



Department of Defense **INSTRUCTION**

NUMBER 3305.15

August 13, 2015

Incorporating Change 2, Effective August 25, 2020

USD(I&S)

SUBJECT: DoD Human Intelligence (HUMINT) 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) 3305.15 (Reference (b)) to establish policy and assign responsibilities for the conduct of DoD HUMINT training and certification of DoD personnel in accordance with DoDI 3115.11 and DoDD 1322.18 (References (c) and (d)).

b. Assigns the Director, Defense Intelligence Agency (DIA), as the functional manager for DoD HUMINT training and certification, as a subset of the larger responsibility granted in DoDD S-5200.37 and DoDI O-5100.93 (References (e) and (f)) as the Defense Human Intelligence Manager (DHM).

c. Authorizes the establishment of DoD HUMINT training and certification governance bodies comprised of representatives of the DoD Components. These bodies report through the Director, DIA, to the DoD Intelligence Training and Education Board in accordance with Reference (c) and to the Defense Counter Intelligence & HUMINT Board of Directors in accordance with Reference (f).

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 (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 instruction as the "DoD Components").

3. **POLICY.** It is DoD policy that:

a. The DoD will develop and maintain HUMINT training and certification programs.

b. Prior to conducting HUMINT activities, DoD personnel will be trained in accordance with core common tradecraft standards, established in consultation with the DHM, the Secretaries of the Military Departments, the Joint Staff Intelligence Directorate (J2), and the National HUMINT Manager.

c. HUMINT training and certification support DoD missions, are operationally and technically sound, are in accordance with applicable laws and regulations, and focus on the development of the knowledge, skills, and abilities (KSAs) required to perform DoD HUMINT activities.

d. DoD HUMINT training and certification programs are resourced in DoD Component planning, programming, budgeting, and execution (PPBE) actions in accordance with DoDD 7045.14 (Reference (g)).

e. All HUMINT training and certification for DoD intelligence 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 2j and 4k of Enclosure 2 of this instruction, has been assigned report control symbol DD-INT(A,SA)2252 and is prescribed in DoD Manual 3115.11 (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 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 (i)).

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

A handwritten signature in black ink, appearing to read "Marcel Lettre". The signature is fluid and cursive, with the first name "Marcel" and the last name "Lettre" clearly distinguishable.

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 3305.15, “DoD Human Intelligence (HUMINT) Training,” February 25, 2008, 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,” January 13, 2009, as amended
- (e) DoD Directive S-5200.37, “Management and Execution of Defense Human Intelligence (HUMINT) (U),” February 9, 2009, as amended
- (f) DoD Instruction O-5100.93, “Defense Counterintelligence and Human Intelligence (HUMINT) Center (DCHC),” August 13, 2010
- (g) DoD Directive 7045.14, “The Planning, Programming, Budgeting, and Execution (PPBE) Process,” January 25, 2013, as amended
- (h) DoD Manual 3115.11, “DoD Intelligence and Security Training Standards,” March 24, 2015, as amended
- (i) Public Law 116-92, “National Defense Authorization Act for Fiscal Year 2020,” December 20, 2019
- (j) DoD Instruction C-5105.32, “Defense Attaché Service (DAS) (U),” March 18, 2009, as amended
- (k) DoD Manual 3305.02, “DoD Collection Management (CM) Accreditation and Certification,” November 21, 2012, as amended
- (l) DoD Directive 1400.35, “Defense Civilian Intelligence Personnel System (DCIPS),” September 24, 2007, as amended

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 DoD HUMINT training and certification for the DoD Components and assigns training and certification responsibilities as necessary.

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

c. Develops and distributes HUMINT training and certification guidance in accordance with the strategic planning guidance, defense intelligence guidance, and other appropriate OSD policy guidance to identify HUMINT training and certification requirements during the program and budget build and during development of supplemental resource requests.

d. Reviews HUMINT resource requests from the DoD Component heads and the Director, DIA, and provides additional guidance as required.

e. Receives and evaluates HUMINT training and certification recommendations from the Director, DIA, on policies, standards, responsibilities, or related HUMINT matters for use in appropriate policy, oversight, and guidance.

f. Coordinates policies on HUMINT training and certification of DoD military and civilian personnel with the Under Secretary of Defense for Personnel and Readiness (USD(P&R)).

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 DoD HUMINT training standards and DoD HUMINT certifications in coordination with the Secretaries of the Military Departments and the Joint Staff, as appropriate.

b. Manages attaché nominations, selection, and training process in accordance with DoDI C-5105.32 (Reference (j)).

c. Establishes joint training activities to plan and manage the implementation of DoD HUMINT training in coordination with the CJCS, the Secretaries of the Military Departments, and the USD(I&S).

d. Conducts HUMINT training and certification for the Defense Intelligence workforce. Shares 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. Submits DoD HUMINT training and certification resource requirements to the USD(I&S) for inclusion in the various defense planning documents for the PPBE process.

f. Recommends DoD HUMINT training resource allocations to the USD(I&S) in consultation with the DoD Components.

g. Designates a lead for all matters related to DoD HUMINT training and certification.

h. Establishes and oversees the activities of DoD HUMINT training and certification governance bodies, that:

(1) Support the Director, DIA, in the development and validation of DoD HUMINT training policies, standards, and requirements and ensures that training informs and facilitates HUMINT certification.

(2) Provide recommendations for improving, sharing, or consolidating HUMINT training to the Director, DIA, for reporting to the USD(I&S) and the appropriate DoD Components.

i. Incorporates HUMINT KSAs into DoD and Intelligence Community intelligence functional competencies, training, and certification standards for HUMINT.

j. Develops and conducts assessments and evaluations of DoD HUMINT training and certification programs in accordance with the procedures in DoD Manual 3305.02 (Reference (k)) to determine the effectiveness, efficiency, and compliance with established policy and standards.

k. Reports annually to the USD(I&S) on the status of DoD HUMINT training and certification for inclusion in the USD(I&S) Annual Report of Intelligence and Security Training, Education and Certification.

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 DoD HUMINT training and certification.

4. DoD COMPONENT HEADS AND COMMANDANT OF THE U.S. COAST GUARD. The DoD Component heads and the Commandant of the U.S. Coast Guard:

a. Implement policies, procedures, programs, and requirements as specified in this instruction and, as appropriate, incorporate USD(I&S) and Director, DIA, HUMINT training and certification guidance into their training and certification programs.

b. Coordinate with the CJCS, the Director, DIA, the Chair of the DoD HUMINT training and certification governance bodies, and the USD(I&S) in establishing any HUMINT joint training activities to assist in the development of a DHM-approved HUMINT training program.

c. Maintain and periodically forward to the Director, DIA, a list of all HUMINT training and certification programs under their responsibility.

d. Assist the Director, DIA, develop and maintain HUMINT training standards and HUMINT certifications.

e. Identify and exploit opportunities to conduct HUMINT training and certification and share training, content, and training facilities with other DoD Components to achieve efficiencies and support implementation of training standards.

f. Plan, program, and budget for HUMINT training and certification using USD(I&S) and DIA guidance and recommendations, as appropriate.

g. Submit Component-specific HUMINT training requirements and limitations on training and certifications, as required, based on unique missions areas to DIA.

h. Identify an office of primary responsibility for HUMINT training and certification.

i. Provide a representative to the DoD HUMINT 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.

j. Review and analyze DoD Component-unique education and training curriculums, and share the HUMINT training and certification best practices and lessons learned results, as appropriate, with the DoD HUMINT training and certification governance bodies.

k. Report annually to the Director, DIA, on the status of HUMINT 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).

5. CJCS. In addition to the responsibilities in section 4 of this enclosure, the CJCS:

a. Coordinates with the Director, DIA, and the USD(I&S) in establishing any jointly manned activity to plan and manage the implementation of DoD HUMINT training.

b. Coordinates with the Defense Intelligence Component heads in establishing and manning HUMINT joint training activities to help develop a DHM-approved HUMINT training program.

c. Leverages HUMINT training opportunities, in consultation with the Secretaries of the Military Departments, the Director, DIA, and the chairs of the DoD training governance body, to achieve economies of scale and establish joint training activities, when appropriate, to capitalize on best practices to effectively train HUMINT personnel.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CJCS	Chairman of the Joint Chiefs of Staff
DHM	Defense Human Intelligence Manager
DIA	Defense Intelligence Agency
DoDD	DoD Directive
DoDI	DoD Instruction
HUMINT	human intelligence
KSA	knowledge, skills, and abilities
PPBE	planning, programming, budgeting, and execution
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

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

certification. Defined in Reference (c).

Defense Intelligence Components. Defined in DoD Directive 1400.35 (Reference (1)).

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.

HUMINT training. Instruction and applied exercises for acquiring and retaining skills and knowledge required in the acquisition of foreign intelligence derived from the collection discipline that uses human beings as both sources and collectors.