OPNAV INSTRUCTION 3800.21

From: Chief of Naval Operations

Subj: U.S. NAVY MARINE AIR-GROUND TASK FORCE COUNTERINTELLIGENCE AND HUMAN INTELLIGENCE SCREENING

Ref: (a) NAVPERS 18068F
     (b) NAVPERS 15839I
     (c) DoD Instruction 3305.15 of 13 August 2015
     (d) DoD Instruction O-5100.95 of 18 April 2012 (NOTAL)
     (e) NAVPERS 15560D
     (f) SECNAVINST 5211.5F
     (g) OPNAVINST 6110.1J

Encl: (1) Navy CI and HUMINT Course Screening and Selection Guidance

1. **Purpose.** To establish policy, assign responsibilities, and provide a standardized process for the screening and selection of U.S. Navy intelligence personnel for attendance at Marine air-ground task force (MAGTF) counterintelligence (CI) and human intelligence (HUMINT) course, to include guidance for the conduct of selection boards and administrative responsibilities.


3. **Applicability.** This instruction applies to all U.S. Navy commands and personnel, active and Reserve component, requiring CI and HUMINT training to perform operations in support of U.S. Navy missions.

4. **Background**

   a. The Navy developed an organic CI and HUMINT collection capability in the wake of Operations Iraqi Freedom and Operation Enduring Freedom. The Navy had no organic HUMINT or CI training capability and thus leveraged the U.S. Marine Corps, U.S. Army, and other joint training venues to satisfy training requirements. Per references (a) through (g), the Navy partnered with the U.S. Marine Corps in 2006 to utilize the MAGTF CI and HUMINT course as the primary training course for Navy tactical CI and HUMINT collectors. Advanced training requirements are satisfied through the HUMINT Training Joint Center of Excellence and other U.S. Government and Department of Defense CI and HUMINT enterprise training venues.
b. CI and HUMINT activities span the operational continuum, from tactical support to numbered fleets to national-level intelligence collection. CI and HUMINT specialists must be mature, have strong interpersonal skills, be technically and tactically adept, and independently capable of supporting distributed operations in austere environments. This screening process is established in order to identify those enlisted and officer candidates with requisite capabilities to succeed in the CI and HUMINT discipline and to reduce attrition at the highly demanding MAGTF CI and HUMINT course.

c. References (a) and (b) established the Navy-Marine Corps MAGTF CI and HUMINT course as the primary course of instruction for the K13A (CI and HUMINT specialist) Navy enlisted classification and 3X1 additional qualification designation. Reference (c) establishes policy and assigns responsibilities for the training and certification of Department of Defense HUMINT personnel. Reference (d) establishes policy, assigns responsibilities, and provides procedures for the management of the HUMINT Training Joint Center of Excellence. Reference (e), section 1306-604, establishes obligated service requirements associated with Service schools. Reference (f) establishes the Department of the Navy’s privacy program, established under the Privacy Act. Reference (g) establishes physical readiness standards for uniformed Navy personnel.

5. Policy

a. Navy components will conduct service-level CI and HUMINT collection activities under Secretary of the Navy (SECNAV) authorities, which assigns the Director of Naval Intelligence as the Navy’s defense HUMINT executor, who centrally manages the Navy CI and HUMINT enterprise.

b. Navy personnel will be certified and credentialed where applicable, and will adhere to common core CI and HUMINT training standards. Per reference (c), such standards are established by the defense CI and HUMINT manager, in consultation with defense HUMINT executors and the national HUMINT manager.

c. Per reference (g), coordination of Navy CI and HUMINT manpower and training requirements are delegated to Director, Naval Intelligence Activity (NIA).

6. Responsibilities

a. Director, NIA

(1) Establish policies defining the identification, processing, and training criteria for the accession of qualified Sailors into the CI and HUMINT field. The selection criteria is derived from current Navy, joint, and national tradecraft validation standards, and Department of Defense CI and HUMINT enterprise best practices.
(2) Develop and maintain a central repository of Navy CI and HUMINT screening documentation for Sailors who are screened for the MAGTF CI and HUMINT course, regardless of outcome. As per paragraph 8 of this instruction:

(a) all records for those who screened favorably will be destroyed after arrival at independent duty, upon completion of training or schooling, or final determination is made that the individual will not be assigned to duty; and

(b) all records of those who do not screen favorably or who are dropped from training will be destroyed one year from screening date or one year from being dropped from training, whichever best describes the candidate's situation.

(3) Provide advice, assistance, and oversight to Navy units, activities, and organizations who conduct CI and HUMINT screening.

b. Echelon 2 and Lower Commands

(1) Implement proactive identification and processing procedures to facilitate the accession of qualified sailors into the MAGTF CI and HUMINT course.

(2) Conduct screenings for the MAGTF CI and HUMINT course per the procedures set forth in enclosure (1). In the event the screening or gaining command does not have the required number of qualified screeners, it is authorized and encouraged to request support from other CI and HUMINT commands with qualified personnel.

(3) Ensure the potential candidate completes the OPNAV 3800/3 OPNAV Counterintelligence/Human Intelligence (CI/HUMINT) Screening Questionnaire, available at: https://www.milsuite.mil/book/docs/DOC-528641. This site is accessible only with a common access card.

7. Eligibility. All candidates must hold an intelligence specialist rating or intelligence officer designator prior to the commencement of training at the MAGTF CI and HUMINT course.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at https://portal.seacnv.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, Office of the Chief of Naval Operations (OPNAV), Deputy Director of Naval Intelligence (N2N6I) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

10. Forms and Information Management Control

   a. OPNAV 3800/3 OPNAV Counterintelligence/Human Intelligence (CI/HUMINT) Screening Questionnaire is available at https://www.milsuite.mil/book/docs/DOC-528641.

   b. Data collection contained within this instruction is exempt from information management control per SECNAV Manual 5214.1 of December 2005 part IV, subparagraph 7p.

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Director, Navy Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, https://www.secnav.navy.mil/doni
NAVY CI AND HUMINT COURSE SCREENING AND SELECTION GUIDANCE

1. General
   a. Candidate Processing. Candidate processing consists of administrative requirements and the conduct of the recommendation interview panel. Both steps are critical to candidate processing as they are designed to identify Sailors and officers with the desired values, aptitude, maturity, interpersonal skills, and academic attributes required to complete the MAGTF CI and HUMINT course. Candidates must ensure requirements are completed and included within the candidate’s screening package prior to the panel.

   b. Candidate Requirements

      (1) Must possess a current secret security clearance and be eligible for top secret with special compartmentalized information.

      (2) Must possess a valid U.S. driver’s license.

      (3) Must be 21 years of age prior to starting the MAGTF CI and HUMINT course.

      (4) Must be willing to submit to a CI scope polygraph examination.

      (5) Must not possess any non-judicial punishment or civil offenses, excluding minor traffic violations, within the last 3 years.

      (6) Must be within height and weight standards as per reference (g), score good or above on the most recent physical readiness test, and have no failures within the last three physical readiness test cycles.

      (7) Must be willing to serve as a CI and HUMINT specialist for no less than 36 months upon graduation from the CI and HUMINT course, as per reference (e), section 1306-604.

2. OPNAV Screening Documentation. The OPNAV screening documentation will assist the recommendation interview panel in conducting the initial assessment to determine eligibility to attend the MAGTF CI and HUMINT course. The candidate must be truthful and forthcoming when responding to the questions.

3. Pre-Recommendation Interview Panel Requirements

   a. Candidates must submit copies of their last three observed evaluations or fitness reports to the panel in advance of the screening.
b. Each candidate must write an autobiography for submission during candidate processing to allow the panel to assess the candidate’s ability to write effectively and to assess their motivations for a lateral move. The autobiography will be typed, in past-tense, third-person perspective, and be no more than 500 words. The autobiography will cover the candidate’s life and motivations for applying to the MAGTF CI and HUMINT course.

4. Recommendation Interview Panel. The primary goal of the recommendation interview panel is to determine a candidate’s motivations to attend the MAGTF CI and HUMINT course, their maturity, and their aptitude to be trained and pass the MAGTF CI and HUMINT course. This is accomplished by conducting an in-person interview of the candidate; telephonic interviews are not authorized. If unable to conduct a panel in person, and as a last resort, NIA is authorized to approve a panel via secure video teleconference. The panel is comprised of only Sailors with a K13A Navy enlisted classification or officers with a 3X1 additional qualification designation. When such personnel are not available, the board may consist of U.S. Marine Corps personnel who have graduated from the MAGTF CI and HUMINT course. The panel will consist of at least three Sailors and the senior member will hold the rank of chief petty officer or higher. When possible, panel members will be from different commands to ensure broad representation of the Navy CI and HUMINT community when selecting candidates. NIA will fund the travel for screening board members when funds are available. If funds are not available, commands providing screening board members will fund travel.

   a. Each panel member will document their assessments and recommendations using the interview panel documentation. The interview panel documentation is available at: https://www.milsuite.mil/book/docs/DOC-529821. This site is accessible only with a common access card. Based on the testing completed by the candidate and the findings during the interview panel, the senior member of the panel will summarize the recommendation on suitability for attending the MAGTF CI and HUMINT course, in the form of a memorandum to Director, NIA. The memorandum and each panel member’s completed interview panel documentation will be forwarded to Director, NIA. This evaluation will be conducted through the assignment of quantifiable values to selection criteria and operational traits identified in the interview panel documentation.

   b. Panel members will limit the duration of the panel to make a reasonable evaluation of the candidate’s suitability. Panel members will treat candidates with dignity, respect, and professionalism throughout the panel. They will not expose any member to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Panel members will not use discriminatory language or scenarios based on gender, sexual orientation, or ethnicity. The duration of the panel will be limited to the duration required to make a reasonable evaluation of the candidate’s suitability, generally no more than 60 minutes.

   c. The panel should approach the event as a job interview whereby the candidate’s application is reviewed and statements are clarified. The panel will assess the applicant’s ability to demonstrate awareness of current events, assess the candidate’s leadership qualities, and when
confronted with an ice breaker and scene setter, verify the candidate answers with a plausible and credible retort. Panel members should determine appropriate motivation, commitment, and academic abilities, to include writing skills, and geopolitical situational awareness of the applicant. Equally important is the candidate’s interpersonal abilities, to include the ability to assess motivations. Members will use the preponderance of their time focusing on the candidate’s interpersonal skills, life experience, cognitive ability, military experience, family situation, and other appropriate criteria.

d. It is important for panel members to keep in mind that the screening is to determine suitability to go through training and not assess the candidate’s ability to execute specific duties without the training. While knowledge of the field will be important during and after graduation from training, the more important assessment factor is the candidate’s thought process and ability to work through a challenge.

5. **Panel Determination.** The senior panel member will document the recommendation regarding the determination of suitability using interview panel documentation, and forward it to Director, NIA. The panel’s determination of suitability will be annotated as either “recommended” or “not recommended.” Panel recommendations are valid for 18 months, and candidates must keep Director, NIA and detailers apprised of any changes that could have an adverse impact on course attendance such as pending court and disciplinary cases, or family, financial, medical, and dental issues. Candidates who do not begin training within 18 months of screening must rescreen. Candidates not recommended may reapply after 12 months.

   a. Non-recommendation should not be considered adverse for the candidate in any way. Due to the complexities and technical nature of the CI and HUMINT career field, not all candidates will be recommended.

   b. Director, NIA retains final decision authority for all Sailors and officers requesting to attend the MAGTF CI and HUMINT course. Although the recommendation interview panel provides a recommendation, Director, NIA makes the final determination on whether the Sailor or officer is approved or disapproved to attend the course.