



# Department of Defense **INSTRUCTION**

**NUMBER** 3305.14

August 18, 2015

Incorporating Change 2, Effective September 25, 2020

---

---

USD(I&S)

**SUBJECT:** Joint Intelligence Training (JIT) 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) 3305.14 (Reference (b)) to establish policy and procedures and assign responsibilities for the conduct of JIT and certification of DoD personnel in accordance with DoDI 3115.11 and DoDD 1322.18 (References (c) and (d)).

b. Assigns the Chairman of the Joint Chiefs of Staff (CJCS) the responsibility for JIT and certification, as a subset of CJCS responsibilities in Reference (d), DoDD 5100.01 (Reference (e)), and Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 1800.01D (Reference (f)), for joint and interagency training, exercises, and education policy for the Military Departments.

c. Authorizes the establishment of JIT and certification governance bodies comprised of representatives of the DoD Components. These bodies report through the CJCS to the DoD Intelligence Training and Education Board in accordance with Reference (c).

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 CJCS and the Joint Staff, the Combatant Commands (CCMDs), 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 JIT and certification programs.

b. All JIT and certification will:

(1) Support DoD missions

(2) Be operationally and technically sound.

(3) Focus on intelligence support to the national military strategy and joint warfighter.

(4) Integrate into other joint training programs, and support the development of the knowledge, skills, and abilities (KSA) (or equivalents) required to perform the joint intelligence functions and tasks specified in the Universal Joint Task List in Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3500.04F (Reference (g)).

c. JIT and certifications are resourced in DoD Component planning, programming, budgeting, and execution actions, in accordance with DoDD 7045.14 (Reference (h)).

d. All JIT and certification for DoD personnel will be implemented in accordance with Reference (d).

4. RESPONSIBILITIES. See Enclosure 2.

5. INFORMATION COLLECTION REQUIREMENTS. The Annual Report of Intelligence and Security Training, Education, and Certification, referred to in paragraphs 2.e.(1)(e), 6.j., and 7.g. 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 (i)). 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 DoD Issuances Website at <https://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 2. This administrative change updates:

a. 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 (o)).

b. Administrative changes in accordance with current standards of the Office of the Chief Management Officer of the Department of Defense.

8. EFFECTIVE DATE. This instruction is effective August 18, 2015.

A handwritten signature in black ink, appearing to read "Marcel Lettre". The signature is written in a cursive style with a horizontal line extending from the end.

Marcel Lettre  
Acting Under Secretary of Defense  
for Intelligence

Enclosures

1. References
2. Responsibilities

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....5

ENCLOSURE 2: RESPONSIBILITIES.....6

    UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE AND SECURITY  
        (USD(I&S)).....6

    DIRECTOR, DEFENSE INTELLIGENCE AGENCY (DIA).....6

    DIRECTOR, NATIONAL SECURITY AGENCY/CHIEF, CENTRAL SECURITY  
        SERVICE (DIRNSA/CHCSS).....7

    DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY (NGA) .....8

    USD(P&R).....8

    DoD COMPONENT HEADS AND THE COMMANDANT OF THE U.S. COAST GUARD  
        (USCG).....8

    CJCS .....9

    COMBATANT COMMANDERS.....10

GLOSSARY .....10

    PART I: ABBREVIATIONS AND ACRONYMS .....11

    PART II: DEFINITIONS.....11

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 3305.14, “Joint Intelligence Training (JIT),” December 28, 2007, as amended (hereby cancelled)
- (c) DoD Instruction 3115.11, “DoD Intelligence Human Capital Management Operations,” January 22, 2009, as amended
- (d) DoD Directive 1322.18, “Military Training,” October 3, 2019
- (e) DoD Directive 5100.01, “Functions of the Department of Defense and Its Major Components,” December 21, 2010
- (f) Chairman of the Joint Chiefs of Staff Instruction 1800.01E, “Officer Professional Military Education Policy,” May 29, 2015
- (g) Chairman of the Joint Chiefs of Staff Manual 3500.04F, “Universal Joint Task Manual,” June 1, 2011
- (h) DoD Directive 7045.14, “The Planning, Programming, Budgeting, and Execution (PPBE) Process,” January 25, 2013, as amended
- (i) DoD Manual 3305.02, “DoD Collection Management (CM) Accreditation and Certification,” November 21, 2012, as amended
- (j) DoD Directive 3000.06, “Combat Support Agencies (CSAs),” June 27, 2013, as amended
- (k) Chairman of the Joint Chiefs of Staff Instruction 3500.01H, “Joint Training Policy for the Armed Forces of the United States,” April 25, 2014
- (l) Chairman of the Joint Chiefs of Staff Manual 3500.03D, “Joint Training Manual for the Armed Forces of the United States,” August 15, 2012
- (m) DoD Directive 5105.21, “Defense Intelligence Agency (DIA),” March 18, 2008
- (n) Chairman of the Joint Chiefs of Staff Instruction 3370.01B, “Target Development Standards,” May 6, 2016
- (o) 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 (c), the USD(I&S):

a. Establishes policy and provides direction and oversight for JIT and certification. Assigns training and certification responsibilities, as necessary, to the DoD Components.

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

c. Develops and distributes JIT and certification guidance in accordance with strategic planning, defense intelligence, and other OSD policy guidance. This guidance will identify JIT and certification requirements during the program, budget build, and development of supplemental resource requests. Reviews JIT resource requests from the CJCS and provides additional guidance, as required.

d. Evaluates and implements, as appropriate, JIT and certification recommendations from the CJCS on policies, standards, responsibilities, or related joint intelligence matters for use in appropriate policy, oversight, and guidance.

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

2. DIRECTOR, DEFENSE INTELLIGENCE AGENCY (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. Participates in the Joint Training System and takes part in joint training events and joint exercises sponsored by the CJCS and the Combatant Commanders in accordance with DoDD 3000.06 (Reference (j)).

b. Coordinates with the CJCS via the Joint Staff element responsible for JIT functions to establish and conduct joint training programs based on the agency mission-essential tasks for combat support to the CCMDs in accordance with References (c), (d), CJCSI 3500.01H (Reference (k)), and CJCSM 3500.03D (Reference (l)).

c. Incorporates joint intelligence KSAs (or equivalents) into DoD and Intelligence Community (IC) intelligence functional competencies, training, and certification standards for all source analysis, collection management, counterintelligence, human intelligence, intelligence planning, measurements and signatures intelligence, and open source intelligence.

d. Supports joint certification of appropriate DoD training to standards developed and distributed by the CJCS.

e. Supports the CJCS, through the Joint Staff Intelligence Directorate, to perform JIT management functions and related matters in accordance with DoDD 5105.21 (Reference (m)):

(1) JIT management functions include:

(a) Prescribing individual, staff, and collective JIT standards.

(b) Identifying joint intelligence KSAs (or equivalents) required by DoD Component personnel to engage in or support joint and combined operations.

(c) Developing JIT and certification guidance for incorporation into USD(I&S), USD(P&R), and CJCS training policy and guidance.

(d) Submitting JIT and certification resource requirements to the USD(I&S) and USD(P&R), as appropriate.

(e) Developing CJCS annual reports, in accordance with the procedures in Reference (i), on the status of JIT and certification for inclusion in the USD(I&S) Annual Report of Intelligence and Security Training, Education, and Certification.

(2) JIT-related matters include:

(a) Coordinating exercise support for the CJCS, the Combatant Commanders, and the Director of National Intelligence.

(b) Developing and coordinating the joint intelligence doctrine that provides the baseline for joint training, exercises, and operations.

(c) Managing joint intelligence lessons learned.

(d) Leading joint intelligence concept development.

(e) Developing and maintaining the Joint Intermediate Target Development Qualification Standard Program.

3. DIRECTOR, NATIONAL SECURITY AGENCY/CHIEF, CENTRAL SECURITY SERVICE (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:

a. Participates in the Joint Training System and takes part in joint training events and joint exercises sponsored by the CJCS and the Combatant Commanders in accordance with Reference (j).

b. Coordinates with the CJCS via the Joint Staff element responsible for JIT functions to establish and conduct joint training programs based on agency mission-essential tasks for combat support to the CCMDs in accordance with References (c), (d), (k), and (l).

c. Incorporates joint intelligence KSAs (or equivalents) within the DIRNSA/CHCSS' training standards and certifications into DoD and IC competencies, training, and certification standards for cryptology.

4. DIRECTOR, NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY (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:

a. Participates in the Joint Training System and takes part in joint training events and joint exercises sponsored by the CJCS and the Combatant Commanders in accordance with Reference (j).

b. Coordinates with the CJCS via the Joint Staff element responsible for JIT functions to establish and conduct joint training programs. Such programs are based on agency mission-essential tasks for combat support to the CCMDs in accordance with References (c), (d), (k), and (l).

c. Incorporates joint intelligence KSAs (or equivalents) within the NGA's training standards and certifications into DoD and IC competencies, training, and certification standards for geospatial intelligence.

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

6. DoD COMPONENT HEADS AND THE 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 CJCS JIT and certification guidance into their training and certification programs.

b. Maintain and forward to the CJCS, as required, a list of all JIT and certification programs under their responsibility.

c. Assist the CJCS develop and maintain JIT standards and JIT certifications.



d. Identify and exploit opportunities to conduct JIT and certification and share training, content, and training facilities with other DoD Components to the maximum extent possible to achieve efficiencies and support implementation of training standards.

e. Plan, program, and budget for JIT and certification using USD(I&S) and CJCS guidance and recommendations, as appropriate.

f. Submit Component-specific JIT requirements and limitations on training and certifications based on unique mission areas to the CJCS.

g. Identify an office of primary responsibility for JIT and certification.

h. Provide representatives to the JIT and certification governance bodies identified by the CJCS. 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. Share the JIT and certification best practices and lessons learned results, as appropriate, with the CJCS and other DoD Component heads.

j. In accordance with the procedures in Reference (i), report annually to the CJCS on the status of JIT and certification for inclusion in the USD(I&S) Annual Report of Intelligence and Security Training, Education, and Certification.

7. CJCS. In addition to the responsibilities in section 6 of this enclosure, the CJCS:

a. Designates a Joint Staff element responsible for all JIT functions consistent with the guidance for the Joint Training System in References (k) and (l).

b. Identifies governance bodies for JIT and certification to:

(1) Assists with developing and validating JIT and certification policies, standards, and requirements.

(2) Provide recommendations for improving, sharing, or consolidating JIT and certification to the CJCS.

c. Establishes and maintains JIT standards and certifications in coordination with the other DoD Components.

d. Coordinates with the USD(I&S), USD(P&R), the Military Departments, Combat Support Agencies, and Combatant Commanders to determine Component-specific JIT requirements and limitations on training and certifications based on unique mission areas.

e. Submits JIT and certification resource requirements to the USD(I&S) and USD(P&R), as appropriate, for inclusion in the various defense planning documents for the planning, programming, budgeting, and execution process. Provides JIT guidance and recommendations, as appropriate, to the DoD Component heads as they prepare budget submissions.

f. Develops and conducts assessments and evaluations of DoD JIT and certification programs to determine their effectiveness, efficiency, and compliance with established policy and standards.

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

8. COMBATANT COMMANDERS. In addition to the responsibilities in section 6 of this enclosure, the Combatant Commanders:

a. Identify, prioritize, and submit periodically JIT gaps and shortfalls to the CJCS.

b. Support the CJCS in the identification of individual joint intelligence KSAs (or equivalents) required for the joint force.

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CJCSM	Chairman of the Joint Chiefs of Staff Manual
DIA	Defense Intelligence Agency
DIRNSA/CHCSS	Director, National Security Agency/Chief, Central Security Service
DoDD	DoD Directive
DoDI	DoD Instruction
IC	Intelligence Community
JIT	joint intelligence training
KSA	knowledge, skills, and abilities
NGA	National Geospatial-Intelligence Agency
USCG	U.S. 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.

certification. Defined in Reference (c).

JIT. Individual, staff, and collective intelligence functional training that uses joint doctrine and tactics, techniques, and procedures to prepare joint forces or joint staffs to respond to strategic, operational, or tactical requirements. The Combatant Commanders consider such preparations necessary for the joint forces or joint staffs to execute their assigned or anticipated missions.

Joint Intermediate Target Development Qualification Standard. The baseline for intelligence personnel in any joint or coalition command to conduct entity-level target production in accordance with CJCSI 3370.01B (Reference (n)).

Joint Training System. A four-phase, iterative process that facilitates the adoption of an integrated, capability requirements-based method for aligning individual, staff, and collective training programs with assigned missions consistent with command priorities and available resources.