



# Department of Defense **INSTRUCTION**

**NUMBER** 1322.31

February 26, 2015

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USD(P&R)

**SUBJECT:** Common Military Training (CMT)

**References:** See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), this instruction:

a. Establishes policy; assigns responsibilities; and provides procedures, principles, and concepts for the organization, management, and implementation of CMT, in accordance with DoDD 1322.18 (Reference (b)) and Deputy Secretary of Defense Memorandum (Reference (c)), that:

(1) Enables the Military Services to decentralize the assessing, planning, conducting, and evaluating of required CMT.

(2) Supports Service efforts to increase the training time available for achieving greater individual and collective skill proficiency.

b. Identifies CMT requirements that DoD oversees and provides a common training lexicon for use across the DoD.

c. Designates CMT lead proponents and identifies CMT topics.

d. Establishes the DoD Common Military Training Working Group (CMTWG) to review, standardize, and provide oversight of CMT core curriculum and training requirements that provide common knowledge and skills required for all Service members within the limitations established by current statutes, Executive orders, and Secretary of Defense directions to combine, reduce, and eliminate redundant or obsolete CMT tasks and curriculum in accordance with Reference (b).

2. **APPLICABILITY.** This instruction:

a. 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 (referred to collectively in this issuance as the “DoD Components”).

b. Does not apply to DoD civilian personnel.

3. POLICY. It is DoD policy that:

a. CMT occurring in resident learning and home station training settings will be reduced where appropriate. CMT will use a common core curriculum, to include interoperable distributed learning web-enabled sites and test-out modules to facilitate and standardize training.

b. Unless otherwise directed, leaders at all levels will use their individual and collective training assessments to identify subject matter gaps and will have the latitude to determine how best to achieve the desired CMT.

c. DoD Components sustain learning environments that optimize, synchronize, and enable institutional, collective, and individual training to produce forces capable of responding across the range of military operations. Effective and efficiently delivered CMT significantly contributes to the development and maintenance of organizational effectiveness and readiness.

d. Increasing and maintaining individual and organizational readiness requires effective CMT that establishes and reinforces core values, institutional knowledge, and behavioral standards.

e. CMT functional baselines are informed by existing legislation, Executive orders, DoD guidance, and DoD policies and guidance that establishes CMT requirements for all the Military Services and their components (see Table).

Table. CMT Requirements

<b>Training Requirement</b>	<b>CMT Lead Proponent</b>	<b>Frequency of Training</b>	<b>DoD Requirement Source</b>	<b>Congressionally Mandated</b>	<b>Targeted Service Members</b>
Counterintelligence Awareness and Reporting	USD(I)	Annual	DoDD 5240.06	No	Initial entry/All
Antiterrorism	USD(P)	Annual	DoDI 2000.12	Yes	Initial entry/All
Cybersecurity	DoD CIO	Annual	DoDI 8500.01	Yes	All

Table. CMT Requirements, Continued

Training Requirement	CMT Lead Proponent	Frequency of Training	DoD Requirement Source	Congressionally Mandated	Targeted Service Members
Code of Conduct	USD(P)	As required	DoDD 1300.7 DoDI 1300.21	Yes	Initial entry/level of training is dependent on risk of capture and exploitation
Privacy Act	DCMO	Annual	DoDD 5400.11	Yes	All
Operations Security	USD(I)	Annual	DoDD 5205.02E	No	All
Combating Trafficking in Persons	DoDHRA	Annual	DoDI 2200.01	Yes	All
Military Equal Opportunity	ASD(R&FM)	As required	DoDD 1350.2	No	Pre-commissioning/ Initial entry/ professional military education
Sexual Assault Prevention and Response	DoDHRA	Annual	DoDI 6495.02	Yes	All
Substance Abuse	ASD(HA)	As required	DoDI 1010.04	No	All
Suicide Prevention	DSPO	Annual	DoDD 6490.14	Yes	All

f. A menu of terminal learning objectives (TLOs) will be developed for each CMT requirement that leaders at all levels will use to tailor CMT to meet assessed training needs.

g. CMT management requires identifying and standardizing training requirements, developing and publishing guidance for each CMT task, establishing and periodically reviewing the training frequency of each CMT task, determining the common aspects of CMT tasks across DoD, and combining, reducing, and eliminating redundant or obsolete CMT tasks and curriculum.

h. CMT requirements must be common across the DoD and comply with the procedures in this instruction.

i. CMT tasks provide a functional baseline of common knowledge and behavior standards to all Service members from all Military Services and their components.

j. Learning and demonstrating the highest levels of core values, institutional knowledge, and behavioral standards characterize individual professionalism and enhance DoD Component performance in support of the National Security Strategy (Reference (d)).

k. The benefits to standardizing CMT include the efficient development and update of a common curriculum and universal acceptance of completed training. Ways to standardize CMT and other associated benefits include:

- (1) Combining content.
- (2) Increasing or reducing training frequency.

- (3) Reciprocity or training transferability to another command.
- (4) Reducing or eliminating training content.
- (5) Test-out ability.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. Enclosure 3 discusses CMT requirements. Enclosure 4 describes the CMTWG and its operations.

6. RELEASABILITY. **Cleared for public release**. This instruction is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This instruction is effective February 26, 2015.

  
Jessica L. Wright  
Under Secretary of Defense for  
Personnel and Readiness

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1. References
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REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Directive 1322.18, "Military Training," January 13, 2009
- (c) Deputy Secretary of Defense Memorandum, "Updated Strategic Plan for the Next Generation of Training for the DoD," September 23, 2010
- (d) National Security Strategy, current edition
- (e) DoD Instruction 1322.26, "Development, Management, and Delivery of Distributed Learning," June 16, 2006
- (f) DoD Instruction 8320.02, "Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense," August 5, 2013
- (g) DoD Directive 1350.2, "Department of Defense Military Equal Opportunity (MEO) Program," August 18, 1995, as amended
- (h) DoD Directive 6200.04, "Force Health Protection (FHP)," October 9, 2004
- (i) DoD Instruction 1010.04, "Problematic Substance Use by DoD Personnel," February 20, 2014
- (j) DoD Instruction 2200.01, "Combating Trafficking in Persons (CTIP)," September 15, 2010
- (k) DoD Instruction 6495.02, "Sexual Assault Prevention and Response (SAPR) Program Procedures," March 28, 2013, as amended
- (l) DoD Directive 6490.14, "Defense Suicide Prevention Program," June 18, 2013
- (m) DoD Instruction 2000.12, "DoD Antiterrorism (AT) Program," March 1, 2012, as amended
- (n) DoD Instruction 1300.21, "Code of Conduct (CoC) Training and Education," January 8, 2001
- (o) DoD Directive 1300.7, "Training and Education To Support the Code of Conduct (CoC)," December 8, 2000
- (p) DoD Directive 5240.06, "Counterintelligence Awareness and Reporting (CIAR)," May 17, 2011, as amended
- (q) DoD Instruction 3305.11, "DoD Counterintelligence (CI) Training," March 19, 2007, as amended
- (r) DoD Directive 5205.02E, "DoD Operations Security (OPSEC) Program," June 20, 2012
- (s) DoD Instruction 3305.13, "DoD Security Education, Training, and Certification," February 13, 2014
- (t) DoD Instruction 8500.01, "Cybersecurity," March 14, 2014
- (u) DoD Directive 8570.01, "Information Assurance (IA) Training, Certification, and Workforce Management," August 15, 2004
- (v) Section 552a of Title 5, United States Code
- (w) DoD Directive 5400.11, "DoD Privacy Program," October 29, 2014
- (x) Director of Administration and Management Memorandum, "Safeguarding Against and Responding to the Breach of Personally Identifiable Information (PII)," June 5, 2009
- (y) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current version

- (z) Executive Order 10631, “Code of Conduct for Members of the Armed Forces of the United States,” August 17, 1955, as amended

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE MANAGEMENT (ASD(R&FM)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), and in addition to the responsibilities in section 15 of this enclosure, the ASD(R&FM):

- a. Manages, oversees, and monitors the implementation of policy, procedures, and information requirements for CMT mandated in public law, Executive order, Presidential directives, and other applicable DoD issuances.
- b. Establishes CMT topics for discussion and decision in the CMTWG as required by Executive order, statute, or higher authorities, or as deemed appropriate, including upon receipt of recommendations from the CMTWG.
- c. Develops policy concerning overall objectives and frequency for the Military Services to develop training plans that meet the needs of commanders, supervisors, and Service members.
- d. Is the CMT lead proponent for DoD training and education on military equal opportunity (MEO), and sexual harassment (SH) training and education.
- e. Develops and provides MEO and SH training and education in accordance with DoDD 1350.2 (Reference (g)).

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR READINESS (DASD(R)). Under the authority, direction, and control of the ASD(R&FM), the DASD(R):

- a. Establishes the CMTWG composed of senior-level (05/06 or civilian equivalent) representatives from the Military Departments, the Joint Staff, and CMT lead proponents.
- b. Designates the chair of the CMTWG to serve in accordance with section 2 of Enclosure 4 of this instruction.
- c. Consults with the CMT lead proponents, Joint Staff, and Military Departments to assess the effects of new training requirements, optimize available training time, validate periodicity, avoid redundancy, increase training and education cost efficiency and delivery flexibility, and standardize the CMT core curriculum.
- d. Convenes the CMTWG to review CMT requirements for relevance, validity, or elimination in accordance with section 2 of Enclosure 4 of this instruction.

e. Prescribes processes to verify that the CMT core curriculum complies with the open, net-centric, interoperable standard by delivering computer-based and standardized curriculums that include a test-out ability if appropriate in accordance with Reference (f).

3. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS (ASD(HA)). Under the authority, direction, and control of the USD(P&R), and in addition to the responsibilities in section 15 of this enclosure, the ASD(HA):

a. Is the CMT lead proponent for DoD training and education on health risks associated with drug and alcohol abuse.

b. Develops and provides training for healthcare personnel in the Active Component (AC) and the Reserve Component (RC) in accordance with force health protection requirements established in DoDD 6200.04 (Reference (h)), and drug and alcohol prevention established in DoD Instruction (DoDI) 1010.04 (Reference (i)).

4. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). Under the authority, direction, and control of the USD(P&R), the ASD(RA):

a. Represents RC policies and training perspectives.

b. Contributes to any other CMT initiatives.

c. Provides RC-specific input to the CMTWG pertaining to the DoD CMT policy.

d. Appoints a senior-level representative (05/06 levels or civilian equivalent) to participate in the CMTWG.

5. DIRECTOR, DoD HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R) and in addition to the responsibilities in section 15 of this enclosure, the Director DoDHRA:

a. Is the CMT lead proponent for DoD training and education on combating trafficking in persons (CTIP) and sexual assault prevention and response (SAPR).

b. Develops and provides CTIP training and education in accordance with DoDI 2200.01 (Reference (j)) and SAPR training and education in accordance with DoDI 6495.02 (Reference (k)).

6. MILITARY DEPUTY TO THE USD(P&R). Under the authority, direction, and control of the USD(P&R), the Military Deputy to the USD(P&R) helps the ASD(R&FM) implement the responsibilities in section 15 of this enclosure.

7. DIRECTOR, DEFENSE SUICIDE PREVENTION OFFICE (DSPO). Under the authority, direction, and control of the Director of the Department of Defense Human Resources Activity (DoDHRA), and in addition to the responsibilities in section 15 of this enclosure, the Director DSPO:

a. Is the CMT lead proponent for DoD training and education on suicide prevention (SP).

b. Develops and provides SP training and education in accordance with DoDD 6490.14 (Reference (l)).

8. UNDER SECRETARY OF DEFENSE FOR POLICY (USD(P)). In addition to the responsibilities in sections 12 and 15 of this enclosure, the USD(P):

a. Is the CMT lead proponent for DoD training and education on antiterrorism (AT) and code of conduct (CoC).

b. Develops and provides AT training and education in accordance with DoDI 2000.12 (Reference (m)), and CoC training and education in accordance with DoDI 1300.21 (Reference (n)) and DoDD 1300.7 (Reference (o)).

9. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE (USD(I)). In addition to the responsibilities in sections 12 and 15 of this enclosure, the USD(I):

a. Is the CMT lead proponent for DoD training and education on counterintelligence awareness and reporting (CIAR) and DoD operations security (OPSEC).

b. Develops and provides policy, oversight, and guidance on CIAR training and education in accordance with DoDD 5240.06 (Reference (p)) and DoDI 3305.11 (Reference (q)), and DoD OPSEC training and education in accordance with DoDD 5205.02E (Reference (r)) and DoDI 3305.13 (Reference (s)).

10. DoD CHIEF INFORMATION OFFICER (DoD CIO). In addition to the responsibilities in sections 12 and 15 of this enclosure, the DoD CIO:

a. Is the CMT lead proponent for DoD training and education on cybersecurity.

b. Develops and implements policy for cybersecurity workforce awareness, education, training, and qualification in accordance with DoDI 8500.01 (Reference (t)) and DoDD 8570.01 (Reference (u)).

11. DEPUTY CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF DEFENSE (DCMO). In addition to the responsibilities in sections 12 and 15 of this enclosure, the DCMO:

- a. Is the CMT lead proponent for DoD training and education on section 552a of Title 5, United States Code, also known and referred to in this instruction as “the Privacy Act (PA)” (Reference (v)).
- b. Develops and provides PA training and education in accordance with DoDD 5400.11 (Reference (w)) and Director of Administration and Management Memorandum (Reference (x)).

12. DoD AND OSD COMPONENT HEADS. DoD and OSD Component heads conduct CMT based on the timelines and targeted audience established in the governing DoD issuances and implementing Component regulations.

13. SECRETARIES OF THE MILITARY DEPARTMENTS. In addition to the responsibilities in sections 12 and 15 of this enclosure, the Secretaries of the Military Departments:

- a. Work with respective CMT lead proponents, the CJCS, and appropriate OSD and DoD Component heads to:
  - (1) Optimize available training time.
  - (2) Increase training and education delivery flexibility.
  - (3) Share best practices to effectively educate and train Service members.
  - (4) Standardize the CMT core curriculum to reduce the burden on each Military Service.
- b. Ensure that unique requirements of Service CMT comply with the open, net-centric, interoperable standard delivering both a computer-based and standup curriculum that includes a test-out ability, if appropriate, in accordance with Reference (f). However, the Secretaries of the Military Departments retain the authority to direct a particular delivery method across the force based on the situational environment or to ensure proper emphasis.
- c. For Service members not assigned to OSD or the Joint Staff, ensure that their training records are updated upon course or test-out completion.
- d. Appoint a senior-level representative (05/06 levels or civilian equivalent) to participate in the CMTWG.
- e. Provide RC with access to CMT that is equivalent to AC access before implementing new CMT requirements.
- f. Represent AC and RC needs and perspectives through participation in the CMTWG.

14. CJCS. In addition to the responsibilities in sections 12 and 15 of this enclosure, the CJCS:
  - a. Maintains CMT for the topics in this instruction, and others as assigned by the ASD(R&FM) in accordance with section 1 of this enclosure, on an online learning management system (LMS). OSD and Joint Staff personnel will use online LMS for CMT requirements. Joint Knowledge Online is the Joint Staff system of record for online joint training delivery.
  - b. Ensures that Service members' training records are updated upon LMS course or test-out completion.
  - c. Appoints a senior-level (05/06 or civilian equivalent) representative to participate in the CMTWG.
  
15. CMT LEAD PROPONENTS. The CMT lead proponents will:
  - a. Establish, in coordination with the Military Departments and the Joint Staff, a CMT functional baseline for their particular learning topic(s) that defines and outlines tasks, TLOs, conditions, standards, and purposes for learning. Topic lists will be subject to modification based on additional training requirements as promulgated by law or regulation.
  - b. Wherever possible, partner with other CMT lead proponent(s) to examine core curriculum content, identify options to standardize, combine overlapping core curriculum and, if possible, reduce or eliminate requirements for AC and RC.
  - c. Determine periodicity for the CMT in accordance with the CMT Requirements in the Table of this instruction.
  - d. Determine the target audience for CMT.
  - e. Ensure that the training requirements unique to the CMT comply with the open, net-centric, interoperable standards established by the DASD(R) in accordance with Reference (g).
  - f. Validate their learning topic's core curriculum, as needed, through the CMTWG.
  - g. When developing their learning topic's core curricula, use existing curriculums and best practices and expertise available. If necessary, request assistance from the CMTWG.
  - h. Research and implement a variety of training and education mediums in order to increase operational efficiency. Use new learning technologies and methodologies as appropriate to increase training effectiveness.

ENCLOSURE 3

CMT PRINCIPLES AND CONCEPTS

1. CMT is provided, upon entry into military service, or after initial entry training, and in response to events throughout Service members' careers to introduce and strengthen core values, institutional knowledge, and behavior standards needed to perform assigned duties and responsibilities.

a. A Service member's current CMT record of completion will be recognized as satisfying CMT requirements across all Military Services, Joint Staff, Defense Agencies, and DoD Field Activities.

b. While Service members are deployed, their CMT remains current for the duration of that deployment; however, their commander or supervisor should conduct training at the required frequency as the mission permits.

2. CMT significantly contributes to every Service member's internalization of a profession of arms character.

3. Effective CMT management is enabled by:

a. Centralized identification of CMT tasks, development of core curriculum, and periodic review for redundant and obsolete requirements.

b. Decentralized processes that include conducting training needs assessments, selecting TLOs from standardized training curriculum to meet assessed training needs, and choosing the training method delivery.

4. CMT consolidation initiatives will:

a. Respect and consider the unique aspects of each Military Service's training requirements.

b. Support the development of an agile, adaptive, and integrated Total Force.

c. Optimize the use of DoD training and education resources by reducing unnecessary redundancy and creating economies of scale.

5. The CMTWG, staffed by senior-level representatives (05/06 or civilian equivalent), will periodically review CMT tasks and curriculum. The CMTWG:

a. Validates and consolidates required training.

b. Identifies and eliminates unnecessary training redundancy.

- c. Provides a framework all Military Services and their components can use to consolidate, reduce, and eliminate their own mandatory training requirements.
6. CMT lead proponents will be designated by the USD(P&R) in accordance with Reference (b).
7. Since all Military Services and their components have limited training time and resources to focus on individual and collective skill proficiency, CMT tasks must be developed in ways that:
  - a. Effectively and efficiently meet training requirements.
  - b. Provide maximum flexibility to commanders and leaders at all levels to use decentralized CMT management processes.
8. CMT tasks and curriculum must allow leaders at all levels to:
  - a. Assess individual and collective training needs.
  - b. Use properly conducted training needs assessments to plan and execute CMT requirements.
  - c. Tailor training plans from each CMT task's menu of TLOs.
  - d. Assume reasonably prudent risk, within the boundaries of current laws, Executive orders, and relevant DoD policies, and further informed by properly conducted training needs assessments, when making decisions about whether to include or exclude a CMT task TLO in a training lesson plan.
  - e. Choose the method of delivery that best supports individual and unit training needs.
9. A functional baseline for each CMT requirement will include the task, conditions, standards, and a list of TLOs to provide a standardized framework for curriculum development.
10. CMT mandated by law or Executive order will be executed according to the guidelines set by congressional mandate or Presidential directive.
11. CMT-distributed learning will comply with existing DoD distributed learning guidance as prescribed by DoDI 1322.26 (Reference (e)), and DoDI 8320.02 (Reference (f)).

ENCLOSURE 4

CMT OPERATIONS

1. GENERAL

a. The objective of the CMTWG is to standardize and reduce repeated mandatory training requirements by establishing a functional baseline for each CMT task that addresses training objectives, determines desired outcomes, and reduces or eliminates redundancy. This effort supports making more time available for individual and collective skills, training time and effectiveness, and returning time back to unit commanders and supervisors. The CMTWG will prescribe procedures and assign tasks to CMT lead proponents to accomplish these objectives.

b. Through designated CMT lead proponents and in coordination with the CMTWG, CMT provides all Service members an effective and efficient CMT functional baseline. This baseline of knowledge enhances the ability of Service members to perform military duties and activities, increases awareness of appropriate and inappropriate military conduct, and reinforces expected behavioral standards and obligations related to an individual's readiness.

c. A CMTWG, staffed by senior-level representatives (05/06 or civilian equivalent), will:

(1) Provide periodic reviews of CMT to:

(a) Evaluate CMT for validity, effectiveness, adaptability, and potential for removal of outdated or duplicated training requirements.

(b) Consolidate the CMT to optimize training resource usage.

(2) Propose and develop policy and recommendations to the DASD(R).

d. CMT topics are subject to modification based on additional training requirements as promulgated by law or regulation. Current mandatory CMT topics are:

(1) MEO

(2) SH

(3) Substance abuse

(4) CTIP

(5) SAPR

(6) AT

- (7) CoC
- (8) CIAR
- (9) OPSEC
- (10) Cybersecurity
- (11) PA
- (12) SP

## 2. CMTWG

### a. The Chair. The role of the chair includes:

- (1) Assessing current training requirements, including their content, validity, periodicity, and CMT reporting, to ensure consistency across Military Services.
- (2) Balancing priorities and evaluating and validating new training demands through a focus on identifying and implementing ways to achieve greater effectiveness and cost efficiency.
- (3) Establishing effective CMT collaboration across the DoD Components and making CMT recommendations to the USD(P&R) through the DASD(R) and the ASD(R&FM).

### b. Meeting Schedule. The chair convenes the CMTWG as required to review CMT requirements including when:

- (1) A CMT lead proponent requests to add, delete, or modify a CMT requirement within this instruction.
- (2) A CMT lead proponent, Secretary of a Military Department, or the Joint Staff Joint Force Development Directorate (J-7) requests a CMTWG review of CMT requirements, CMT core curriculum, periodicity, targeted audience, method of delivery, or combine requirements.
- (3) An Executive order or law establishes a CMT requirement that does not already have an assigned CMT lead proponent.

### c. Membership. The CMTWG is composed of representatives from the Military Departments, Joint Staff, and CMT lead proponents.

### d. Purpose. The CMTWG will review:

(1) CMT topics to examine content, validity, adaptability; evaluate options to standardize and combine overlapping core curriculum; and, if possible, reduce or eliminate CMT requirements for all Service members.

(2) Service military training to identify and recommend topics for CMT by:

(a) Identifying topics that warrant designation as CMT and recommending DoD or OSD Components to the USD(P&R) for designation as the CMT lead proponent.

(b) Consolidating training or education curricula to optimize training resource usage through effectively collaborating and sharing standardized training capability among training providers.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AC	Active Component
ASD(HA)	Assistant Secretary of Defense for Health Affairs
ASD(R&FM)	Assistant Secretary of Defense for Readiness and Force Management
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
AT	antiterrorism
CIAR	counterintelligence awareness and reporting
CJCS	Chairman of the Joint Chiefs of Staff
CMT	common military training
CMTWG	Common Military Training Working Group
CoC	code of conduct
CTIP	combating trafficking in persons
DASD(R)	Deputy Assistant Secretary of Defense for Readiness
DCMO	Deputy Chief Management Officer
DoD CIO	DoD Chief Information Officer
DoDD	DoD Directive
DoDHRA	DoD Human Resources Activity
DoDI	DoD Instruction
DSPO	Defense Suicide Prevention Office
FIE	foreign intelligence entity
LMS	learning management system
MEO	Military equal opportunity
OPSEC	operations security
PA	Privacy Act
RC	Reserve Component

SAPR	Sexual Assault Prevention and Response
SH	sexual harassment
SP	suicide prevention
TLO	terminal learning objective
USD(I)	Under Secretary of Defense for Intelligence
USD(P)	Under Secretary of Defense for Policy
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

## PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this instruction.

AT. Defined in Joint Publication 1-02 (Reference (y)).

CIAR. Includes instructions on the threat from foreign intelligence entities (FIEs), methods of FIEs, FIE use of the Internet and other communications including social networking services, counterintelligence insider threat, anomalies, reporting responsibilities regarding foreign travel and foreign contacts, and reporting requirements.

CoC. Established in accordance with Reference (o) to implement Executive Order 10631 (Reference (z)), CoC outlines that all members of the Military Services are expected to measure up to the standards embodied in the CoC while in combat or in captivity. Although initially written for wartime situations described in the Geneva Conventions, the guidance remains a moral and ethical guide, backstopped in accordance with Reference (n) for combat and isolation across the range of military operations and in any scenario across the spectrum of captivity.

CMT. Non-occupational directed training that sustains readiness, provides common knowledge, enhances awareness, reinforces expected behavioral standards or obligations, and establishes a functional baseline that improves the effectiveness of DoD and its constituent organizations.

CMT lead proponent. The OSD or DoD Component, agency, or office responsible for the oversight, management, administration, and implementation of a specific CMT core curriculum. See the CMT Requirements Table in the policy section of this instruction for CMT requirements.

CMT requirements. Non-occupational directed training that sustains readiness, provides common knowledge, enhances awareness, reinforces expected behavioral standards or obligations, and establishes a functional baseline required for all Service members to perform military duties or activities in accordance with Reference (b).

CMTWG. An interagency processing body chaired by the DASD(R) and consisting of representatives from the Military Departments, Joint Staff, and CMT lead proponents.

CTIP. Established in Reference (j), CTIP requires annual online training with the purpose of deterring activities of Service members, civilian employees, indirect hires, contract personnel, and command sponsored dependents that would facilitate or support trafficking in persons, domestically and overseas.

cybersecurity. Defined in Reference (t).

diversity management and equal opportunity. A requirement that provides that all Service members enjoy equal opportunity in an environment free from unlawful discrimination on the basis of race, color, national origin, religion, or sex; sexual harassment; and other personal, social, or institutional barriers that prevent Service members from rising to the highest level of responsibility possible in accordance with Reference (g).

OPSEC. Defined in Reference (r).

PA. A federal law that places restrictions on the federal government's collection, use, and dissemination of personal information. As with most comprehensive federal statutes, the PA provides general and specific exemptions as well as an administrative appeals process.

SAPR. Training geared to prevent and eliminate sexual assault by providing comprehensive procedures to better establish a culture of prevention, response, and accountability that enhances the safety and wellbeing of all DoD members.

SH. Defined in Reference (k).

SP. Programs that implement control measures to address and minimize risk factors for suicide while strengthening the factors that mitigate those risks.

substance abuse. The use of any substance in a manner that puts the user at risk of failing in his or her responsibilities to mission or family, or that is considered unlawful by regulation, policy, or law. This includes substance use that results in negative consequences to the health or well-being of the user or others; or meets the criteria for a substance use disorder.

TLO. The performance required of the student to demonstrate competency in the material being taught. A TLO describes exactly what the student must be capable of performing under the stated conditions to the prescribed standard on lesson completion.

test-out module. A CMT program in a state of evaluation in which a single CMT topic or a small section of a broad topic is studied for a given period of time.