COOPERATION WORKFORCE DEFINED

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 and supporting activities such as transportation and Building Partnership Capacity (BPC) or Foreign Military Sales (FMS) case management;

(F) Operational support for partner country security forces;

(G) Institutional Capacity Building;

(H) Establishing and fostering intelligence cooperation; and

(I) Cooperative research and development.

SC also includes security assistance programs and activities such as 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.

10 U.S.C. § 384 (Section 384) defines the Security Cooperation Workforce as:

"(1) Members of the armed forces and civilian employees of the Department of Defense working in the security cooperation organizations of United States missions overseas.

(2) Members of the armed forces and civilian employees of the Department of Defense in the geographic combatant commands and functional combatant commands responsible for planning, monitoring, or conducting security cooperation activities.

(3) Members of the armed forces and civilian employees of the Department of Defense in the military departments performing security cooperation activities, including activities in connection with the acquisition and development of technology release policies.

(4) Other military and civilian personnel of Defense Agencies and Field Activities who perform security cooperation activities.

(5) Personnel of the Department of Defense who perform assessments, monitoring, or evaluations of security cooperation programs and activities of the Department of Defense, including assessments under section 383 of this title.

(6) Other members of the armed forces or civilian employees of the Department of Defense who contribute significantly to the security cooperation programs and activities of the Department of Defense by virtue of their assigned duties, as determined pursuant to [guidance provided by the Secretary of Defense]."

The SCWDP therefore applies to DoD civilian employees and military personnel (active or reserve) who fall into the legally defined categories—regardless of the funding source for their position or billet.

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 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

CORE COMPETENCIES BY PROFICIENCY LEVEL

Core Competencies: At all proficiency levels, all members of the workforce must take courses that address mandatory core competencies, to include: Capability Development; Political-Military Affairs; and Security, Foreign Disclosure, and End-Use Controls. Practitioners and Experts have an additional competency in Country/Regional Orientation and Awareness.

This list is current as of the date of this document's publishing. It is subject to change. The most current version will always be available in the DSCU Course Catalog, which is available on the DSCU website (www.dscu.edu).

Level I (Awareness/Foundational) Core Competencies

- Capability Development
- Political-Military Activities
- Security, Foreign Disclosure, and End-Use Controls
- Foundations of SC (orientation course)
- + a Primary Functional Area
- + (Civilians) Lead Self leadership training

Level II (Practitioner) Core Competencies:

- Capability Development
- Political-Military Activities
- Security, Foreign Disclosure, and End-Use Controls
- Country/Regional Orientation and Awareness
- + a Primary Functional Area
- + a Secondary Functional Area
- + (Civilians) Lead Teams/Projects or Lead People leadership training

Level III (Expert) Core Competencies Courses:

- Capability Development
- Political-Military Activities
- Security, Foreign Disclosure, and End-Use Controls
- Country/Regional Orientation and Awareness
- + a Primary Functional Area
- + a Secondary Functional Area
- + (Civilians) Lead Organizations/Programs or Lead the Institution leadership training

Level IV (Executive) Core Competencies:

- Capability Development
- Political-Military Activities
- Security, Foreign Disclosure, and End-Use Controls
- + Focused Executive Training
- Note: Executive curriculum and requirements are still under development

EXAMPLE CURRICULUM BY PROFICIENCY LEVEL AND FUNCTIONAL AREA:

Level I (Awareness/Foundational) SC professionals must take the following

- Capability Development (Level I)
- Political-Military Activities (Level I)
- Security, Foreign Disclosure, and End-Use Controls (Level I)
- Foundations of SC (survey course)
- Lead Self (not required for military professionals)

Level I Functional Areas are as follows:

- Policy and Resourcing - (Level I)
- FMS/F - (Level I)
- SCO - (Level I)
- Support Enablers - (Level I)
- Acquisition (Level I)
- BPC - (Level I)
- Advise, Train, and Educate - (Level I)
- SPP - (Level I)
- AM&E – (Level I)

Level II (Practitioner) SC professionals must take the following:

- Capability Development (Level II)
- Political-Military Activities (Level II)
- Security, Disclosure, and End-Use Controls (Level II)
- Country/Regional Orientation/Understanding (Level II)
- Intermediate Topics in SC (Electives)
- Lead Teams (not required for military professionals)

Level II Functional Areas are as follows:

- Policy and Resourcing – (Level II)
- FMS/F – (Level II)
- SCO – (Level II)
- Support Enablers - none required at Level II
- Acquisition – (Level II)
- BPC – (Level II)
- Advise, Train, and Educate – (Level II)
- SPP – (Level II)

- AM&E – (Level II)

Level III (Expert) SC professionals must take the following:

- Capability Development (Level III)
- Political-Military Activities (Level III)
- Security, Disclosure, and End-Use Controls (Level III)
- Advanced Topics in SC (Electives)
- Lead People (not required for military professionals)

Level III Functional Areas are as follows:

- Policy and Resourcing – (Level III)
- FMS/F – (Level III)
- SCO – (Level III)
- Support Enablers - none required at Level III
- Acquisition – (Level III)
- BPC – (Level III)
- Advise, Train, and Educate – (Level III)
- SPP – (Level III)
- AM&E – (Level III)

Level IV (Executive): Tailored specifically to meet the training and knowledge requirements for general officers, flag officers, and Senior Executive Service (SES) members, and nominative E9s of the SCW who are in positions that require a broad foundation in SC. Note: Executive curriculum and requirements are still under development. DSCU will publish separate Executive Education guidance.