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From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR INTELLIGENCE (SHORT TITLE: SOP FOR INTELLIGENCE)

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate policies and procedures for intelligence and to promote uniformity in intelligence training and administration for the Marine Reserve Force (MARRESFOR).

2. Recommendations. Recommendations concerning this Manual are invited and will be submitted to the Commanding General, MARRESFOR (G-2) via the appropriate chain of command.

3. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

4. Certification. Reviewed and approved this date.

M. A. SEXTON
Chief of Staff

DISTRIBUTION: B

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Subj: STANDING OPERATING PROCEDURES FOR INTELLIGENCE (SHORT TITLE: SOP FOR INTELLIGENCE)

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SOP FOR INTELLIGENCE

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

SOP FOR INTELLIGENCE

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SOP FOR INTELLIGENCE

INTRODUCTION

0001. PURPOSE. To promulgate administrative procedures, guidance and information concerning intelligence matters within Marine Reserve Force (MARRESFOR).

0002. SCOPE. This Manual will address garrison activities of an intelligence nature which pertain to the MARRESFOR as a whole. This Manual will not repeat guidance or information contained in other directives. Where applicable, references to existing directives will be made, as appropriate.

0003. MISSION. The intelligence mission of the MARRESFOR is to accomplish daily intelligence and counterintelligence functions in a garrison environment and to ensure intelligence readiness pursuant to the conduct of combat operations as required.

0004. LIAISON. Direct liaison with commands or agencies external to MARRESFOR for intelligence matters must be authorized by MARRESFOR.

0005. ADMINISTRATION

1. Standard Marine Corps administrative practices will be used by all intelligence sections. Intelligence files will be established and maintained in accordance with the current edition of SECNAVINST 5210.11 (Standard Subject Identification Codes). Procedures and formats contained in FMFM's 3-21 (MAGTF Intelligence Operations), 2-4 (Counterintelligence), 3-1 (Command and Staff Action), the Joint Operations Planning System (JOPS), and/or higher Headquarters' Standing Operating Procedures (SOPs) will be used, as appropriate.

2. It is imperative that intelligence sections maintain and update Intelligence SOPs and turnover files/folders. This information is vital to the understanding of the internal operation of the G-2/S-2 sections. These serve as references organic to the intelligence functions of that command. SOPs and turnover files/folders can be used as a quick reference and further delineates individual responsibilities. Units should develop their own Intelligence SOPs and turnover files/folders and keep copies of the SOPs from higher commands.

0006. RESPONSIBILITIES

1. The Commander, through his senior intelligence officer, is responsible for the direction of intelligence efforts.

2. Subordinate commands with intelligence sections down to the

battalion/squadron level, will prepare intelligence SOPs similar to this one which will be reviewed, updated, and submitted to MARRESFOR (G-2) annually by 1 January. Should no revisions be required, or minor modifications be necessary, subordinate commands will provide a statement to that effect or a copy of the modifying document.

3. Subordinate commands will ensure that all personnel receive appropriate intelligence training and instruction as identified in chapter 6 of this Manual.

SOP FOR INTELLIGENCE

CHAPTER 1

INTELLIGENCE PLANNING

CHAPTER 1

INTELLIGENCE PLANNING

1000. GENERAL. Intelligence planning is a continuous function within garrison and operational environments. Such planning is accomplished with maximum staff coordination.

1001. SCOPE. This Chapter discusses the formal operational and contingency intelligence planning conducted within the MARRESFOR. A listing of Commanding General, MARRESFOR operational and contingency plans is contained in the Mobilization Management Plan (MOB Plan). Intelligence planning to support other requirements may be initiated, as appropriate.

1002. FUNCTIONS. Intelligence planning involves the periodic review of current MARRESFOR operations and contingency plans for intelligence content.

1. Most MARRESFOR planning requirements emanate from Unified or NATO Commanders who conduct reviews, updates, or modifications of their plans, thereby requiring similar actions by MARRESFOR.

2. All plans originated by MARRESFOR are written in the Joint Operation Planning System (JOPS) format.

3. Operation plans normally require intelligence annexes; concept plans normally do not. Intelligence inputs to concept plans are contained in the situation paragraph of the basic plan.

4. MARRESFOR reviews effective 4th MarDiv/4th MAW/4th FSSG plans for intelligence content annually.

1003. DIRECT LIAISON. Direct liaison concerning intelligence planning between elements within the MARRESFOR is authorized and encouraged. External liaison must be authorized by MARRESFOR (G-2).

SOP FOR INTELLIGENCE

CHAPTER 2

INTELLIGENCE COLLECTION RESOURCES

CHAPTER 2

INTELLIGENCE COLLECTION

2000. GENERAL. The Assistant Chief of Staff, G-2 (AC/S, G-2) MARRESFOR is the senior intelligence officer and is responsible for the overall planning and collection efforts of MARRESFOR. The G-2/S-2 Officer within each subordinate organization/unit is responsible for planning and coordinating intelligence collection efforts designed to support their command requirements.

2001. SCOPE. This Chapter identifies and briefly describes intelligence assets available to the MARRESFOR in general terms. As used and described in this chapter, intelligence "collection resources" means all intelligence collection, reconnaissance, and surveillance capabilities under the direct command and control of the Commanding General, MARRESFOR or subordinate commanders. Guidance and procedures for the employment of MARRESFOR intelligence assets are limited to use in a garrison environment to support training and exercise requirements.

2002. GROUND COLLECTION RESOURCES

1. Force Reconnaissance Companies (FORRECON). The MARRESFOR has two Force Reconnaissance Companies, the 2d and 4th. These companies are under the operational control of the Commanding General, MARRESFOR (AC/S, G-3). The companies are employed in accordance with the doctrine contained in FMFM 2-2 (Amphibious Reconnaissance) and conduct amphibious reconnaissance to support pre-"D-Day" and follow-on deep reconnaissance missions. In peacetime/garrison environment they conduct training and participate in exercises that support their wartime missions. Additionally, they participate, as tasked, in other operations.

2. Interrogator - Translator Teams (ITT). There are six teams trained ininterrogation techniques in a variety of foreign languages. These units are under the operational control of the Commanding General, MARRESFOR (AC/S, G-2). They are attached to local units for administrative, logistical, and non MOS training support. The teams are doctrinally employed in accordance with FMFM 3-21 (MAGTF Intelligence Operations), however, in a peacetime/garrison environment the mission of the teams is to conduct training and participate in exercises that support their wartime missions. Additionally, teams or ITT individuals participate, as tasked, in other operations.

3. Counterintelligence Teams (CIT). There are three counterintell-

igence teams in the MARRESFOR. They are the 10th, 12th, and 14th CI Teams. These teams are under the operational control of the Commanding General, MARRESFOR (AC/S, G-2). They are attached to local units for administrative, logistical, and non MOS training support. Counterintelligence teams are deployed in accordance with FMFM 2-4 (Counterintelligence) however, in a peacetime/garrison environment the mission of the teams is to conduct training and participate in exercise that support their wartime missions.

4. Sensor Control and Management Platoon (SCAMP). The 4th SCAMP is under the operational control of the Commanding General, MARRESFOR (AC/S, G-2). It is attached to a local unit for administrative, logistical, and non MOS training support. The SCAMP assist in and monitors the emplacement of remote sensors in support of surveillance and target acquisition requirements of the MARRESFOR. Employment of SCAMP is in accordance with FMFM 3-21 (MAGTF Intelligence Operations). During peacetime/garrison environment the mission of the SCAMP is to conduct training and participate in exercises that enhance their wartime mission capabilities.

2003. AIR COLLECTION RESOURCES. Marine Observation Squadron 4 (VMO-4). This squadron is under the operational and administrative control of the Commanding General, 4th Marine Aircraft Wing (4th MAW). The squadron conducts visual aerial reconnaissance, radiological reconnaissance, and limited low-level aerial photography. Requests for these services to support intelligence collection requirements will be forwarded to MARRESFOR (Attn: G-2) with informational copies to the CG, 4th MAW; CO, MAG-49; and CO, VMO-4.

2004. EXTERNAL COLLECTION RESOURCES. Intelligence collection requirements, Essential Elements of Information (EEI) or Request for Information (RFI) that cannot be satisfied by MARRESFOR organic capabilities will be consolidated by MARRESFOR and forwarded to the Navy and Marine Corps Intelligence Center.

2005. RESTRICTIONS

1. No intelligence collection operations will be conducted against or directed towards U.S. persons. Training exercises which involve Marines, other members of the Department of Defense, and designated allied countries who are aware that such operations will be conducted constitute the only exception.

2. Federal law prohibits intelligence components (e.g., S-2 sections or intelligence personnel) from collecting, keeping, or passing of

any information on U.S. persons (anyone in the U.S.). Intelligence oversight is the program to ensure Marine programs comply with this program. Force Order 3820.1 describes this program and reports. Also see chapter 10 of this Manual.

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CHAPTER 3

INTELLIGENCE PRODUCTION

CHAPTER 3

INTELLIGENCE PRODUCTION

3000. GENERAL. Intelligence production is a product where information based on cause and effect is constantly changing. Intelligence personnel analyze collected information or finished intelligence. Subjects of interest include political, econimic, geophysical, and military data. The analyst receive, evaluate, process, and interpret the data and then disseminate their products to consumers within the Marine Corps and Navy community. The intelligence estimate, as an example, provides information and assessments concerning weather, terrain, enemy situations, and probable courses of action.

3001. SCOPE. Subordinate units of MARRESFOR are, in general terms, consumers of finished intelligence products. MARRESFOR has the capabilities to produce combat intelligence products to support command and garrison requirements. The same capabilities can also be quickly transitioned to satisfy combat or contingency requirements. Intelligence production incorporates the functions accomplished by all intelligence personnel within MARRESFOR.

3002. ACTIVITIES. Intelligence production personnel perform the following tasks in garrison:

1. Review intelligence studies, estimates, and annexes to support contingency and general war plans.

2. Provide intelligence briefings to the unit commander and members of his staff, as required.

3. Present weather briefings, as required.

4. Establish and maintain intelligence country files concerning MARRESFOR areas of responsibility and other areas, as required.

5. Exploit, and/or maintain and effect changes to the Naval Intelligence Processing System (NIPS) data base, as required.

6. Exploit, maintain, and update the command intelligence photo slide file.

7. Exploit and/or maintain the command Air and Seaplane Stations of the World (ASSOTW) file.

8. Provide intelligence support and maintain liaison with higher and adjacent commands within the MARRESFOR to ensure intelligence requirements are fulfilled.

9. Study intelligence publications, documents, and reports and extract pertinent information from these sources.

10. Perform targeting functions further delineated in this Chapter.

3003. CAPABILITIES. Beside the activities outlined above, the following intelligence production capabilities exist: Fourth Imagery Interpretation Unit (4th FIIU). The unit is under the operational control of the Commanding General, MARRESFOR (AC/S, G-2). The AC/S, G-2 exercises direction, control, and supervision of MARRESFOR imagery assets. The 4th FIIU receives administrative, logistical and non MOS training support from subordinate units.

3004. TARGETING

1. Target intelligence locates the components of a target complex and indicates the vulnerability and relative importance of the target. Target intelligence is discussed in detail in FMFM 3-21, OH 2-1.1, and NWP 22-2. Most MAGTF staffs have a target intelligence officer in the G-2 Section. At the regiment/group level and below, the unit intelligence officer will perform the duties of the target intelligence officer.

2. Queries concerning targeting will be addressed to Commanding General, MARRESFOR (G-2). The below listed documents and/or capabilities are identified for information.

a. Naval Intelligence Processing System (NIPS).

b. Air and Seaplane Stations of the World (ASSOTW).

c. Target Materials File (TMF).

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CHAPTER 4

INTELLIGENCE DISSEMINATION

CHAPTER 4

INTELLIGENCE DISSEMINATION

4000. GENERAL. There are various means available to commanders to disseminate intelligence. Examples are the U.S. Postal Service, secure FAX, and STU-III telephones.

4001. SCOPE. This Chapter identifies those means routinely used to disseminate intelligence in a garrison environment.

4002. RESPONSIBILITIES. The senior intelligence officer is responsible to the commander to ensure intelligence is disseminated to consumers in a rapid, accurate and secure manner.

4003. CAPABILITIES. Within and external to the MARRESFOR, there are several methods available to disseminate intelligence:

1. Teletype. MARRESFOR commands can receive and send intelligence by using two communications systems. They are:

a. General Service Communication (GENSER) which can transmit enciphered information up to and including TOP SECRET.

b. Special Intelligence Communications (SPINTCOM) which can transmit enciphered information up to and including TOP SECRET which bears Special Compartmented Information (SCI) caveats. For further information concerning the use of SPINTCOM channels, contact the command Special Security Officer (SSO).

2. The U.S. Postal Service. Written correspondence and documents up to and including SECRET information may be sent through the U.S. Mail as long as the security instructions in the current edition of OPNAVINST 5510.1 are met.

3. Command Couriers. Specially designated personnel within MARRESFOR who receive written authorization and comply with special security instructions can carry up to and including TOP SECRET material with SCI caveats.

4004. SECURITY. Due to sensitive sources and methods used to obtain intelligence, recipients and originators of classified material, including intelligence, must ensure that such material is protected from unauthorized disclosure or compromise. Active security measures will be applied during receipt, storage, exploitation, and dissemination phases of handling classified material. Directions concerning the Information Security Program are contained in the current edition of OPNAVINST 5510.1.

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CHAPTER 5

COUNTERINTELLIGENCE

CHAPTER 5

COUNTERINTELLIGENCE

5000. GENERAL. MCO 3850.1 and FMFM 2-4 provide the basic doctrine and guidance for Marine Corps CounterIntelligence (CI) and Human Intelligence (HUMINT) collection activities, and all related CI matters. They cover the various aspects of CI measures, CI operations, and as apply to all CI matters within the MARRESFOR.

5001. SCOPE. This chapter only addresses the peacetime/garrison role of CI. Combat CI doctrine and operations are discussed in FMFM 2-1, 2-4, and DIAM 58-11.

5002. MISSION. The mission of Marine Corps CI is to conduct active and passive CI operations designed to identify, locate, and neutralize hostile attempts of espionage, subversion, sabotage, and terrorism. The primary peacetime/garrison mission of MARRESFOR counterintelligence teams is planning, preparation, and training to accomplish their combat CI and HUMINT functions. Other missions include providing services and training to MARRESFOR commands that will enhance the protection of commands against espionage, sabotage, subversion, terrorism, and inadvertent disclosure or compromise of classified material.

5003. RESPONSIBILITIES

1. As with intelligence, counterintelligence is a function of command. The commanding officer at all levels is responsible for the formulation and implementation of adequate CI measures designed to ensure security of the command and to deny unauthorized access by anyone to information which might be used to decrease the commands combat effectiveness.

2. The MARRESFOR (G-2) is responsible for the direction, control, and supervision of MARRESFOR CI assets. Operational control to include MOS training and exercise/operation participation is the responsibility of the (G-2). Prospective CI Team commanders are interviewed by the (G-2) or designate and recommendations for the the position are forwarded to the Commanding General for selection. The CI Team Commander's reporting senior for fitness report purposes is the (G-2).

3. The Staff CI Coordinator advises the MARRESFOR (G-2) on all matters of a CI nature to the command. Additionally, the CI Coordinator is the principal point of contact for the three MARRESFOR CI teams.

4. MARRESFOR CI teams are collocated with 4th Marine Division subordinate units for administration and general military training purposes.

5004. COUNTERINTELLIGENCE ORGANIZATIONS

1. Counterintelligence Teams (CITs). There are three CITs in the MARRESFOR:

a. 10th CIT, Washington, DC.

b. 12th CIT, Washington, DC.

c. 14th CIT, San Diego, CA.

2. The MARRESFOR will task the CITs for operational employment per guidance in the campaign plan. Request for CIT support will be forwarded to MARRESFOR (G-2).

5005. GARRISON OPERATIONS. The following are appropriate functions of CITs Teams in a garrison environment:

1. Participate in field training exercises with Marine Air Ground Task Forces. Participation in exercises with other units is appropriate when realistic and meaningful CI activities can be developed. CI participation must include the assignment of counterintelligence personnel to the exercise staff to ensure adequate CI activity is incorporated into the exercise. Cross training of CI personnel in other intelligence disciplines is encouraged. Cross training assignments or formal schools outside the CI MOS must be approved by MARRESFOR (G-2).

2. When directed conduct debriefings of MARRESFOR personnel travelling to countries outside of the U.S.

3. Conduct CI surveys, evaluations, and inspections in accordance with current directives.

4. Provide advice and guidance concerning foreign groups and their activities which constitute a direct security threat to the command.

5. Furnish advice and guidance concerning command visitor control and foreign disclosure programs in accordance with current Marine Corps directives.

5006. RESTRICTIONS

1. CI jurisdiction and activity restrictions are set forth in the current edition of MCO 3850.1.

2. MARRESFOR CI activities associated with physical security are limited to protection of classified material. Counterintelligence personnel will not be used to assess the physical security of armories, supply points, medical facilities, etc., where the security objective is the prevention of theft and or pilferage, nor will CI personnel be used to conduct criminal investigations.

3. MARRESFOR CI personnel will not perform routine administrative duties associated with the Information Security Program including the processing of security clearances, maintaining command access programs, and administering command classified files. These tasks are the functional responsibility of command administrative personnel.

5007. SECURITY STANDARDS. The sensitivity of CI assignments requires high standards of personal and professional conduct, attitude, and performance. Supervisory personnel will ensure that any deviation from expected standards is promptly investigated and acted upon in accordance with the current edition of MCO 3850.1.

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CHAPTER 6

INTELLIGENCE TRAINING

SOP FOR INTELLIGENCE

CHAPTER 6

INTELLIGENCE TRAINING

6000. GENERAL. Effective intelligence and counterintelligence training contributes directly to MARRESFOR readiness and the ability to successfully achieve assigned missions in war and peace. Intelligence and counterintelligence training will not be confined to intelligence and counterintelligence specialists, but will be given in various degrees to all personnel within MARRESFOR. This training must not only impart awareness and ability to allow personnel to effectively contribute to command intelligence and counterintelligence efforts, it must positively motivate recipients to contribute.

6001. RESPONSIBILITIES. Intelligence training is the responsibility of all commanders. The intelligence officer/chief is responsible to the commander for the planning and supervision of the MOS training of his own section and in coordination with the operations officer to exercise staff supervision of intelligence training within the entire command.

6002. SCOPE. The quantity and intensity of intelligence and counter-intelligence training provided will vary depending upon the mission of the unit and the duty assignments of the personnel therein. The quality of intelligence and counterintelligence training must meet the highest standards, no matter who is the recipient and described in Chapter 19 of FMFM 3-21. Categories of intelligence and counterintelligence training accomplished within the MARRESFOR are described in Chapter 19 of FMFM 3-21 and can be generalized as:

1. MOS training of intelligence personnel assigned to 02XX billets within a command. This training involves formal intelligence or intelligence related schools training, amplified to satisfy the unit's mission requirements, general military subjects education and on-the-job training.

2. Training of personnel assigned to reconnaissance, surveillance and or observation units: This type of training encompasses intelligence training imparted as a segment of general military subjects education, OJT and may be expanded to formal school training as required.

3. Training of all personnel. This involves unit training wherein intelligence training is imparted as a segment of general military subjects education and on-the-job-training (OJT) experiences.

4. Training of non-intelligence specialist personnel assigned to

combat arms and combat arms supporting units. This involves training similar to that given all personnel but may be tailored and amplified to satisfy the unit's mission requirements.

6003. GARRISON TRAINING. Due to the wide variety of unit missions within MARRESFOR, no attempt at mandating specific garrison/drill weekend intelligence training programs or requiring specific emphasis is contemplated. Within the general guidelines of this SOP, each commander must approve those garrison intelligence training programs which will meet his needs. Senior intelligence officers at higher echelons within MARRESFOR will be available to provide assistance and advice in the formulation and implementation of unit garrison intelligence training programs.

1. Unit Training Programs. The skills and experiences of intelligence specialists may be integrated into unit training programs. For example, intelligence specialists can assist in foreign equipment recognition programs, foreign weapon system characteristics, preparation of patrol reports, or in the case of ITT personnel, specialists can be used to assist Survival, Evasion, Resistance, and Escape (SERE) training. Specialized unit training directed towards area orientation can be provided by coordinating with MARRESFOR (G-2T) and (G-3T) for units involved in out of CONUS operations.

2. Intelligence Specialist Programs. Depending upon the specific skills required, such training programs may be formalized such as that undertaken by ITT personnel in accordance with the current edition of MCO 3876.1 to providing intelligence support to the command. In either case, it is essential that more experienced personnel input their knowledge to the less experienced utilizing the most pragmatic means available. Also, maximum cross training among specialists holding MOS's within the intelligence occupational specialty is encouraged.

3. Intelligence Briefings and Seminars. Periodic intelligence briefings and seminars are conducted at various locations for intelligence personnel. Examples of such activities would be the Collection Management Course conducted by Navy Marine Intelligence Training Center (NMITC), Dam Neck, VA or weekend intelligence seminars conducted at various levels by the Defense Intelligence Agency College for senior intelligence personnel.

6004. FORMAL MOS RELATED INTELLIGENCE TRAINING. MARRESFOR does not conduct formal school intelligence training wherein an intelligence MOS is granted by CMC. Marine Corps and Force Orders in the 1500 series (Training and Education) provide information and guidance relative to formal schooling.

1. General Policy. Marines filling intelligence billets will first focus on obtaining the required MOS by attending the MOS producing school and acquiring a successfully adjudicated Single Scope Background Investigation (SSBI). Upon attainment of 02XX MOS career level schools, operations, and exercise oppurtunities should be pursued. Guidance and assistance will be provided by MARRESFOR (AC/S, G-2) on 02XX career development.

2. School Requests. Requests to attend formal schooling as identified below will be submitted to MARRESFOR (G-2T/G-3T). There are two exceptions to request submitted to MARRESFOR:

a. Initial MOS training requests for funding will be directed to CMC (MPP-80) with info MARRESFOR (G-2T/G-3T).

b. Prior service Marines making a lateral move to the 02XX field, request funding from CG, MCRSC, Overland Park, KS (PSTA) with info MARRESFOR (G-2T/G-3T).

3. MOS Attainment. Per MCO P1001R.1E the basic intelligence MOS (0201/0200) for officer and enlisted may be assigned by the unit Commanding Officer, when the individual Marine is assigned to an intelligence billet. Marines should plan to attend the phases of the basic MOS qualifing course in two separate years. Read ahead packages and correspondances course work MUST be completed before each phase in order to be at an entry knowledge level. Upon successful completion of intelligence school and adjudication of an SSBI, it is necessary that each individual complete the administrative process outlined in MCO P1200.7K (MOS Manual) for request of the 02XX MOS. An AA Form, in which each of the criteria for MOS qualification is addressed along with the necessary documentation must be submitted to CMC via MARRESFOR. For enlisted the form should be addressed to CMC (CRP) via Commanding General, MARRESFOR (G-2T). For officers, the form should be to CMC (MMOA) via Commanding General, MARRESFOR (G-2T).

a. MOS 0202/0205. There are two MOS producing schools for reserve intelligence officers.

(1) The Marine Air Ground Task Force Intelligence Officers Course, is an eleven week course conducted at NMITC. A current adjudicated SSBI is required prior to admission to the course. Assignment of the MOS shall be requested upon completion of the course.

(2) The Marine Air Ground Task Force Intelligence Officers Reserve Course is a two phased, four week course (two weeks each phase) conducted at NMITC. A Secret clearance is required for Phase 1. A successfully adjudicated SSBI is required for Phase 2. Assignment of the MOS should be requested upon completion of Phase 2.

b. MOS 0210/0211. There are two MOS producing CI courses for officers and enlisted Marines.

(1) The MAGTF-CI Course, for both enlisted and officers, is 17.5 weeks conducted at NMITC. A current adjudicated SSBI is required prior to admission to the course.

(2) The U.S. Army Intelligence Training Army Area School (ITAAS) Counterintelligence Agent/Technician Reserve Course is a three phased, six week course (two weeks each phase) conducted at the 6th U.S. Army ITAAS, Ft. Huachuca, AZ; 4th U.S. Army ITAAS, Ft. McCoy, WI; or the 1st U.S. Army ITAAS, Ft. Devans, MA. The officers can attend the enlisted or officers course. If the officers course is selected, Phase I will be a correspondence course which needs to completed 45 days prior to commencement of Phase II. A secret security clearance is required.

c. MOS 0231. There are two MOS producing courses for reserve intelligence specialists.

(1) The Marine Air Ground Task Force (MAGTF) Intelligence Specialist (Entry Level) Course is a eight week course conducted at NMITC. A secret clearance is required for admission to the course and an SSBI must be submitted to MARRESFOR. Assignment of MOS 0231 shall be requested upon completion of the course and adjudication of the SSBI.

(2) The Marine Air Ground Task Force Intelligence Specialist Reserve Course is a two phased, four week course (two weeks each phase) also taught at NMITC. A secret clearance is required and an SSBI must be submitted to this Headquarters. Assignment of the MOS shall be requested by the unit upon completion of Phase II and adjudication of the SSBI.

d. MOS 0240. The Imagery Intelligence Officer Course is a 23 week course conducted at Goodfellow AFB, San Angelo, TX. A secret clearance is required with an SSBI submitted six months prior to the school start date. Assignment of the MOS shall be requested upon completion of the course and adjudication of the SSBI.

e. MOS 0241. The Imagery Interpretation Specialist Course is a 26 week course currently conducted at Goodfellow AFB. A secret clearance is required and an SSBI must be submitted. Assignment of the MOS shall be requested upon completion of the course, and adjudication of the SSBI.

f. MOS 0251. There are three MOS producing Interrogator-Translator courses for enlisted Marines.

(1) The MAGTF Interrogation of Prisoners of War (IPW) is a 5 week course conducted at NMITC. A secret clearance is required and an SSBI submitted prior to admission to the course. Assignment of the MOS shall be requested upon completion of the course and adjudication of the SSBI.

(2) The MAGTF-IPW Phase I and II is a four week course (two weeks each phase) at NMITC. A secret clearance is required and an SSBI submitted prior to admission to the course. Assignment of the MOS shall be requested upon completion of the course and adjudication of the SSBI.

(3) The U.S. Army Intelligence Training Army Area School (ITAAS) Interrogator Course is a four week course (two weeks each phase) conducted at the U.S. Army 5 ITAAS, Ft. Sam Houston, TX and at the 2d ITAAS, Ft. Bragg, NC. A secret clearance is required and an SSBI submitted prior to admission to the course. Assignment of the MOS shall be requested upon completion of the course and adjudication of the SSBI.

g. MOS 0261. The basic Cartogripher course is a 11 week course conducted at the Defense Mapping School, Ft. Belvoir, VA. Assignment of the MOS shall be requested upon completion of the course and adjudication of the SSBI.

4. In addition to the above described MOS producing and required intelligence courses there are advanced intelligence and intelligence related courses available. These courses are advertised periodically by MARRESFOR. MOS qualification is required prior to attending any advanced school.

6005. INTELLIGENCE SYSTEMS. For those sites with intelligence systems such as PC-NIPs, appropriate training should be programmed and accomplished. If additional training needs to be conducted other than at the unit drill site, requests should be forwarded to MARRESFOR (G-2T).

6006. TRAINING QUOTAS. The senior intelligence officer/chief will coordinate with the unit training officer to ensure all school requirements are properly budgeted and requested in a timely manner to MARRESFOR (G-2T/G-3T). The following information will be submitted with requests: name, rank, SSN, security clearance, RUC, reason for request and estimated cost (e.g., pay, allowances, per diem, and travel).

6007. ANNUAL TRAINING (AT)

1. It is imperative that each AT period be productive in MOS training

for intelligence personnel. When a unit is not participating in a tactical exercise with viable intelligence play, or a MCCRES, a suitable alternate may be arranged between the unit and the MARRESFOR (AC/S, G-2) such as:

a. Augmentation of a unit requiring additional intelligence personnel in support of an exercise.

b. Participation with active duty units or Department of Defense agencies requesting augmentation, e.g., 4th Marine Division, 4th Marine Aircraft Wing, JICPAC, USCINCCENT, DIA, CJTF-4, CJTF-6, and AIC.

c. Follow-on intelligence schooling.

2. The type of Annual Training (AT) a unit will accomplish for the subsequent fiscal year, will be determined at the annual operations officers planning conference subsequently designated as Training Exercise and Employment Plan (TEEP) conference. All CIT, ITT, FORECON, 4th SCAMP, 4th FIIU units, and the Intel Training Det, Dam Neck, VA will coordinate with MARRESFOR (AC/S, G-2) for guidance on future AT's prior to the planning conference.

6008. DOCUMENTATION OF TRAINING. Unit intelligence training will be incorporated into the units Annual Training Plan and Quarterly Training Bulletins. Additionally, a record of intelligence training completed will be maintained by the intelligence section. This record will include the following:

1. Annual Training Plan and Quarterly Training Bulletins.

2. Lesson plan for each class presented.

3. Class attendance roster.

SOP FOR INTELLIGENCE

CHAPTER 7

INTELLIGENCE PUBLICATIONS

CHAPTER 7

INTELLIGENCE PUBLICATIONS

7000. GENERAL. All MARRESFOR commands are required to hold certain intelligence publications as listed in part B of the Naval Intelligence Products Registry (NIPR) and MCO 3830.1. Subordinate commanders will establish publication requirements for their commands.

7001. PROCUREMENT INSTRUCTIONS. Procedures for requesting intelligence publications vary depending upon the specific document requested and the agency which exercises distribution control. Instructions for the procurement of national and naval intelligence products are contained in Defense Intelligence Agency Manual (DIAM) 59-1 (Intelligence Dissemination) and part A of the NIPR, respectively. Requests for obtaining other intelligence publications will be directed to MARRESFOR (G-2).

1. Intelligence publications are provided by national, service or unified commands. Procurement procedures are contained in the NIPR, current directives and local SOP's.

2. Procurring doctrinal and tactical publications and directives, (e.g., FMFM's and FM's) is a G-1/S-1 responsibility. The intelligence section is responsible for presenting these requirements for these publications to the G-1/S-1. For basic reference FM's and directives can be procured per administrative and supply directives. TAMS establish basic allowance into and automatic distribution for FMFM's and FM's.

3. Other publications fall into a different category and procurement is based upon producer requirements and those established by current directives.

7002. STATEMENT OF INTELLIGENCE INTEREST (SII). The DIA SII is prepared by the command to establish automatic distribution of intelligence publications to support command requirements. It is the responsibility of the intelligence officer to ensure that the command's SSI is up to date. The DIA SII (RST-2C Doc No. 05991) for the Defense Intelligence Thesaurus (DIAM 59-2) is the vehicle by which commands register requirements for:

1. Intelligence information reports.

2. All-source nonrecurring finished intelligence.

3. First issuances of all-source finished intelligence.

SIIs are submitted by regiment/MAG and higher headquarters. Battalion/squadron SIIs are included in the regiment/MAG SIIs.

7003. DIA COLLATERAL RECURRING DOCUMENTS LIST. Annually DIA provides a list of documents on automatic distribution to each command with a DIA account number. The list allows commands to review current distribution and to add or delete publications as deemed appropriate. It is the responsibility of the intelligence officer to validate and make changes to the list and return it via the chain of command in sufficient time to meet the deadlines established by DIA.

7004. MARRESFOR PUBLICATIONS. The MARRESFOR (G-2) publishes two intelligence training documents. The "Intelligence Review" covers the basic required intelligence subjects for all Marines (FMFM 3-21). The "Intelligence Training Bulletin" is specifically directed to intelligence units and sections. These publications will be by receiving commands for reference and training purposes.

SOP FOR INTELLIGENCE

CHAPTER 8

MAPPING, CHARTING, GEODESY (MC&G), AND IMAGERY

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MAPPING, CHARTING, AND GEODESY (MC&G), AND IMAGERY

8000. GENERAL. Mapping, Charting and Geodesy (MC&G) encompasses those areas relative to the physical aspects as well as natural and man-made features of the earth which are immediately or potentially significant for planning and operations. Information may be depicted in the form of standard or special purpose maps, charts, air/sea navigation publications and information services, terrain and ocean bottom models, gazetteers, target material graphics, materials to support weapon systems, digital terrain data, and air weather charts.

8001. RESPONSIBILITY

1. The MARRESFOR (G-2) exercises staff cognizance over the procurement, limited storage, and distribution of maps, charts, and imagery.

2. Organizational commanders will maintain map allowances as directed by higher authority, determine requirements for training and other purposes, ensure timely requisition (60 days prior to deployment), and secure and issue maps for attached units unless otherwise directed. Maps/charts and other related items will be requisitioned per the instructions set forth in ForO 3881.1.

3. When a unit is activated for a scheduled deployment, the Commander Landing Force (CLF) is responsible for ensuring that task organized units under the operational control of the CLF, to include landing force aviation and logistic elements, receive operational allowances.

8002. PROCUREMENT

1. Map procurement procedures within the MARRESFOR are covered by ForO 3881.1. Questions on map procurement should be directed to the MARRESFOR, (G-2).

2. Units authorized to requisition maps directly from DMA are listed in ForO 3881.1. Units not listed in the reference will request assistance from their parent command.

3. Because of the limited quantities of maps held in stock, planning requirements must be anticipated by requisitions submitted as far in advance as possible. Intelligence officers are encouraged to requisition and maintain sufficient maps and charts to meet planning requirements within their organizations.

4. Additional information concerning DMA products and support can be found in the current editions of DMA catalogs of Maps, Charts, and Related Products. These catalogs describe hydrographic, topographic and other special products used by the Department of Defense (DOD) and the Marine Corps. The Defense Mapping Agency is the overall program manager and coordinator for all MC&G resources and activities.

8003. IMAGERY. All units in the MARRESFOR are encouraged to integrate imagery into their intelligence efforts. At least 90 days prior to the commencement of an operation, subordinate units will submit anticipated aerial photography tasking through the chain of command to the MARRESFOR AC/S, G-2 (FIICOORD). All request will be in the Joint Tactical Surveillance Request (JTACSURVREQ) format.

8004. SECURITY AND DISPOSAL

1. Security. While maps, charts, and imagery are not normally considered classified material, good security habits should be developed on training so that they will routinely be safeguarded in combat to prevent their compromise.

2. Disposal of Unclassified Maps. Any damaged or obsolete map and/or chart no longer considered serviceable will be destroyed by burning. All excess maps and charts will be returned to the issuing point. When units are operating outside of CONUS, unclassified tactical maps and charts will generally be treated as if they were marked "FOR OFFICIAL USE ONLY". Disposal of all unclassified maps and charts outside CONUS will be per current security regulations.

3. Disposal of Classified Maps. Classified maps and charts will be disposed of per current security regulations. All classified maps and charts produced and classified by foreign allied governments which are issued for specific field exercises and/or operations will be returned to the issuing agency for accountability, regardless of condition. If such maps or charts are cut for mounting, all scrapes will be returned with the mounted map/chart.

SOP FOR INTELLIGENCE

CHAPTER 9

SINGLE SCOPE BACKGROUND INVESTIGATION/SPECIAL SECURITY OFFICE

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SINGLE SCOPE BACKGROUND INVESTIGATION/SPECIAL SECURITY OFFICE

9000. GENERAL. This chapter provides information and definitions concerning Single Scope Background Investigations (SSBI) and the Special Security Office (SSO).

9001. SCOPE. This chapter briefly covers administrative procedures involving SSBI's within the MARRESFOR. Due to the inherent classification constraints, disclosure of specific information is not possible in an unclassified text. Additional information may be obtained from ForO 5510.1 or MARRESFOR (SSO).

9002. SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI)

1. The SSBI is the standard investigative prerequisite for access to Top Secret (TS) information, access to Sensitive Compartmented Information (SCI) and civilian assignment to critical-sensitive/special sensitive positions.

2. Marines requesting an SSBI for a TS clearance or below will submit a DD Form 398 "DOD Personnel Security Questionnaire" and (2) FD-258 "Fingerprint Cards" to the Defense Investigative Service (DIS) via their local Security Manager. The local Security Manager will request this investigation by filling out a DD Form 1879 "DOD Request for Personnel Security Investigations" requesting results of the investigation be sent to Department of the Navy Central Adjudication Facility (DON/CAF). Any questions pertaining to SSBI submissions for TS clearances and below should be addressed to the MARRESFOR, Security Manager.

3. Marines with the MOS of 02XX and 26XX will submit an SSBI to Commanding General, MARRESFOR (SSO). Units should contact the MARRESFOR SSO prior to submission of investigations for any Marine with an MOS of 02XX or 26XX for specific instructions. The MARRESFOR SSO will request the investigation with results being reported back to each Marine's unit.

4. Delegation of SSO Duties. Due to the physical locations of the MARRESFOR units, the SSO is unable to personally conduct all duties required in the initial investigation process for SCI access. Therefore, the site Security Manager has been granted authority to assist the SSO by:

a. Conducting a local records checks, to include SRB/OQRs (looking for advers page 11 and 12 entries), medical records (look

for any substance abuse, or psychological problems), and your unit punishment diary.

b. Screen the Marine's SSBI package for completeness of detail (ensure Marine followed the instructions).

c. Administer the Personal Interview per the instructions enclosed in every SSBI package.

d. Sight and certify the Marine's birth cerificate. It must have a raised seal to be accepted.

e. Ensure the timely submission of the SSBI package. Package must be received by DIS within 45 days of dated forms being signed by member.

5. An SSBI Periodic Reinvestigation (PR) replaces the BI-PR and SBI-PR. An SSBI-PR is required every 5 years for individuals with TS Clearance, SCI access, or in critical-sensitive/special sensitive positions. The local record check and personnel interview is not required for an SSBI-PR. Individuals with Secret clearances will continue to be subject to PR as required. Submission of PRs is the individual Marine's responsibility and will be submitted through the same chain of initial SSBIs.

9003. SPECIAL SECURITY OFFICER (SSO)/TANGO CONTROL OFFICER (TCO). The security, use and dissemination of Special Intelligence (SI) is accomplished through the SSO/TCO system. Guidance on this system is provided by:

1. DOD Directive S-5200.17.

2. Naval Supplement to DOD Directive S-5200.17.

3. DOD Directive TS-5001.2.

4. DIAM 50-3.

9004. RESPONSIBILITY. The Deputy Assistant Chief of Staff, G-2 will function as the MARRESFOR SSO/TCO. Designation will be in writing in accordance with DOD Directive TS-5001.2 (M-1) and DOD Directives S-5200.17 (M-2). The SSO/TCO is responsible for:

1. Facilities for SSO/TCO function.

2. Intelligence under his purview.

3. Management of SCI billet structure. This billet structure is

a listing of positions for which the need-to-know for access has been approved.

4. Granting clearance and access to SCI material. Access to SCI is granted by the following consecutive steps:

a. Determination of the need-to-know.

b. Establishment of a billet.

c. Investigation and evaluation in terms of personnel security standards set forth in DCID 1/14.

d. Granting of collateral TOP SECRET clearance.

e. Approval for SCI indoctrination.

f. *Security indoctrination.

*Access to SCI will be denied until need-to-know is approved, eligibility determined, SCI Nondisclosure Agreement (NDA) signed, and indoctrination completed.

5. Protection of SCI material.

6. Supervising the special security program within the MARRESFOR.

CHAPTER 10

INTELLIGENCE REPORTS

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INTELLIGENCE REPORTS

10000. GENERAL. This Chapter will provide information concerning administrative reporting associated with MARRESFOR and Marine Corps intelligence. The reports identified herein pertain to the management of garrison intelligence programs within MARRESFOR and bear no relationship to operational intelligence reporting.

10001. INTELLIGENCE REPORTS

1. Intelligence Personnel Bio Data Sheet. On an annual basis (15 December), all units with 02XX personnel will submit an Intelligence Personnel Bio Data Sheet. Data sheets will be submitted to Commanding General, MARRESFOR (G-2) on all current billet holder and as each billet is subsequently filled. Personnel with the MOS of 02XX currently not holding an intelligence billet will submit this data sheet annually to MARRESFOR. Section/unit heads are responsible to keep this information current in REMMPS/JUMPS. (See appendix A)

2. Quarterly Intelligence Oversight Report. All intelligence sections and elements of the MARRESFOR, Counterintelligence Teams (CIT) and Interrogator-Translator Teams (ITT), the 4th Force Imagery and Interpretation Unit (FIIU), and the 4th Sensor Control and Management Platoon (SCAMP) are required to submit Quarterly Intelligence Oversight Reports. This report is due to the MARRESFOR (G-2) by the 5th day of September, December, March and June concerning intelligence oversight activities occurring within the preceding quarter. These units are required to be thoroughly familiar with the criteria set forth in MCO 3870.2 and ForO 3820.1.

10002. OTHER REPORTS

1. All units under the operational control of the MARRESFOR (G-2) will provide the G-2 with an information copy of the following reports required by MARRESFOR.

a. Monthly Operations and Training Situation Report submitted to the MARRESFOR (G-3) per the MARRESFOR Training SOP.

b. Quarterly Training Bulletin submitted to the MARRESFOR, (G-3) per the MARRESFOR Training SOP.

c. Annual Training Plan submitted to the MARRESFOR, (G-3) per the MARRESFOR Training SOP.

d. Command Chronology submitted to the MARRESFOR (G-3) per MARRESFOR Training SOP.

e. Annual Training (AT) After Action Report submitted to the MARRESFOR (G-3) per the MARRESFOR Training SOP. This report will be submitted by units or individuals who individually attend schools or AT.

APPENDIX A

INTELLIGENCE PERSONNEL BIO DATA SHEET

DATE: _____

A. NAME: _____ RANK: _____ SSN: _____

B. PMOS: _____ SMOS: _____ TMOS: _____

C. UNIT: _____ BILLET: _____

D. T/O NO: _____ LINE NO: _____

E. DUTY STATUS: ACTIVE FTS SMCR (CIRCLE ONE)

F. EXPIRATION OF CONTRACT: _____

G. CLNC: _____ BASIS: _____ DATE: _____

CCN#: _____ DATE/PLACE OF BIRTH: _____

H. INTEL SCHOOLS ATTENDED (COURSE/LOCATION/DATE)

_____

_____

_____

_____

I. LIST SIGNIFICANT (INTEL RELATED) ASSIGNMENTS
(LAST 5 YRS) _____

_____

_____

REMARKS: _____

J. LANGUAGE PROF: YES/NO LANGUAGE SPOKEN: _____

TEST SCORE/DATE: _____ REMARKS: _____

K. HOME ADDRESS: _____ CITY: _____

COUNTY: _____ STATE: _____ ZIP: _____

L. HOME PHONE: _____ WORK PHONE: _____

M. CIVILIAN EMPLOYER AND OCCUPATION: _____

_____

N. AVAILABILITY: ( ) I AM ONLY AVAILABLE TO THE DRILL AND AT REQUIREMENTS OF MY UNIT.
(CHECK ONE) ( ) I AM AVAILABLE FOR AN ADDITIONAL 2 WEEKS.
( ) I AM AVAILABLE FOR ANY AMOUNT OF ACTIVE DUTY.

REMARKS: _____

_____

MRF G-2/14 AUG 92