



Department of Defense **INSTRUCTION**

NUMBER 5240.27

November 13, 2013

Incorporating Change 2, Effective October 2, 2020

USD(I&S)

SUBJECT: Joint Counterintelligence Training Activity (JCITA)

References: See Enclosure 1

1. PURPOSE. This instruction:

a. Designates JCITA as the advanced and joint counterintelligence (CI) training activity that supports DoD CI in accordance with the authority in DoD Directive (DoDD) 5143.01, DoDD 5240.02, and DoD Instruction (DoDI) 3305.11 (References (a), (b), and (c)).

b. Establishes policy, assigns responsibilities, and provides procedures for the management of JCITA.

c. Prescribes the JCITA mission, functions, and activities.

2. APPLICABILITY. This instruction applies to OSD, the Military Departments, 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. JCITA, under the authority, direction, and control of the Director, Defense Intelligence Agency (DIA), serves as the primary professional training and education center for advanced and joint CI training within DoD and is known as the DoD Center of Excellence for CI training.

b. Advanced and joint CI training will have established course prerequisites.

c. JCITA training is conducted in accordance with References (a) and (c).

d. JCITA training supports the professionalization of the DoD CI workforce in accordance with the Under Secretary of Defense for Intelligence Memorandum (Reference (d)).

e. Personnel attending JCITA courses should be assigned, or projected to be assigned, to a duty position that requires the use of CI skills.

f. CI training for non-U.S. persons is conducted in accordance with DoDI 3305.12, DoDD 5230.11, and DoDD 5230.20 (References (e) through (g)).

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosures 3 and 4.

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 (h)).

8. EFFECTIVE DATE. This instruction is effective November 13, 2013.



Michael G. Vickers
Under Secretary of Defense for Intelligence

Enclosures

1. References
2. Responsibilities
3. Procedures
4. JCITA BoG

Glossary

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 Directive 5240.02, "Counterintelligence (CI)," March 17, 2015, as amended
- (c) DoD Instruction 3305.11, "DoD Counterintelligence (CI) Training," August 13, 2015, as amended
- (d) Under Secretary of Defense for Intelligence Memorandum, "Strategic Management of the Defense Intelligence Enterprise Workforce," October 12, 2011
- (e) DoD Instruction 3305.12, "Intelligence and Counterintelligence (I&CI) Training of Non-U.S. Persons," October 14, 2016, as amended
- (f) DoD Directive 5230.11, "Disclosure of Classified Military Information to Foreign Governments and International Organizations," June 16, 1992
- (g) DoD Directive 5230.20, "Visits and Assignments of Foreign Nationals," June 22, 2005
- (h) Public Law 116-92, "National Defense Authorization Act for Fiscal Year 2020," December 20, 2019
- (i) Chairman of the Joint Chiefs of Staff Manual 3500.03D, "Joint Training Manual for the Armed Forces of the United States," August 15, 2012
- (j) Chairman of the Joint Chiefs of Staff Manual 3500.04F, "Universal Joint Task Manual," June 1, 2011

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE AND SECURITY (USD(I&S)). The USD(I&S) provides policy, direction, and oversight for DoD CI training in accordance with Reference (c).

2. DIRECTOR FOR DEFENSE INTELLIGENCE (INTELLIGENCE AND SECURITY). Under the authority, direction, and control of the USD(I&S), the Director for Defense Intelligence (Intelligence and Security):
 - a. Advises the USD(I&S) on DoD CI enterprise training matters.
 - b. Reviews the Director, DIA, assessments of JCITA CI training.
 - c. Reviews JCITA courses to ensure compliance with DoD policy.

3. 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. Provides DoD CI training activity requirements in planning, programming, and budget submissions to the USD(I&S) for the Military Intelligence Program and to the Director of National Intelligence for the Foreign Counterintelligence Program component of the National Intelligence Program.
 - b. Provides sufficient resources for JCITA to meet DoD CI enterprise training requirements.
 - c. Provides strategic guidance and direction for the operation of JCITA.
 - d. Coordinates with the Joint Staff to certify JCITA courses meet Joint Intelligence Training standards of interoperability in accordance with Chairman of the Joint Chiefs of Staff Manuals 3500.03D and 3500.04F (References (i) and (j)).
 - e. Coordinates with the Joint Staff and the DoD CI enterprise to develop CI-related universal joint tasks for use in joint mission-essential task lists and published in the universal joint task list (UJTL) in accordance with References (i) and (j).
 - f. In consultation with the DoD CI Enterprise, identifies, integrates, validates, and prioritizes advanced and joint CI training requirements.
 - g. Validates JCITA certification criteria based on established DoD assessment standards to professionalize the DoD CI workforce.

- h. Establishes standards for JCITA training of non-U.S. persons in accordance with References (e) and (f).
- i. Coordinates with the Military Departments to obtain qualified personnel to serve as JCITA instructors.
- j. Coordinates with the JCITA Board of Governors (BoG) to establish course prerequisites for attendance and attendance waiver procedures.
- k. Validates DoD Component certifications to confirm that students who apply for JCITA training are assigned, or projected to be assigned, to a duty position that requires the use of CI skills.
- l. Reviews the use of JCITA graduates to verify trained personnel are effectively and efficiently utilized in accordance with Reference (c).
- m. Collects, analyzes, and validates CI lessons learned for incorporation into JCITA training curriculum.
- n. Participates in national and DoD forums on JCITA training.
- o. Develops JCITA training and education standards in accordance with Reference (c).

4. DoD COMPONENT HEADS. The DoD Component heads:

- a. Provide the Director, JCITA, with prioritized training requirements in accordance with annual JCITA guidance.
- b. Ensure personnel selected for JCITA training meet the course prerequisites and, upon graduation, are used in duty positions that require the use of the CI skills.
- c. Provide student and supervisor post-course evaluations to JCITA in a timely manner.

5. SECRETARIES OF THE MILITARY DEPARTMENTS. In addition to the responsibilities in section 4 of this enclosure, the Secretaries of the Military Departments:

- a. Coordinate with Director, DIA, to provide qualified personnel to serve as JCITA instructors.
- b. Maintain records for personnel who receive JCITA training in accordance with Reference (d).

ENCLOSURE 3

PROCEDURES

1. ENROLLMENT AND REGISTRATION

a. JCITA maintains student records in accordance with appropriate policy.

b. Personnel must meet course prerequisites before attending JCITA training. Waivers are submitted in advance to the appropriate DIA office for approval.

c. Non-DoD U.S. Government personnel may attend JCITA training.

(1) Attendance must comply with DoD policy and is based on funding and seat availability. DoD personnel have first priority.

(2) Non-DoD organizations are responsible for funding all travel expenses of their personnel.

d. All personnel must meet all security clearance and access requirements established for the selected course prior to enrollment.

(1) DoD personnel must pass security clearances via the Joint Personnel Adjudication System no later than 21 days before the start of the class.

(2) Non-DoD personnel must have their security clearance information passed by their security officer via e-mail or fax to JCITA.

(3) Failure to transmit a student's security clearance no later than 21 days before the start of class may result in denial of enrollment.

2. CERTIFICATES. JCITA provides certificates upon successful completion of training.

ENCLOSURE 4

JCITA BoG

1. PURPOSE. The JCITA BoG is the principal forum for providing direction and ensuring development of solutions for advanced joint CI training.

2. MEMBERSHIP. The Director, JCITA, chairs the JCITA BoG. Core membership consists of representatives from the USD(I&S) staff, the Joint Staff, Military Department CI organizations, Marine Corps CI, and Defense Agencies. The Chair may expand membership to include other full-time or permanent part-time federal employees or military personnel.

3. MEETINGS. The JCITA BoG meets at least quarterly. At the discretion of the Chair, the BoG may meet by video teleconference or other electronic media. The Chair sets the agenda with input the members provide.

4. ACTIVITIES. The JCITA BoG:
 - a. Recommends curriculum content changes.
 - b. Validates changes to JCITA training courses.
 - c. Participates in training review boards.
 - d. Recommends course prerequisites to the Director, JCITA.
 - e. Determines enrollment quotas.
 - f. Provides feedback on the effectiveness of JCITA training, including assisting with identifying lessons learned.
 - g. Assists in resolving registration and student issues.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

BoG	Board of Governors
CI	counterintelligence
DIA	Defense Intelligence Agency
DoDD	DoD directive
DoDI	DoD instruction
JCITA	Joint Counterintelligence Training Activity
UJTL	universal joint task list
USD(I&S)	Under Secretary of Defense for Intelligence and Security

PART II. DEFINITIONS

joint mission-essential task list. Defined in Reference (j).

UJTL. Defined in Reference (j).