



Department of Defense

INSTRUCTION

NUMBER 3305.13
December 18, 2007

USD(I)

SUBJECT: DoD Security Training

- References:
- (a) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I)),” November 23, 2005
 - (b) DoD Directive 5105.42, "Defense Security Service (DSS),” May 13, 1999
 - (c) Office of the Under Secretary of Defense for Intelligence, Personnel Development, and Readiness Memorandum, "DoD Intelligence Training and Education Board (DITEB),” May 6, 2006 ¹
 - (d) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements,” June 30, 1998

1. PURPOSE

Under the authority in Reference (a), this Instruction:

1.1. Establishes policy, standards, and procedures and assigns responsibilities for the conduct of DoD security education, training, and professional development in accordance with References (b) and (c).

1.2. Assigns the Director, Defense Security Service (DSS), as the functional manager responsible for the execution and maintenance of DoD security training in accordance with Reference (b).

1.3. Establishes and designates the Security Professional Education Development Program as the DoD-level security training program.

1.4. Establishes the DoD Security Training Council (DSTC) as an advisory body on DoD security training that reports to the Defense Intelligence Training and Education Board (DITEB) in accordance with Reference (c).

¹ Copies are available at : https://usdi.dtic.mil/usdi_docs/hcmo/pdr/dcs/memos/memoditeb_03_MAY_06_.pdf

2. APPLICABILITY AND SCOPE

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the “DoD Components”).

3. DEFINITIONS

3.1. Security Disciplines. For the purposes of this Instruction:

3.1.1. Core functions and responsibilities performed by security professionals with a concentration in personnel, physical, information, and industrial security.

3.1.2. General functions and responsibilities performed by security professionals, including communications security, counterintelligence awareness, security systems, international programs, operations security, research and technology protection, sensitive compartmented information security, special access program security, and security program policy.

3.2. Security Profession. An occupation dedicated to the protection of people, facilities, information, operations, and activities.

3.3. Security Professional. An individual who is educated, trained, and experienced in one or more security disciplines and provides advice and expertise to senior officials on the effective and efficient implementation, operation, and administration of the organization’s security programs.

3.4. Security Training. For the purposes of this Instruction, those formal activities, products, and services intended to create or enhance the security knowledge or skills of persons or raise their level of performance, motivation, or operations.

3.5. Security Professional Education Development Program. A professional development curriculum administered by DSS for the DoD security workforce that supports the achievement of community defined skill standards and competencies required of DoD security personnel.

4. POLICY

It is DoD policy that:

4.1. There shall be a security training program in the Department of Defense.

4.2. All security training shall be technically sound and support DoD missions.

4.3. Security training shall be funded and provided to meet DoD security training requirements.

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Intelligence (USD(I)), in accordance with Reference (a), shall:

5.1.1. Provide policy, direction, and oversight for DoD security training programs to the DoD Components and assign training and security responsibilities as necessary.

5.1.2. Review DoD security training programs and standards and provide recommendations to the DoD Components.

5.1.3. Promulgate security training guidance in accordance with the strategic planning guidance, defense intelligence guidance, and other appropriate OSD policy guidance to identify security training requirements during the program and budget build and during development of supplemental requests. Review these requirements and provide additional guidance as needed.

5.1.4. Evaluate and approve training recommendations from the DSTC and DoD Components via the DITEB on policies, standards, responsibilities, or related security professional development matters.

5.2. The Director, DSS, under the authority, direction, and control of the USD(I), shall:

5.2.1. Establish and maintain DoD security professional development programs in accordance with References (a) and (b).

5.2.2. Establish security training standards in cooperation with the Heads of the DoD Components.

5.2.3. Request and process recommendations from the DSTC on policies, standards, responsibilities, and related matters to facilitate security training.

5.2.4. Utilize established training and education analysis, design, development, implementation, and evaluation processes to determine the most effective and efficient method of training delivery to include instructor-led, distance learning, blended-learning, job aids, or other means of instructional delivery to meet mission requirements.

5.2.5. Develop and conduct assessments and evaluations of DoD security training programs to determine the effectiveness, efficiency, and compliance within the Department of Defense.

5.2.6. Appoint the Chair of the DSTC who shall:

5.2.6.1. Provide a forum for security training issues and policies, recommend training standards and criteria, allocate responsibilities, address other related topics, and forward DSTC recommendations to the USD(I) via the DITEB. Membership of the DSTC shall be comprised of those DoD entities with security responsibilities and others as determined by the Chair.

5.2.6.2. Call a meeting of the DSTC at least annually.

5.2.6.3. Prepare an annual report on the activities of the DSTC for submission to the USD(I) via the DITEB. The report shall include a review and assessment of security training curricula.

5.3. The Heads of the DoD Components shall:

5.3.1. Allocate resources and provide security training to security personnel in accordance with DSS security education, training, and awareness standards.

5.3.2. Incorporate guidance from the USD(I) and the Director, DSS, to facilitate the security training of their security personnel.

5.3.3. Implement policies, procedures, programs, and requirements as specified in this Instruction.

5.3.4. Conduct periodic review and analysis of DoD Component-unique security training curricula and share the results of this analysis for potential consolidation of DoD Components' training efforts.

5.3.5. Assemble, maintain, and forward to the Director, DSS, a record of all security training requirements and programs under their cognizance.

5.3.6. Appoint a representative to the DSTC.

6. INFORMATION REQUIREMENTS


The annual report on DSTC activities is exempt from licensing in accordance with paragraphs C4.4.3. and C4.4.4. of DoD 8910.1-M (Reference (d)).

7. RELEASABILITY

UNLIMITED. This Instruction is approved for public release. Copies may be obtained through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE

This Instruction is effective immediately.


James R. Clapper, Jr.
Under Secretary of Defense for Intelligence