



Department of Defense INSTRUCTION

NUMBER 3305.09
December 22, 2006

USD(I)

SUBJECT: DoD Cryptologic Training

- References:
- (a) DoD Directive 5210.70, "DoD Cryptologic Training," November 3, 1980 (hereby canceled)
 - (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review - Phase II," July 13, 2005
 - (c) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I)), " November 23, 2005
 - (d) DoD Directive 5100.47, "National Cryptologic School," April 30, 1965 (hereby canceled)

1. REISSUANCE AND PURPOSE

This Instruction:

- 1.1. Reissues Reference (a) as a DoD Instruction according to the guidance in Reference (b), and under the authority in Reference (c).
- 1.2. Cancels Reference (d).
- 1.3. Provides policies, standards, and procedures for the conduct of cryptologic training. It assigns responsibilities for cryptologic training within the various DoD Components.
- 1.4. Continues to designate the National Cryptologic School (NCS) as the training and educational institution of the National Security Agency/Central Security Service (NSA/CSS).
- 1.5. Continues to authorize the Cryptologic Training Council as an advisory body on cryptologic training.

2. APPLICABILITY AND SCOPE

This Instruction applies to the Office of the Secretary of Defense, 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 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 other organizational entities within the Department of Defense (hereafter referred to collectively as the “DoD Components”). The term “Military Services,” as used herein, refers to the Active and Reserve components of the Army, the Navy, the Air Force, the Marine Corps, and as provided above, the Coast Guard.

3. DEFINITIONS

Terms used in this Instruction are defined in Enclosure 1.

4. POLICY

It is DoD policy that:

4.1. There shall be cryptologic training in the Department of Defense.

4.2. All cryptologic training shall be technically sound.

4.3. Cryptologic Training System (CTS) schools shall implement cryptologic training according to CTS standards. All cryptologic and cryptologic related training shall be conducted at each Military Department school according to the educational standards of the NCS and the Military Departments.

4.4. All DoD cryptologic and cryptologic-related training shall adhere to the provisions of this Instruction.

4.5. NCS courses of instruction shall:

4.5.1. Enhance the preparation of selected military officers and civilian personnel for increasingly senior command, staff, and policy-making positions in the national and international security environment.

4.5.2. Prepare military and civilian personnel for duty in cryptologic and cryptologic-related activities.

4.6. The staff and faculty of the NCS shall be provided by civilian and military personnel on duty with NSA for specific training requirements. The staff and faculty of the Military Department cryptologic schools shall be provided by each respective Military Department. Manpower authorizations for Joint Service staffs and faculties shall be prorated among the Military Departments based on the number of student training weeks.

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Intelligence (USD(I)), in accordance with Reference (c), shall:

5.1.1. Provide overall supervision and policy oversight for cryptologic training to the Defense Intelligence Components and assign Defense Intelligence training responsibilities as necessary.

5.1.2. Review DoD cryptologic training programs and provide recommendations to the Heads of the DoD Components.

5.1.3. Promulgate cryptologic training guidance in accordance with the Strategic Planning Guidance, Defense Intelligence Guidance, and OSD memorandums to address cryptologic training issues during the program and budget build and during the development of supplemental requests. USD(I) will review requests upon budget submission and provide additional guidance as needed.

5.1.4. Receive recommendations from the Cryptologic Training Council on policies, standards, responsibilities, or related cryptologic matters.

5.2. The Director, NSA/Chief, CSS, under the authority, direction, and control of the USD(I), shall:

5.2.1. Appoint the Associate Director for Education and Training (ADET) of the NCS.

5.2.1.1. The ADET shall:

5.2.1.1.1. Serve as the Training Director, NSA/CSS (TDNC), to coordinate all CTS cryptologic training courses and provide appropriate technical guidance and support.

5.2.1.1.2. Determine the level and scope of courses of instruction offered by the NCS for both resident and non-resident use, as required for accomplishment of cryptologic missions, and establish the necessary training programs and courses.

5.2.1.1.3. Establish the following for the NCS:

5.2.1.1.3.1. The total enrollment and allocation of student quotas for resident courses.

5.2.1.1.3.2. Criteria for selection of students for resident courses.

5.2.1.1.3.3. Prerequisites and regulations for participation in classroom, correspondence courses, computer-based, and web-based technology classes.

5.2.1.1.3.4. A course evaluation program that identifies the utilization and efficiency of education and training courses.

5.2.1.1.3.5. In collaboration with the Military Departments, common civilian and military standards, and certifications for cryptologic instructors to enable the exchange of instructors and knowledge sharing across the CTS.

5.2.1.1.3.6. Equitable reallocation of unfilled quotas for resident courses.

5.2.1.1.4. Within the Planning, Programming and Budgeting and Execution System (PPBES):

5.2.1.1.4.1. Submit education and training requirements to the Director, NSA/Chief, CSS, for Military Department cryptologic and cryptologic-related training programs and provide program manager's guidance for cryptologic training.

5.2.1.1.4.2. Review Military Department submissions on cryptologic and cryptologic-related training.

5.2.1.1.5. Provide technical guidance, minimally required design, development and delivery, and support for all course development and all ongoing cryptologic and cryptologic-related training.

5.2.1.1.6. Review course documentation for technical adequacy of cryptologic and cryptologic-related course content.

5.2.1.1.7. Coordinate proposed changes to cryptologic training requirements resources and courses as initiated by the Director, NSA/Chief, CSS with the Military Departments.

5.2.1.1.8. Establish objectives, goals, standards, curricula, and types and sources of training used to satisfy requirements.

5.2.1.1.9. Conduct periodic review and analysis of all common and unique cryptologic training courses for potential consolidation and/or colocation. When such action is determined to maintain or enhance the effectiveness of training, manage the consolidations and/or colocations.

5.2.1.1.10. Provide for cryptologic curriculum creation to facilitate the electronic data basing, retrieval and sharing of CTS course material that follows an agreed upon DoD Standard Shareable Content Object Reference Module version.

5.2.1.1.11. Create, in coordination with the Military Departments, common on-line cryptologic joint qualification requirements and joint qualification standards to capture, facilitate, and adjust to rapid mission changes.

5.2.1.1.12. Chair the Cryptologic Training Council, a forum where policy matters, training issues, and other related topics may be addressed. The Council shall be composed of representatives from each Military Department, the NSA/CSS, and others as determined by the Chair.

5.2.1.1.13. Prescribe administrative procedures for compliance with appropriate security policies pertaining to special clearance requirements for all NSA/CSS personnel involved with cryptologic training.

5.2.1.1.14. Serve as the principal executive for the Director, NSA/Chief, CSS in matters related to cryptologic training and assist the NCS with broad career development of military and civilian personnel assigned to cryptologic functions.

5.2.1.2. Additionally, the ADET shall collaborate and coordinate with the Military Departments to establish:

5.2.1.2.1. Standardized cryptologic course documentation, to include common course designators, for curriculum briefings and courses in digital format. Curriculum quality and currency will follow the American Council on Education guidelines to enable sharing of training materials across the cryptologic enterprise.

5.2.1.2.2. An on-line common cryptologic course evaluation and information feedback system that incorporates Military Department evaluation methods.

5.2.1.2.3. Common Cryptologic Career Roadmaps for core knowledge, skills, and specific discipline awareness requirements.

5.2.2. Except as provided in paragraph 5.3, be responsible for PPBES participation on behalf of the NCS, including expenses incident to the NCS and for clerical support for specialized and advanced courses conducted by the NCS for the Military Departments.

5.2.3. Report annually to USD(I) on the operations of the NCS and cryptologic Service schools, including recommendations as appropriate.

5.2.4. Define regulatory controls for cryptologic training in a series of NSA/CSS manuals in coordination with the Military Departments.

5.3. The Secretaries of the Military Departments shall:

5.3.1. Incorporate guidance from USD(I) and the Director, NSA/Chief, CSS in the design and development of cryptologic training, evaluation, and related PPBES actions.

5.3.2. Provide for the pay, allowances (including subsistence) of military personnel, and the permanent change of station travel costs of military and civilian personnel assigned to the staff or faculty of the NCS.

5.3.3. Provide for the pay, allowances, and travel costs (not integral to courses of instruction) of military and civilian personnel assigned as students at the NCS.

5.3.4. Program, budget, and provide to the NCS, equipment peculiar to cryptologic missions and required to support specialized and advanced training for the Military Departments.

5.3.5. Assemble and maintain a current record of all DoD common and unique training requirements and programs under their cognizance for all DoD Components.

5.3.6. Establish, maintain, and operate cryptologic training schools that provide training for DoD Components as agreed upon among the Secretaries of the Military Departments and Director, NSA/Chief, CSS.

5.3.7. Provide cryptologic instructional material for Reserve components, correspondence students, and proficiency training for all military personnel.

5.3.8. Provide facilities for DoD Components for training that can be effectively and efficiently conducted on a colocated basis.

5.3.9. Coordinate actions with Director, NSA/Chief, CSS, and maintain liaison with other DoD Components and appropriate Government Departments and Agencies on matters that affect the conduct and development of assigned cryptologic training programs.


5.3.10. Prescribe administrative procedures for compliance with appropriate security policies pertaining to special clearance requirements for all personnel of their respective Military Service involved with cryptologic training.

5.3.11. Coordinate cognizant organizations program and budgeting for all expenses incidental to the operation, maintenance, and base-operating support of their respective cryptologic training schools.

5.3.12. Coordinate deviations and proposed changes to training requirements, resources, and courses initiated by the Military Departments, to include training requirements to develop new systems and the procurement of technical training equipment that affect the capability to execute training programs with the TDNC.

6. EFFECTIVE DATE

This Instruction is effective immediately.



DEC 22 2006
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Under Secretary of Defense for Intelligence

Enclosures – 1
E1. Definitions

E1. ENCLOSURE 1

DEFINITIONS

E1.1. Common Cryptologic Training. Training in identical skills that are essentially similar for personnel of more than one Military Department or for the National Security Agency/Central Security Service.

E1.2. Cryptologic-Related Training. Training that is a prerequisite for, or an adjunct to, cryptologic training and job performance when the subject matter is not in itself cryptologic but is of overriding importance to the conduct of cryptologic operations; the non-cryptologic applications of such subjects are excluded.

E1.3. Cryptologic Training. Training that provides and improves institutional knowledge and skills unique to the cryptologic mission.

E1.4. Cryptologic Training System (CTS). A confederation of the Military Departments, NSA/CSS, military training commands, and cryptologic schools established to train a competent military and civilian cryptologic workforce.

E1.5. Education. The process of providing information to obtain and develop knowledge and skills via formal or informal instruction for a specific purpose.

E1.6. Unique Cryptologic Training. Training in cryptologic skills that is either used by only one of the DoD Components engaged in cryptologic operations, or sufficiently dissimilar among the DoD Components as to make consolidated or collocated inter-component training infeasible.