



# Department of Defense **INSTRUCTION**

**NUMBER** 3305.11

August 13, 2015

Incorporating Change 2, Effective August 27, 2020

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USD(I&S)

**SUBJECT:** DoD Counterintelligence (CI) 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) 3305.11 (Reference (b)) to establish policy and procedures and assign responsibilities for the conduct of DoD CI training and certification of DoD personnel in accordance with DoDD 5240.02, DoDI O-5100.93, DoDI 3115.11, and DoDD 1322.18 (References (c), (d), (e), and (f)).

b. Assigns the Director, Defense Intelligence Agency (DIA) as the DoD functional manager for CI training and certification.

c. Authorizes the establishment of DoD CI training and certification governance bodies. These bodies report through the Director, DIA, to the DoD Intelligence Training and Education Board in accordance with Reference (e).

## 2. APPLICABILITY

a. 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”).

b. This instruction does not apply to the issuing of badges and credentials to Military Department counterintelligence organization personnel or U.S. Marine Corps CI personnel.

3. POLICY. It is DoD policy that:

- a. The DoD will develop and maintain CI training and certification programs.
- b. Prior to conducting CI activities, DoD personnel will complete formal CI training approved by the Under Secretary of Defense for Intelligence and Security (USD(I&S)) or the Secretaries of the Military Departments.
- c. All DoD CI training and certification will:
  - (1) Support DoD missions.
  - (2) Be operationally and technically sound.
  - (3) Be in accordance with applicable laws and regulations.
  - (4) Focus on the development of the knowledge, skills, and abilities (KSAs) required to perform CI activities.
- d. CI training and certifications will be adequately resourced in DoD Component planning, programming, budgeting, and execution actions as defined in DoDD 7045.14 (Reference (g)).
- e. All CI training and certification for Service members 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 2h and 4j of Enclosure 2 of this instruction, has been assigned report control symbol DD-INT(A,SA)2252 and is prescribed in DoD Manual 3305.02 (Reference (h)).

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

7. SUMMARY OF CHANGE 1. This administrative change updates the title of the USD(I&S) in accordance with Public Law 116-92 (Reference (i)).

8. EFFECTIVE DATE. This instruction is effective August 13, 2015.

A handwritten signature in black ink, appearing to read 'Marcel Lettre', with a stylized, cursive script.

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 3305.11, “DoD Counterintelligence (CI) Training,” March 19, 2007, as amended (hereby cancelled)
- (c) DoD Directive 5240.02, “Counterintelligence (CI),” March 17, 2015, as amended
- (d) DoD Instruction O-5100.93, “Defense Counterintelligence (CI) and Human Intelligence (HUMINT) Center (DCHC),” August 13, 2010
- (e) DoD Instruction 3115.11, “DoD Intelligence Human Capital Management Operations,” January 22, 2009, as amended
- (f) DoD Directive 1322.18, “Military Training,” October 3, 2019
- (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) Public Law 116-92, “National Defense Authorization Act for Fiscal Year 2020,” December 20, 2019
- (j) DoD Instruction 5240.27, “Joint Counterintelligence Training Academy (JCITA),” November 13, 2013, as amended

ENCLOSURE 2

RESPONSIBILITIES

1. USD(I&S). In accordance with References (a) and (d), the USD(I&S):
  - a. Establishes policy; provides direction and oversight for DoD CI training and certification; and assigns training and certification responsibilities, as necessary, to the DoD Components.
  - b. Reviews DoD CI standards and training and certification programs periodically and provides recommendations to the DoD Components.
  - c. Develops and distributes DoD CI training and certification guidance in accordance with strategic planning guidance, defense intelligence guidance, and other appropriate OSD policy guidance (this guidance will identify CI training and certification requirements during the program and budget build and during development of supplemental resource requests). Reviews CI resource requests from the DoD Component heads and the Director, DIA, and provides additional guidance as required.
  - d. Evaluates and implements, as appropriate, CI training and certification recommendations from the Director, DIA, on policies, standards, responsibilities, or related CI matters for use in appropriate policy, oversight, and guidance.
  - e. Coordinates policies on CI training and certification of DoD military and civilian personnel with the Under Secretary of Defense for Personnel and Readiness (USD(P&R)).
  - f. Ensures incorporation of CI training and certification standards into other DoD training as appropriate in accordance with References (a) and (e).
2. DIRECTOR, DIA. Under the authority, direction, and control of the USD(I&S), and in addition to the responsibilities in section 4 of this enclosure, the Director, DIA:
  - a. Establishes and maintains CI training standards and CI certifications in accordance with References (a), (c), and (d), in coordination with the DoD Components.
  - b. Conducts CI training and validates certification for the Defense Intelligence workforce in accordance with DoDI 5240.27 (Reference (j)). Shares training, content, 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 CI 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 all matters related to DoD CI training and certification.
  - e. Establishes and oversees the activities of DoD CI training and certification governance bodies, which:
    - (1) Support the development and validation of DoD CI training policies, standards, and requirements and ensure that training informs and facilitates CI certification.
    - (2) Provide recommendations for improving, sharing, or consolidating CI training, for reporting to the USD(I&S) and the appropriate DoD Components.
  - f. Incorporates CI KSAs into DoD and Intelligence Community intelligence functional competencies, training, and certification standards for CI.
  - g. Develops and conducts assessments and evaluations of DoD CI training and certification programs to determine the effectiveness, efficiency, and compliance with established policy and standards.
  - h. Reports annually to the USD(I&S) on the status of DoD CI 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. 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 CI training and certification.
4. 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, CI training and certification guidance into their training and certification programs.
  - b. Maintain and forward to the Director, DIA, a list of all CI training and certification programs under their responsibility.
  - c. Assist the Director, DIA, develop and maintain CI training standards and CI certifications.
  - d. In accordance with Reference (d), identify and exploit opportunities to conduct CI training and certification. Share training, content, and training facilities with other DoD Components to the maximum extent possible, as appropriate, to achieve efficiencies and support implementation of training standards.

- e. Plan, program, and budget CI training and certification using USD(I&S) and DIA guidance and recommendations, as appropriate.
- f. Submit Component-specific CI training requirements and limitations on training and certifications based on unique missions areas to the Director, DIA.
- g. Identify an office of primary responsibility for CI training and certification.
- h. Provide representatives to the DoD CI 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. Periodically review and analyze DoD Component-unique education and training curriculums and share the CI training and certification best practices and lessons learned results, as appropriate, with the DoD CI training and governance bodies.
- j. Report annually to the Director, DIA on the status of CI 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).



GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CI	counterintelligence
DIA	Defense Intelligence Agency
DoDD	DoD directive
DoDI	DoD instruction
KSA	knowledge, skills, and abilities
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.

certification. Defined in Reference (e).

CI activities. Defined in Reference (c).

CI training. Institutional training in KSAs unique to CI missions and functions.

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.