



# Department of Defense **INSTRUCTION**

**NUMBER** 3305.13

February 13, 2014

Incorporating Change 2, Effective September 24, 2020

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USD(I&S)

**SUBJECT:** DoD Security Education, 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) 3305.13 (Reference (b)) to update established policy, standards, and procedures and assigns responsibilities for the conduct of DoD security education, training, and professional development in accordance with DoDD 5105.42, DoDI 3115.11, and DoDD 1322.18 (References (c), (d), and (e)).

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

c. Establishes and designates the Security Professional Education Development (SPeD) Program as the DoD-level security education, training, and certification program. Details can be found in DoD 3305.13-M (Reference (f)).

d. Establishes the DoD Security Training Council (DSTC) as an advisory body on DoD security education and training and serves as the governance board for the SPeD Certification Program. The DSTC reports to the Defense Intelligence Training and Education Board (DITEB) 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 security education, training and certification programs.

b. All security education, training and certification programs will be technically sound and support DoD missions.

c. Security education, training, and certification will be funded and provided to meet DoD security training requirements.

d. All security education, training, and certification for Service members will be implemented in accordance to Reference (e).

4. RESPONSIBILITIES. See Enclosure 2.

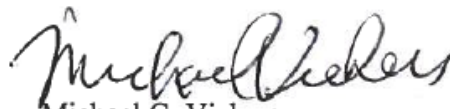
5. RELEASABILITY. **Cleared for public release**. This instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

6. SUMMARY OF CHANGE 2. This administrative change:

a. 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 (g)).

b. Makes administrative corrections as necessary.

7. EFFECTIVE DATE. This instruction is effective February 13, 2014.



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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 3305.13, "DoD Security Training," December 18, 2007 (hereby cancelled)
- (c) DoD Directive 5105.42, "Defense Security Service (DSS)," August 3, 2010, as amended
- (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) DoD 3305.13-M, "DoD Security Accreditation and Certification," March 14, 2011, as amended
- (g) Public Law 116-92, "National Defense Authorization Act for Fiscal Year 2020," December 20, 2019
- (h) DoD Instruction 1400.25-V2010, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Professional Development," December 9, 2012
- (i) DoD Directive 5111.01, "Under Secretary of Defense for Policy (USD(P))," June 23, 2020
- (j) DoD Directive 5200.43, "Management of the Defense Security Enterprise," October 1, 2012, 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 policy, direction, and oversight for DoD security education, training, and certification programs to the DoD Components and assigns education, training, and security responsibilities as necessary.

b. Reviews DoD security education, training certification programs, and standards and provides recommendations to the DoD Components.

c. Develops and distributes security education, training, and certification guidance in accordance with the strategic planning guidance, defense intelligence guidance, and other appropriate OSD policy guidance to identify security education, training, and certification requirements during the program and budget build and during development of supplemental requests. Reviews these requirements and provides additional guidance as needed.

d. Evaluates and approves education, training, and certification recommendations from the DSTC and DoD Components via the DITEB on policies, standards, responsibilities, or related security professional development matters.

e. Coordinate with the Under Secretary for Personnel and Readiness (USD(P&R)) policies on security education, training, and certification of military personnel.

f. Coordinate the content of specialized training courses for international program security and foreign disclosure with Office of the Secretary of Defense for Policy (OUSD(P)).

2. DIRECTOR, DSS. Under the authority, direction, and control of the USD(I&S), the Director, DSS:

a. Establishes and maintains DoD security professional development programs in accordance with References (a), (c), (f) and DoDI 1400.25, Volume 2010 (Reference (h)).

b. Establishes security education and training standards in cooperation with the DoD Component heads.

c. Requests recommendations from the DSTC on policies, standards, responsibilities, and related matters to facilitate security education, training and certification.

d. Utilizes established education and training analysis, design, development, implementation, and evaluation processes to determine the most effective and efficient method

of education and training delivery, to include instructor-led, distance learning, blended-learning, job aids, or other means of instructional delivery, to meet mission requirements.

e. Develops and conducts assessments and evaluations of DoD security education, training, and certification programs to determine the effectiveness, efficiency, and compliance within the DoD.

f. Collaborates and provides periodic program updates to the OSD security Functional Community Manager, USD(I&S), and Defense Security Enterprise Executive Committee (DSE ExCom) addressing security education, training, and certification program management and implementation.

g. Manages the DSTC:

(1) The DSTC serves as an advisory body on DoD security education and training to the USD(I&S) and is managed by the Director of the DSS as the functional manager for the execution of DoD security training. The DSTC provides a forum for DoD entities to discuss and coordinate security education and training issues and policies, recommend education and training standards and criteria, identify emerging education and training needs, and promote professional development and certification programs for the security practitioner workforce.

(2) The DSTC serves as the governance board for the SPeD Certification Program.

(3) Membership in the DTSC is comprised of DoD entities with security responsibilities and others as determined by the Chair.

h. Appoints the Chair of the DSTC, who:

(1) Calls a meeting of the DSTC at least annually.

(2) Chairs DSTC meetings, schedules meetings, approves agenda and maintains DSTC documentation.

(3) Chartered working groups to research and provide solutions to the DSTC on specified topics.

(4) Prepares and coordinates DSTC reports to the Director, DSS and USD(I&S).

(5) Represents the DSTC on the DITEB.

(6) Prepares, coordinates, and presents DSTC recommendations and requirements to the Director, DSS, USD(I&S) and DITEB as applicable.

3. USD(P&R). In accordance with Reference (e), the USD(P&R) coordinates military training policies, as they apply to security education, training and certification, with the USD(I&S).

4. UNDER SECRETARY OF DEFENSE FOR POLICY (USD(P)). Pursuant to DoDD 5111.01 (Reference (i)), the USD(P):

- a. Provides policy, direction and oversight for DoD international program security and foreign disclosure training.
- b. Develops and distributes security training for international programs and foreign disclosure.

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

- a. Allocate resources and provide security education, training, and certification to security personnel in accordance with DSS security education, training, and certification standards.
- b. Incorporate guidance from the USD(I&S) and the Director, DSS, to facilitate the security education, training and certification of their security personnel.
- c. Implement policies, procedures, programs, and requirements as specified in this instruction.
- d. Conduct periodic review and analysis of DoD Component-unique security education and training curriculums and share the results of this analysis for potential consolidation of DoD Components' training efforts.
- e. Assemble, maintain, and forward to the Director, DSS, a record of all security education and training requirements and programs under their responsibility.
- f. Appoint a representative to the DSTC.
- g. Submit proposed DSTC agenda and action items to DSTC Chair.
- h. Will coordinate the content of specialized training courses for international program and foreign disclosure with OUSD(P).

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

|           |                                                          |
|-----------|----------------------------------------------------------|
| DITEB     | Defense Intelligence Training and Education Board        |
| DoDD      | DoD directive                                            |
| DoDI      | DoD instruction                                          |
| DSE       | Defense Security Enterprise                              |
| DSE ExCom | Defense Security Enterprise Executive Committee          |
| DSS       | Defense Security Service                                 |
| DSTC      | DoD Security Training Council                            |
|           |                                                          |
| OUSD(P)   | Office of the Under Secretary of Defense for Policy      |
|           |                                                          |
| SPeD      | Security Professional Education Development              |
|           |                                                          |
| USCG      | U.S. Coast Guard                                         |
| USD(I&S)  | Under Secretary of Defense for Intelligence and Security |
| USD(P)    | Under Secretary of Defense for Policy                    |
| 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 purpose of this instruction.

DSE. Defined in DoDD 5200.43 (Reference (j)).

#### security disciplines

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

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.

security profession. An occupation dedicated to the protection of people, facilities, information, operations, and activities.

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.



security education and training. 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.

SPeD Program. A professional development program administered by DSS to provide coordinated Security education, training, and certification for the DoD security workforce. Supports achievement of community-defined skill standards and competencies required of DoD security personnel.