



DoD INSTRUCTION 1322.31

COMMON MILITARY TRAINING (CMT)

Originating Component: Office of the Under Secretary of Defense for Personnel and Readiness

Effective: February 20, 2020

Releasability: Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

Reissues and Cancels: DoD Instruction 1322.31, "Common Military Training (CMT)," February 25, 2015, as amended

Approved by: Matthew P. Donovan, Performing the Duties of Under Secretary of Defense for Personnel and Readiness

Purpose: In accordance with the authority in DoD Directive (DoDD) 5124.02, this issuance:

- Establishes policy, assigns responsibilities, and provides procedures for the organization, management, and implementation of CMT required of all Service members.
- Establishes CMT requirements that support readiness and provide the Military Departments increased flexibility to train ready and lethal forces.
- Establishes and provides direction for the DoD Common Military Training Working Group (CMTWG) to publicize new CMT requirements and periodically review and recommend updates to existing CMT requirements in coordination with lead proponent heads.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance 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 (CJCS) 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 issuance as the “DoD Components”).

1.2. POLICY.

a. All Service members will fulfill CMT requirements in accordance with applicable U.S. laws, Executive orders, DoD policies, directives from other federal agencies, and this issuance.

b. For each CMT functional baseline listed in Table 1, the designated lead proponent will provide the Military Departments with terminal learning objectives (TLOs), enabling learning objectives (ELOs), purpose for learning, and desired outcomes.

c. CMT requirements will be reviewed, as required, in accordance with Paragraph 3.2.b. of this issuance, with special consideration given to eliminating unnecessary requirements and limiting the overall burden on Service members.

d. The Military Departments will have the maximum possible flexibility to determine how best to fulfill CMT requirements in terms of learning method, curricula, schedule, and program implementation and assessment, subject to the requirements of applicable U.S. laws, Executive orders, DoD policies, directives from other federal agencies, and this issuance.

e. A CMT record of completion awarded by any Military Department or the Joint Staff will be recognized as satisfying that CMT requirement across all OSD and DoD Components.

f. While Service members are deployed, their CMT completion remains current for the duration of that deployment. However, subject to mission requirements, commanders and supervisors of deployed Service members will conduct CMT at the required frequency.

g. CMT topics are subject to modification by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) in response to additional training requirements established by applicable U.S. laws, Executive orders, DoD policies, or directives from other federal agencies. Current mandatory CMT topics are found in Table 1 of this issuance.

Table 1. Requirements for CMT Functional Baselines

Training Requirement	CMT Lead Proponent	Frequency of Training	DoD Requirement Source	Mandate External to DoD	Pre-deployment Requirement
Antiterrorism Level 1	Under Secretary of Defense for Policy	Annually for the first 3 years upon initial entry and triennially thereafter	DoD Instruction (DoDI) 2000.12	No	No
Code of Conduct	Under Secretary of Defense for Policy	Initial Entry / As required depending on risk of isolation	DoDI O-3002.05	Yes	Depends on risk of isolation
Combating Trafficking in Persons General Awareness	Director, DoD Human Resources Activity	Within 1 year of Initial Entry/ As required	DoDI 2200.01	Yes	No
Counterintelligence Awareness and Reporting	Under Secretary of Defense Intelligence	Within 30 days of initial assignment, annual thereafter	DoD Directive (DoDD) 5240.06	No	No
Cybersecurity	DoD Chief Information Officer	Annual	DoDI 8500.01	Yes	No
Financial Readiness	Assistant Secretary of Defense for Readiness	Touchpoints or Annual	Directive Type Memorandum 19-009	Yes	Yes
Law of War	General Counsel of the DoD	Periodically, at Military Service discretion	DoDD 2311.01E	Yes	Military Service or Combatant Command discretion
Military Equal Opportunity	Executive Director, Force Resiliency	Military Service discretion	DoDD 1350.2	No	No
Operations Security	Under Secretary of Defense Intelligence	Military Service discretion	DoDD 5205.02E	No	No
Privacy Act	Chief Management Officer of the DoD	Biennial	DoDI 5400.11	Yes	No
Records Management	DoD Chief Information Officer	Annual	DoDI 5015.02	Yes	No
Sexual Assault Prevention and Response	Executive Director, Force Resiliency	Within 14 days of initial entry, during professional military education, and annually	DoDI 6495.02	Yes	Yes
Sexual Harassment	Executive Director, Force Resiliency	Military Service discretion	DoDI 1020.03	Yes	No
Substance Abuse	Assistant Secretary of Defense for Health Affairs	Military Service discretion	DoDI 1010.04	No	No

Table 1. Requirements for CMT Functional Baselines, Continued

Training Requirement	CMT Lead Proponent	Frequency of Training	DoD Requirement Source	Mandate External to DoD	Pre-deployment Requirement
Suicide Prevention	Executive Director, Force Resiliency	Initial enlistment or appointment through their final retirement or separation. Intervals determined by the Military Services	DoDI 6490.16	Yes	No
Tactical Combat Casualty Care Tier One	Assistant Secretary of Defense for Health Affairs	Military Service discretion	DoDI 1322.24	Yes	Yes

SECTION 2: RESPONSIBILITIES

2.1. ASSISTANT SECRETARY OF DEFENSE FOR READINESS (ASD(R)).

Under the authority, direction, and control of the USD(P&R), and in addition to the responsibilities in Paragraph 2.15. of this issuance, the ASD(R) will:

- a. Manage, oversee, and monitor the implementation of policy, procedures, and information requirements for CMT mandated in applicable U.S. laws, Executive orders, DoD policies, or directives from other federal agencies.
- b. Develop policy concerning the overall objectives for and frequency of CMT for the Military Departments, for the purpose of developing training plans that meet the needs of commanders, supervisors, and Service members.

2.2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR FORCE EDUCATION AND TRAINING.

Under the authority, direction, and control of the ASD(R), the Deputy Assistant Secretary of Defense for Force Education and Training will:

- a. Establish and oversee the CMTWG in accordance with Section 3 of this issuance.
- b. Designate the Chair and a Secretariat for the CMTWG to serve in accordance with Section 3 of this issuance.
- c. Establish CMT topics for review by the CMTWG and act upon recommendations from the CMTWG, as appropriate.
- d. Consult with the CMT lead proponents identified in Table 1, as well as the Joint Staff, National Guard Bureau, Military Departments, and other DoD Components, as appropriate, to:
 - (1) Assess the effects of new training requirements.
 - (2) Optimize the efficient use of available training time.
 - (3) Avoid redundancy.
 - (4) Increase the cost efficiency and flexibility of delivery for training and education.
 - (5) Standardize the CMT TLOs and ELOs, the stated purpose for learning, and the desired outcomes of the training to allow for consistent curricula across the Military Services.
- e. Convene the CMTWG to review and make recommendations on CMT requirements regarding their relevance and validity, as well as whether any requirement should be eliminated, in accordance with Paragraph 3.2. of this issuance.

f. Serve as the lead proponent for financial readiness CMT and provide policy and oversight including TLOs and ELOs, stated purpose of learning, and desired outcomes in accordance with Directive-Type Memorandum 19-009.

2.3. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS.

Under the authority, direction, and control of the USD(P&R), and in addition to the responsibilities in Paragraph 2.15. of this issuance, the Assistant Secretary of Defense for Health Affairs will:

a. Serve as the CMT lead proponent for DoD training on health risks associated with drug and alcohol abuse and on Tactical Combat Casualty Care Tier One.

b. Develop policy and provide oversight and guidance on substance abuse and Tactical Combat Casualty Care Tier One CMT, including TLOs and ELOs, the stated purpose of the training, and the desired outcomes of the training, in accordance with DoD Instruction (DoDI) 1010.04 and DoDI 1322.24.

2.4. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS.

Under the authority, direction, and control of the USD(P&R), the Assistant Secretary of Defense for Manpower and Reserve Affairs will:

a. Provide input to the CMTWG on both Active Component and Reserve Component matters as they pertain to CMT policy.

b. Appoint a representative to participate in the CMTWG in accordance with Section 3 of this issuance.

2.5. DIRECTOR, DOD HUMAN RESOURCES ACTIVITY.

Under the authority, direction, and control of the USD(P&R) and in addition to the responsibilities in Paragraphs 2.12., and 2.15. of this issuance, the Director, DoD Human Resources Activity will:

a. Serve as the CMT lead proponent for DoD training on Combating Trafficking in Persons.

b. Develop and provide Combating Trafficking in Persons training TLOs and ELOs, purpose for learning, and desired outcomes in accordance with DoDI 2200.01.

2.6. EXECUTIVE DIRECTOR, FORCE RESILIENCY.

Under the authority, direction, and control of the USD(P&R) and in addition to the responsibilities in Paragraphs 2.12. and 2.15., the Executive Director, Force Resiliency will:

- a. Serve as the CMT lead proponent for DoD training on suicide prevention, Sexual Assault Prevention and Response, military equal opportunity, and sexual harassment.
- b. Develop policy and provide oversight and guidance on suicide prevention, Sexual Assault Prevention and Response, military equal opportunity, and sexual harassment training, including TLOs and ELOs, purpose of learning, and desired outcomes in accordance with DoDI 6490.16, DoDI 6495.02, DoDD 1350.2, and DoDI 1020.03.

2.7. CHIEF MANAGEMENT OFFICER OF THE DOD.

In addition to the responsibilities in Paragraphs 2.12. and 2.15. of this issuance, the Chief Management Officer of the DoD will:

- a. Serve as the CMT lead proponent for DoD training on Section 552a of Title 5, United States Code, also known as “the Privacy Act of 1974” and referred to in this issuance as “the Privacy Act.”
- b. Establish and provide policy, oversight, and guidance on Privacy Act training, including TLOs and ELOs, purpose for learning, and desired outcomes in accordance with DoDI 5400.11.

2.8. UNDER SECRETARY OF DEFENSE FOR POLICY.

In addition to the responsibilities in Paragraphs 2.12. and 2.15. of this issuance, the Under Secretary of Defense for Policy will:

- a. Serve as the CMT lead proponent for DoD training on Antiterrorism level 1 and Code of Conduct.
- b. Establish policy and provide oversight and guidance on Antiterrorism level 1 training, including:
 - (1) TLOs and ELOs, purpose for learning, and desired outcomes in accordance with DoDI 2000.12.
 - (2) Code of Conduct training and education in accordance with DoDI O-3002.05.

2.9. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE AND SECURITY.

In addition to the responsibilities in Paragraphs 2.12. and 2.15. of this issuance, the Under Secretary of Defense for Intelligence and Security will:

- a. Serve as the CMT lead proponent for DoD training on Counterintelligence Awareness and Reporting and Operations Security.
- b. Establish policy and provide oversight and guidance on Counterintelligence Awareness and Reporting training, including:

(1) TLOs and ELOs, purpose for learning, and desired outcomes in accordance with DoDD 5240.06 and DoDI 3305.11.

(2) DoD Operations Security training and education in accordance with DoDD 5205.02E and DoDI 3305.13.

2.10. GENERAL COUNSEL OF THE DOD.

In addition to the responsibilities in Paragraphs 2.12. and 2.15. of this issuance, the General Counsel of the DoD will serve as the CMT lead proponent for DoD training on the Law of War in accordance with DoDD 2311.01E.

2.11. DOD CHIEF INFORMATION OFFICER.

In addition to the responsibilities in Paragraphs 2.12. and 2.15. of this issuance, the DoD Chief Information Officer will:

- a. Serve as the CMT lead proponent for DoD training on cybersecurity awareness and records management.
- b. Establish policy and provide oversight and guidance on cybersecurity awareness and records management training, including TLOs and ELOs, purpose for learning, and desired outcomes in accordance with DoDI 8500.01 and DoDD 8140.01.

2.12. DOD AND OSD COMPONENT HEADS.

The DoD and OSD Component heads will conduct CMT based on the timelines and targeted audience established in the issuances at Table 1 and their implementing Component regulations.

2.13. SECRETARIES OF THE MILITARY DEPARTMENTS.

In addition to the responsibilities in Paragraph 2.12. of this issuance, the Secretaries of the Military Departments will:

- a. Work with CMT lead proponents, the CJCS, and appropriate OSD and DoD Component heads to:
 - (1) Develop and implement plans for fulfilling CMT requirements, including determining curricula, frequency, method of delivery, and reporting requirements, based on OSD lead proponent TLOs and ELOs, stated purpose for learning, and desired outcomes.
 - (2) Optimize the efficient use of training time and resources by seeking opportunities to combine content, reduce training frequency, establish reciprocity or transferability between CMT programs, share resources, reduce training content, and offer options to test out of appropriate modules.

- (3) Provide flexibility in the delivery of CMT.
 - (4) Share best practices to effectively and efficiently train Service members.
 - (5) Coordinate new or updated curricula with the CMT lead proponents.
- b. For Service members assigned to OSD or the Joint Staff, ensure that their training records are updated upon course or test-out completion.
 - c. Appoint representatives to the CMTWG in accordance with Section 3 of this issuance.
 - d. For CMT required to be completed by Service members in the Reserve Component, provide access to CMT that is equivalent, to the extent possible, to that of Active Component Service members.
 - e. Represent the needs and perspectives of their respective Active Component and Reserve Component Service members through participation in the CMTWG.

2.14. CJCS.

In addition to the responsibilities in Paragraph 2.12. of this issuance, the CJCS will:

- a. Provide courses for the CMT topics in this issuance, and others as assigned by the ASD(R) in accordance with Paragraph 2.2., through an online learning management system for use by OSD and Joint Staff personnel.
- b. Appoint a representative to the CMTWG in accordance with Section 3 of this issuance.

2.15. CMT LEAD PROPONENT HEADS.

The CMT lead proponent heads will::

- a. Establish, in coordination with the Military Departments and the Joint Staff, a CMT functional baseline for their particular learning topic(s) that defines TLOs and ELOs, stated purpose for learning, and desired outcomes.
- b. Incorporate the TLOs and ELOs in their corresponding policy issuances, along with any other relevant training guidance. Topic lists will be subject to modification based on additional training requirements as established by the USD(P&R).
- c. Wherever possible, partner with other CMT lead proponents to:
 - (1) Examine and update TLOs and ELOs and learning outcomes.
 - (2) Identify options to standardize requirements.

(3) Combine overlapping TLOs and ELOs, stated purposes for learning, and desired outcomes.

(4) Combine, reduce, or eliminate redundant or obsolete CMT requirements, TLOs and ELOs, stated purposes for learning, and desired outcomes.

d. Submit Military Department CMT core curricula for review, as needed, through the CMTWG.

e. If also an OSD Component head, develop questions or select a number of TLOs for the Status of Forces Survey of Active Duty and Reserve Members on an annual and rotational basis to determine if the Service members have knowledge of the TLOs and ELOs, purpose for learning, and desired outcomes objectives.

SECTION 3: CMTWG ROLES AND RESPONSIBILITIES

3.1. GENERAL.

a. The objective of the CMTWG is to standardize and reduce mandatory training requirements by establishing a functional baseline for each CMT task. This reduces the burden on Service members and frees time and resources for the individual and collective training tasks. The CMTWG will recommend to the USD(P&R), through the Deputy Assistant Secretary of Defense for Force Education and Training and ASD(R), procedures and requirements to be carried out by the CMT lead proponents aligned to the objectives in this issuance.

b. The CMTWG is composed of representatives from the Military Departments, the Joint Staff, and CMT lead proponents at paygrade O-5/O-6, or GS-14/GS-15 (or equivalent), who are full-time or permanent part-time DoD employees, or Active Duty Service members.

c. The CMTWG will:

(1) Be the centralized working group to identify and recommend CMT tasks, review Military Service curriculum and OSD lead proponent TLOs and ELOs, the stated purpose for learning, and the desired outcomes of training. The CMTWG will also review and make recommendations on CMT periodicity, methods of delivery, and the reporting requirements for select CMT topics.

(2) Validate new and existing CMT requirements with reference to applicable U.S. laws, Executive orders, DoD policies, or directives from other federal agencies.

(3) Assess current training requirements, including their content, validity, periodicity, and CMT reporting, to ensure consistency across the Military Services. Recommend removing, combining, or otherwise modifying CMT topics, as appropriate, to eliminate redundant or obsolete training and save resources.

(4) Evaluate new training requirements with a focus on identifying and implementing means by which to achieve greater effectiveness and cost efficiency.

(5) Foster effective CMT collaboration across the DoD Components.

(6) Share best practices on the most effective and adaptable means of delivering CMT.

3.2. CMTWG OPERATIONS.

a. Chair.

The Chair calls CMTWG meetings, leads discussion, prepares reports, establishes procedures, presents recommendations, and leads the CMTWG.

a. Meeting Schedule.

The Chair convenes the CMTWG, as necessary, to review CMT requirements. Events that may prompt the Chair to convene the CMTWG include the following:

(1) A request from a CMT lead proponent to add a new requirement or delete or modify an existing requirement.

(2) A request from a CMT lead proponent, the Secretary of a Military Department, or the Joint Staff Joint Force Development Directorate for review of any CMT topic or its associated requirements and objectives.

(3) Establishment of a new CMT requirement through U.S. law, an Executive order, DoD policy, or an applicable directive from another federal agency.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
ASD(R)	Assistant Secretary of Defense for Readiness
CJCS	Chairman of the Joint Chiefs of Staff
CMT	common military training
CMTWG	Common Military Training Working Group
DoDD	DoD directive
DoDI	DoD instruction
ELO	enabling learning objective
TLO	terminal learning objective
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
Counterintelligence Awareness and Reporting	Includes instructions on the threat from foreign intelligence entities, methods of foreign intelligence entities, foreign intelligence entity use of the Internet and other communications including social networking services, counterintelligence insider threat, anomalies, reporting responsibilities regarding foreign travel and foreign contacts, and reporting requirements.
Code of Conduct	Standards of behavior established in Executive Order 10631 and DoDI O-3002.05 for wartime situations described in the Geneva Conventions. The guidance serves as a moral and ethical guide for combat, captivity, and isolation across the range of military operations.
CMT	Non-occupational training which is mandated for all service members to sustain readiness, provide common knowledge, enhance awareness, reinforce expected behavioral standards, or establish a functional baseline that improves the effectiveness of DoD and its constituent organizations. CMT may include initial, periodic, awareness, or refresher training.

TERM	DEFINITION
CMT lead proponent	The OSD or DoD Component responsible for the oversight, management, administration, and implementation of a specific CMT core curriculum.
CMT requirements	Non-occupational directed training that sustains readiness, provides common knowledge, enhances awareness, reinforces expected behavioral standards or obligations, and establishes a functional baseline required for all Service members to perform military duties or activities in accordance with DoDD 1322.18.
CMTWG	An interagency processing body chaired by the Deputy Assistant Secretary of Defense for Force Education and Training and consisting of representatives from the Military Departments, the Joint Staff, and CMT lead proponents.
cybersecurity	Defined in DoDI 8500.01.
ELO	<p>A subset of the skills, knowledge, or attitudes students must reach in order to successfully complete the TLO and:</p> <ul style="list-style-type: none">Allow the TLO to be broken down into smaller, more manageable objectives.Support the TLO and measures an element of the TLO, and addresses knowledge, skill or attitude gaps.Are identified when designing the lesson plan.Are optional based on analysis of the TLO and when used, there must be a minimum of two.

TERM	DEFINITION
financial readiness CMT	<p>A program to provide comprehensive financial readiness training to Service members on:</p> <ul style="list-style-type: none">Financial services that are available under law to members.Financial services that are routinely offered by private sector sources to members.Practices relating to the marketing of private sector financial services to members.Other matters relating to financial services available to members, and the marketing of financial services to members, as the Secretary considers appropriate; and such other financial practices as the Secretary considers appropriate.
isolated personnel	<p>U.S. military, DoD civilian, and DoD contractor personnel (and others designated by the President or Secretary of Defense) who are separated from their unit (as an individual or a group) while participating in a U.S.-sponsored military activity or mission and are, or may be, in a situation where they must survive, evade, resist, or escape.</p>
Operations Security	<p>Defined in DoDD 1020.02E.</p>
Privacy Act	<p>Codified at Section 552a of Title 5, U.S.C.</p>
records management	<p>Inform all agency personnel who create, receive, access, or use federal records of their records management responsibilities.</p>
Sexual Assault Prevention and Response	<p>Training geared to prevent and eliminate sexual assault by providing comprehensive procedures to better establish a culture of prevention, response, and accountability that enhances the safety and wellbeing of all DoD members.</p>
sexual harassment	<p>Defined in DoDI 1020.03.</p>
suicide prevention	<p>Programs that implement control measures to address and minimize risk factors for suicide while strengthening the factors that mitigate those risks.</p>

TERM	DEFINITION
substance abuse	The use of any substance in a manner that puts the user at risk of failing in his or her responsibilities to mission or family, or that is considered unlawful by regulation, policy, or law. This includes substance use that results in negative consequences to the health or well-being of the user or others; or meets the criteria for a substance use disorder.
Tactical Combat Casualty Care	Defined in DoDI 1322.24 for Tier One, all Service members.
test-out module	A mechanism that allows an individual to opt out of some or all of a particular training program by successfully completing a knowledge test or other assessment.
TLO	The main objective of a lesson. The performance required of the student to demonstrate appropriate knowledge, skills and attitudes required of the performance requirement in the material being taught. Describes exactly what the student must be capable of performing under the stated conditions to the prescribed standard on lesson completion.
touchpoint	Personal and professional life events marking when financial literacy training is to be provided to Service members in accordance with Section 992 of Title 10, U.S.C.

REFERENCES

- DoD Directive 1020.02E, “Diversity Management and Equal Opportunity in the DoD.” June 8, 2015, as amended
- DoD Directive 1322.18, “Military Training,” October 3, 2019
- DoD Directive 1350.2, “Department of Defense Military Equal Opportunity (MEO) Program,” August 18, 1995, as amended
- DoD Directive 2311.01E, “DoD Law of War Program,” May 9, 2006, as amended
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Directive 5205.02E, “DoD Operations Security (OPSEC) Program,” June 20, 2012, as amended
- DoD Directive 5240.06, “Counterintelligence Awareness and Reporting (CIAR),” May 17, 2011, as amended
- DoD Directive 8140.01, “Cyberspace Workforce Management,” August 11, 2015, as amended
- DoD Instruction 1010.04, “Problematic Substance Use by DoD Personnel,” February 20, 2014
- DoD Instruction 1020.03, “Harassment Prevention and Response in the Armed Forces,” February 8, 2018
- DoD Instruction 1322.24, “Medical Readiness Training (MRT),” March 16, 2018
- DoD Instruction 2000.12, “DoD Antiterrorism (AT) Program,” March 1, 2012, as amended
- DoD Instruction 2200.01, “Combating Trafficking in Persons (CTIP),” June 21, 2019
- DoD Instruction O-3002.05, “Personnel Recovery (PR) Education and Training,” April 12, 2016
- DoD Instruction 3305.11, “DoD Counterintelligence (CI) Training and Certification,” August 13, 2015, as amended
- DoD Instruction 3305.13, “DoD Security Education, Training, and Certification,” February 13, 2014, as amended
- DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019
- DoD Instruction 6490.16, “Defense Suicide Prevention Program,” November 6, 2017
- DoD Instruction 6495.02, “Sexual Assault Prevention and Response (SAPR) Program Procedures,” March 28, 2013, as amended
- DoD Instruction 8500.01, “Cybersecurity,” March 14, 2014, as amended
- Executive Order 10631, “Code of Conduct for Members of the Armed Forces of the United States,” August 17, 1955, as amended
- United States Code, Title 5, Section 552a (also known as the “Privacy Act of 1974,” as amended)
- United States Code, Title 10, Section 992