

Instruction 36-4405

CYBERSECURITY AWARENESS AND TRAINING

Effective Date: 15 December 2024

Supersedes: Instruction 36-4405, 1 June 2024

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1. PURPOSE

This instruction establishes local requirements for cybersecurity awareness training and compliance for all personnel assigned to or working at Joint Base San Antonio.

2. TRAINING REQUIREMENTS

- 2.1. Annual Training. All personnel with network access must complete DoD Cyber Awareness Challenge annually within 30 days of account activation for new personnel.
- 2.2. Privileged Users. Additional role-based training per DoD 8140.03 (replacing 8570.01-M) within 60 days of privileged role assignment.
- 2.3. Phishing Awareness. Quarterly phishing exercises. Individuals who fail two consecutive exercises will have network access suspended until remedial training is completed.
- 2.4. Social Engineering Awareness. Annual social engineering awareness briefing added for all personnel with access to controlled areas or sensitive information. Training covers vishing, pretexting, and tailgating threats.

3. COMPLIANCE TRACKING

Unit IAOs track training compliance and report monthly. Units below 95% compliance are reported to 502 ABW/CC. Compliance dashboards are now available in the JBSA Cybersecurity Portal for real-time unit visibility.

4. REMOVABLE MEDIA AND MOBILE DEVICES

- 4.1. Unauthorized removable media is prohibited on government systems. Authorized media must be registered and scanned.
- 4.2. Personal mobile devices must not be used to photograph, record, or transmit information displayed on government systems. Mobile devices are prohibited in SCIFs and restricted areas.

5. CHANGES FROM PREVIOUS VERSION

- 5.1. Updated privileged user training reference from DoD 8570.01-M to DoD 8140.03.
- 5.2. Added social engineering awareness requirement (Section 2.4).

5.3. Added mobile device restrictions (Section 4.2).

5.4. Added compliance dashboard visibility note.

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