



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

07 DEC 2001

In reply refer to:
I-01/014092-SP

MEMORANDUM FOR OFFICE OF THE UNDER SECRETARY OF DEFENSE
(ACQUISITION, TECHNOLOGY, AND LOGISTICS)
DIRECTOR OF INTERNATIONAL COOPERATION

OFFICE OF THE UNDER SECRETARY OF DEFENSE
(POLICY)
DIRECTOR, INTERNATIONAL SECURITY PROGRAMS

DEPUTY ASSISTANT SECRETARY OF THE ARMY
(DEFENSE EXPORTS & COOPERATION)
DEPARTMENT OF THE ARMY

DIRECTOR, NAVY INTERNATIONAL PROGRAMS OFFICE
DEPARTMENT OF THE NAVY

DEPUTY UNDER SECRETARY OF THE AIR FORCE
(INTERNATIONAL AFFAIRS)
DEPARTMENT OF THE AIR FORCE

COMMANDANT, DEFENSE INSTITUTE OF SECURITY
ASSISTANCE MANAGEMENT

SUBJECT: Department of Defense International Affairs Certification and Career
Development Guidelines

One of our Security Cooperation Reinvention initiatives was the development and dissemination of guidelines specifying the training, education, and career development our civilian workforce needs to accomplish our mission. These guidelines are the first step in a lengthy and complex process that will provide long-term assistance for our civilian personnel to attain the appropriate levels of training, education, and experience.

The attached "*Department of Defense International Affairs Certification and Career Development Guidelines*" were developed by our Training and Career Development Integrated Process Team (IPT). Significant forethought and effort went into adapting the guidelines to accommodate a broad and diverse International Affairs community. I want to take this opportunity to thank all the members of the IPT for their work in making this concept a reality. I am committed to supporting this effort, believe it to be a priority for our community, and view it as a long-term endeavor toward enhancing the professionalism our civilian workforce.

These guidelines require the applicable Defense Agencies and Military Departments to begin working on implementation plans for submission and approval. In developing the plans, Defense Agencies and Military Departments should begin with a strategic vision for your workforce. This vision will make identification of your core International Affairs workforce, in conjunction with the definition in section 1.1 of the guidelines, more easily achievable. This information will then allow you to develop an implementation plan that ultimately identifies your budgetary requirements for the outyears.

The task of developing an implementation plan is not easy, and may require the Defense Agencies or Military Departments to obtain short-term assistance to perform research and analysis, provide staffing assistance or other personnel related support. As such, DSCA will entertain limited requests for support in FY02/FY03. It should be noted that budgets in FY02/FY03 are extremely tight, but we will make an effort to provide assistance within these limitations. I will ensure that funding associated with these guidelines receives priority attention in the DSCA planning and programming process and will advocate for resources outside our community related to the professionalization of the force we are seeking with this initiative.

Staff responsibility at DSCA for facilitating the implementation of your plans will eventually rest with our Defense Institute of Security Assistance Management (DISAM). Please direct comments or questions regarding this program to Mr. Fred Beauchamp, (703) 601-3852/DSN 329-3852, e-mail: fred.beauchamp@osd.pentagon.mil.



**TOME H. WALTERS, JR.
LIEUTENANT GENERAL, USAF
DIRECTOR**

Attachment
International Affairs Certification Guidelines, 7 November 2001