



Department of Defense

INSTRUCTION

NUMBER O-5100.95

April 18, 2012

USD(I)

SUBJECT: Human Intelligence (HUMINT) Training-Joint Center of Excellence (HT-JCOE)

References: See Enclosure 1

1. **PURPOSE.** This Instruction, as authorized by DoD Directive (DoDD) 5143.01 (Reference (a)):

a. Establishes policy, assigns responsibilities, and provides procedures for the management of the HT-JCOE.

b. Designates the HT-JCOE as an advanced joint HUMINT training activity that supports HUMINT activities within the Defense Counterintelligence (CI) and HUMINT Enterprise (DCHE) pursuant to DoDD 5105.21, DoDD S-5200.37, DoD Instruction (DoDI) S-5200.42, DoDI 3305.15, and DoDI O-5100.93 (References (b) through (f)). The HT-JCOE is composed of HT-JCOE West and HT-JCOE East. The HT-JCOE West operates within the Department of the Army. The HT-JCOE East operates within the Defense Counterintelligence and Human Intelligence Center (DCHC), which is an element within the Defense Intelligence Agency (DIA).

c. Prescribes the HT-JCOE's HUMINT training mission, functions, organization, and activities.

2. **APPLICABILITY.** This Instruction applies to OSD, the Military Departments, 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 (hereinafter referred to collectively as the "DoD Components").

3. **DEFINITIONS.** See Glossary.

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

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a. HUMINT training is conducted according to standardized Intelligence Community (IC) and DoD tradecraft practices, joint HUMINT doctrine, and proven HUMINT tactics, techniques, and procedures (TTP) used in the HUMINT collection activities of the Defense HUMINT Executors (DHEs).

b. Only trained and certified HUMINT collectors who are assigned to organizations with a mission to conduct HUMINT collection activities may collect foreign intelligence from human sources under the circumstances prescribed in Reference (c).

c. HUMINT training will be conducted in accordance with Executive Order 12333, DoDD 5240.01 and DoD 5240.01-R (References (g) through (i)).

d. (U//FOUO) HUMINT training for foreign partners shall be provided to the maximum extent consistent with available resources and authorization by the Under Secretary of Defense for Intelligence (USD(I)) in accordance with DoDI 3305.12 (Reference (j)). Non-DoD U.S. Government personnel and foreign students may attend HUMINT training on a reimbursable basis unless nonreimbursable attendance is authorized by law.

e. (U//FOUO) Classified CI and HUMINT information (e.g., policy, doctrine, TTP, and training materials) shall be disclosed to foreign governments and organizations only in accordance with USD(I) direction and DoDD C-5230.23, DoDD 5230.11, and Director of Central Intelligence Directive 6/7 (References (k) through (m)).

f. To the extent that any of the provisions of this Instruction conflict with any of the provisions of Reference (f), the provisions of this Instruction supersede the conflicting provisions of Reference (f).

5. RESPONSIBILITIES. See Enclosure 2.

6. RELEASABILITY. RESTRICTED. This Instruction is approved for restricted release. It is available to users with Common Access Card authorization on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE

a. This Instruction is effective upon its publication to the DoD Issuances Website.

b. If this Instruction is not otherwise reissued or cancelled in accordance with DoD Instruction 5025.01 (Reference (n)), it will expire effective April 18, 2022 and be removed from the DoD Issuances Website.

A handwritten signature in black ink, appearing to read "Michael G. Vickers". The signature is written in a cursive, slightly slanted style.

Michael G. Vickers
Under Secretary of Defense
for Intelligence

Enclosures

1. References
2. Responsibilities

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I)),
November 23, 2005
- (b) DoD Directive 5105.21, "Defense Intelligence Agency (DIA)," March 18, 2008
- (c) DoD Directive S-5200.37, "Management and Execution of Defense Human Intelligence
(HUMINT) (U)," February 9, 2009
- (d) DoD Instruction S-5200.42, "Defense Human Intelligence (HUMINT) and Related
Intelligence Activities (U)," December 8, 2009
- (e) DoD Instruction 3305.15, "DoD Human Intelligence (HUMINT) Training,"
February 25, 2008
- (f) DoD Instruction O-5100.93, "Defense Counterintelligence (CI) and Human Intelligence
(HUMINT) Center (DCHC)," August, 13, 2010
- (g) Executive Order 12333, "United States Intelligence Activities," December 4, 1981, as
amended
- (h) DoD Directive 5240.01, "DoD Intelligence Activities," August 27, 2007
- (i) DoD 5240.01-R, "Procedures Governing the Activities of DoD Intelligence Components
That Affect United States Persons," December 1, 1982
- (j) DoD Instruction 3305.12, "Intelligence and Counterintelligence (I&CI) Training of Non-
U.S. Persons," October 25, 2007
- (k) DoD Directive C-5230.23, "Intelligence Disclosure Policy (U)," November 18, 1983
- (l) DoD Directive 5230.11, "Disclosure of Classified Military Information to Foreign
Governments and International Organizations," June 16, 1992
- (m) Director of Central Intelligence Directive 6/7, "Intelligence Disclosure Policy,"
June 30, 1998¹
- (n) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007
- (o) Memorandum of Agreement Between the Defense Intelligence Agency and the U.S. Army,
U.S. Air Force, U.S. Navy, and U.S. Marine Corps for the Human Intelligence (HUMINT)
Training-Joint Center of Excellence on Staffing, October 28, 2011
- (p) Memorandum of Agreement Between the Defense Intelligence Agency and the Department
of the Army, Deputy Chief of Staff, G-2 for the Human Intelligence Training-Joint Center
of Excellence on Logistics and Finance, October 28, 2011
- (q) DoD Instruction 4000.19, "Interservice and Intragovernmental Support," August 9, 1995

¹ Copies are available to authorized users on the Internet at <http://www.intelink.ic.gov/ppr/strategyplanspolicy.intell/>

ENCLOSURE 2

RESPONSIBILITIES

1. USD(I). The USD(I), pursuant to Reference (a), shall:

a. Provide policy, direction, and oversight for DoD HUMINT training through the Director, DCHC, in accordance with References (e) and (j).

b. Review annually DCHC assessments of joint HUMINT training conducted by the HT-JCOE in accordance with Reference (f).

c. Serve as advocate for the joint HUMINT training requirements of the DCHE.

d. (U//FOUO) Provide guidance on the conduct of HUMINT training with foreign partners in accordance with law and DoD policy, including Reference (j).

2. DIRECTOR, DIA. The Director, DIA, under the authority, direction, and control of the USD(I), shall:

a. Include DCHC-validated DoD HUMINT training activity requirements in planning, programming, and budget submissions to the USD(I) for the Military Intelligence Program (MIP) and to the Director of National Intelligence for the National Intelligence Program (NIP).

b. Ensure HT-JCOE-programmed resources are executed in support of the HT-JCOE mission.

c. Provide staffing support to HT-JCOE in accordance with the staffing memorandum of agreement (MOA) (Reference (o)) or any successor agreement.

d. Provide administrative and logistical support to HT-JCOE West in accordance with the logistics and finance MOA (Reference (p)) or any successor agreement.

3. DIRECTOR, DCHC. The Director, DCHC, under the authority, direction, and control of the Director, DIA, shall:

a. Designate the Director, HT-JCOE.

b. Designate the officer or civilian in charge of HT-JCOE East.

c. In coordination with the Joint Staff and the Defense HUMINT Enterprise, support the development of the HUMINT-related joint mission-essential task list (JMETL) and HUMINT-related Universal Joint Task List (UJTL).

- d. In accordance with References (e) and (f), determine the joint HUMINT training requirements of the DCHE and present these requirements to the relevant governance boards for validation.
- e. Direct the DCHC Joint Coordination Element (JCE) in coordination with the Joint Staff to provide joint certification of HT-JCOE requirements and coordinate national validation of DoD HUMINT courses.
- f. Serve as coordinating authority for foreign partner participation in HT-JCOE courses based on direction from the USD(I) and in accordance with References (j) through (m).
- g. In coordination with the USD(I), assess and report the HT-JCOE's capability to support the DCHE's HUMINT training requirements and recommend organization, manning, and support based on DCHC-validated HUMINT training requirements. The report will be used to support a performance-based budget and will be produced yearly with an end date of September 30 and submitted to USD(I) no later than December 30, or when directed.
- h. In coordination with the USD(I), the Secretary of the Army, and the DHEs, identify, integrate, validate, and prioritize DoD HUMINT training requirements consistent with Reference (f). This process documents MIP and NIP funding that sustains and supports the joint HUMINT training conducted by the HT-JCOE in response to projected training requirements of the DCHE.
- i. Coordinate with the Secretaries of the Military Departments to identify and maintain instructor, administrative, and logistical support staff for HT-JCOE in accordance with Reference (p) or any successor agreement.
- j. Coordinate with the Secretary of the Army to identify and maintain administrative and logistical support for HT-JCOE West.
- k. Coordinate with the Secretary of the Army to identify and provide legal support for HT-JCOE West in accordance with Reference (p) or any successor agreement.
- l. (U//FOUO) Establish a tracking mechanism for all non-Military Department personnel successfully trained at HT-JCOE and certified to conduct military source operations.
- m. Collect, analyze and validate HUMINT lessons learned and transmit them to the Joint Staff.
- n. Provide foreign disclosure services as required to support HT-JCOE activities.
- o. With respect to HT-JCOE East:
 - (1) Plan, program, and budget to fund the administrative and logistical support required by HT-JCOE East to perform its assigned mission effectively. This support shall include essential base operating support in accordance with DoDI 4000.19 (Reference (q)).

(2) Identify requirements and resources necessary to execute assigned responsibilities and functions for HT-JCOE East.

(3) Provide administrative support for HT-JCOE East, including:

(a) Developing an operating budget for HT-JCOE East's HUMINT training, facilities, equipment, security, secure communications, logistics, and other required administrative services.

(b) Providing and/or coordinating for the provision of military and civilian personnel staffing, administrative and management support as required and authorized.

(c) Managing administrative communications, documentation, publications, and reproduction programs, as well as correspondence, publications, and reproduction services.

(d) Providing for new technologies and systems required to support the activities of the HT-JCOE East.

(e) Arranging for legal support to the HT-JCOE East through the Office of the General Counsel, DIA.

(f) Coordinating and managing physical, personnel, information operations, industrial, and communications security programs, as well as security and police or guard services as needed to support the training of tradecraft in any operational environment.

(g) Coordinating and managing military and commercial air, sea, and surface transportation programs; motor vehicle management; and logistic transportation planning and control needed to support the conduct of training.

(h) Monitoring resources used in performing assigned responsibilities and functions.

4. DIRECTOR, HT-JCOE. The Director HT-JCOE, under the authority, direction and control of the Director, DCHC, shall:

(a) Exercise authority, direction, and control over HT-JCOE training-related activities.

(b) Manage the development and conduct of joint HUMINT training reflecting DCHC-validated training requirements of the DCHE in accordance with References (e) and (f).

(c) For joint tasks and related doctrinal matters:

(1) In coordination with the Joint Staff and the Director, DCHC, incorporate appropriate elements of the HUMINT-related JMETL and UJTL into the HT-JCOE training curriculum.

(2) Participate with the JCE and other DoD and national IC elements in the development and validation of HUMINT standards and doctrine that address joint and combined HUMINT operations and training issues.

(d) In support of the training administration:

(1) In consultation with the Joint Staff and affected DoD Components, develop enrollment, registration, and other student support mechanisms to provide equitable access to HT-JCOE training.

(2) Develop and maintain a secure database of record for all personnel (DoD, non-DoD, and foreign personnel) attending courses under the purview of the HT-JCOE. Annotate records to show completion of courses as appropriate and inform the sponsoring component.

(3) Maintain DoD course certifications and IC course validations.

(4) Issue appropriate certificates for students reflecting their successful completion of HT-JCOE skill-producing courses.

(e) To the extent possible, make HT-JCOE courses available to foreign partners in accordance with U.S. law, policy, and procedures.

(f) Provide the Secretary of the Army and the Director, DCHC, with projected annual MIP and NIP budget requirements for the conduct and administration of all HT-JCOE courses.

(g) Manage training elements responsible for the execution of the training curricula.

5. OFFICER OR CIVILIAN IN CHARGE OF HT-JCOE EAST. The officer or civilian in charge of HT-JCOE, East, under the authority, direction and control of the Director, HT-JCOE, shall:

a. Execute HUMINT training activities.

b. Administer, manage and oversee a staff support element, which shall provide administrative, personnel, security, operations, information technology, and logistical support to HT-JCOE East.

c. Provide the Director, DCHC and the Director, HT-JCOE with projected annual MIP and NIP budget requirements for the conduct and administration of all HT-JCOE East courses.

6. DEFENSE HUMINT EXECUTORS. The Defense HUMINT Executors shall:

a. Provide the Director, DCHC, all HT-JCOE training requirements for their respective component.

- b. Ensure HT-JCOE-programmed resources are executed in support of the HT-JCOE mission.
- c. Validate and prioritize requests to attend HT-JCOE training and provide this information to Director, HT-JCOE.
- d. Provide the Director, DCHC, with performance data in accordance with established performance metrics to support the performance-based budget process.

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

- a. Coordinate with the Director, DIA and the Director, DCHC, to identify, provide, and maintain instructors and administrative and logistical support staff for HT-JCOE in accordance with References (o) and (p) or any successor agreements.
- b. (U//FOUO) Establish a tracking mechanism for all Military Department personnel successfully trained at HT-JCOE and certified to conduct military source operations.

8. SECRETARY OF THE ARMY. The Secretary of the Army, in addition to the responsibilities in sections 4 and 5 of this enclosure, shall:

- a. In coordination with the USD(I) and the Director, DCHC, and consistent with Reference (p) or any successor agreement:
 - (1) Plan, program, and budget to fund the administrative and logistical support required by HT-JCOE West to perform its assigned HUMINT training mission effectively. This support shall include essential base operating support in accordance with Reference (q).
 - (2) Identify requirements and resources necessary to execute assigned responsibilities and functions for HT-JCOE West.
- b. Designate the officer or civilian in charge of HT-JCOE West.
- c. In coordination with the Director, DCHC, provide administrative and logistical support for HT-JCOE West, consistent with Reference (p) or any successor agreement, which will include:
 - (1) Developing an operating budget and administrative support for HT-JCOE West's HUMINT training, facilities, equipment, security, secure communications, logistics, and other required services.
 - (2) Providing, in accordance with the policies of the Military Departments from which the HT-JCOE West personnel are drawn, the following:

(a) Civilian and military personnel programs (e.g., staffing, career development, position classification, pay management, employee and labor-management relations, incentive awards, and benefits).

(b) Special services programs (e.g., morale, welfare, and recreation programs).

(c) Personnel management programs (e.g., employee relations, equal employment opportunity, and drug and alcohol abuse).

(d) Personnel services.

(3) Managing administrative communications, documentation, publications, and reproduction programs, as well as correspondence, publications, and reproduction services.

(4) Coordinating with the Director, DCHC, for new technologies and systems required to support the activities of the HT-JCOE West.

(5) Providing legal support to the HT-JCOE West.

(6) Coordinating and managing physical, personnel, information operations, industrial, and communications security programs, as well as security and police or guard services as needed to support the training of tradecraft in any operational environment.

(7) Coordinating and managing military and commercial air, sea, and surface transportation programs; motor vehicle management; and logistic transportation planning and control needed to support the conduct of training.

(8) Monitoring resources used in performing assigned responsibilities and functions.

9. OFFICER OR CIVILIAN IN CHARGE OF HT-JCOE WEST. The officer or civilian in charge of HT-JCOE West, under the authority, direction, and control of the Secretary of Army, shall:

a. Execute HUMINT training activities as directed by the Director, HT-JCOE, in accordance with Reference (p) or any successor agreement.

b. Administer, manage and oversee a staff support element, which shall provide administrative, personnel, security, operations, information technology, and logistical support to HT-JCOE-West.

c. Provide the Secretary of the Army, the Director, DCHC, and Director, HT-JCOE with projected annual MIP and NIP budget requirements for the conduct and administration of all HT-JCOE West courses.

10. CJCS. The CJCS shall:

- a. Consolidate and provide the Combatant Command staffs' and subordinate joint elements' HUMINT training requirements to the Director, DCHC, for HT-JCOE.
- b. Provide UJTL for HUMINT and HUMINT-related activities to HT-JCOE.
- c. In coordination with the Director, DCHC, certify HT-JCOE joint HUMINT courses.
- d. Provide oversight for, coordinate, and archive validated HUMINT lessons learned provided by the DCHC.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CI	counterintelligence
CJCS	Chairman of the Joint Chiefs of Staff
DCHC	Defense Counterintelligence and Human Intelligence Center
DCHE	Defense Counterintelligence and Human Intelligence Enterprise
DHE	Defense HUMINT Executors
DIA	Defense Intelligence Agency
DoDD	DoD Directive
DoDI	DoD Instruction
HT-JCOE	HUMINT Training Joint Center of Excellence
HUMINT	human intelligence
IC	Intelligence Community
JCE	Joint Coordination Element
JMETL	joint mission-essential task list
MOA	memorandum of agreement
MIP	Military Intelligence Program
NIP	National Intelligence Program
TTP	tactics, techniques, and procedures
USD(I)	Under Secretary of Defense for Intelligence
UJTL	Universal Joint Task List

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

DCHE. Defined in Reference (f).

Defense HUMINT Enterprise. Defined in Reference (c).

Defense HUMINT Executor. Defined in Reference (c).

HT-JCOE. An advanced joint HUMINT training activity that supports HUMINT activities within the DCHE. The HT-JCOE is comprised of HT-JCOE West and HT-JCOE East. The HT-JCOE West operates within the Department of the Army. The HT-JCOE East operates within the DCHC.

military source operations. Defined in Reference (c).

U.S. person. Defined in References (g) and (h).