



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-PLS

26 June 2014

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum #21, Security, Education, Training & Awareness (SETA) Program

1. REFERENCES.

- a. DoD Instruction 3305.13-DoD Security Education, Training and Certification, 13 February 2014.
- b. Executive Order 13526, 5 January 2010.
- c. AR 380-5 (Department of the Army Information Security Program), 29 September 2000.
- d. Department of Defense Manual 5200.01, Volumes 1-4.

2. PURPOSE. Prescribe procedures and responsibilities for establishment and maintenance of a Security Education Training Awareness (SETA) program.

3. APPLICABILITY. This policy pertains to all Fort Belvoir Garrison personnel.

4. POLICY. All garrison personnel on Fort Belvoir will comply with requirements of the SETA program.

5. PROCEDURES.

- a. The SETA Program Manager (PM) will provide information and awareness for security training of various types.
- b. The SETA PM will gauge training method effectiveness continually.
- c. The SETA PM will provide quarterly reminders that all personnel, Military and Civilian are required to complete their annual Security Awareness refresher training.
- d. The Security Professional Education Development (SPeD) Certification Program will be fully implemented as part of the Garrison SETA program.
- e. The SETA Program will implement training best practices. These best practices will come from a broad spectrum of training practices utilized by a number of Government or Contractor entities.

“LEADERS IN EXCELLENCE”

IMBV-PLS

SUBJECT: Fort Belvoir Policy Memorandum #21, Security, Education, Training & Awareness (SETA) Program

6. PROPONENT. The proponent for this policy is the Garrison Security, Education, Training & Awareness (SETA) Program Manager at (703) 805-5230, DSN 655-5230.


MICHELLE D. MITCHELL
Colonel, AG
Commanding