



DEPARTMENT OF WAR

6000 Defense Pentagon
Washington, D.C. 20301-6000

APR 14 2026

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Reduction of Annual Cyber Awareness Training Requirements

References: (a) Under Secretary of War for Personnel and Readiness Memorandum,
"Recommendations to Reduce Mandatory Training Requirements and Restore
Mission Focus," April 29, 2025
(b) Under Secretary of War for Personnel and Readiness Memorandum,
"Implementing Reduced Mandatory Training Requirements to Restore Mission
Focus," November 13, 2025

Pursuant to Section 3554.b(4) of Title 44, U.S.C., Federal agencies are responsible for including cybersecurity awareness training as part of the agency cybersecurity program. The awareness training must be tailored to the DoW system, organization, and mission, and aligned with cyber workforce certification and credentials requirements to inform personnel, including contractors and other system users that support DoW operations and assets.

The Secretary of War signed a memorandum, reference b, to review and decrease annual training requirements for military service members. Pursuant to the Secretary's memo, military personnel are hereby required to complete the cyber awareness training upon initial access and once every three years thereafter. Civilian personnel and contractors will continue to complete this training annually per statutory requirements. Supervisors may require personnel to repeat training in the event of a security violation or incident.

My POC for this matter is McKay Tolboe, mckay.r.tolboe.civ@mail.mil, (571) 256-2210.

A handwritten signature in black ink, appearing to read "J. Aaron Bishop", is positioned above the printed name and title.

J. Aaron Bishop
Acting DoW Chief Information Security Officer