



Department of Defense

# INSTRUCTION

NUMBER 1300.23  
August 20, 2003

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ASD(ISA)

SUBJECT: Isolated Personnel Training for DoD Civilian and Contractors

- References:
- (a) Section 1501 of title 10, United States Code
  - (b) DoD Directive 2310.2, "Personnel Recovery," December 22, 2000
  - (c) DoD Directive 1300.7, "Training and Education to Support the Code of Conduct," December 8, 2000
  - (d) DoD Instruction 1400.32, "DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures," April 24, 1995
  - (e) DoD Directive 1404.10, "Emergency-Essential (E-E) DoD U.S. Citizen Civilian Employees," April 10, 1992
  - (f) DoD Instruction 3020.37, "Continuation of Essential DoD Contractor Services During Crises," November 6, 1990

## 1. PURPOSE

This Instruction:

1.1. Implements policy, assigns responsibilities, and prescribes procedures to prepare DoD civilian employees, DoD contractors, and other personnel designated by the Secretaries of the Military Departments and the Combatant Commanders with the training necessary in accordance with references (a) and (b) to cope with possible capture and return to U.S. control with honor, in accordance with reference (c).

1.2. Designates the Commander, United States Joint Forces Command (USJFCOM), as the official responsible for Code of Conduct training standards in accordance with reference (c).

## 2. APPLICABILITY AND SCOPE

2.1. This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the

Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all the other organizational entities within in the Department of Defense (hereafter referred to collectively as "the DoD Components").

2.2. This Instruction provides guidance for the training requirements for DoD civilians and contractor personnel serving overseas or about to deploy overseas that are considered to have a low, medium or high risk of capture within the DoD Components. Based on the determination of level of risk, isolation training is focused to assist those personnel survive such a situation until they can be rescued.

### 3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 1.

### 4. POLICY

It is DoD policy under reference (a) through (c) that:

4.1. Preserving the lives and well-being of U.S. military, DoD civilian employees, and DoD contractors placed in danger of being isolated, beleaguered, detained, captured or having to evade while participating in U.S.-sponsored activities or missions is one of the highest priorities of the Department of Defense. The Department of Defense has a moral obligation to protect its personnel, prevent exploitation of its personnel by adversaries, and reduce the potential for captured personnel being used as leverage against the United States.

4.2. Before entering a theater of operations or an area of responsibility, whether on temporary duty or due to a permanent change of station, identified DoD civilian employees, DoD contractors (under the terms of the contract), and other designated personnel shall receive or already have completed the training necessary to survive isolation in a hostile environment, including captivity, and to return home safely and with honor.

4.3. Before entering a theater of operations or an area of responsibility, identified DoD civilian employees, DoD contractors (under the terms of the contract), and other designated personnel shall know their personal legal status under the Geneva Conventions. Knowledge of their personal legal status shall assist those who become captured or isolated to apply properly the rights and privileges afforded to them under international law.

4.4. This Instruction shall not take the place of any antiterrorism training, but instead complements it.

4.5. Those identified personnel hired in theater also shall meet the intent of paragraphs 4.2. and 4.3., above.

## 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Acquisition, Technology, and Logistics, in coordination with the Deputy Assistant Secretary of Defense for Prisoner of War/Missing Personnel Affairs (DASD(POW/MPA)), shall draft guidelines for contracts requiring DoD contractors, the Secretaries of the Military Departments, and the Commanders of the Combatant Commands identify to receive isolated personnel training before deploying to a theater of operations or an area of responsibility.

5.2. The Assistant Secretary of Defense for International Security Affairs (ASD(ISA)) shall:

5.2.1. Serve as the principal staff assistant and the civilian advisor to the Secretary of Defense, and to the Under Secretary of Defense for Policy on personnel recovery.

5.2.2. Designate the Defense Prisoner of War (POW)/Missing Personnel Office (DPMO) as the ASD(ISA) his office of primary responsibility for personnel recovery. The DPMO shall:

5.2.2.1. Establish policy for isolated personnel training for DoD civilian employees, DoD contractors, and other designated personnel that shall apply uniformly throughout the Department of Defense.

5.2.2.2. Coordinate with the Department of State (DoS) and the other Agencies of the U.S. Government to ensure that DoD civilian employees, DoD contractors, and other designated personnel that are assigned to their Agencies overseas receive training.

5.3. The Secretaries of the Military Departments, the Commanders of the Non-Geographic Commands, and the other Heads of the DoD Components shall:

5.3.1. Identify and designate DoD civilian employees, DoD contractors, and other personnel who require isolated personnel training because their jobs, specialties, or assignments put them at some risk of capture.

5.3.2. Provide the appropriate level of isolated personnel training to DoD civilian employees, DoD contractors, and other designated personnel assigned to a theater of operations or an area of responsibility.

5.4. The Chairman of the Joint Chiefs of Staff shall:

5.4.1. Coordinate the operational implementation of this Instruction with the Combatant Commands, the Chiefs of the Military Services, and the Commandant of the Marine Corps.

5.4.2. In coordination with the Military Services and the Combatant Commands, develop uniform standards for determining which level of isolated personnel training (Levels A (low), B (medium), and C (high)) DoD civilian employees, DoD contractors, and other designated personnel require.

5.4.3. Review the joint operation plans (operational, concept, and functional), deployment orders, and other relevant documents of the Combatant Commands to ensure that they include requirements for identifying and training DoD civilian employees, DoD contractors, and other designated personnel.

5.5. The Commanders of the Geographic Combatant Commands shall:

5.5.1. Coordinate with the Chairman, Joint Chiefs of Staff and the Military Services, in developing standards for determining which DoD civilian employees, DoD contractors, and other designated personnel require low-, mid-, and high-risk-of-capture training (Levels A (low), B (medium), and C (high)).

5.5.2. Identify those jobs, specialties, or assignments that require the incumbent employee to receive isolated personnel training and what level of training the employee should receive.

5.5.3. Provide theater-specific isolated personnel training to personnel who will be assigned to jobs, specialties, or assignments that require such training.

5.5.4. Develop theater admission requirements for DoD civilian employees, DoD contractors, and other designated personnel, as required. Include minimum isolated personnel training requirements for those DoD civilian employees and DoD contractors who will operate in-theater, in accordance with the environment in which they will work.

5.6. The Commander, United States Joint Forces Command (USJFCOM) shall develop Code of Conduct training standards in accordance with reference (c), and oversee and monitor isolated personnel training for DoD civilian employees, DoD contractors, and other designated personnel. The Commander, USJFCOM, has designated the Joint Personnel Recovery Agency (JPRA) as the USJFCOM office having primary responsibility for implementing these responsibilities. Accordingly, the Commander, JPRA shall:

5.6.1. Establish and publish minimum training requirements for preparing isolated DoD civilian employees, DoD contractors, and other designated personnel to achieve and maintain adequate standards.

5.6.2. Advise the Chiefs of the Military Services and the Combatant Commanders on required isolated personnel training, and compliance with minimum training requirements of their DoD civilian employees and DoD contractors.

5.6.3. Oversee and monitor isolated personnel training, planning, and support to the DoD Components.

5.7. The Heads of the DoD Components shall:

5.7.1. Develop procedures for the required training, processing, and support to be provided to civilians and contractors remaining in, or deploying to, a theater of potentially hostile operations.

5.7.2. In accordance with paragraph 5.6., coordinate all isolated personnel training matters with the Joint Personnel Recovery Agency.

5.7.3. In accordance with subparagraph 5.3.2., coordinate isolated personnel training requirements with the appropriate Military Department and the Combatant Command Commanders.

## 6. PROCEDURES

6.1. The DASD (POW/MPA) shall review Military Service implementing instructions on isolated personnel training to ensure conformity to this Instruction. Additionally, coordinate with the General Counsel of the Department of Defense, as required, to ensure consistency with policies of the DoS and the other Agencies of the Executive Branch.

6.2. The Secretaries of the Military Departments shall:

6.2.1. Train identified DoD civilian employees, DoD contractors (under the terms of the contract), and other designated personnel in the appropriate level of isolated personnel training. Isolated personnel training shall be conducted at the following three levels:

6.2.1.1. Level A (Low). Minimum level of understanding for identified personnel accomplished on completion of standards of conduct training, in accordance with DoD Instruction 1400.32 (reference (d)) and the law of war training in DoD Directive 1404.10 (reference (e)).

6.2.1.2. Level B (Medium). Minimum level of understanding for identified personnel whose jobs, specialties, or assignments entail moderate risk of capture and exploitation. Those personnel intended to accompany members of ground combat units into hostile, combat, or other designated areas, security forces for high-

threat targets, and anyone in the immediate vicinity of the "Forward Edge of Battle Area" or the "Forward Line of Troops" shall receive Level B training at least once in their careers. Training shall be conducted for such personnel as soon as they assume duties or responsibilities that make them eligible.

6.2.1.3. Level C (High). Minimum level of understanding for identified personnel whose jobs, specialties, or assignments entail a significant or high-risk of capture and exploitation. Those personnel who have position, rank, seniority, or exposure to Top Secret or higher classified information making them vulnerable to greater-than-average exploitation efforts by a captor. The following categories of personnel shall receive formal Level C training at least once in their careers. Training shall be conducted for such personnel, as soon as they assume duties or responsibilities that make them eligible:

6.2.1.3.1. Those accompanying combat aircrews.

6.2.1.3.2. Those accompanying Special Operations Forces (e.g., Navy special warfare combat swimmers and Special Boat Units, Army Special Forces and Rangers, Marine Corps Force Reconnaissance units, Air Force Special Tactics teams, and psychological operations units).

6.2.1.3.3. Other designated personnel.

6.2.2. When determining the level of training required, the Military Services shall consider those personnel assigned to countries where civil strife and banditry exist and guerrillas, and terrorists are known to operate. Refresher or continuation training shall be considered for identified DoD civilian employees, DoD contractors (under the terms of the contract), and other designated personnel throughout their careers.

6.2.3. Validate and accredit all isolated personnel training.

6.2.4. Employ qualified instructors and approved materials for isolated personnel training to ensure that all personnel receive quality instruction.

6.2.5. Use existing Military Service inspection programs to evaluate isolated personnel training programs to ensure that they meet the requirements established in this Instruction. Provide inspection results to the DPMO and the JPRA within 30 days of the close of each calendar year.

6.2.6. Maintain records indicating completion of training in skills to cope with isolation, captivity, and detention by each assigned individual. Provide the Commanders of the Combatant Commands and JPRA annual levels A through C training data.

6.3. The Commander, JPRA, shall:

6.3.1. Research and develop training programs when necessary, and modify existing programs to ensure adequate and standard training throughout the Department of Defense. While realistic, stressful training is authorized, it shall be supervised closely to prevent abuse. Examples, statements, writings, and materials that undermine the confidence and spirit of DoD civilian employees, DoD contractors, and other designated personnel, such as those of a defeatist nature, shall not be used in training programs, except when directed towards positive learning outcomes.

6.3.2. Tailor isolated personnel training to specific types of operations (e.g., combat, peacetime, or hostage and detention) and conduct it in a progressive manner.

6.3.3. In coordination with the Military Services, develop and distribute multimedia training materials to support isolated personnel training throughout the Department of Defense. Materials shall include guidance on applying realistic and well-monitored training.

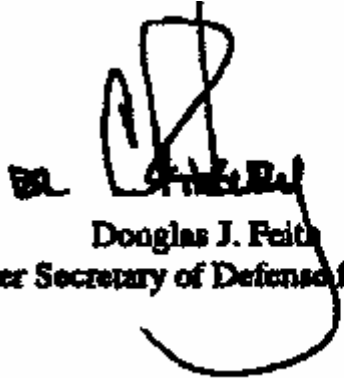
6.3.4. Serve as the DoD historian and librarian in all isolated personnel matters and identify, collect, and control copies of all such documentation existing or produced in the future. Those materials shall be available for use, review, and research by the Military Services and the other Government Agencies.

6.3.5. Monitor and evaluate ongoing training programs to achieve and maintain adequate and uniform isolated personnel training instructions. At the discretion of the Military Services, the JPRA shall combine inspection requirements with existing Military Service inspection programs.

6.3.6. Enclosure 2 prescribes general training objectives under this Instruction.

7. EFFECTIVE DATE

This Instruction is effective immediately.



**Douglas J. Feith**  
**Under Secretary of Defense for Policy**

Enclosures - 2

E1. Definitions

E2. Training Objectives



E1. ENCLOSURE 1

DEFINITIONS

E1.1. DEFINED TERMS

E1.1.1. The DoD Civilian Employees. U.S. citizens or foreign nationals employed by the Department of Defense and paid from appropriated or nonappropriated funds under permanent or temporary arrangement. That includes employees filling full-time, part-time, intermittent, or on-call positions.

E1.1.2. The DoD Contractor. Any individual, firm, corporation, partnership, association, or other legal non-Federal entity that enters into a contract directly with the Department of Defense to furnish services, supplies, or both, including construction. The term "DoD Contractor" may include U.S. nationals, local citizens, or third-country nationals, but shall not include foreign governments or representatives of foreign governments that sell to the Department of Defense, a DoD Component, or foreign corporations owned wholly by foreign governments.

E1.1.3. The Terms in Joint Pub 1-02. The following terms used in this Directive are defined in Joint Pub 1-02:

E1.1.3.1. Area of Responsibility.

E1.1.3.2. Emergency-Essential (E-E) Civilians.

E1.1.3.3. Hostile Act.

E1.1.3.4. Hostile Casualty.

E1.1.3.5. Isolated Personnel.

E1.1.3.6. Personnel Recovery.

E1.1.3.7. Theater of Operations.

E1.1.3.8. Unaccounted For.

E2. ENCLOSURE 2

TRAINING OBJECTIVES

E2.1.1. The DoD Components maintain interactive, uniform, and continuing training programs in support of personnel recovery policy, including instruction in the methods of surviving a hostile environment while awaiting rescue, recovery, or repatriation.

E2.1.2. There is consistency in the content of all DoD-isolated personnel training programs, materials, and instructional information.

E2.1.3. Instructional material on isolated personnel training inculcates in all DoD employees, DoD contractors, and other designated personnel a uniform and positive attitude that they have the ability to resist captor efforts to exploit them to the detriment of themselves, their fellow captives, and their country.

E2.1.4. Training programs impress on all trainees the personal and professional responsibilities of leadership, teamwork, devotion to fellow captives.

E2.1.5. Training shall provide information about the Military Code of Conduct to familiarize personnel with what their fellow military captives are trained to do in a hostile environment.

E2.1.6. Level A (low) -- Introductory-Level Training. DoD civilian employees, DoD contractors (pursuant to the terms of the contract), and other designated personnel shall receive familiarization instruction on the captivity environments such as combat, peacetime, and hostage detention. Level A isolated personnel training requirements may be accomplished by completing antiterrorism and force protection training before entry into the theater DoD Instruction 1400.32 (reference (d)) and DoD Instruction 3020.37 (reference (f)). JPRA-prepared training materials may be required to supplement those pre-deployment briefings. Training may be accomplished through computer-based training.

E2.1.7. Level B (medium) -- Intermediate-Level Training. DoD civilians and DoD contractors (pursuant to the terms of the contract) are given information sufficient to permit them to comprehend surviving a hostile environment while awaiting rescue, recovery, or repatriation. The DoD civilians and DoD contractors are given information sufficient to permit them to comprehend principles and concepts for surviving all captivity environments of combat, peacetime, and hostage/detention. Training may be accomplished via computer.

E2.1.8. Level C (high) -- Advanced-Level Training. DoD civilian employees and DoD contractors (pursuant to the terms of the contract) shall apply tactics, techniques, and procedures on surviving a hostile environment while awaiting rescue, recovery, or repatriation. Level C training shall be a hands-on derivative of the current captivity environment conducted by the Department of Defense. All captivity environments plus basic survival skills shall be trained.