



# Department of Defense **INSTRUCTION**

**NUMBER** 3305.02

August 12, 2015

Incorporating Change 2, Effective September 28, 2020

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USD(I&S)

**SUBJECT:** DoD General Intelligence Training and Certification

**References:** See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive (DoDD) 5143.01 (Reference (a)), this instruction:

a. Reissues DoD Instruction (DoDI) 3305.02 (Reference (b)) to establish policy, provide procedures, and assign responsibilities for the conduct of DoD general intelligence training and certification of DoD personnel, in accordance with DoDD 5105.21, DoDI 3115.11, and DoDD 1322.18 (References (c), (d), and (e)).

b. Assigns the Director, Defense Intelligence Agency (DIA), as the DoD general intelligence training and certification functional manager, as a subset of the Director, DIA, responsibilities in Reference (c) for DoD All-Source Intelligence Analysis, Collection Management, and Joint Staff Intelligence functions.

c. Authorizes the establishment of DoD general intelligence training and certification governance bodies comprised of representatives of the DoD Components. These bodies report through the Director, DIA, to the DoD Intelligence Training and Education Board in accordance with Reference (d).

2. **APPLICABILITY.** This instruction applies to 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 and the Joint 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 within the DoD (referred to collectively in this instruction as the “DoD Components”).

3. **POLICY.** It is DoD policy that:

a. The DoD will develop and maintain general intelligence training and certification programs.

b. All general intelligence training and certification will:

(1) Support DoD missions.

(2) Be operationally and technically sound.

(3) Focus on the development of the knowledge, skills, and abilities (KSAs) required to perform the intelligence functions and tasks associated with the joint intelligence cycle outlined in Joint Publication 2-0 (Reference (f)).

c. General intelligence training and certifications will be resourced in DoD Component planning, programming, budgeting, and execution actions, as defined in DoDD 7045.14 (Reference (g)).

d. All general intelligence training and certification for DoD personnel will be implemented in accordance with Reference (e).

4. RESPONSIBILITIES. See Enclosure 2.

5. INFORMATION COLLECTION REQUIREMENTS. The Annual Report of Intelligence and Security Training, Education, and Certification, referred to in paragraphs 2i and 6j of Enclosure 2 of this instruction, has been assigned report control symbol DD-INT(A)2252 and is prescribed in DoD Manual 3305.02 (Reference (h)). The expiration date of this information collection is listed in the DoD Information Collections System at <https://eitsdext.osd.mil/sites/dodiic/Pages/default.aspx>.

6. RELEASABILITY. **Cleared for public release**. This instruction is available on the Directives Division Website at <http://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 2. This administrative change updates the title of the Under Secretary of Defense for Intelligence to the Under Secretary of Defense for Intelligence and Security in accordance with Public Law 116-92 (Reference (l)).

8. EFFECTIVE DATE. This instruction is effective August 12, 2015.



Marcel Lettre  
Acting Under Secretary of Defense  
for Intelligence

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence and Security (USD(I&S))," October 24, 2014, as amended
- (b) DoD Instruction 3305.02, "DoD General Intelligence Training," November 28, 2006, as amended (hereby cancelled)
- (c) DoD Directive 5105.21, "Defense Intelligence Agency (DIA)," March 18, 2008
- (d) DoD Instruction 3115.11, "DoD Intelligence Human Capital Management Operations," January 22, 2009, as amended
- (e) DoD Directive 1322.18, "Military Training," October 3, 2019
- (f) Joint Publication 2-0, "Joint Intelligence," October 22, 2013
- (g) DoD Directive 7045.14, "The Planning, Programming, Budgeting, and Execution (PPBE) Process," January 25, 2013, as amended
- (h) DoD Manual 3305.02, "DoD Collection Management (CM) Accreditation and Certification," November 21, 2012, as amended
- (i) DoD Instruction 1322.26, "Distributed Learning (DL)," October 5, 2017
- (j) DoD Directive 5240.01, "DoD Intelligence Activities," August 27, 2007, as amended
- (k) Office of the Chairman of the Joint Chiefs of Staff, "DoD Dictionary of Military and Associated Terms," current edition
- (l) Public Law 116-92, "National Defense Authorization Act for Fiscal Year 2020," December 20, 2019

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE AND SECURITY (USD(I&S)). In accordance with References (a) and (d), the USD(I&S):

a. Establishes policy, provides direction and oversight for DoD general intelligence training and certification and assigns training and certification responsibilities, as necessary, to the DoD Components.

b. Reviews DoD general intelligence standards, training, and certification programs and provides recommendations to the DoD Components.

c. Develops and provides DoD general intelligence training and certification guidance in accordance with strategic planning guidance, defense intelligence guidance, and other appropriate OSD policy guidance. This guidance will identify general intelligence training and certification requirements during the program and budget builds and during development of supplemental resource requests. Reviews general intelligence resource requests from the Director, DIA, and provides additional guidance, as required.

d. Evaluates and implements, as appropriate, general intelligence training and certification recommendations from the Director, DIA, on policies, standards, responsibilities, or related general intelligence matters for use in appropriate policy, oversight, and guidance.

e. Coordinates policies on general intelligence training and certification of DoD military and civilian personnel with the Under Secretary of Defense for Personnel and Readiness (USD(P&R)).

2. DIRECTOR, DIA. Under the authority, direction, and control of the USD(I&S), and in addition to the responsibilities in section 6 of this enclosure, the Director, DIA:

a. Establishes and maintains general intelligence training standards and certifications in accordance with References (a), (c), and (d) and in coordination with the DoD Components.

b. Conducts general intelligence training and certification for the Defense Intelligence workforce in accordance with Reference (d). Shares training and training facilities with other DoD Components and intelligence functional managers to the maximum extent possible, as appropriate, to achieve efficiencies and support implementation of training standards.

c. Submits DoD general intelligence training and certification resource requirements to the USD(I&S) in accordance with Reference (g) for inclusion in the various defense planning documents for the planning, programming, budgeting, and execution process.

d. Designates a lead for coordinating all matters related to DoD general intelligence training and certification.

e. Establishes and oversees the activities of general intelligence training and certification governance bodies, which:

(1) Support the coordination of general intelligence training and certification policies, standards, and requirements.

(2) Provide recommendations for improving, sharing, or consolidating general intelligence training for reporting to the USD(I&S) and the appropriate DoD Components.

f. Incorporates general intelligence KSAs into DoD and Intelligence Community (IC) intelligence functional competencies, training, and certification standards for all source analysis, collection management, counterintelligence, human intelligence, measurement and signature intelligence, and open source intelligence. Coordinates with the Director, National Geospatial-Intelligence Agency (NGA) and the Director, National Security Agency/Chief, Central Security Service (DIRNSA/CHCSS) to incorporate, as appropriate, general intelligence KSAs into DoD and IC intelligence functional competencies, training, and certification in their areas of responsibility.

g. Manages, operates, and maintains the Advanced Global Intelligence Learning Environment (AGILE) to:

(1) Serve as a learning portal for DoD Components in accordance with Reference (c).

(2) Increase the discovery, sharing, and reuse of intelligence distributed learning content across the DoD in accordance with the policy and procedures in DoDI 1322.26 (Reference (i)).

h. Develops, assesses, and evaluates DoD general intelligence training and certification programs to determine their effectiveness, efficiency, and compliance with established policy and standards.

i. Reports annually to the USD(I&S) on the status of general intelligence training and certification for inclusion in the USD(I&S) Annual Report of Intelligence and Security Training, Education, and Certification in accordance with Reference (h).

3. DIRNSA/CHCSS. Under the authority, direction, and control of the USD(I&S) and in addition to the responsibilities in section 6 of this enclosure, the DIRNSA/CHCSS will incorporate, as appropriate, general intelligence KSAs into DoD and IC competencies, training, and certifications for cryptology.

4. DIRECTOR, NGA. Under the authority, direction, and control of the USD(I&S) and in addition to the responsibilities in section 6 of this enclosure, the Director, NGA, will incorporate,

as appropriate, general intelligence KSAs into DoD and IC competencies, training, and certifications for geospatial intelligence.

5. USD(P&R). In accordance with Reference (e), the USD(P&R) coordinates with the USD(I&S) on military training policies as they apply to general intelligence training and certification.

6. DOD COMPONENT HEADS AND COMMANDANT OF THE U.S. COAST GUARD (USCG). The DoD Component heads and the Commandant of the USCG:

a. Implement the policies and procedures in this instruction and, as appropriate, incorporate USD(I&S) and Director, DIA, general intelligence training and certification guidance into their training and certification programs.

b. Maintain and forward to the Director, DIA, as required, a list of all general intelligence training and certification programs under their responsibility.

c. Assist the Director, DIA, in developing and maintaining general intelligence training standards and certifications.

d. Identify and exploit opportunities to conduct general intelligence training and certification and share training and training facilities with other DoD Components to achieve efficiencies and support implementation of training standards.

e. Plan, program, and budget for general intelligence training and certification using USD(I&S) and DIA guidance and recommendations, as appropriate.

f. Submit to Director, DIA, Component-specific general intelligence training requirements and limitations on training and certifications based on unique missions areas.

g. Identify an office of primary responsibility within Component for general intelligence training and certification.

h. Provide representatives to the general intelligence training and certification governance bodies established by DIA. This requirement does **not** apply to the Office of the Inspector General of the Department of Defense.

i. Review and analyze DoD Component-unique education and training curriculums, and share the general intelligence training and certification best practices and lessons learned results, as appropriate, with the DoD general intelligence training and certification governance bodies.

j. Report annually to the Director, DIA, on the status of general intelligence training and certification for inclusion in the USD(I&S) Annual Report of Intelligence and Security Training, Education, and Certification.

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

AGILE	Advanced Global Intelligence Learning Environment
IC	Intelligence Community
DIA	Defense Intelligence Agency
DIRNSA/CHCSS	Director, National Security Agency/Chief, Central Security Service
DoDD	DoD directive
DoDI	DoD instruction
KSA	knowledge, skills, and abilities
NGA	National Geospatial-Intelligence Agency
USCG	United States Coast Guard
USD(I&S)	Under Secretary of Defense for Intelligence and Security
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

### PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this instruction.

AGILE. The learning portal maintained and operated by DIA to support DoD learning requirements and maximize opportunities for the discovery, sharing, and reuse of intelligence distributed learning content.

all-source analysis. Defined in DoDD 5240.01 (Reference (j)).

certification. Defined in Reference (d).

collection management. Defined in the DoD Dictionary of Military and Associated Terms (Reference (k)).

distributed learning. Structured learning mediated with technology that does not require the physical presence of an instructor. Distributed learning models can be used in combination with other forms of instruction or to create wholly virtual classrooms.



functional manager. The designated DoD advisor for an area defined as an enterprise-wide intelligence and security activity or set of intelligence and security activities. These activities are characterized by specific skill sets, data sources, tasking, collection, processing, exploitation, analysis, and dissemination processes requiring specialized training, equipment, or unique applications of training or skills.

general intelligence. All-source analysis and other major non-source-specific intelligence functions, such as Intelligence Planning and Collection Management, that contribute to the assessment of the military capabilities and intentions of foreign countries or organizations, or topics affecting potential United States or multinational military operations.

general intelligence training. Instruction or applied exercises supporting the development of the KSAs and other characteristics required to perform general intelligence functions and produce all-source intelligence.

intelligence planning. Defined in Reference (k).