



**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

12 October 2012

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum #24, Security, Education, Training and Awareness (SETA) Program

1. REFERENCES.

- a. DoD Instruction 3305.13-DoD Security Training, 18 December 2007.
- b. Executive Order 13526, 5 January 2010.
- c. AR 380-5, Department of the Army Information Security Program, 29 September 2000.
- d. DoD 5200.1-R, Information Security Program, January 1997.

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

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

4. POLICY. The SETA program will be aimed at promoting quality performance of security responsibilities by Garrison personnel, and will be tailored, as much as possible, to the specific involvement of individuals in the information security program and the Garrison's mission.

5. PROCEDURES.

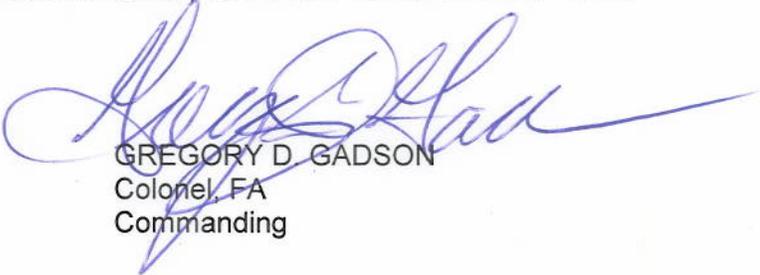
- a. The SETA Program Manager (PM) will provide information and awareness for security training of various types.
- b. The SETA PM will gauge training method effectiveness continually.
- c. The SETA PM will provide quarterly Information Security training at the Wood Theater.
- d. The Security Professional 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”**

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6. PROPONENT. The proponent for this policy is the Directorate of Plans, Training, Mobilization and Security, SETA Program Manager, at (703) 805-4015, DSN 655-4015.



GREGORY D. GADSON  
Colonel, FA  
Commanding