

Certification Fact Sheet

I am supervising a team of Security Cooperation Professionals who need to become certified. What do I need to know?

What does it mean if someone on my team has been identified as part of the Security Cooperation Workforce (SCW)?

- Department of Defense (DoD) military and civilian personnel with substantive Security Cooperation (SC) responsibilities have been identified as part of the SCW by their respective DoD Component.
- The identification of individuals as being part of the SCW does not otherwise change their status or affiliation with their current DoD Component, workforce, career field, career program or functional area.
- SCW members require professional certification. Achieving certification is a condition of employment for civilians and an order for service members.
- Individuals filling a SCW position will be notified by the DoD Component Head that they are part of the SCW and must meet the requirements for certification relative to their respective position.

What changes will be made within my DoD Component?

- The Certification Program will be integrated with the DoD Component's career roadmaps, individual development plans, and personnel policies and procedures.
- SCW positions and key SC positions will be identified in DoD manpower systems of record, and position descriptions will be updated to reflect Certification Program requirements.

What certification requirements pertain to my SC workforce staff?

- SCW certification consists of mandatory courses, experience requirements, and continuous learning (CL) elements.
- SCW members must complete required courses for certification that are based on their Areas of Concentration (AOC) and certification levels (Basic, Intermediate, Advanced, or Executive) defined by DSCA and assigned by the respective DoD Components.

What are my specific responsibilities in regard to the Certification Program?

- As a SC Workforce Supervisor, I should:



Know my Component Certification Authority (CCA).



Know my component specific SCW policies and procedures.



Know my SCW Development Database administrator.



Know the SCW certification tools (Certification Center & SCWD-D).



Identify the SCW workforce members that I supervise.

- All supervisors should determine and document the appropriate AoC and Certification level for their staff.
- Members must meet 20 hours of SC-related developmental opportunities every 2 years to remain in good standing with the Certification Program.
- Maintaining an accurate CL record is a shared responsibility between SCW members and their supervisors.
- DSCA provides the automated certification tracking tool, found on the DSCU website in the "Certification Center" section, to assist SCW members and supervisors with monitoring and recording SC certification activity.
- CL events must be focused on SC-related topics for the hours to count toward the CL requirement.

How do I know if a position/billet should be considered as a SC Workforce position/billet?

- If you are considering whether a position should be considered as a SCW position, take the following steps:
 - View the SC competencies and job tasks on the dscu.mil website.
 - Determine the Area of Concentration (AoC) by looking at competencies as compared to AoC training areas.
 - Consider the level of certification by determining the level of proficiency needed to perform in that position.
 - Consider either it should be a "key SC position" – understand the definition of "key SC position" and the amplifying language; use your judgment and communicate your justification to your CCA.

What should I do if I want to propose a SCW position as a key SC workforce position?

If you think a position should be a key SC workforce position, provide your SCWDD Administrator with the position rank/grade/ position ID number; AoC; Certification level; employee name and EDIPI number.

What tools do I have available to me to manage my employees' certification?

Visit the DSCU SC Certification Center at <https://san.dsca.mil/san/scpcp/start.aspx> to access tools available to you.

What are best practices for maintaining my SCW Workforce Certification data?

As a best practice, review your data at least quarterly for accuracy. Connect the effort to on/off boarding processes and make SCW data and certification status a reportable item.