



DEFENSE SECURITY COOPERATION AGENCY

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MEMORANDUM FOR 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

SUBJECT: International Affairs Internships

At our Defense Security Cooperation Agency (DSCA) worldwide conference in September 2001, I announced a number of initiatives to enhance the professionalism and morale of our civilian International Affairs (IA) workforce. These initiatives included the establishment of IA Certification and Career Development Guidelines and security cooperation internship and graduate-studies programs. The Certification and Career Development Guidelines were issued in December 2001 and are available on DSCA's web page (www.dsca.osd.mil).

This memorandum contains DSCA's guidance for introducing International Affairs interns into the Security Cooperation workforce. This guidance is based on an internship proposal developed by the FMS Reinvention Training and Career Development Integrated Process Team (IPT). I appreciate the hard work of the IPT and believe that their efforts will substantially improve the capabilities and skills of our workforce.

The objective of the internship program is to develop a cadre of professional civilian employees with the necessary mix of business and International Affairs knowledge, skills, and abilities to perform the duties required of their respective positions. Given the projected loss of human capital over the next few years, the development of this cadre is pivotal to future mission success.

To assist in sustaining our workforce, each MILDEP should recruit three International Affairs interns per year, beginning in 2003. Training should last three years and feature rotation among duties and organizations. Education, training, and experiential requirements outlined in the IA Certification and Career Development Guidelines and associated MILDEP implementation plans should guide interns' development.

MILDEPs are responsible for coordinating and securing training positions and for placing graduates of the program into permanent billets. DSCA will fund salaries and direct training

expenses of interns based on requirements and justifications presented in MILDEPs' annual budget requests. Services may request that interns serve a portion of their rotation at DSCA headquarters. DSCA can accommodate one third-year intern per service per year.

While DSCA will exercise broad program oversight, MILDEPs have wide latitude in developing implementation procedures that include individualized training plans. Services must coordinate with and make their IA internship programs a part of existing MILDEP-managed internship programs to leverage established capabilities in meeting our objectives. This should impose the least amount of added burden on personnel management offices, while ensuring that program needs are met.

While each MILDEP is responsible for developing and executing its own internship program, the following core elements must be included in formal plans:

- How MILDEP executive leadership will play an integral role in the program.
- The approach to be used for recruiting interns. This includes identifying and making available training billets/positions and a clear plan for filling permanent billets/positions upon conclusion of training.
- How interns will receive career planning and development support throughout the program.
- A process for assigning a sponsor/mentor who is responsible to ensure each intern receives appropriate, timely, and necessary training, and general personnel support.
- A description of a three-year rotational cycle that includes positions in varying Security Cooperation functions (e.g., foreign military sales, export control, armaments cooperation, international finance) and levels (e.g., headquarters staff, field activity, joint agency).
- A description of the process for liaison between the MILDEP International Affairs Internship program manager and the existing Service internship program office.
- A process for effectively tracking internship participants and reporting program progress to DSCA semi-annually.
- A MILDEP program point of contact.

MILDEPS should leverage DISAM's commitment to this program by providing interns the opportunity to attend DISAM courses. The following courses (listed by intern year), are suggested:

- Year One: SAM-C (CONUS Security Assistance)
- Year Two: SAM-CM (Case Management) and SAM-CF (Finance)
- Year Three: SAM-CR (Case Reconciliation and Closure), SAM-CS (Logistics/Customer Satisfaction) or other course applicable to follow-on duties

My point of contact for questions on the IA Internship Program is Fred Beauchamp, (703) 601-3852, e-mail: fred.beauchamp@osd.pentagon.mil.



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