



# Department of Defense **INSTRUCTION**

**NUMBER** 3305.09

June 13, 2013

Incorporating Change 2, Effective September 21, 2020

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USD(I&S)

**SUBJECT:** DoD Cryptologic Training

**References:** See Enclosure 1

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

a. Reissues DoDI 3305.09 (Reference (b)) to establish policy, assign responsibilities, and provide standards and procedures for cryptologic training.

b. Continues to designate the National Cryptologic School (NCS) as the training and educational institution of the National Security Agency/Central Security Service (NSA/CSS) and as a component of the Cryptologic Training System (CTS), which includes the Military Departments, NSA/CSS, military training commands involved in cryptologic training, and cryptologic schools established to train a competent military and civilian cryptologic workforce.

c. Continues to authorize the Cryptologic Training Council (CTC) as the governing body for the CTS, and as an advisory body to Director, NSA/Chief, CSS, on cryptologic training.

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. CTS schools implement cryptologic training according to CTS standards established by Director, NSA/Chief, CSS. All cryptologic and cryptologic-related training will be conducted at each Military Department cryptologic school according to the educational standards of the NCS and the Military Departments.

b. All DoD cryptologic-related training must adhere to the provisions of this instruction.

c. All DoD common cryptologic-related training standards must be mapped and linked to the Intelligence Community workforce development competencies in accordance with Intelligence Community Directive Number 610 (Reference (c)).

d. NCS courses of instruction:

(1) Prepare military and civilian personnel for duty in cryptologic and cryptologic-related activities.

(2) Enhance the preparation of selected military and civilian personnel in the national and international security environment through standardized cryptologic training and evaluation.

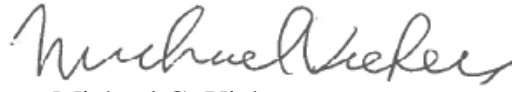
e. Civilian and military personnel assigned to NSA/CSS will serve as the staff and faculty of the NCS and will be appointed by the NSA/CSS Associate Directorate for Education and Training. The staff and faculty of the Military Department cryptologic schools will be appointed by each respective Military Department. Manpower authorizations for multi-Service staffs and faculties will be prorated among the Military Departments based on the number of student training weeks.

4. RESPONSIBILITIES. See Enclosure 2.

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

6. 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 (d)).

7. EFFECTIVE DATE. This instruction is effective June 13, 2013.



Michael G. Vickers  
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 3305.09, "DoD Cryptologic Training," December 22, 2006 (hereby cancelled)
- (c) Intelligence Community Directive Number 610, "Competency Directories for the Intelligence Community Workforce," September 1, 2008, as amended
- (d) Public Law 116-92, "National Defense Authorization Act for Fiscal Year 2020," December 20, 2019
- (e) DoD Directive 7045.14, "The Planning, Programming, Budgeting, and Execution (PPBE) Process," January 25, 2013, as amended

ENCLOSURE 2

RESPONSIBILITIES

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

- a. Provides overall supervision and policy oversight for cryptologic training to the Defense Intelligence Components and assigns DoD intelligence training responsibilities as necessary.
- b. Reviews DoD cryptologic training programs and provides recommendations to the Secretaries of the Military Departments and Commandant of the U.S. Coast Guard.
- c. Distributes cryptologic training guidance in accordance with appropriate strategic planning guidance, DoD intelligence guidance, and OSD memorandums. Reviews requests upon budget submission and provides additional guidance as needed.
- d. Receives recommendations from the CTC on policies, standards, responsibilities, and related cryptologic matters.

2. DIRECTOR, NSA/CHIEF, CSS. Under the authority, direction, and control of the USD(I&S), the Director, NSA/Chief, CSS:

- a. Appoints the Associate Director for Education and Training (ADET) to serve as Training Director, NSA/CSS (TDNC), and Commandant of the NCS in accordance with Enclosure 3.
- b. Reports annually to the USD(I&S) on the operations of the NCS and Military Department cryptologic schools, including recommendations as appropriate.
- c. Establishes CTS standards for CTS cryptologic schools.

3. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE U.S. COAST GUARD. The Secretaries of the Military Departments and Commandant of the U.S. Coast Guard:

- a. Incorporate guidance from the USD(I&S) and the Director, NSA/Chief, CSS, in the design and development of cryptologic training, evaluation, and related Planning, Programming, Budgeting and Execution System actions in accordance with DoD Directive 7045.14 (Reference (e)).
- b. Program, budget, and provide to the appropriate CTS School equipment that is particular to cryptologic missions and required to support specialized and advanced training for the Military Departments.

c. Assemble and maintain a current record of all respective cryptologic training requirements and programs for common and unique training requirements and programs under their cognizance for all DoD Components.

d. Establish, maintain, and operate Military Department cryptologic training schools that provide training for DoD Components, as agreed upon among the Secretaries concerned and Director, NSA/Chief, CSS.

e. Provide cryptologic instructional material for Reserve Components and non-resident students for all military personnel.

f. Provide facilities for DoD Components for training that can be effectively and efficiently conducted on a collocated basis.

g. Coordinate any common, cryptologic training, or cryptologic-related training actions with Director, NSA/Chief, CSS, and maintain liaison with other DoD Components and appropriate government departments and agencies on matters that affect the conduct and development of assigned cryptologic training programs.

h. Prescribe administrative procedures for compliance with appropriate security policies pertaining to special clearance requirements for all personnel of their respective Military Service involved with cryptologic training.

i. Coordinate activities by organizations that conduct cryptologic training within the respective Military Departments' program and budgeting for all expenses incidental to the operation, maintenance, and base-operating support of their respective cryptologic schools.

j. Coordinate with the ADET deviations and proposed changes to cryptographic training requirements, resources, and cryptologic-related courses initiated by the Military Departments, including training requirements to develop new systems and the procurement of technical training equipment that affect the capability to execute such training programs.

ENCLOSURE 3

ADET RESPONSIBILITIES AND GUIDANCE

1. GENERAL. The ADET serves as TDNC, and Commandant of the NCS.
  
2. RESPONSIBILITIES. The ADET:
  - a. Serves as the principal executive and advisor for the Director, NSA/Chief, CSS, in matters related to cryptologic training and leads the CTS development of military and civilian personnel assigned to cryptologic functions.
  
  - b. Coordinates all CTS cryptologic training courses and provides appropriate technical guidance and support.
  
  - c. Determines the level and scope of instruction offered by the CTS for resident, non-resident, online, and blended use, as required for accomplishment of cryptologic missions, and establishes the necessary training programs and courses.
  
  - d. Establishes for the NCS:
    - (1) The total enrollment and allocation of student quotas for resident courses.
  
    - (2) Criteria for selection of students for all courses.
  
    - (3) Prerequisites and regulations for participation in classroom, computer-based, and web-based technology classes.
  
    - (4) A course evaluation program that identifies the utilization and efficiency of education and training courses.
  
  - e. In collaboration with the Military Departments and the U.S. Coast Guard, develops common standards and certifications for cryptologic instructors to enable the exchange of instructors and knowledge sharing across the CTS.
  
  - f. Provides technical guidance, minimally required design, development, delivery, and support for all course development and all ongoing cryptologic and cryptologic-related training.
  
  - g. Reviews course documentation for technical adequacy of cryptologic and cryptologic-related training.
  
  - h. As initiated by the Director, NSA/Chief, CSS, coordinates proposed changes to cryptologic training requirements, resources, and courses with the Military Departments and the U.S. Coast Guard.



i. Establishes objectives, goals, and standards used to satisfy requirements. Ensures that curricula, types and sources of training used by the NCS and the Military Departments meet the minimum standards established by the CTS.

j. Conducts periodic review and analysis of all common and unique cryptologic training courses.

k. Prescribes administrative procedures for compliance with appropriate DoD security policies pertaining to special clearance requirements for all NSA/CSS personnel involved with cryptologic training.

l. Chairs the CTC, an inter-agency forum where policy matters, training issues, and other related topics may be addressed. The CTC is comprised of full-time or permanent part-time federal officials or employees from the Military Departments, the U.S. Coast Guard, the NSA/CSS, and other government organizations as determined by the ADET.

m. Collaborates, as appropriate, to establish:

(1) Standardized cryptologic course documentation, to include common course designators for curriculum briefings and courses in digital format. Curriculum quality and currency will follow the American Council on Education guidelines to enable sharing of training materials across the cryptologic enterprise.

(2) A common cryptologic course evaluation and information feedback system that complements the Military Department and the U.S. Coast Guard evaluation methods.

(3) Common cryptologic roadmaps for core knowledge, skills, and specific discipline awareness requirements.

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

ADET	Associate Director for Education and Training
CTC	Cryptologic Training Council
CTS	Cryptologic Training System
NCS	National Cryptologic School
NSA/CSS	National Security Agency/Central Security Service
TDNC	Training Director, NSA/CSS
USD(I&S)	Under Secretary of Defense for Intelligence and Security

### PART II. DEFINITIONS

These terms and their definitions are for the purposes of this instruction.

common cryptologic training. Training in identical skills that are essentially similar for personnel of more than one Military Department or for NSA/CSS.

cryptologic. Related to the collection and/or exploitation of foreign communications and non-communications emitters, known as signals intelligence; and solutions, products, and services to ensure the availability, integrity, authentication, confidentiality, and non-repudiation of national security telecommunications and information systems, known as information assurance.

cryptologic-related training. Training that is a prerequisite for, or an adjunct to, cryptologic training and job performance when the subject matter is not in itself cryptologic but is of overriding importance to the conduct of cryptologic operations. The non-cryptologic applications of such subjects are excluded.

cryptologic training. Training that provides and improves institutional knowledge and skills unique to the cryptologic mission.

CTS. A confederation of the Military Departments, NSA/CSS, military training commands, and cryptologic schools established to train a competent military and civilian cryptologic workforce.

education. The process of providing information to obtain and develop knowledge and skills via formal or informal instruction for a specific purpose.

unique cryptologic training. Training, in cryptologic skills, that is either used by only one of the DoD Components engaged in cryptologic operations, or sufficiently dissimilar among the DoD Components as to make consolidated or collocated inter-component training infeasible.