



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

MASTER FILE COPY
PROPERTY OF CENTRAL FILES SECTION
3D MARINE DIVISION
PROMPT RETURN REQUESTED

In reply refer to:

DivO P3800.1L
G2

19 AUG 1998

DIVISION ORDER P3800.1L

From: Commanding General
To: Distribution List

Subj GARRISON INTELLIGENCE AND COUNTERINTELLIGENCE STANDING
OPERATING PROCEDURES (SHORT TITLE: GARRISON INTEL/CI SOP)

Ref: (a) See Appendix A

Encl (1) LOCATOR SHEET

1. Purpose. To publish a revision to the 3d Marine Division's standing policies and procedures for garrison intelligence and counterintelligence operations.

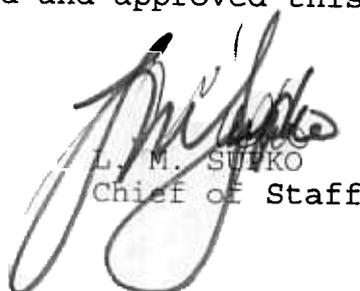
2. Cancellation. DivO P3800.1K and DivO 3850.3B.

3. Action. This directive is applicable to all 3d Marine Division units. Subordinate units with intelligence and counterintelligence requirements which differ significantly from this guidance shall publish appropriate unit standard operating procedures (SOP).

4. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed.

5. Recommendations. Recommendations concerning this SOP are welcome at any time and should be submitted via the chain of command.

6. Classification. Reviewed and approved this date.


L. M. SUTKO
Chief of Staff

DISTRIBUTION: A/D

19 AUG 1998

LOCATOR SHEET

Subj: GARRISON INTELLIGENCE AND COUNTERINTELLIGENCE STANDING
OPERATING PROCEDURES (SHORT TITLE: GARRISON INTEL/CI SOP)

Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

GARRISON INTEL/CI SOP

CONTENTS

CHAPTER

- 1 GENERAL
- 2 INTELLIGENCE TRAINING
- 3 INTELLIGENCE INSPECTIONS
- 4 INTELLIGENCE ADMINISTRATION
- 5 INTELLIGENCE DISSEMINATION AND SYSTEMS INTEGRATION
- 6 INTELLIGENCE SUPPORT
- 7 COUNTERINTELLIGENCE
- 8 INTELLIGENCE SYSTEMS AND COMMUNICATIONS
- 9 MAPPING, CHARTING, AND GEODESY
- 10 SPECIAL SECURITY OFFICE OPERATIONS

APPENDIX

- A GENERIC INTELLIGENCE EXERCISE PLANNING CHECKLIST
- B DIVISION G-2 ACM ALERT (A+ HOUR) INTELLIGENCE SUPPORT CHECKLIST

GARRISON INTEL/CI SOP

CHAPTER 1

GENERAL

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION	1000	
PURPOSE .	1001	
SCOPE .	1002	
COMMAND RELATIONSHIPS AND DIRECT LIAISON.	1003	
INTELLIGENCE RESPONSIBILITIES, CHALLENGES, AND CONCEPT OF OPERATIONS	1004	
RESPONSIBILITIES.	1005	1-7

GARRISON INTEL/CI SOP

CHAPTER 1

GENERAL

1000 MISSION

1. 3d Marine Division Mission. The 3d Marine Division focuses on securing three major objectives:

a. When directed, the Division furnishes forces equipped for, and capable of, short notice deployments by sea or air. These forces must be fully ready to execute assigned missions as either small independent organizations such as Marine Air Ground Task Forces (MAGTFs), Air Contingency MAGTFs, and those assigned to contingencies for USCINCPAC, or as a Ground Combat Element (GCE) of a larger, integrated MAGTF.

b. In meeting the standing commitments of III Marine Expeditionary Force (MEF) and U.S. Marine Corps Forces Pacific (MARFORPAC), the Division will provide the best available forces whenever tasked to support training deployments or crisis response

c. In the event of major hostilities, the Division is prepared to deploy by sea and air to fight as the GCE of III MEF, primarily within the United States Pacific Command assigned area of responsibility, and in support of other unified Commanders-in-Chief

2. Intelligence Mission. FMFM 3-21 details the intelligence mission of MAGTF intelligence staffs. Specifically, the mission of the Division G-2 and subordinate intelligence sections is to provide the Commanding General, his commanders, and their staffs with the information and intelligence required to support the decision-making process and the successful planning and accomplishment of assigned missions.

a. This information and intelligence concerns characteristics of current enemy forces, prospective enemy forces, the impacts of both general and specific weather and terrain factors on operations and planning, and information on foreign countries which are significant to military operations and planning.

b. The intelligence mission extends to counterintelligence and the planning and implementation of counterintelligence measures to discover, neutralize, and destroy the effectiveness of actual or potential hostile intelligence, sabotage, terrorism, and subversive activities.

1001. PURPOSE. The purpose of this directive is to establish a functional set of standardized operating procedures for garrison intelligence and counterintelligence matters within the Division in order to accomplish the Division's basic and intelligence missions. Each intelligence section within the Division may use and/or tailor this Manual to their own unit SOP.

1002. SCOPE. This Manual addresses garrison intelligence and counterintelligence activities which pertain to all intelligence sections and Marines within the Division, and to intelligence organizations and their Marines when attached to the Division.

1003. COMMAND RELATIONSHIPS AND DIRECT LIAISON. Direct liaison with intelligence commands or agencies external to the Division is not authorized (exceptions: routine map requisitions to the National Imagery Mapping Agency (NIMA) and certain 3d Marine Division, III MEF Forces Hawaii, intelligence responsibilities). Requests for intelligence or intelligence-related information will be submitted via the chain of command. This policy does not preclude informal information queries to other III MEF intelligence organizations regarding future intelligence planning matters. However, nothing is final until formal coordination via the chain-of-command is completed. Accordingly, questions concerning sources or procedures for intelligence support should be referred to the Division Deputy G-2.

1004. INTELLIGENCE RESPONSIBILITIES, CHALLENGES, AND CONCEPT OF OPERATIONS

1. Intelligence Responsibilities and Challenges. In accordance with FMFM 3-21, the Division must train in peace as it will fight in war. This means that every Marine and Sailor must be prepared to perform their duty both in garrison and in the field. The Division must be prepared to fight anywhere, at any time.

a. As the Division continues to focus on its ability to command and control globally sourced elements for its major regional contingencies, it must also be able to conduct a variety of Operations Other Than War (OOTW). The following are tasks the Division may be called upon to perform:

(1 Traditional

(a) Conduct amphibious operations

Serve as the III MEF (Forward)/MARFORJ

Provide crisis action/situation assessment teams.

GARRISON INTEL/CI SOP

(2) OOTW

- operations
 - (a) Conduct humanitarian assistance/disaster relief
 - (b) Conduct peace enforcement/peacekeeping operations.
 - (c) Conduct civil-military operations

b. The high turnover of Division personnel at all ranks causes a yearly experience drain that challenges continuous effective operations. Implicit in the Division's mission is the responsibility for each Marine to teach and train all others. Marines in the Division Headquarters must train as well to ensure that they are capable of effectively performing intelligence functions. Within the Division's intelligence sections, each Marine must take the initiative to make training a matter of course. Senior officers and SNCOs are the Division's principal intelligence trainers and the repositories of operational intelligence experience and knowledge. More junior and unaccompanied Marines must be directed and focused on understanding the Division's and subordinate organizations' broader missions, and then be rapidly guided and helped with obtaining and developing critical area knowledge and functional skills needed to perform the intelligence mission successfully.

c. A continuing professional military education (PME) program must exist throughout the Division. By implication, the Division organization intelligence sections likewise must implement and conduct inter-organization intelligence PME training, with the G-2 serving as the mentor for every organizations' efforts. When done well, this will lead to expert instruction at all Division levels and superior intelligence performance.

d. The increased size and lethality of the modern battlespace mandates that Marines of all ranks must remain informed. A well-informed Marine is a better fighter -- and our most reliable and effective weapon -- allowing each in combat to move forward immediately when required and thus help maintain the momentum of the Division's attack. In addition to gaining additional knowledge and developing all skills necessary to conduct intelligence tasks and functions (i.e., intelligence organizations' capabilities, strengths and limitations; intelligence operating procedures and tactical applications; operation and use of intelligence systems and databases), each intelligence Marine must further his knowledge of key threat forces and environmental aspects within the Division's area of responsibility in order to be able to respond immediately in support of any Division contingency.

e. Finally, along with being well-informed, each Marine must be innovative in the way they undertake and accomplish their mission. To do this, it is a matter of the utmost priority that every Marine

must listen to, train, encourage, and allow their subordinate leaders the opportunity to be innovative and imaginative -- even if it involves some risk -- in order to build and foster a "can-do", self-confident, and audacious fighting spirit throughout the Division. Intelligence career patterns allow most to serve in intelligence billets continuously throughout their career. Often, this finds Marines joining the Division from other operating-force-organization intelligence billets, or from key theater and national intelligence organizations where they faced intelligence challenges, acquired experiences and skills, and achieved successes that are directly transferable to Division intelligence operations. Each must analyze the Division's current methods and procedures and aggressively study the Division's operating environment and the factors influencing that environment. They must then make positive recommendations and initiate changes to improve intelligence capabilities and to enhance the overall Division level of operational readiness.

2 Concept of Operations

a. General. Per the Current Division Campaign Plan, the Division concentrates its energy and resources toward producing the best trained ground combat forces possible. All Division organizations simultaneously conduct a deliberate, two-pronged attack to secure the Division's objectives. The main attack is to raise the quality of training of forces assigned. The supporting attack is to strike out and eliminate waste. To accomplish these objectives, the Division and its subordinate organizations must focus on the assigned tasks as detailed by the Commanding General's intent.

b. Intelligence. In order to accomplish the intelligence mission in support of the Division's mission, its warfighting goals, and the Commanding General's intent covered in the current Division Campaign Plan, Division intelligence operations will be developed and focused on three central intelligence warfighting goals.

(1) Improve our abilities to conduct command, control, communications, computers, and intelligence system integration with a special emphasis on operational maneuver from the sea at operational distances. The intelligence effort will apply special attention to the effective employment of intelligence and communications systems critical to effective and timely collection, integration, analysis, and dissemination of combat intelligence and information.

(2) Improve the Division's abilities to perform both deliberate and time-sensitive intelligence preparation of the battlespace activities, with special emphasis on improving individual skills and tactical procedures, and on effective and efficient exploitation of local and theater intelligence resources and databases.

GARRISON INTEL/CI SOP

(3) Improve the Division's reconnaissance capabilities in support of combat operations, with special emphasis on observing and reporting.

1005. RESPONSIBILITIES. Chapter 7 and Appendix A of FMFM 3-21, provide basic guidance and direction regarding intelligence responsibilities and is applicable to all Division intelligence Marines.

GARRISON INTEL/CI SOP

CHAPTER 2

INTELLIGENCE TRAINING

2000. GENERAL

1. The ultimate objective of intelligence training is to ensure all Marines can effectively contribute to the intelligence effort in support of the organization's mission -- regardless of their MOS. Intelligence training must not only be directed at intelligence MOS Marines, but also at the entire organization. Additionally, the various sections of an organization must be trained on intelligence mission, functions, capabilities, limitations, and needs unique to the organization.

2001. INTELLIGENCE TRAINING RESPONSIBILITIES

1. Training is the responsibility of the commander. The AC/S, G-2, and subordinate organization S-2s assist their commander in training both their respective intelligence sections and their organizations as a whole in intelligence, counterintelligence, reconnaissance, and related subjects. Chapter 19 of FMFM 3-21 discusses intelligence training for both intelligence and non-intelligence personnel. MCO 1510.58A and MCO 1510.50A list specific tasks, standards, and performance steps required of all occupational fields 02XX and 26XX Marines, respectively, and will be used in designing, developing, and evaluating 3d Marine Division intelligence training.

2. Specific training programs will be organized in conjunction with the AC/S, G-3, and organization training officers. Appropriate records will be maintained of intelligence training conducted and will constitute one item to be inspected during a Commanding General's Inspection. DivO P1500.25A provides additional guidance regarding the Division's training program.

3. Within the Division G-2 section, the Intelligence Operations Officer has responsibility for the overall Division intelligence training program, to include the development of an Annual Intelligence Training Plan that incorporates intelligence training through Division exercises, the Intelligence Professional Military Education Program (PME), and other training vehicles.

2002. INTELLIGENCE TRAINING REQUIREMENTS

1. General

a. Intelligence training is a continuous process. It ranges from individual PME and organization level training, to several levels of formal schools. Training within each organization must be

GARRISON INTEL/CI SOP

designed to support the organization's mission and its intelligence functions. A viable intelligence training program is tailored to the command's mission and conducted commensurate with operational tempo. Documentation of such training will be maintained per paragraph 2003 of this Order.

b. Division Training Guidance. DivO P1500.25A provides comprehensive Division policy and guidance for the conduct of Division training; Appendix A details suggested formats for organization training plans. Extracts of required training for both Division intelligence and non-intelligence Military Occupational Specialty (MOS) Marines and Sailors are listed below.

2. Intelligence MOS Marines

a. Intelligence agencies; their organization, functions capabilities, and limitations.

b. Intelligence documents and materials available, their functions and applicability, and their handling procedures.

c. Information sources.

d. Methods of collecting and reporting information.

e. Intelligence Oversight (IO)

f. Recording and filing information, to include preparing overlays and posting situation maps.

g. Examination of enemy personnel, documents, and equipment of enemy.

h. Organization tactics and techniques, and equipment of the enemy

i. Counterintelligence and security measures

j. Observation and reporting

k. Map and imagery reading; military sketching

l. Evaluation of information

m. Interpretation of information

n. Estimation of enemy situation, to include determination of enemy capabilities and vulnerabilities.

o. Dissemination of information and intelligence

GARRISON INTEL/CI SOP

- p. Capabilities and limitations of reconnaissance and observation units and agencies.
- q. Imagery interpretation and imagery interpretation reporting
- r. Target analysis.
- s. Terrain evaluation.
- t. Order of battle analysis.
- u. Organization, function, capabilities, and limitations of intelligence specialist teams.
- v. Intelligence planning, to include reconnaissance, surveillance, and counterintelligence.
- w. Intelligence standing operating procedures
- x. Briefing and debriefing of combat air personnel and ground personnel.

3. Non-intelligence MOS Marines and Sailors

- a. Nature and purpose of Combat Intelligence.
- b. Handling of prisoners of war, deserters, civilians, evaders, escapees, and captured documents and material.
- c. Use of countersigns.
- d. Shelling reports
- e. Enemy Order of Battle. Classes should include recognition of enemy personnel, weapons, equipment, doctrine, and tactics.
- f. Survival, Evasion, Resistance, and Escape (SERE). Classes should include the characteristics of prospective areas of operation, and the nature and attitude of the civilian populace.

4. Intelligence Individual Training Standards (ITS). ITS are derived from mission performance standards which come from combat requirements of the operating forces and thus provide a common base of training for all Marines who have the same MOS. They will be used by organization commanders to determine the proficiency of individual Marines. Based upon these findings, and in concert with the organization's primary combat mission, commanders will then establish training plans and conduct the individual (and when appropriate, collective) training necessary to maintain a progressive and systematic training program critical to the individual's career development and the organization's overall combat readiness. MCO 1510.50A and MCO 1510.58A refer.

GARRISON INTEL/CI SOP

2003. INTELLIGENCE TRAINING DOCUMENTATION. Training records will be maintained locally and need not be forwarded to the Division G-2. These will be reviewed during any scheduled functional area inspection or staff assistance visit.

1. Organization intelligence officers must maintain records of all intelligence training conducted. Use of a simple intelligence training logbook in the following format will suffice as an acceptable training record:

<u>Date</u>	<u>Intel Subject</u>	<u>Time Duration</u>	<u># Attendees</u>	<u>Org/Section Trained</u>	<u>Instructor</u>
-------------	----------------------	----------------------	--------------------	----------------------------	-------------------

2. In addition to this logbook, organization intelligence officers must also retain copies of class attendance rosters for any directive training requirements.

3. It is requested that a copy of any locally-produced intelligence lesson plan and supporting training aids (by other means) be forwarded to the Division G-2 (Attn: Intelligence Operations Chief). Besides maintaining a copy within the G-2 training library, these materials will be evaluated for applicability elsewhere within the Division, with copies being provided to other organizations as appropriate.

2004 EXTERNAL INTELLIGENCE TRAINING OPPORTUNITIES

1. Basic. Requirements for intelligence training from outside the Division, such as subject-specific Mobile Training Teams, guest briefers, etc., will be forwarded to the AC/S, G-2 who will coordinate with AC/S, G-3 for feasibility and funding.

2. Formal Schools and Courses. The most common type of training is On-the-Job Training (OJT), since organization funds are generally insufficient to fund all the desired formal school requirements. However, some skills can only be learned through formal schooling. Additionally, formal schools provide the most up-to-date information. For this reason, formal schools are the primary source of learning more-involved, MOS-specific skills, with "train the trainer" and OJT being the cost-effective way of disseminating that learning to the maximum number of Division Marines.

a. G-2 Staff Responsibility. Within the G-2, the Division Intelligence Chief is responsible for quota availability, tracking, funding, orders, and eventual completion of the travel liquidation by the organization administrative section. Due to order-writing requirements, TAD orders for G-2 Marines will always be coordinated through the Division Adjutant TAD section. In the case of regimental and separate battalion Marines, responsibility for intelligence

schools requirements normally rests with the organization Intelligence Chief, and coordinated with their S-1 and S-3

b. Direct Liaison. No subordinate organization Marine is authorized to make direct quota requests to any higher headquarters or external school.

c. Funding. Funding for formal school quotas is accomplished through a variety of sources, dependent upon whether the school produces a new MOS or fulfills mission essential requirements. Specific course funding requirements are usually identified in message traffic announcing the school quota availability or it is obtained from the organization G/S-3.

(1) For all MOS-producing schools, funding is provided through MCCDC Quantico and is received by the Division via the chain of command. All MCCDC or other source funding for intelligence schools is provided to the 3d Marine Division through the III Marine Expeditionary Forces (MEF) Intelligence Chief. All requests for funding must be processed through the Division Intelligence Chief, who in turn will coordinate the request with appropriate MEF and Division staff elements.

(2) For non-MOS-producing schools, funding is provided either externally or through organization funding. Within the 3d Marine Division, organization funding usually means Division funding. Naturally, organization funds are finite and must be prioritized. The Division G-2 will endeavor to obtain funding for all formal schools possible. Using organizations must be aware that not all requests are supportable and, accordingly, should provide comprehensive justification for each requirement. Organization funding is provided out of the Division G-3 training budget, either directly from the G-3 or by budget provision to subordinate organizations. Organizations with a training budget that includes money for formal schools must first seek funding from their organization S-3. If funds from the S-3 are not available, intelligence officers should contact the Division Intelligence Chief to investigate the possibility of Division level funding.

d. Procedures for Requesting Formal School Quotas

(1) At the beginning of a fiscal year, the Division Intelligence Chief will publish all information available on intelligence formal school opportunities. Organization intelligence officers must be prepared to respond in accordance with stipulated deadlines. The Intelligence Chief will ensure that quotas are distributed as fairly as possible, taking into account the needs of all Division organizations.

(2) Be proactive. The timely receipt of formal school quota information varies widely. Quotas are normally identified by message readdressal from III MEF. Messages not identifying Division

GARRISON INTEL/CI SOP

subordinate organizations as INFO ADDRESSEES will be either readdressed or encapsulated in an E-Mail to the using organizations

(3) When requesting quotas, the "By Name Assignment (BNA) System" requires certain information for input. Also, III MEF and COMMARFORPAC will require specific information to process the request. Request format:

(a) Identify the desired school, course number, convening and graduating dates.

(b) Provide the student nominee's last name, first name, and middle initial.

(c) Provide the Nominee's rank, social security number, MOS, and rotation date.

(d) List the Nominee's organization and MCC, security clearance (specify if final or an interim), type of investigation, and date of investigation.

(e) Provide the Nominee's organization address and telephone numbers (to include a facsimile number).

(f) Provide a statement of justification for each request

e. Miscellaneous

(1) TAD Requests. Subordinate organization S-2s will prepare TAD requests in accordance with organization procedures; DivO P 1326.2A provides additional information. Where time constraints dictate, the appropriate TAD request will be filled out by the Division Intelligence Chief for submission to the Division Adjutant (TAD section). Appropriation data will be provided to the organization/section submitting the request. Using organization S-3s have current travel/per-diem data. S-2s should use this to estimate TAD costs. Copies of TAD requests must be forwarded to Division G-2 (Intelligence Chief).

(2) After-action Reports. After-action reports concerning intelligence training should be forwarded to the Division G-2.

(3) Security Clearances. Most intelligence formal schools have a security clearance requirement. It is the responsibility of the requesting organization's S-2 to ensure that nominated Marines have the required clearances. It is also the responsibility of the requesting organization to ensure that general service (GENSER) security clearance certifications are passed to the school command, as required. If a course requires a SCI clearance certification, organization S-2s will contact the Division SSO and provide the required information. The Division SSO is then responsible for

GARRISON INTEL/CI SOP

ensuring the SCI clearance certification is completed (NOTE: 3d Marines are serviced in Hawaii.). In these cases, it is recommended that the Marine going TAD retain a copy of the SCI clearance certification's date-time-group in the event that access difficulties are encountered at the school site.

2005 INTELLIGENCE TRAINING RESOURCES AND AUDIOVISUAL SUPPORT

1. Training and Audiovisual Services Center (TAVSC), Marine Corps Base, Camp Butler, maintains a large selection of videos, films, posters, and training aids, which can be used to enhance a organization's intelligence training program. The Division G-2 maintains an account with TAVSC.
2. Intelligence Lesson Plans. The G-2 Intelligence Operations section maintains a variety of lesson plans, publications, and other materials that can be used for individual and collective organization intelligence training. Organizations desiring to acquire these products will contact the G-2 Intelligence Operations Chief.
3. Classified Resources. The Division G-2 also maintains extensive classified publications and documents available to all Division organizations for intelligence training. A quarterly listing of classified intelligence documents held by the Division G-2 will be published to Division intelligence sections following completion of the G-2 secondary control point inventory.
4. Marine Corps Institute (MCI) Courses. Various MCI courses are appropriate for Division intelligence MOS Marines, including:
 - a MCI 02.8A, Introduction to Combat Intelligence.
 - b MCI 02.10, Terrorism Counteraction for Marines.
 - c. MCI 03.24, Operations Against Guerrilla Units
 - d MCI 03.81, Land Navigation
 - e. MCI 25.20, Communications for the FMF Marine.
 - f. MCI 25.25, Communications Security
 - g. MCI 7505B, Intelligence (Officers)
 - h. MCI 8500/8600, Introduction to Amphibious Warfare (Officers and SNCOs).

GARRISON INTEL/CI SOP

CHAPTER 3

INTELLIGENCE INSPECTIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
INSPECTION RESPONSIBILITIES AND TASKS	3000	3-3
INTELLIGENCE FUNCTIONAL AREAS	3001	3-3
INSPECTION SCHEDULING.	3002	3-3
INSPECTION REPORTS .	3003	3-3
INSPECTION CHECKLISTS.	3004	3-4

GARRISON INTEL/CI SOP

CHAPTER 3

INTELLIGENCE INSPECTIONS

3000. INSPECTION REFERENCES, RESPONSIBILITIES, AND TASKS

1. Inspections within 3d Marine Division fall under the staff cognizance of the Division Inspector's Office, and are carried out under the Commanding General's Inspection Program (CGIP). Reference (a) provides direction and guidance on the Division's CGIP.
2. The Division Intelligence Chief is designated as the "Functional Area Inspection Coordinator" for the four intelligence and related functional areas identified in paragraph 3001 below. As such, he represents the AC/S, G-2 during any requested or scheduled Functional Area Inspection (FAI) or Staff Assistance Visit (SAV).
3. The Division Intelligence Chief can provide to the unit S-2 amplifying guidance to any scheduled SAV inspection. This will include copies of current inspection checklists, and interpretation of orders and directives, as required.

3001. INTELLIGENCE FUNCTIONAL AREAS. Unit S-2s are either primarily responsible for, or have significant involvement with, unit readiness posture for the following functional areas:

1. Intelligence Administration
2. Counterintelligence
3. Intelligence Oversight.
4. Information and Personnel Security Program (IPSP)

3002. INSPECTION SCHEDULING

1. The CGIP inspection schedule will be developed by the Division Inspector, in coordination with organizations published TEEP. This will identify months for scheduled SAVs.
2. Unit S-2s may request an SAV at any time. Advance notice of 30 days is desired.

3003. INSPECTION REPORTS. Inspection reports will serve to inform the inspected unit commander of the overall readiness of the command, to highlight significant discrepancies, and to direct corrective action.

GARRISON INTEL/CI SOP

1. Unit Inspection Reports (UIRs). Within three days of completing an FAI, the Intelligence Chief will provide UIR input to the AC/S, G-2, who, in turn, must forward the UIR to the Division Inspector within five days of the FAI. The format for UIRs is contained in Appendix B of DivO P5040.3E.
2. Corrective Action Reports (CARs). The inspected unit submits CARs to the Division Inspector within 30 days of receiving a UIR. All findings contained in the UIR will be addressed in the CAR. The Division Intelligence Chief will review the intelligence and security portions of the CAR and provide the AC/S, G-2, with a follow-up debriefing and recommendations.
3. Reports Retention. The Division Intelligence Chief and unit S-2s will submit a copy of all inspection reports to Division Inspector and maintain copies of past inspection reports for the current and two prior calendar years.

3004 INSPECTION CHECKLISTS

1. Division FAI Checklists. The Division G-2 has developed two tailored inspection checklists.

a. The first encompasses the Intelligence Administration, Counterintelligence, and Intelligence Oversight functional areas.

b. The second checklist covers the Division's Information and Personnel Security Program. DivO P5510.9K refers.

c. Copies can be obtained any time from either the Division Intelligence Chief or the Division Inspector.

d. The G-2 Intelligence Chief will review each checklist as required to verify their currency, with necessary changes completed and disseminated to all organizations.

2. Inspector General of the Marine Corps (IGMC) Checklists. Organization intelligence officers are encouraged to review the intelligence and security portions of the IGMC checklists, as an additional aid to organization preparedness. Copies of these can also be obtained from either the Division Inspector or the Division Intelligence Chief.

3. Checklist Retention. Organization S-2s will maintain completed checklists covering FAIs conducted during the prior two calendar years.

GARRISON INTEL/CI SOP

CHAPTER 4

INTELLIGENCE ADMINISTRATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	4000	
MARINE INTELLIGENCE PERSONNEL MANAGEMENT	4001	
DIVISION ORGANIZATIONAL INTELLIGENCE TABLES OF ORGANIZATION	4002	
INTELLIGENCE FILES .	4003	
INTELLIGENCE REPORTS .	4004	4-4
G-2 SECONDARY CONTROL POINT (SCP).	4005	4-4
REQUEST RELEASE GUIDANCE AND PROCEDURES.	4006	4-4
FOREIGN LANGUAGE QUALIFIED PERSONNEL .	4007	4-6
FOREIGN MILITARY INTELLIGENCE COLLECTION ACTIVITY (FORMICA)	4008	
INTELLIGENCE OVERSIGHT	4009	
STANDING OPERATING PROCEDURES.	4010	
TURNOVER FOLDERS, FILES, AND DESKTOP PROCEDURES	4011	4-10
FIGURES		
4-1 INTELLIGENCE REPORTS.		4-11

GARRISON INTEL/CI SOP

CHAPTER 4

INTELLIGENCE ADMINISTRATION

4000. GENERAL

1. Intelligence administration addresses those aspects required to keep the command's intelligence program materially supported and manned with sufficient Marines. Requirements fall into two categories: garrison and operational. Both are directed toward the ultimate goal of efficiency and excellence in support of the Division's operational requirements and combat readiness. This Order deals principally with garrison intelligence administration.

4001 MARINE INTELLIGENCE PERSONNEL MANAGEMENT

1. Background. Personnel management is an administrative function. At the Headquarters Marine Corps level, manpower management falls under the cognizance of the Commandant of the Marine Corps (MMOA/MMEA). Personnel management at 3d MarDiv falls under the staff cognizance of the AC/S, G-1.

2. Intelligence MOSs Commodity Manager. The AC/S, G-2, acts as the 02XX and 26XX occupational field commodity manager. The AC/S, G-2, keeps the AC/S, G-1, informed regarding the Division's intelligence officer/specialist manpower requirements, and makes recommendations to the AC/S, G-1, as to personnel assignments for intelligence billets and other intelligence-related manpower issues.

4002. DIVISION ORGANIZATIONAL INTELLIGENCE TABLES OF ORGANIZATION

1. The majority of the Division's dedicated intelligence structure is integrated within each organization's table of organization (T/O) T/Os for each unit are held by respective S-1 sections.

2. The Deputy G-2 is the G-2 staff point-of-contact for intelligence table of organization issues.

4003. INTELLIGENCE FILES

1. Responsibility. The G-2 Administrative Chief is responsible for the establishment and maintenance of the Division G-2 section's administrative files. Maintenance of operational files and intelligence publications remain the responsibility of the G-2 Intelligence Operations Officer. The G-2 Intelligence Operations Officer will maintain current desktop procedures outlining file/retrieval system for such products.

2. Periodicity. Administrative files will be opened and maintained on a calendar year basis.
3. Retention. Administrative files will be retained for the current calendar year and the two prior years. Prior to destroying a superseded year's files, each will be reviewed by the Deputy G-2 and Intelligence Chief in order to identify selected items that must still be retained.
4. The Division and 3d Marines Special Security Officers will develop, establish, and maintain necessary special security office and sensitive compartmented information files in accordance with applicable directives. The periodicity and retention criteria listed above is applicable for SSO files.

4004. INTELLIGENCE REPORTS. This paragraph as detailed in Figure 4-1, includes all reports -- intelligence, information and personnel security, and those for special security office matters -- for which the unit intelligence officer is responsible. The due date shown is when the report must reach the Division G-2 unless otherwise indicated. Additional information can be found in the relevant portions of this SOP for intelligence reports, or in reference (a) for Security Manager reports.

4005. G-2 SECONDARY CONTROL POINT (SCP). The Division G-2 maintains a large classified materials SCP for the storage of materials needed for routine operations. The preponderance of these will be maintained in the G-2 vault, with individual security containers authorized for designated section Marines. Materials classified GENSER SECRET and below may be retained within the G-2 SCP.

4006. REQUEST RELEASE GUIDANCE AND PROCEDURES

1. The following messages are the only ones dealing with intelligence, counterintelligence, and security manager functional areas a subordinate unit may release directly to an external 3d MarDiv organization:

a. Routine Map Requisitions The Division G-2 must be included as an information addressee.

b. Routine GENSER security clearance eligibility adjudications (these are normally handled via an organization's unit diary). However, note that request release must be sought from the Division Security Manager on any message that deals with a suspension or denial of a Marine's or Sailor's security clearance.

2. Request release procedures must be used for the following matters. However, if a subordinate organization is activated as a SPMAGTF or as a MEU Command Element (e.g., when 4th Marines is activated as the 37th MEU), then these restrictions do not apply. In such cases, the organization should seek guidance or concurrence from the first commander in its operational chain-of-command regarding applicable message release policy criteria. It is desired that the Division G-2 be included as an information addressee on such messages.

a. Security violations: initial notification, preliminary investigation reports, final and JAG investigation reports.

b. Requests for intelligence personnel and/or intelligence augmentation requirements. The Division G-2 will then coordinate these with the G-1 and G-3, respectively.

c. Requests for information (RFI), intelligence products, publications, and similar requests. This includes requests to be added to distribution for an address indicator group (AIG) and other intelligence or security message products.

d. Requests for counterintelligence support (e.g., training, TSCM surveys, physical security evaluations).

e. Alert contingency MAGTF (ACM) intelligence-related matters. Note that upon activation, the ACM reports to CG III MEF and will then be governed by its message release policy.

f. Applications for the Foreign Area Officer (FAO) program and for lateral moves into the intelligence or signals intelligence MOSs.

g. Reports of possible intelligence oversight violations.

h. Requests for visits to external intelligence organizations. (NOTE: 3d Marines is authorized Direct Liaison Authorized (DIRLAUTH) for conducting visits with Hawaii-based intelligence organizations).

i. All special security office and related SCI matters, to include visits of SCI-indoctrinated Marines to designated countries. (NOTE: not applicable to 3d Marines.)

j. Any other request for non-organic intelligence support

3. Due to the geographical location, 3d Marines is not required to send message release requests through the Division if they pertain to routine administrative matters or with Hawaii-based training exercises. However, 3d Marines' messages that involve 3d MarDiv operationally -- to include operational intelligence matters -- must be sent to the responsible Division staff section.

4. Subordinate organizations will send the designated intelligence and information/personnel security request release messages as an E-mail attachment to the Division G-2 unclassified section mailbox. The mailbox account name is: CG THIRD MARDIV (G-2) SMB@G2@3D MARDIV; for off-island organizations, use ELMS[DIC6ZZ:OKRDIV01]. In the E-mail's text, include a brief description outlining the reasons for the request and a point-of-contact. Additionally, the originator block within the attached message should read "CG THIRD MARDIV" plain language address.

5. The Deputy G-2 is the section point-of-contact for questions dealing with the above. Additionally, for any intelligence matter not addressed, subordinate organization intelligence officers in all cases must seek guidance from the Division G-2 or Security Manager prior to a message being released.

4007. FOREIGN LANGUAGE QUALIFIED PERSONNEL. The value and ready availability of Marines with foreign language skills is critical to a wide range of routine training and contingency activities. The G-1 has staff cognizance for personnel administrative systems which record special skill proficiency including language qualification. However, since intelligence personnel with language skills are a commodity, each organization intelligence section is responsible for screening new intelligence Marine joins for language capability. Records will be maintained by each intelligence section, reflecting language capability of all Intelligence Marines assigned. At minimum records will reflect identification of language, whether tested (if so, date tested), and brief description of ability to read, write, and speak the language. If a Marine is native speaker, so state.

4008. FOREIGN MILITARY INTELLIGENCE COLLECTION ACTIVITY (FORMICA). The III MEF G-2 Staff Counterintelligence Officer (SCIO) oversees and manages the MEFs FORMICA Program. Specific details of the program are classified. Commanders and primary staff officers should be familiar with the existence and purpose of the FORMICA program. A key need is to apprise the III MEF SCIO early of the senior Marines' TAD plans and travel itineraries involving locations other than CONUS or U.S. territories. A classified program brief is available from the III MEF SCIO to support organization and individual training. Requests for this briefing should be forwarded to the Division G-2 (Attn: Intelligence Chief) for coordination.

4009. INTELLIGENCE OVERSIGHT

1. General

a. Intelligence oversight is the supervision of intelligence organizations as it relates to the collection, retention, and dissemination of information concerning U.S. persons and

organizations. In the Marine Corps, this includes intelligence, signals intelligence, counterintelligence, imagery intelligence, human intelligence, and reconnaissance and surveillance activities. Further, in addition to intelligence and reconnaissance personnel, intelligence oversight provisions are also applicable to organization commanders and other key staff personnel as listed below in subparagraph 4.a.

b. MCO 3800.2A details the Marine Corps' implementation of the Department of Defense's Intelligence Oversight Program.

2. Key Definitions

a. Marine Corps Intelligence Components -- those elements of USMC organizations, staffs and offices that collect, process, retain, or disseminate intelligence (all disciplines) or counterintelligence.

b. Questionable Activity -- any conduct by or related to an intelligence organization that may violate U.S. law, executive order, presidential directive, DoD directive, service order, or policy.

c. A United States person is defined as any one of the following:

(1) A citizen of the U.S

(2) An alien known by the intelligence agency concerned to be a permanent resident alien.

(3) An unincorporated association organized in the U.S. or substantially composed of U.S. citizens or permanent resident aliens.

(4) A corporation incorporated in the U.S., except for a corporation directed and controlled by a foreign government or governments.

d. Special activities or "covert activities" -- those activities conducted in support of national foreign policy abroad which are planned and executed so that the role of the U.S. government is not apparent or publicly acknowledged. Additionally, special activities are not intended to influence U.S. political processes, public opinion, policies, or the media. By definition, diplomatic activities and the collection and production of intelligence are not special activities.

3 Policy

a. The conduct of United States Marine Corps intelligence activities and the collection, retention, and dissemination of information concerning U.S. persons will be governed by the requirements set forth in reference (c) and this Order.

b. USMC intelligence components will carry out their authorized functions in a manner that protects the constitutional rights and privacy of U.S. persons, and shall not request any person or entity to undertake unauthorized activities.

c. The use of collection techniques authorized by enclosure (2 of reference (d) will be limited to those necessary to perform assigned functions. The least intrusive means of collection will always be the preferred method of collection.

d. USMC intelligence components will not conduct or provide support for the conduct of special activities, except in times of war declared by the Congress, or during a period covered by a report from the President to the Congress under the war Powers Resolution, unless such actions have been approved by the President and directed by the Secretary of Defense.

e. Division personnel, will immediately report any questionable intelligence activities via the request mast channels. Use of Marine Corps Hotline channel or direct reporting to the Division Inspector or Staff Judge Advocate is authorized if deemed appropriate.

f. Commanders will ensure that no adverse or retaliatory action is taken against any Marine or civilian employee who reports questionable intelligence activities.

g. Intelligence oversight regulations do not apply to Marine Corps law enforcement activities.

h. References (c), (d), and this Order constitute and shall apply as general regulatory orders. A violation of their provisions is punishable under the UCMJ.

4. Training and Inspection Requirements

a. All 3d MarDiv commanders, executive officers, and operations officers; all Marines with intelligence and reconnaissance MOSs; and all command inspectors, staff judge advocates, and legal officers must receive an intelligence oversight brief upon their initial assignment to the Division and annually thereafter. This training must be documented.

b. Intelligence oversight training materials (videotapes, lesson plans, briefs, and indoctrination forms) have been disseminated to all organizations. If additional materials are required, contact the Division G-2.

c. Each organization's implementation of the Marine Corps intelligence oversight program will be inspected a minimum of once annually during FAIs, SAVs, or at other times as appropriate.

d. The Division Intelligence Chief is designated as the Intelligence Oversight Functional Area Inspection Coordinator.

5. Required Reports

a. Subordinate Organizations. MCO 3800.2A stipulates periodic intelligence oversight reporting requirements and the report format. Quarterly intelligence oversight reports are due by the first of January, April, July, and October of each year, while the annual intelligence oversight report is due by 1 September. Subordinate organization reports will be submitted to the Division Inspector, with an information copy provided to the AC/S, G-2.

b. Division Headquarters

(1) The Division Inspector, will consolidate and forward all Division quarterly and annual intelligence oversight reports to CMC, via CG III MEF, per MCO 3800.2A. Note: quarterly reports are due to CMC (IG) by 5th of January, April, July, and October; the annual report must reach CMC by 10 September.

(2) The Division Inspector, will report to CMC (IG) annually by 10 September, and update quarterly, the intelligence oversight inspection schedule.

(3) The Division Inspector, will report to the IGMC all questionable activities conducted by either the Division or subordinate organizations.

6. Points-of-Contact. Any questions concerning intelligence oversight or questionable intelligence activities may be addressed to either the Division Inspector, or to the AC/S, G-2 (Attn: Intelligence Chief or Deputy G-2).

4010. STANDING OPERATING PROCEDURES

1. Applicability. Subordinate organizations/units may publish procedures amplifying and tailoring the Division Intelligence SOP to suit their needs. Turnover folders may be used in lieu of an SOP.

2. III MEF Forces Hawaii. 3d Marine Regiment has the additional responsibility of publishing written procedures governing intelligence and security missions, responsibilities, policies, and procedures in support of 3d Marines, Aviation Support Element Kaneohe, and Combat Service Support Group 3 operations.

3. Points-Of-Contact. The Deputy G-2 is the POC for the currency and maintenance of the Division's Garrison Intelligence SOP. The Division Special Security Office is responsible for the 1st SSCT and SOPs.

4011. TURNOVER FOLDERS, FILES AND DESKTOP PROCEDURES. Intelligence sections of battalions and larger organizations will maintain turnover folders, files, and desktop procedures to provide basic information relating to the section's daily functions, personnel duties, and operating procedures. The primary reasons for this are to provide section continuity, to streamline and expedite training of new Marines, to preclude the repeating of past errors, and to incorporate lessons learned. Therefore, these must be kept as current as possible. It is recommended that all organizations complete an annual review of their intelligence turnover folders and update them as necessary.

<u>Report</u>	<u>Frequency</u>	<u>Date Due</u>	<u>Notes</u>
Intelligence Oversight Report	Quarterly	1 Jan, 1 Apr 1 Jul, 1 Oct	Note (1)
Intelligence Oversight Annual	Annual	5 Sep	Note 1)
Special Security Office Fixed Facility Checklist	Annual	As directed	N/A
Special Security Office Station Profile	Annual	1 Apr	N/A
Tango Control Officer Report	Semi-annual	1 Feb, 1 Aug	Note 2)
Gamma Control Officer Report	Semi-Annual	1 Feb, 1 Aug	Note (2)
Physical Security Evaluations	As required	Variable	Note (3
Technical Surveillance Countermeasures Survey	As required	Variable	Note (4

Notes:

1. Regiments and separate Battalions submit reports to the Division Intelligence Chief.
2. Applicable to 3d Marines and the Division SSO only. Submit report direct to ONI; 3d Marines will info 3d MarDiv.
3. PSEs are required only when changes occur to classified materials storage spaces or new such spaces are to be established. Unit security manager are responsible for conducting PSE evaluations; reports must be provided to the Division Security Manager within 15 days of the PSE. See DivO P5510.9K (Information and Personnel Security Program), paragraph 2017.2, for additional details.
4. TSCM surveys are only authorized for select workspaces. Identification of annual TSCM surveys requirements for the following calendar year will be provided to the Division Security Manager by 1 December each year. Requests for non-routine requirements may be submitted at any time. See ForO 5511.5E (Surveillance Countermeasures Program) for additional details.

Figure 4-1.--Intelligence Reports

GARRISON INTEL/CI SOP

CHAPTER 5

INTELLIGENCE DISSEMINATION AND SYSTEMS INTEGRATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	5000	5-3
SYSTEMS/COMMUNICATION STRUCTURE	5001	5-3
DISSEMINATION PLANNING	5002	5-3
INTELLIGENCE ELECTRICAL MESSAGE TRAFFIC	5003	5-3

GARRISON INTEL/CI SOP

CHAPTER 5

INTELLIGENCE DISSEMINATION AND SYSTEMS INTEGRATION

5000. GENERAL

1. Dissemination of intelligence information is reliant upon a unit's ability to integrate the latest intelligence information technologies with available communication of infrastructure. This integration will facilitate flow of information between the Division and its MSCs.

5001. SYSTEMS/COMMUNICATIONS STRUCTURE

1. The Division G-2 considers the Joint Deployable Intelligence Support System (JDISS) as its primary means to access information and intelligence from the MEF and theater/national level agencies.

2. Primary means of disseminating classified intelligence within the Division is through the SIPRNET, via the Division C2 LAN. Alternate means of disseminating information include transfer of documents through the Classified Material Control Center, transmitted by GENSER messages, and via courier/liaison.

5002. DISSEMINATION PLANNING. Chapter 16 of FMFM 3-21 provides fundamental guidance relating to the principles and requirements of intelligence dissemination. These principles will be used in a manner as is appropriate to meet challenges of the ever-changing intelligence systems architecture. Unit intelligence officers should stay abreast of intelligence systems architecture and conduct dissemination planning accordingly. Detailed information concerning Intelligence Systems/Communications are outlined in Chapter 8.

5003. INTELLIGENCE ELECTRICAL MESSAGE TRAFFIC

1. Electrical messages covering intelligence and related matters are produced by a variety of agencies. In most cases, the producing agency will disseminate these to either an Address Indicating Group (AIG) or a Collective Address Designator (CAD) established for a specific intelligence product category or purpose. NTP-3 Supp-1 (K) pertains.

2. Intelligence officers will determine which intelligence products are required to support the needs of their respective units. Requests for addition/deletion from established AIGs or CADs will be coordinated/submitted through the unit communications officer.

non-organic intelligence units (e.g., CO, H&S Bn, III MEF; 1st Radio Battalion, etc.) not already incorporated within the unit TEEP to the 3d MarDiv G-2 for follow-on action. Subordinate unit S-2s must ensure individual personnel and unit augmentation requirements are coordinated concurrently with the unit S-1 and S-3, respectively.

2. The nature of the intelligence request will determine who within the G-2 has primary action officer responsibilities. General G-2 staff oversight is the responsibility of the Deputy AC/S, G-2.

3. Provide the following information in every request for intelligence unit/personnel augmentation support:

a. Header. This will be the requesting organization's name followed by an alphanumeric one-up reference number by fiscal year. For example, the first 4th Marines request for fiscal year 1999 would be as follows: "4th Mar Intel Request 001-99".

b. Name of exercise or operation to be supported.

c. Intelligence training objectives to be exercised and/or evaluated.

d. Brief description of exercise intelligence concept of operations.

e. Detailed listing of intelligence capabilities desired. For example, a request for a 1st Radio Battalion detachment might be as follows: "Request a task-organized detachment with the following capabilities: operations control and analysis element; tactical radio collection/direction-finding (minimum three self-mobile teams); ground communications jamming (desire to use MEWSS); and necessary unique service support capabilities". This may then be followed with additional amplification of any specific desires.

f. Justification. Be as specific and detailed as possible since this information will be used to assess relative priorities of competing intelligence support requirements.

g. Date Detachment Required. Specify the date that the detachment OIC/NCOIC is needed to report for planning. Also, include dates entire detachment must report OPCON.

h. Amplification. Provide amplification/explanation such as: type of operation (amphibious, MPF, HA/DR, etc.), type of exercise (CPX, FTX, etc.), exercise scenario envisioned (nature of threat, scope of live versus simulated aggressor activities, etc.).

6003 REQUESTS FOR INFORMATION (RFI)

1. Basic Policy. III MEF G-2 establishes and disseminates RFI submission guidance prior to each exercise. During routine garrison operations, RFIs will only be submitted after ensuring that local unit resources and databases to include G-2 searches of its reference materials have been appropriately searched and that the required information is not available. Likewise, during exercises or contingency operations, unit intelligence officers will ensure before submitting any RFIs that it is not already covered by on-hand resources. Further, they must ensure that the RFI is not already encompassed by any higher headquarters' Commander's Critical Information Requirement (CCIR), Priority Intelligence Requirement (PIR) or Other Information Requirement (OIR). When the above has been accomplished and it has been determined that organic assets are not capable of acquiring needed information, subordinate units intelligence officers will then validate, consolidate, prioritize, and issue control numbers to RFIs before submission to the Division G-2. Paragraph 6003.4 below pertains. When it has been determined that the desired information is not available within local databases, intelligence officers will next task the information requirement to organic combat units or intelligence collection agencies, as appropriate.

2. G-2 Point-Of Contact (POC). The Division G-2 Intelligence Operations Officer is the POC for RFIs. He will review and validate RFIs from subordinate organizations prior to submission through the chain of command.

3. Intelligence Information Requirements. Intelligence staffs at all levels must be prepared to react to crisis situations and provide their commanders with accurate, timely, and detailed intelligence in support of operational commitments.

a. General. Chapter 3 of FMFM 3-21 provides an overview of intelligence collections planning process and a discussion of the different categories of information requirements.

b. "Generic Intelligence Requirements Handbook" (GIRH). The Marine Corps Intelligence Activity (MCIA) produced GIRH details frequently used OIRs to facilitate rapid, time-sensitive, crisis planning. It is intended to standardize intelligence requirements throughout the Marine Corps. Copies have been provided to all Divisional intelligence sections.

(1) Intelligence staffs can use the GIRH in two ways. It can be used as a checklist to determine information gaps and as a brevity code to efficiently develop RFIs.

(2) Non-intelligence staffs. Although developed specifically for the Marine Corps intelligence community, the GIRH can also benefit other unit staff sections. For example, the chapters on

installations and facilities are especially useful for Marines undertaking site surveys.

c. Commander's Critical Information Requirements (CCIRs). Annex A of FM 34-82 provides a detailed listing of generic CCIRs.

(1) CCIRs identify the most critical information needed by a commander to aid him in making sound, logical decisions. CCIRs include information about friendly forces, conditions or events which may impact the operation, and opposing force information. Through recommendations from the entire staff, the commander determines what his actual CCIRs are or will be. Likewise, the entire staff focuses their subsequent effort toward satisfying CCIRs.

(2) Unit intelligence officers will develop early on those PIRs necessary to answer established CCIRs. Answers may be locally available or may result in submission of specific RFIs. Paragraph 6003.4 below pertains.

4. RFI Control Numbers. A control number will be assigned to each RFI submitted. It will include the three-character organizational designator identified below, a three-digit serial number assigned by the submitting organization, and the year designator. The organizational designator will be used in Division RFIs.

a. Organizational Designators

1 Division Headquarters: DD1

(2) 3d Marines DD2

(3) 4th Marines: DD3

(4) 12th Marines: DD4

(5) Combat Assault Battalion DD5

(6) Headquarters Battalion DD6

(7) Other attachments: DD 7 and up, as required

b. RFI control numbers will be used for exercises, training and actual contingency requirements. Numbering will be assigned by the submitting organization sequentially beginning with 001 and will include the calendar year. Examples:

(1) 12th Marines submission during October 99: DD4-001-99.

(2) HQBN submission during October 99: DD6-001-99.

5. RFI Format. RFIs will be submitted in the following format which is consistent with III MEF current RFI policy and FMFM 3-21.

- a. Detailed narrative description of the requirement. Additionally, include basic encyclopedic numbers; target numbers; cross-reference to previously submitted/standing, OIRs, PIRs; and latitude-longitude/UTM coordinates, as appropriate.
- b. Desired delivery date or time. If it is a recurring requirement, provide a starting date-time group and indicate the required time interval for each report.
- c. The latest time the information requested is of value (LTIOV), if applicable. The submitting organization should consider the time delay in sending RFIs and receiving the required answers or support, and set realistic deadlines.
- d. Detailed justification statement. Provide for all RFIs. If the RFI is an urgent organization priority, so state in detail.
- e. Sources/documents already consulted
- f. Desired classification level of the answer or support. If the release of information to foreign elements is needed, so state.
- g. Type and quantity of product desired if it is not a question/report type RFI. For example, this would be used for imagery, topographic, specialized briefings, and map requests. Additionally, for imagery and topographic requests, include information such as desired acceptable scale of imagery or topographic data and if annotations are required.
- h. Miscellaneous information/remarks. As appropriate.
- i. A point of contact and a means (with alternates) for immediate communications and coordination.

6. Miscellaneous

- a. The Division G-2 will automatically close out RFIs upon satisfaction or expiration of the LTIOV. Additionally, the RFI will be closed when the mission or situation renders it invalid; in such cases, the G-2 will immediately inform the subordinate organization.
- b. Submitting organizations should periodically review outstanding RFIs to ensure that they have not been satisfied by other sources and that they remain valid. Unit intelligence officers will notify the Division G-2 upon RFI satisfaction or need for LTIOV extension.

6004. INTELLIGENCE EXERCISE PLANNING. Numerous factors unique to Okinawa influence each intelligence section's ability to effectively prepare for training exercises. Key challenges include the high personnel turnover characterized by a large number of one-year

assignments, the relatively lower intelligence personnel staffing goals of the Division compared with the CONUS based Marine Divisions, and the high III MEF-wide operating tempo. Accordingly, organization intelligence officers must find imaginative ways to counteract these limiting factors. The following addresses the Exercise Intelligence Ready Reference Folder.

1. Background. Most exercises that Division units participate in are of a recurring nature. At the Division level, the following constitute the principal exercises, and the location and time of year in which they are usually scheduled:

- a. Yama Sakura, Northern Japan, January
 - b. MAGTF Staff Training Program, Okinawa, November/January.
 - c. Reception, Staging, Onward Movement, and Integration (RSO & I), March/April/May, Republic of Korea.
 - d. Cobra Gold, Thailand, May.
 - e. Cooperation from the Sea, Commonwealth of Independent states, June.
 - f. Northern Edge, Alaska, June; Freedom Banner, Republic of Korea, July.
 - g. Ulchi Focus Lens, Republic of Korea, August; Tempest Express, Okinawa, September.
 - h. Tempo Brave, Okinawa and Republic of Korea, October; Balikatan, Philippines, October.
- Valiant Blitz, Republic of Korea, November
- Beach Crest, Okinawa, December

2. Additionally, the Division will generally have an on-Okinawa Division Command Post Exercise during the second and fourth calendar year quarters. (The current TEEP contains accurate listings). Concurrent with these are numerous battalion and smaller organization size operations occurring throughout the III MEF area of responsibility. Accordingly, a high operational tempo is sustained year round by all Division units. Since exercise schedules change, consult the Division's current TEEP for accurate listings.

3. Division G-2 Procedures. In order to plan effectively for each exercise while simultaneously meeting daily intelligence continuing actions, use of the Generic Intelligence Exercise Planning Checklist (Appendix A) is recommended. At the Division level, the Intelligence Operations Officer is responsible for establishing and maintaining the G-2 section's Intelligence Ready Reference Folders. Within

subordinate organizations, it is recommended that a similar procedure be established for their exercises.

GARRISON INTEL/CI SOP

CHAPTER 7

COUNTERINTELLIGENCE

	<u>PARAGRAPH</u>	
GENERAL .	7000	7-3
GARRISON COUNTERINTELLIGENCE (CI) ORGANIZATION AND RESPONSIBILITIES .	7001	7-3
CI CREDENTIALS AND AUTHORIZED UNIFORMS.	7002	
CI SERVICES .	7003	
SUBORDINATE ORGANIZATION ACTIONS	7004	7-10

GARRISON INTEL/CI SOP

CHAPTER 7

COUNTERINTELLIGENCE

7000. GENERAL

1. Definition. Counterintelligence (CI) is that aspect of intelligence activity which is designed to discover, neutralize, or destroy the effectiveness of actual or potential hostile intelligence activity, and to protect information from hostile espionage, individuals from subversion and terrorism, and installations or material from sabotage.

2. Doctrine. Basic Marine Corps doctrine and guidance for the conduct of active and passive CI operations in combat and garrison are contained in MCO 3850.1H and FMFM 3-25. Passive CI measures enhance the security of the command and deter the inadvertent disclosure or compromise of classified information. This Manual concerns itself with peacetime garrison responsibilities. Commanding Officers, special staff officers, and other supervisory personnel are encouraged to use locally available CI assets to the fullest extent possible.

3. Jurisdiction. In garrison, exclusive jurisdiction for matters involving actual, potential or suspected sabotage, espionage, and subversion, including actual, suspected, or attempted defections, rests with the Naval Criminal Investigative Service (NCIS). SECNAVINST 3850.2B provides basic guidance regarding CI jurisdiction policy. Questions regarding CI jurisdiction will be referred to the Deputy G-2 for follow-on coordination with the III MEF Staff Counterintelligence Officer.

7001. GARRISON CI ORGANIZATION AND RESPONSIBILITIES

1. Assistant Chief of Staff, G-2. The AC/S, G-2, is responsible to the Commanding General for Division CI operations and support. Additionally, he is generally dual-hatted as the Division Security Manager with primary staff responsibility for the Division's Information and Personnel Security Program.

2. 3d Marines. The Commanding Officer, 3d Marines, is tasked with coordinating and providing all III MEF Forces, Hawaii units with garrison CI support.

3. CI Teams

a. On-island CI Teams are administratively controlled by the Commanding Officer, Intelligence Company, H&S Battalion, III MEF. In garrison, operational control of all CI Teams rests with the AC/S, G-2, III MEF, who exercises day-to-day CI management through his

Staff Counterintelligence Officer (SCIO). 3d MarDiv organizations on Okinawa generally receive CI support from the 3d CI Team. Informal liaison between the Division and the CI Teams is authorized to evaluate feasibility for future support and other routine matters. However, formal requests for CI Team support must be requested from CG III MEF.

b. Hawaii Garrison CI Support. There are no CI Teams in Hawaii. Accordingly, a Memorandum Of Understanding (MOU) has been signed between the AC/S, G-2 III MEF, and the AC/S, G-2, COMMARFORPAC, which establishes a program of CI and Interrogator-Translator (IT) support for III MEF units located in Hawaii. Day-to-day coordination for this support rests with the Commanding General's Representative, III MEF Hawaii (i.e., CO, 3d Marines), with staff cognizance resting with the 3d Marines' Intelligence Officer. The MOU contains the following provisions (these subparagraphs are quoted from the MOU):

(1) The AC/S, G-2, COMMARFORPAC, agrees to provide all CI and IT support to III MEF units located aboard Marine Corps Bases Hawaii, as delineated in the current editions of MCO 3850.1_ (Policy and Guidance for CI Activities), MCO 3876.1_ (Interrogator-Translator Teams and Personnel), FMFM 3-25 (CI Operations), and FM 34-52 (Intelligence Interrogations).

(2) It is further understood that all costs associated with this support will be the responsibility of the AC/S, G-2, MARFORPAC

(3) Points of contact for this MOU will be the CI/HUMINT Officers for MARFORPAC and III MEF.

(4) This MOU will be subject to renegotiation annually, or terminated at the request of either major party after a 90 day notice.

7002. CI CREDENTIALS AND AUTHORIZED UNIFORMS. CI credentials are issued by Headquarters, U.S. Marine Corps, to authorized Marines who are assigned to CI billets. Credentials identify those personnel accredited and authorized to conduct CI activities within the DoD. CI personnel who possess credentials have a Top Secret clearance. CI personnel will display credentials upon request while conducting CI activities within the Division. Division personnel will render assistance for the accomplishment of assigned CI missions. MCO 3850.1H sets forth responsibility for the proper use of CI credentials.

7003. CI SERVICES. CI services are available to any Division organization upon request. Requests, using the format contained in paragraph 6002 of this order, for CI services should be forwarded to the Commanding General (AC/S, G-2) for validation and coordination. Division units based in Hawaii will submit requirements to CO, 3d

Marines, in accordance with regimental directives; support that cannot be provided from Hawaii resources will be forwarded to the Division as described above. The following are primary garrison related CI services that are available.

1. CI Survey. The CI survey is a service designed to assist commanders in establishing systems, procedures, and safeguards to protect military installations against sabotage, and to protect personnel and organizations from the threat of espionage, subversion, and terrorism. The CI survey will establish, rather than test, compliance with existing security requirements. Paragraph 8002, FMFM 3-25, provides detailed guidance regarding the purpose and conduct of the CI survey.

2. CI Evaluation. The CI Evaluation (physical security) is similar to the CI survey, is limited in scope, and will satisfy requirements for ensuring compliance with existing security regulations. The evaluation involves specific aspects of the storage of classified material within an organization (e.g., the physical security evaluation, or PSE; see DivO P5510.9K for additional information on PSEs). Requests for a CI evaluation will identify the storage area locations and an organization point of contact in accordance with DivO P5510.9K. The request will be forwarded to the Team Commander of the supporting CI Team via the Commanding General (Attn: Security Manager), 3d Marine Division.

3. Unannounced CI Inspections. Unannounced CI Inspections are conducted by CI personnel to determine compliance with Information and Personnel Security Program regulations. The purpose of this type of inspection is to determine whether classified material is properly protected. Classified material includes items which are used to produce classified documents, e.g., scratch/carbon paper, drafts, and word processor diskettes. Hazards or potential hazards (e.g., unlocked windows/doors and lack of double-check on security containers) will be identified and recommendations provided to ensure in-depth security is achieved.

a. Frequency of Unannounced CI Inspections. CI personnel conduct periodic, unannounced inspections of all Division units and sections that use and/or store classified material or equipment. Each organization or section will be inspected at a minimum of once annually, normally during non-duty hours. The Division Security Manager will schedule unannounced inspections and coordinate their conduct with the supporting CI Team Commander. Results of unannounced security inspections will be provided to the Division Security Manager by the CI Team, who will forward the report and supporting endorsement to the inspected organization's commanding officer.

b. Guidance for the Conduct of Unannounced CI Inspections

(1) When CI personnel arrive at the organization/section to be inspected, credentials will be presented upon request to duty personnel and the purpose of the inspection will be explained.

(2) The inspection team's senior member will normally request that a command representative accompany and observe the inspection party. It is preferable that this representative be an officer or a staff noncommissioned officer.

(3) The inspection will be sufficiently detailed to ensure compliance with current directives. Locked containers (e.g., file cabinets, desks) not designated for the storage of classified material may be opened by the inspectors and the contents inspected. Such containers will be opened with a key or by a competent technician (CI personnel who are schooled in Defense Against Methods of Entry (DAME) or who have had locksmith training).

(4) If classified material is found adrift, it will be turned over to the organization's security manager or his designated representative. The representative will sign a receipt for the material and ensure that it is properly safeguarded. If during the inspection, security containers, strong rooms, or vaults are discovered unsecured and unguarded, the organization representative will recall responsible personnel and require that they conduct a complete inventory of its classified material in accordance with DivO P5510.9K. A reinspection will be conducted within 30 days if a security violation was found during the course of an unannounced CI inspection.

(5) Organization duty personnel will be briefed upon the conclusion of the inspection.

4. Vacated Command Post Inspections (VCPIs). All organizations or sections are responsible for the protection of classified material and military information in both tactical exercise and garrison environments. Commanders will ensure that the area is inspected for any military information left adrift prior to departing the area. Organization intelligence Marines generally conduct their own VCPIs, particularly during field operations. However, counterintelligence Marines may conduct VCPIs to ensure that classified material or unclassified information of an intelligence value has not been left adrift (most common when units relocate permanently or for extended periods from garrison facilities). Requests will be submitted to the CI Team providing support via the Commanding General (Attn: Security Manager), 3d Marine Division or the appropriate field commander with attached CI elements. When feasible, requests should be in writing and provide eight digit coordinates or building numbers of each location; however, verbal requests will be accepted by the supporting CI Team on a case by case basis. VCPIs are not routinely conducted

of rotational battalion headquarters buildings since the advance party of the replacing battalion will occupy the building prior to the departure of the relieved battalion.

5 Announced CI Inspections

a. These inspections consist of FAI and SAV, and are provided to assist commanders in determining their compliance with existing Information and Personnel Security Program Management and CI regulations. A FAI or SAV inspection may be requested, but normally will be scheduled in accordance with DivO P5040.3E. Additional guidance on intelligence inspections and supporting checklists are detailed in Chapter 3 of this Manual.

b. Written CI SAV inspection results will be submitted only when a "Not Mission Capable" inspection grade is warranted. FAI results will be forwarded via the appropriate chain of command. The conduct of either inspection does not relieve the organization security manager of his responsibilities to conduct and make a record of his own inspections as established by DivO P5510.9K and OPNAVINST 5519.1H.

6. Penetration Inspections. A penetration inspection provides a realistic test of an installation's or organization's security measures. The inspection is conducted in such a manner that personnel, other than the organization commander and those personnel he desires to notify, are unaware that such action is taking place. Additional information concerning penetration inspections is contained in paragraph 8002.h of FMFM 3-25. Requests for penetration inspections will be submitted in writing by organization commander to the Commanding General (Attn: AC/S, G-2), 3d Marine Division, again in the format provided in paragraph 6002 of this Manual. The need of this type of inspection must be carefully considered and have the concurrence of the requesting organization commander, the Division Security Manager, and supporting CI team commander. Paragraph 8002.h(1) through (5) of FMFM 3-25 must be carefully considered during the planning and execution of a penetration inspection.

7. CI Investigations. CI Marines will coordinate with the local NCIS in matters involving the investigation of actual, potential, or suspected espionage, subversive and terrorist activity, and defections. Organization commanders will conduct preliminary inquiries into the potential or suspected compromise of classified material in accordance with DivO P5510.9K and OPNAVINST 5510.1H. CI Marines may conduct a preliminary investigation, with concurrence of NCIS and when directed, in accordance with the limitations specified in these references and the relevant Marine Corps CI orders previously discussed.

8. Technical Assistance. Counterintelligence Marines can provide limited technical assistance for the areas discussed below.

a. Repair and maintenance of security containers will be performed by the MCB Butler Facilities Maintenance locksmith upon request. Technical assistance and instruction related to security containers, vaults, and lock and padlock mechanisms used for storage of classified material are available from CI personnel. Routine combination changes and preventive maintenance, not to include the lubrication of the lock mechanism, is the user's responsibility. Counterintelligence personnel are available to instruct personnel on how to change combinations and determine the course of action required to affect possible repairs to damaged security equipment.

b. Technical Surveillance Countermeasures (TSCM) inspections may be required for specific areas in the Division. Additional information is contained in the current editions of MCO 5511.11 and III MEF ForO 5511.5 and from the Division Security Manager or Team Commander, 3d CI Team. This type of inspection will not be discussed on unsecured telephone or in unclassified correspondence when specifics are identified (locations, time frame of the inspection, and type of classified information to be protected). Additionally, TSCM inspections shall not be discussed in those areas to be inspected or in those areas that have been inspected.

9. Security Education and Training. Organization security managers and intelligence officers must provide security indoctrination briefs and periodic training to all personnel. Local threat briefings are required at least once every three years and must be coordinated with the local NCIS through the Commanding General (Attn: Security Manager), 3d Marine Division. DivO P5510.9K establishes Division policy for security education. The CI Teams can provide CI related classes and lectures as requested. Organization commanders are encouraged to request CI training assistance as needed. Requests will be submitted to the supporting CI Team via the Commanding General (Attn: Security Manager), 3d Marine Division, at least three weeks in advance. These must indicate the subject(s) desired (specific topics and objectives), approximate number of officers/enlisted personnel to attend, location of the classroom, date/time desired, and a point of contact.

10. Operations Security (OPSEC). CI can assist the commander in formulating and implementing his OPSEC responsibilities in garrison as well as in a tactical environment. Since the operations officer (G-3/S-3) assists the commander in the overall planning and executing of operations, he has primary supervisory responsibility for OPSEC functions. Counterintelligence personnel can provide the commander with information or area briefings concerning actual or potential hostile intelligence collection threat, organization vulnerability assessments to these, and recommendations regarding viable OPSEC measures to counter these.

11. Pre-Construction Technical Assistance. This service consists of rendering security advice during the planning phase of new construction, modifications, alterations, or additions to areas used

to secure classified/sensitive information. It is designed to ensure that all aspects of technical and physical security are considered in this planning to avoid costly modification of security features after the work has been completed and to ensure that required security measures have been incorporated. Requests for CI assistance will be submitted to the supporting CI Team via the Commanding General (Attn: Security Manager), 3d Marine Division.

12. Automated Data Processing (ADP)/Information Security (INFOSEC). Computers, word processors, and similar equipment operate in an environment that must be considered hostile and are inherently vulnerable. Due to the wide range and rate of growth of applications and the increased dependence on such systems, it is imperative that security aspects be considered. Security vulnerabilities can be solved, or at least reduced to an acceptable level of risk, by developing an effective security program. Commanders must take adequate measures to identify potential vulnerabilities in classified and unclassified ADP environment. Policy and guidance for ADP/information security is contained in DivO P5510.9K and numerous other references.

13 Terrorism Threat

a. The threat of violence as an expression of political motivation is not new. However, the form and degree of the acts of violence and the organized scale that is surfacing internationally continually changes. Terrorist groups capitalize on the human concerns of people and nations by the commission of atrocities and violent acts for political recognition and the furthering of their goals. Typically, their goals are placed well above the respect for human life. In many cases, the terrorist will be rational, intelligent, calculating, motivated, well disciplined, very united, and in good physical condition. Such terrorists do not have a strong desire to survive, their planning is calculated, and their equipment is usually more than adequate.

b. Counterterrorism policy and procedures for all Marine commands is contained in III MEF ForO 5511.5. In addition, on Okinawa the Commanding General, Marine Corps Base, Camp Butler, has overall responsibility for counterterrorism preparations and actions (see MARCORBASESJAPANO), while in Hawaii this responsibility is vested in the Commanding General, Marine Corps Base, Hawaii.

c. Commanders must ensure that personnel are aware of the potential threat in Okinawa and other areas that may be visited during training, and that they take appropriate measures to reduce their organization's vulnerability to a threat. In addition, terrorist threat and awareness briefings may be requested from the NCIS, Okinawa, or from the 3d CI Team, via the Commanding General (Attn: AC/S, G-2), 3d Marine Division (NOTE: Hawaii based units will submit requests for support from NCIS Kaneohe Bay to CO, 3d Marines).

14. Training Exercise CI Support. Where practical, CI Marines should be integrated into regimental-sized (or larger) training exercises. This can be accomplished by involving CI representatives in the planning phase, thus integrating CI scenario items in the overall exercise evolution. Combat CI functions and capabilities in support of an organization are outlined in reference (b). Requests for CI support for training exercises must be justified and forwarded early in the planning phase (30-45 days prior to exercise dates) and as discussed in Chapter 6 of this Manual.

7004. SUBORDINATE ORGANIZATION ACTIONS

1. Initiate those CI measures necessary and required to ensure the security of their organization. Maximum use of available CI support is encouraged.
2. Issue instructions to ensure prompt reporting and handling of any actual, attempted or suspected sabotage, treason, sedition, subversion, terrorism, defection, or security violation. These incidents should be reported by the most expeditious means, consistent with security, to the Commanding General, 3d Marine Division (Attn: Security Manager). Ensure that appropriate duty orders contain reporting and notification procedures for these situations. Additionally, duty orders must include specific guidance for recognizing CI credentials and for assisting CI Marines conducting their assigned missions.
3. In cases of actual, attempted, or suspected sabotage or espionage, every effort will be made to preserve the condition of the site. Guards will be posted to prevent tampering or handling of physical evidence. The local NCIS resident agent will be notified immediately of any incidents as described that require their attention. In addition, during working hours the Division Security Manager or AC/S, G-2 will be notified of the incident; after working hours, the III MEF/Division Command Duty Officer will be advised of the incident by telephone, and he will in turn notify the Division Security Manager and/or AC/S, G-2.

GARRISON INTEL/CI SOP

CHAPTER 8

INTELLIGENCE SYSTEMS AND COMMUNICATIONS

	<u>PARAGRAPH</u>	
GENERAL .	8000	
RESPONSIBILITIES.	8001	
GARRISON INTELLIGENCE SYSTEMS AND COMMUNICATIONS ARCHITECTURE . . .	8002	
LOCALLY AVAILABLE INTELLIGENCE SYSTEMS	8003	
TRAINING.	8004	8-14
HOW TO CONTACT THE DIVISION G-2	8005	8-15

FIGURES

8-1 OKINAWA AUTODIN AND DEFENSE DATA NETWORK	8-17
8-2 OKINAWA DEFENSE SWITCH NETWORK	8-18

GARRISON INTEL/CI SOP

CHAPTER 8

INTELLIGENCE SYSTEMS AND COMMUNICATIONS

8000. GENERAL. This chapter provides a general overview of available garrison intelligence systems and communications.

8001. RESPONSIBILITIES

1. Assistant Chief of Staff, G-6. Responsible to the Commanding General for obtaining 3d MarDiv communication-electronics and information systems services and support, and for interfacing with external commands on all communication matters except certain aspects of special security communications (SSC).

2. Division Information System security Officer (ISSO)/Network Security Officer (NSO). The ISSO/NSO is assigned by and responsible to the AC/S, G-6, for the security of and issues relating to Division information systems and networks. He is governed by the following key references: SECNAVINST 5932, Department of the Navy Automated Information Systems Security Program; OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program; and DivO P5510.9K, Information and Personnel Security Program.

3. G-2 Intelligence Systems Officer. Responsible to the AC/S, G-2, for all systems that relate to intelligence -- whether they are intelligence collections systems, transmission systems, communications systems, productions systems, or dissemination systems (to include information systems such as Local Area Networks and Wide Area Networks [LAN and WAN]). The sole exception to this is SSC as discussed below. The Intelligence Systems Officer advises the G-2 on how to best employ and integrate these systems to complete both garrison and combat missions.

4. Team Chief, 1st Special Security Communications Team (SSCT). The Team Chief, 1st SSCT, is responsible to the AC/S, G-2, for providing both garrison and tactical special intelligence communications (SPINTCOMM), critical intelligence communications (CRITICOMM), and other SSC via the Defense Special Security Communications System (DSSCS).

5. G-2 Information Systems Coordinator (ISC). The ISC is responsible for the maintenance of the G-2's garrison LAN subscriber terminal and their routine operation. Section ISCs are part of the G-6's distributed expertise concept which supports day-to-day maintenance of the expanding LANs and WANs. ISCs are trained in how to add and delete LAN/WAN users, how to perform routine equipment installations, and how to perform rudimentary troubleshooting of the LAN and some application software; again all in garrison. Users in

the G-2 section have a direct line to the ISC who can often immediately remedy a problem. The ISC has a direct line to the G-6 trouble desk if he cannot fix the problem. The G-2's ISC (as a collateral duty) is responsible to the G-2 Systems Officer for these ISC duties.

6. Department of Defense Intelligence Information System (DoDIIS) Access Security Officer (DASO). The DASO is responsible for supervising and verifying all requests for access to the DIA DoDIIS intelligence databases and automated information systems by ensuring users satisfy all Defense Intelligence Agency's (DIA) requirements. A SNCO from the 1st SSCT will normally be assigned as the 3d Marine Division DASO; 3d Marines' S-2 will likewise designate a DASO to perform this duty. The DASO must have an SI/TK security clearance and be permanently certified on an annual basis to the Special Security Office at DIA. Periodic recertification guidance will be promulgated by COMMARFORPAC.

8002 GARRISON INTELLIGENCE SYSTEMS AND COMMUNICATIONS ARCHITECTURE

1. The Defense Information Systems Network (DISN) is composed of strategic, worldwide, Department of Defense (DoD) communication systems and networks under the operational direction of the Defense Information Systems Agency (DISA). DISA is charged to ensure that the Defense Communication System will meet its requirements. The major subsystems and networks of the (DCS) are (refer to figure 8-1 throughout):

a. Automatic Digital Network (AUTODIN). This network provides the basic message traffic, often referred to as GENSER (general service) message. AUTODIN is transitioning to the Defense Message System (DMS).

(1) Purpose. The AUTODIN/DMS network transmits record traffic or "message traffic."

(2) Users. AUTODIN/DMS services two major communities of users:

(a) The "R" (for red) or GENSER community, which includes general purpose users of normal messages classified UNCLASSIFIED through TOP SECRET.

(b) The "Y" (for yellow) or DSSCS community, which includes SSC intelligence channels.

(3) In figure 8-1 you can see that AUTODIN/DMS traffic is provided to users in the G-2 via three paths: unclassified, secret, and SCI. The Division receives unclassified traffic over the Okinawa Wide Area Network (OWAN). The user accesses the MDS from his personal computer workstation (which is connected to the

OWAN). MDS then presents that user with the AUTODIN/DMS messages received in 3d Marine Division that match the user's MDS profile. The Division receives secret traffic over the Secret OWAN (SOWAN). Again, the user accesses MDS from their personal computer workstation (connected to the SOWAN), and MDS then provides the AUTODIN/DMS messages received in 3d Marine Division that again match that user's MDS profile.

b. Defense Data Network (DDN). The DDN is a DoD worldwide electronic services system that operates on a computer WAN. It has four components:

(1) Nonsecure Internet Protocol Router Network (NIPRNET). NIPRNET is transitioning from the former Military Network (MILNET). It is an unclassified segment of the DDN for military and government. Only users engaged in U.S. Government business or research, or users directly involved in providing operations and systems support for government owned or sponsored computer communications equipment may use the network. This net also interfaces with the civilian unclassified network, INTERNET. Division personnel access this network via their PC connected to the OWAN. The services provided by this network are unclassified electronic mail (E-Mail), unclassified file transfer, and unclassified database query. Division personnel use the Banyan network system to access these services.

(2) Secret Internet Protocol Router Network (SIPRNET). SIPRNET is also in transition, from what is currently called the Defense Integrated Secure Network One (DISNET-1) and is similar to the NIPRNET but is part of the classified segment of the DDN. SIPRNET supports users who have a need to deal with GENSER secret level information. In the Division, the "R", or secret, Joint Defense Intelligence Support System (JDISS) is connected to the SIPRNET via the SOWAN. Also, as already mentioned in the Secret AUTODIN/DMS discussion, some personal computer workstations are connected the same way. Personal computer workstations and the JDISS on the SIPRNET provide connectivity to secret databases and secret E-mail services worldwide. Likewise, the Marine Corps' Intelligence Analysis System (IAS) is also connected to SIPRNET via the SOWAN.

(3) Top Secret System (TSS). Again, TSS is in transition from the current Defense Integrated Secure Network Two (DISNET-2). TSS/DSNET-2 is known as the Global Command and Control System (GCCS) Intercomputer Network (GIN). This system is also a part of the classified segment of the DDN. It supports users who have a need to deal with GENSER Top Secret information and the GCCS (in the Division, these are principally the G-3/S-3 and G-4/S-4 staffs). The intent is to make more of the functionality currently residing on GCCS/DSNET-2 (at the Top Secret level) accessible on to the Secret users (via GCCS and SIPRNET). The few Top Secret applications that will remain will reside on TSS terminals connected to the TSS. The G-3 controls the GCCS and TSS terminals. Intelligence section users

who need access to information in these systems must coordinate with the G-3.

(4) Joint Worldwide Intelligence Communications System (JWICS). JWICS replaced the Defense Integrated Secure Network Three (DISNET-3). JWICS, also known as the Department of Defense Intelligence Information System (DODIIS), is the segment of DDN designed to provide Top Secret/SCI service and is used primarily by the intelligence community. The Division "Y", or SCI, JDISS is connected to JWICS. This "Y" JDISS has connectivity to SCI databases and SCI E-mail services worldwide. JWICS provides 24-hours a day, seven days a week secure, high speed, multimedia communications for the intelligence community. JWICS will also provide video teleconferencing and Packet Data services.

c. Defense Switched Network (DSN)

(1) DSN is the DoD telephone service formerly known as AUTOVON. It is the DOD worldwide telephone system and consists of government-owned and leased facilities. DSN is now the principal DoD global long-haul, nonsecure, voice communications network. Although DSN is not used to pass record traffic (as are AUTODIN and DDN), it is a very critical part of the day-to-day functioning of the DOD and the Division.

(2) DSN provides worldwide, direct dialing, station-to-station service through a network of government-owned and leased switching-and-transmission facilities. In the U.S., much of the DSN traffic is carried by commercial corporations that regularly compete to provide this capability. DSN hooks into the domestic public-exchange systems (local telephone carriers) and foreign telephone exchanges. DSN also takes advantage of the Secure Voice Improvement Program (SVIP). The SVIP is designed to meet a key DoD secure voice architecture goal by providing all military users with a STU-III capability.

(3) Figure 8-2 depicts the "Garrison Telephone Systems" architecture.

(a) Unclassified Voice and Facsimile Communications. Users in the Division can access the unclassified services of DSN and commercial systems using either an unsecure telephone instrument or an unkeyed STU-III. Unclassified facsimile machines are located in the Staff Secretary's Office (local and DSN number 622-9383) and the G-4 section (number 622-7279).

(b) GENSER Classified and Facsimile Voice Communications. Users access the secret services of DSN by using the same procedures and systems as for the unsecure telephone, except that the call is secured with a keyed STU III. GENSER classified facsimiles may only be received in the III MEF Command Center at telephone number 622-7709.

(c) SCI Voice Communications. SCI calls are made with a STU III keyed for passing SCI information. The sole STU-III authorized for SCI voice communications is located in the Division SCIF; contact the Division Special Security Officer at 622-7336 for access. The SSO also maintains the Division SCI facsimile capability on telephone number 622-7782. (NOTE: The 3d Marines SSO has similar capabilities to support Kaneohe-based units at telephone number DSN 457-5176.)

2. AUTODIN and DDN Capabilities by Classification

a. Unclassified. The NIPRNET and unclassified AUTODIN services are provided to the Division over the OWAN. A PC connected to the OWAN can send and receive electronic mail (E-Mail) and files, can access databases, and can read unclassified AUTODIN message traffic. The user can also perform several local applications on his computer at the unclassified level using available software.

b. Secret. The SIPRNET and secret AUTODIN service are provided to the Division over the SOWAN. A personal computer workstation connected to the SOWAN can send and receive secret E-Mail and files, can access secret databases, and can read secret AUTODIN message traffic. The user can also perform several local applications on his computer at the secret level using available software.

c. Top Secret. All Division users authorized to receive Top Secret AUTODIN message traffic will do so via an Organizational Mailbox (OMB) in the Division's top secret server controlled by the G-6. Subsequent dissemination will be made on a need-to-know basis. The TSS will provide Top Secret DDN service.

d. SCI. The 1st SSCT produces the SCI AUTODIN traffic into a paper product which authorized users may read in the Division SCI Facility (SCIF). The "Y" JDISS is also located in the SCIF and is connected directly to a JWICS link. While operating this JDISS, user can send and receive SCI e-mail and files, can access SCI databases, and can perform several local SCI applications using available software.

8003 LOCALLY AVAILABLE INTELLIGENCE SYSTEMS

1 Intelligence Analysis System (IAS)

a. In the near future IAS will be fielded down to the regiment level (intermediate configuration) and eventually down to the infantry battalion level (battalion/squadron configuration).

b. IAS provides either an all-source or GENSER only intelligence fusion center, providing the intelligence section automated direction, collection, processing, production, and dissemination of intelligence

information requirements and the ability to support broader Intelligence Preparation of the Battlefield (IPB) tasks. It uses embedded databases and also provides a means to connect with external databases (e.g., various national/theater and Marine Corps intelligence databases). It is deployable for both afloat and ashore operations.

c. IAS Functions

(1) Rapid storage and retrieval of all-source intelligence data

(2) Intelligence information processing (receipt, dissemination, internal routing, and alphanumeric/graphic display)

(3) Collections activities support (management, tasking of organic assets, and requests for/coordination with joint/theater and national assets).

d. IAS provides the following automated tools to assist with tactical intelligence activities: message handling; database management; intelligence analysis; intelligence fusion; graphical overlay production (electronic mapping); tactical collection management; textual reports/plans/estimates; and communications; security, administration and utility software applications.

e. IAS Applications

(1) Mapping. Gazetteer; situation mapping (Sitmap); and paragon image processing and transfer.

(2) Communications. Binary file transfer; access to AUTODIN modes I and II; and Banyan VINES e-mail transfer.

(3) Tactical Collection Planning. Collection worksheets; tasking messages; intelligence summary messages.

(4) Databases. Sybase relational database management system; and Pacific Command-Naval Intelligence Processing System Database.

(5) Message Processor. Intelligence Journal; message handler; and formatted message software

f. Training. See paragraph 8004 for information on locally available IAS training.

2 Joint Deployable Intelligence Support System (JDISS)

a. JDISS is now the Pacific Command's most critical intelligence support system. JDISS provides a family of software capabilities allowing connectivity to, and interoperability with, a wide variety

of U.S. intelligence community systems required to support tactical forces, whether in garrison or deployed.

b. Currently the III MEF G-2, 3d MarDiv G-2, and 3d Marines S-2 have a fixed installation, SCI-level JDISS. III MEF G-2 and the Division G-2, and 4th Marines S-2 also have deployable GENSER-level JDISS.

c. JDISS Capabilities. JDISS' major capabilities include access to message traffic, secure E-Mail, chatter features, secondary imagery dissemination, intelligence database access and retrieval, and graphics transfer capabilities.

d. JDISS USPACOM Services

(1) OILSTOCK. A high resolution geographic based graphic system used to display real-time and historical data over a map background. Users can create geographic overlays, conduct visual line of sight analyses, and propagate satellite footprints over a specified time period.

(2) Frameviewer. An application for reading documents on-line. It can be used to view, copy, and print a variety of intelligence products (e.g., from JICPAC, its daily intelligence bulletin, military capability studies, country fact sheets, and JICPAC special reports).

(3) Demand Driven Direct Digital Dissemination (5D). A database of imagery and imagery related products. Users are able to query the database using standard intelligence database (IDS) fields, view the products matching the query, and "pull" selected products to their workstations. 5D servers are operational at both the SCI and GENSER levels.

(4) Intel-link. An integrated intelligence information service that provides uniform methods for exchanging intelligence among providers, and between providers and users of intelligence.

(5) JDISS Embedded Support (JES). An on-line training tool which describes JDISS functionality and applications overview.

(6) PACOM Electronic Bulletin Board. Provides users a "pull" access to summary reporting from intelligence production centers at the national (DIA), PACOM (JICPAC, 6AINTELS, J-Det Kamisaya, Military Intelligence Center Sydney), other theater (Atlantic Intelligence Center, TRANSCOM, STRATJIC, 9AINTELS), service science and technology centers (FASTC, FSTC, MSIC, AFMIC, ONI), and other levels (AFEWC, ACC).

(7) JDISS Analyst-to-Analyst Services. These include E-Mail chatter, and file-transfer capabilities (to include imagery).

e. JDISS DoDIIS services functions also allow connectivity to other key intelligence systems and databases. These DoDIIS Services currently exist in three categories -- Support for the Analysts' File Environment (SAFE), Demand Driven Direct Digital Dissemination (5D), and other services. SCI DoDIIS Services are available via the SCI JDISS, while collateral (GENSER) DoDIIS Services are available via the collateral JDISS.

(1) SAFE. SAFE has basic capabilities: Automated Information Management, Structured Files and databases.

(a) AIM. AIM is the working facility for the analyst while using SAFE. In AIM, the user has an E-mail capability (within DoDIIS), working folders and information folders.

(b) Structured Files. Structured Files are files of information that are not relational loaded. However, each file offers several ways in which an analyst can search. There are two structured file sets within DoDIIS: the HUMINT Information Management System (HIMS), and the All-Source Document Index Summary (ASDIA).

1 HIMS. HIMS consists of the following structured files:

a Intelligence Information Reports Summary Index (IRISA). This is a master file list of Intelligence Information Reports (IIRs). It lists key words, enclosures, and comments on the IIR. The actual text from the IIR is also provided.

b Intelligence Collections Requirements (ICR). This file list the validated HUMINT requirement levied on the collectors.

c Evaluation (EVAL). The EVAL file consists of analytical evaluation on the value, focus, and content of the IIR.

d Intelligence Defector Source File (IDSF). This file consists of information collected from defectors.

e Collection Guidance (COLL). This file provides guidance and information to collectors to assist in the mission assigned in the ICR. The COLL contains techniques for collecting against targets and technical tutorials on targets.

f Originator File (ORIG). ORIG files consist of input from ICR originators on the value, focus, and content of IIRs

2 ASDIA. ASDIA files contain index records for hardcopy all-source intelligence documents. It is loosely a card-catalog file for all publications held by DIA.

(c) Databases Databases are relational structured records.

1 Automated Imagery Requirements and Exploitation System (AIRES) is a textually-based database of imagery requirements and analysis. It provides access to DIA databases providing national-level imagery related information such as history of coverage and imagery reports.

2 Community On-line Intelligence System (COINS) is a network of distributed databases of different intelligence disciplines.

3 Modernized Integrated Intelligence Database System (MIIDS) contains relevant facts and worldwide order-of-battle information on organizations of military significance.

(2) Demand Driven Direct Digital Dissemination (5D). (See paragraph 8003.2).

(3) Other Services. New services are regularly brought on-line. The following highlight a few others currently available.

(a) Computer-Aided Tactical Intelligence System (CATIS) Remote Query. Provides users with the ability to run ad hoc or predefined database queries against the CATIS database. Existing reports provide history of coverage, image coverage, imagery interpretation reports, target data including current descriptions, and circle and geographic area searches. Query output is forwarded to a remote user via E-Mail or file transfer protocol.

(b) Joint Intelligence Message System (JIMS). Provides users with access to a variety of presorted intelligence data traffic including, but not limited to, summary message reports, advisory reports, military intelligence messages, and National Security Agency reports. However, remote JIMS users do not currently have a search or sort capability. Users can print, download, save, and forward message traffic. JDISS JIMS users can also access JICPAC's bulletin board for special intelligence reports and JDISS systems instructions.

(c) Defense Intelligence Threat Data System (DITDS). Access to DIA databases providing a consolidated view of multiple threat related databases and access to a collection of intelligence products.

(d) QUICK SHIP. Provides access to the Office of Naval Intelligence's SEA WATCH III database. This database is a SCI maritime intelligence database that contains recent and historical worldwide movement data for naval, merchant, and fishing ships.

e. Due to the superb capabilities available via JDISS, the 3d MarDiv AC/S, G-2, has made the achievement of individual JDISS operations competence the primary intelligence training goal for all 3d MarDiv intelligence MOS Marines. Accordingly, all organization intelligence officers should integrate JDISS training into routine garrison training plans. Assistance with JDISS training and operations matters is available from the G-2 Intelligence Systems Officer and other Division G-2 Marines. Additionally, see the following paragraph for information on locally available JDISS training courses.

8004. TRAINING. The specifics of how to operate available intelligence and communication systems and associated applications is beyond the scope of this Order. Intelligence Marines will initially receive on-the-job training on the applications and systems pertinent to their duties. Additionally, the following local and formal schools training courses are available for more detailed instruction (detailed information on each is available from either the Division G-2 Intelligence Systems Officer or the Intelligence Chief):

1. AC/S, G-6 Training

- a. Disk Operating System (DOS), Microsoft Windows and LOTUS SmartSuite and numerous other computer software application courses
- b. LAN Administrator's and Operator's Courses.
- c. MDS Operators Course.

2. AC/S, G-2 Training

- a. IAS Operator's (2 - 5 days) and IAS Systems Administrator's Course (5 days).
- b. JDISS Operator's Course (1/2 day) and JDISS Systems Administrator's Course (5 days).
- c. Intelligence Data Base (IDB) Course (1 - 3 days).
- d. Joint Intelligence Message System (JIMS) (1/2 day).
- e. Personal Computer Support to Intelligence Functions. For a variety of courses; contact the G-2 Intelligence Systems Officer for detailed listing of available courses and prerequisites.
- f. Future courses planned for SAFE and AIRES. Details will be promulgated when available.

3. Navy/Marine Corps Intelligence Training Center (NMITC) Training
 - a. IAS Networking Course (JMITC)
 - b. IAS Operator Course
 - c. IAS Supervisor Course.
 - d. Selected Analysts File Environment (SAFE)/DoDIIS Course (DIA MTT/JMITC).

8005 HOW TO CONTACT THE DIVISION G-2

1. 3d MarDiv HQ's Plain Language Addresses (PLAs)
 - a. GENSER CG THIRD MARDIV//office code as appropriate//
 - b. SCI. CG 3 MARDIV//office code as appropriate//
2. G-2 Section Unclassified E-Mail section Mailbox (SMB)
 - a. For on-Okinawa users: CG THIRD MARDIV (G-2) SMB@G2@3D MARDIV
 - b. For off-island users: ELMS[DIC6ZZ:OKRDIV01]
3. 3d MarDiv official U.S. Postal Mailing Address

COMMANDING GENERAL
3D MARINE DIVISION
(ATTN) AC/S G2
UNIT 35801
FPO AP 96602-5801
4. 3d MarDiv SSO's Defense courier System Address

433104-OK01 3 MARDIV (SSO)
5. Key Division G-2 telephone Numbers. Local and DSN prefix is 622-XXXX; commercial prefix is 011-81-61172-2XXXX. Numbers:
 - a. AC/S, G-2 and the Division Security Manager: 622-9406 (STU-III).
 - b. Deputy AC/S G-2: 622-9405 (STU-III).
 - c. Intelligence Chief and the Division Security Chief: 622-9479.
 - d. Administrative Chief: 622-9295.

GARRISON INTEL/CI SOP

CHAPTER 6

INTELLIGENCE SUPPORT

	<u>PARAGRAPH</u>	
GENERAL .	6000	
OPERATIONAL INTELLIGENCE SUPPORT POLICY.	6001	
OBTAINING SUPPORT FROM NON-UNIT ORGANIC USMC AND OTHER SERVICES' INTELLIGENCE UNITS . . .	6002	6-3
REQUESTS FOR INFORMATION .	6003	
INTELLIGENCE EXERCISE PLANNING .	6004	

GARRISON INTEL/CI SOP

CHAPTER 6

INTELLIGENCE SUPPORT

6000. GENERAL

1. The G-2 Intelligence Operations Officer has primary day-to-day intelligence support responsibilities for both exercises and actual contingencies. Requests from subordinate units or Division HQ staff sections for intelligence support will be forwarded to AC/S, G-2, as detailed in the following paragraphs. Those that cannot be satisfied from Division resources will be forwarded to the appropriate unit or intelligence agency. Responses will be disseminated to the requesting unit and to other units/organizations as required. Requests for direct liaison authority with external units or agencies will be reviewed and validated by the AC/S, G-2.

6001. OPERATIONAL INTELLIGENCE SUPPORT POLICY

1. Predeployment support. Units preparing for deployment should submit their intelligence support requirements to the AC/S, G-2 (Attn: Intelligence Operations Officer). Routine requests should be submitted at least 60 days prior to the date that the support is needed. Depending on the area and nature of deployment, extra time may be required to forward the request to higher headquarters or acquire the information, products, and/or services requested. Accordingly, the sooner a request is submitted, the quicker it can be answered.

2. Contingency and crisis action support. The AC/S, G-2 will coordinate all intelligence support required in times of contingencies. The G-2 Intelligence Operations Officer will be the point of contact for all contingency and crisis action intelligence support requirements.

3. Exercise support. Intelligence support for exercises will be coordinated through the AC/S, G-2. For most major exercises, higher headquarters will produce many of the products required to fulfill intelligence requirements. The G-2 Intelligence Operations Officer will keep all Division units informed of the development and availability of special intelligence products, briefings, and other materials.

6002. OBTAINING SUPPORT FROM NON-UNIT ORGANIC USMC AND OTHER SERVICES' INTELLIGENCE UNITS

1. Recurring exercise and garrison intelligence training support requirements should be planned for and integrated within each organization's Training, Exercise and Employment Plan (TEEP). Submit requests for exercise and garrison intelligence training support from

- e. Intelligence Operations Officer: 622-9721 (STU-III).
- f. Intelligence Operations Chief: 622-9292 (STU-III).
- g. Intelligence Systems Officer: 622-9292 (STU-III)
- h. SIGINT Plans Officer: 622-9721 (STU-III)
- i. Intelligence Plans Officer: 622-9292 (STU-III)
Intelligence War Room/Vault: 622-9496 (STU-III).
- k. Special Security Officer: 622-7336 (SCI STU-III)
- l. Assistant Security Manager: 622-9479 (STU-III).
- m. 1st SSCT: 622-9431 (SCI STU-III; 24-hour operations).
- n. Facsimile numbers -- only the SCI fax is located within G-2 workspaces; for all others, ensure details such as the organization and G-2 section names, points-of-contact, and local telephone numbers are included on the fax cover sheet; also, when possible, please verify receipt following transmission:
 - (1) Unclassified: 622-7279 (Division G-4 offices); 622-9383 (Division Staff Secretary's Office); or 622-7769 (III MEF Command Center).
 - (2) GENSER Classified: 622-7709/7706 (located within the III MEF Command Center).
 - (3) SCI: 622-7782 (located in the Division SSO section).

GARRISON TELEPHONE SYSTEMS

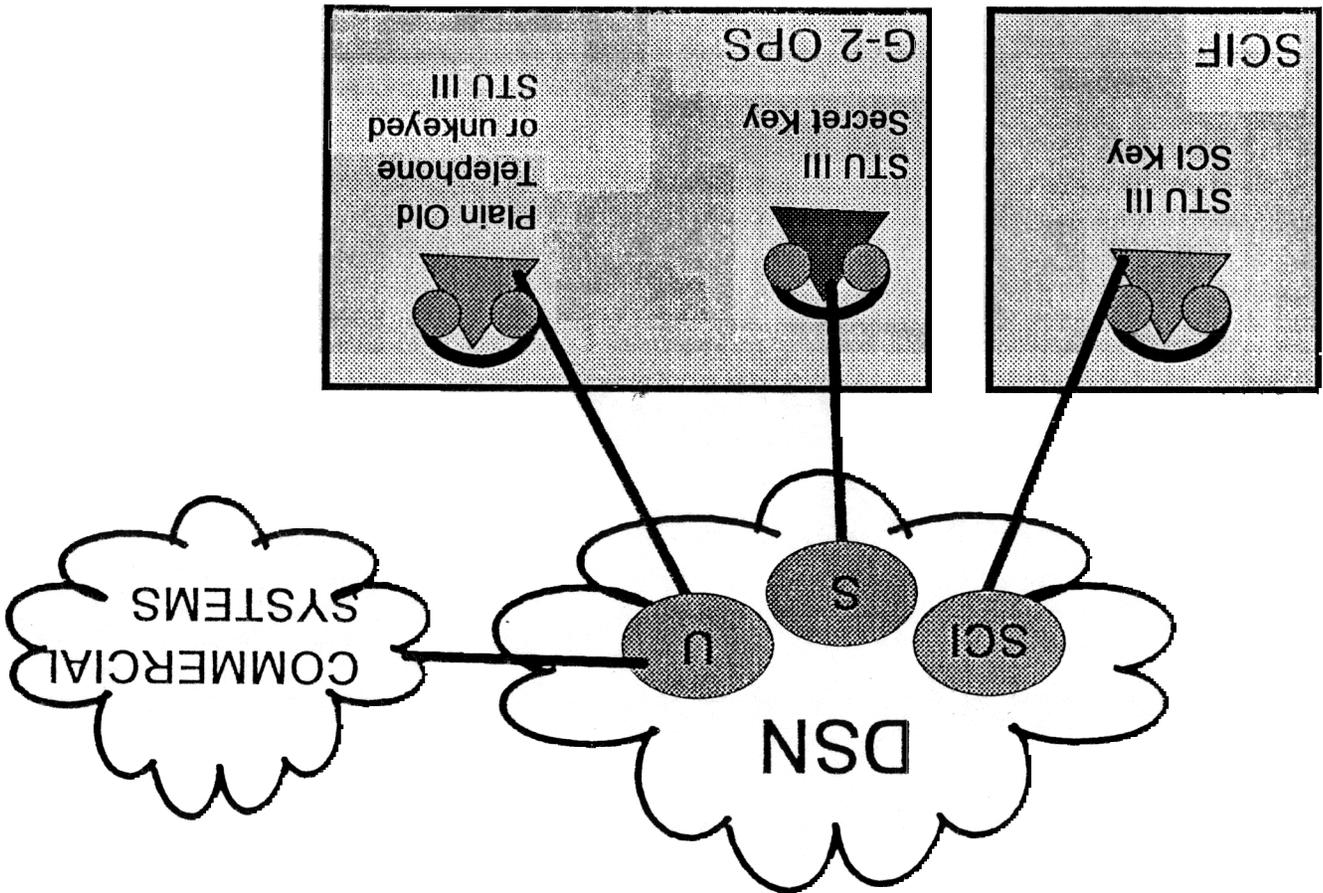


FIGURE 8-2.--OKINAWA DEFENSE SWITCH NETWORK

GARRISON INTEL/CI SOP

CHAPTER 9

MAPPING, CHARTING, AND GEODESY

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL .	9000	
3D MARINE DIVISION MAP SCALE STANDARDS	9001	9-4
UNIT NIMA ACCOUNTS & MAP ROOMS.	9002	
WORLD GEODETIC SYSTEM 1984 (WGS 84) DATUM .	9003	
CONTINGENCY SUPPORT	9004	
REQUISITIONING MAPS .	9005	

FIGURES

9-1 3D MARDIV HEADQUARTERS STAFF AND HQ BATTALION PLANNING MAP ALLOCATIONS.		9-11
9-2 MAP REQUEST FORM .		9-12
9-3 OKINAWA TRAINING AREA MC&G REQUIREMENTS.		9-13
9-4 KOREA TRAINING AREA MC&G REQUIREMENTS.		9-14
9-5 THAILAND TRAINING AREA MC&G REQUIREMENTS .		9-15
9-6 PHILIPPINES TRAINING AREA MC&G REQUIREMENTS		9-16

GARRISON INTEL/CI SOP

CHAPTER 9

MAPPING, CHARTING, AND GEODESY

9000. GENERAL. The purpose of this chapter is to improve the Division's Mapping, Charting, and Geodesy (MC&G) program by establishing policies and procedures to facilitate the processing of MC&G requests through established systems in order to provide optimum operational support for the Division and subordinate organizations. Marine Corps MC&G programs all are subject to the basic guidance established by the National Imagery Mapping Agency (NIMA) formerly known as the Defense Mapping Agency (DMA). Battalion size organizations and larger (except for Headquarters Battalion) must coordinate and maintain their own MC&G DMA accounts; Headquarters Battalion and the Division staff sections mapping requirements will be provided by the Division G-2. Contingency, emergency, or "special" issue of maps and map products will be accomplished from Division map room stock as the exception, on a case-by-case basis.

2. Allowances. MC&G allowances are contingent upon individual unit mission and operational/support exercise requirements. III MEF ForO P3880.1B and the DMA Catalog, part 1, volume 1 . Specific direction follows:

a. Permanent Allowance. The Permanent Allowance is the minimum quantity of MC&G products that a command must hold at all times. This allowance should support unit planning requirements for the wide spectrum of anticipated and contingency operations within the Area Of Responsibility (AOR). Additionally, unit intelligence Marines must continually monitor the political/military/humanitarian climate within the Area Of Interest (AOI), and adjust unit map holdings as required to support potential contingency planning needs.

b. Deployment Allowance. The Deployment Allowance provides supplemental MC&G products to augment the Permanent Allowance for extended operational commitments. Deployment Allowances support active contingency planning.

c. Unit Allowance. The Unit Allowance specifically identifies MC&G products requested by a Commanding Officer to complement the command's permanent allowance or deployment allowances when activated. Unit allowances are activated to increase the number of charts being received, or request additional coverage not included in the established allowances for the command.

3. Automatic Distribution (AD). In support of allowances, NIMA has developed the AD system. As new products and changes are produced by NIMA, automatic distribution is made; no unit procurement action is required. Permanent allowances, deployment allowances, and Unit allowances are supported by the AD system. The annual (RO5) survey is sent from NIMA to all organizations with a NIMA account. This

survey is designed to validate and/or adjust established unit allowances. If a unit desires a significant adjustment to its AD (out of cycle with the annual review), it may request a R05 Survey at any time. Contact the Division G-2 Intelligence Operations Chief prior to requesting a R05 survey. Note: failure to complete annual review will result in NIMA canceling the unit's account.

9001. 3D MARINE DIVISION MAP SCALE STANDARDS

1. Division Headquarters

a. Tactical Scale Standard for the Division Battle Center. The Division standard for mapping coverage is 1:100,000 (Note: NIMA is transitioning to the 1:100,000 scale standard as the U.S. military wide tactical standard map product). This standard allows for easy exchange of feature or enemy overlays; conforms to space requirements of field command posts or afloat workspaces; and provides easy transfer of positional data.

b. Operational Scale Standard for the Division Battle Center. The 1:250,000 scale Joint Operational Graphic (JOG) serves as the Division's standard operational scale for Division field operations.

c. Specific Standard scales for an Operation. The Division AC/S, G-2, will coordinate with the AC/S, G-3, early in the planning phase regarding the specific map standards that will be used. Decisions will be promulgated to all participating subordinate organizations in either Appendix M (MC&G) to the operations plan or via other record correspondence.

d Miscellaneous

(1) Although the tactical standard is 1:100,000, the map scale must serve the specific situation. For example, the 1:100,000 will serve amphibious planning and operational requirements in most situations, but an operation which includes Military Operations in Urbanized Terrain (MOUT) may require 1:25,000 scale tactical or 1:10,000 city maps.

(2) If a Division unit/element must use a different scale map for a particular function than the above standards, then this information must be clearly identified as references in the heading of applicable operational planning documents.

2. Division Subordinate Organizations. The standard tactical map scale used by subordinate organizations during planning and field operations is the 1:50,000 scale topographic map; alternate scales are 1:25,000 and 1:100,000. Subordinate organizations operational and special map scale standards are the same as that identified above for the Division Headquarters.

9002. UNIT NIMA ACCOUNTS & UNIT MAP ROOMS

1. 3d MarDiv Map Room. The 3d MarDiv G-2 maproom is located in building 4204 at Camp Courtney. This map room routinely provides support only for the Division staff sections and all of Headquarters Battalion. Map product quantities issued will depend on both stated needs and available stock. For map products not on-hand within the map room, support may be sought from the Kinser Map Storage Facility in accordance with reference (a). (NOTE: 3d Marines will coordinate with NIMA Hickam AFB for local Hawaii map support.)

2. Each subordinate organization within the Division (except HQBN) maintains its own NIMA account and unit map room in order to support exercise planning, recurring training, and standing actual contingency planning requirements. The Division G-2 will provide support for time-sensitive contingency requirements. Additionally, the Division G-2 will provide support for unanticipated routine and training requirements on a case-by-case basis.

9003. WORLD GEODETIC SYSTEM 1984 (WGS 84) DATUM

1. Background. In December 1989, DMA (now referred to as NIMA) announced that local Datum previously used in MC&G production would be replaced by the world-wide Datum WGS 84 or its North American equivalent, North American Datum 1983 (NAD 83). WGS 84 datum provides a uniform datum and reference system information for use in joint and combined operations. Establishment of the single WGS 84 datum standard eliminates the potentially dangerous confusion of tactical operations, maneuver, and combined arms employment being conducted using more than one datum. Full implementation, however, will not be completed for years. Production details will be promulgated by NIMA on a periodic basis. The III MEF G-2 MC&G Officer will serve as the central point-of-contact within III MEF for this matter. Division subordinate organizations requiring assistance will first contact the Division Intelligence Operations Officer.

2. Korean Peninsula. All DMA/NIMA produced map products covering the Korean Peninsula have been converted. All maps and charts that have gone into production at NIMA since January 1992 have been completed on WGS 84.

9004. CONTINGENCY SUPPORT1. Background

a. Identified unit support requirements to potential contingencies and related operation plans serve as the baseline for determining unit map planning stock requirements. Unit intelligence officers are responsible for maintaining within unit map rooms

sufficient quantities of tactical, operational, and previously identified special map products to meet unit planning needs.

b. In the event of a contingency mission not covered by current operations plans, the III MEF G-2 will publish specific guidance regarding MC&G procurement. Generally, the source for planning maps will depend upon whether the Area of Operation (AO) is within or outside of the III MEF standard Area of Interest (AOI). Contingency or basic load maps holdings for areas within the AOI are held in the Kinser Map Storage Facility (KMSF) (III MEF ForO P3880.1B provides detailed information on the operations of the KMSF). Unless otherwise directed, no Division unit will contact or attempt to procure contingency/basic load maps from the KMSF on its own initiative. Subordinate organizations will first contact the Division G-2 Intelligence Operations section for assistance. Validated needs will be coordinated with the III MEF G-2 by the Division G-2 (unless direct liaison authority is given to the subordinate unit). If authorization to procure from the KMSF stocks is granted, the requesting unit is responsible for providing required transportation.

2. Division Headquarters Staff Section and Headquarters Battalion Planning Map Allocations:

a. Details regarding specific war reserve MC&G allocations are classified. The spreadsheet shown in figure 9-1 details the Division Headquarters and Headquarters Battalion baseline planning allocations for tactical and operational maps.

b. Requirements for other scales or specialized mapping or topographic products will be coordinated in accordance with specific mission requirements. Staff section heads and Headquarters Battalion commanders desiring a modification of the above standing planning map allocations will submit a request, with justification, in writing to the AC/S, G-2.

9005. REQUISITIONING MAPS

1 Subordinate Organization (Less HOBN) Routine NIMA Requisitions

a. Subordinate organizations are authorized routine map requisitions direct from the NIMA via their established NIMA accounts. NIMA has established two formats for MC&G requisitions: MILSTRIP electrical message format; and via Standard Form (SF) 344. The recommended requisitioning method is the MILSTRIP message format. It can easily be accomplished by using the NIMA "GETAMAP" automated computer software program, which was developed to streamline NIMA requisitions (this approach is the Division G-2 standard). The GETAMAP software program can be ordered from the NIMA Combat Support Center (contact the Division G-2 Intelligence Operations Officer for details). To meet routine off-island exercise needs, it is

recommended that organization intelligence officers initiate requisitions no later than 45 days prior to the exercise (60 days is preferred) to ensure timely receipt.

b. If circumstances require an organization to requisition maps from the Division G-2, such requests will be submitted as soon as possible using the format shown in figure 9-2 (may be via either standard naval letter or via electronic mail from an organizational or intelligence section mailbox).

2. The Division Map Room supports all of Headquarters Battalion as well as the Division Headquarters staff sections. Marines from these sections are the only personnel to be allocated maps on a recurring basis. Requests must be submitted via the means described in the preceding paragraph and using the format shown in figure 9-2. Requests for routine map needs must be submitted at least five work days prior to needed date. The Division G-2 point-of-contact for map support is the Intelligence Operations Officer or Chief.

3. The following information along with figures 9-3 through 9-6 are provided to help Okinawa-based organizations easily identify map requirements for both those training areas routinely used by Division organizations, and for select major annual exercises in which Division organizations usually participate.

a. Republic Of Korea (ROK) Training Areas and Exercises:

<u>BEAR HUNT</u>	<u>TEAM SPIRIT</u>	<u>UFL</u>
<u>1:250,000</u>	<u>1:250,000</u>	<u>ONC (1:100,000)</u>
1501XNJ5205	1501XNI5202	G-10
1501XNJ5206	1501XNJ5214	
1501XNJ5209		<u>TPC (1:500,00)</u>
1501XNJ5210		G-10 B&C
<u>1:100,000</u>	<u>1:100,000</u>	<u>1:250,000</u>
L653X3121	L653X3418	1501XNJ5201
L653X3122	L653X3419	1501XNJ5205
L653X3221	L653X3420	1501XNJ5206
L653X3222	L653X3518	1501XNJ5208
	L653X3519	1501XNJ5209
	L653X3520	1501XNJ5210
	L653X3917	1501XNJ5213
	L653X4017	1501XNJ5214
		1501XNI5201
<u>BEAR HUNT</u>	<u>TEAM SPIRIT</u>	<u>UFL</u>
<u>1:50,000</u>	<u>1:50,000</u>	1501XNI5202
L752X31211	L752X34181-4	1501XNI5205
		1501XNI5206

L752X31212	L752X34191-4	1501XNJ5108
L752X31222	L752X35181-4	
L752X32212	L752X35191-4	<u>1:100,000</u>
		L653X3021
		L653X3124
		L653X3322
		L653X3022
		L653X3221
		L653X3323
		L653X3023
		L653X2924
		L653X3421
		L653X3024
		L653X3222
		L653X3422
		L653X3121
		L653X3223
		L653X3122
		L653X3224
		L653X3123
		L653X3321
		L653X3521

b. Japan Training Areas and Exercises:

<u>OKINAWA</u>	<u>MT. FUJI</u>	<u>YAMA SAKURA/KEEN EDGE</u>
<u>1:250,000</u>	<u>1:250,000</u>	<u>1:250,000</u>
1501XNG5206	1501XNI5401 1501XNK5406	1501XNK5403 1501XNK5501 1501XNK5504 1501XNL5510 1501XNI5405 1501XNK5502 1501XNL5412
<u>1:100,000</u>	<u>1:100,000</u>	<u>1:100,000</u>
OKINAWA CRASH GRID	NONE	NONE
<u>1:50,000</u>	<u>1:50,000</u>	<u>1:50,000</u>
L776X23141 (W-174) 25141 (CTA)	L776X47321-4	L765X70561-4 71563

<u>OKINAWA</u>	<u>MT. FUJI</u>	<u>YAMA SAKURA/KEEN EDGE</u>
25142	<u>OTHER</u>	
25143		
25144 (CTA)	CTA SPECIAL	

26151 NTA SPECIAL
 26152 (NTA)
 26153 (NTA)
 (IE-SHIMA)
 26154

c. Kingdom of Thailand Training Areas and Exercises (Cobra Gold):

<u>1:250,000</u>	<u>ONC</u>	<u>CITY MAPS</u>
1501XNE4703	J-10, J-11, K-9, K-10	L9013BANGKOK
NE4704		CHIANG MAI
NE4707	<u>TPC</u>	LAMPANG
NE4708		PHITSANULOK
NE4711	J-10B, J-10C, J-11A,	SATTAHIP
NE4712	J-11B/C/D, K-9B, K-10A	TAK
NE4715	K-10B/C/D	UDON THANI
NE4716		RATCHASIMA
NF4715		
NF4716		
ND4712		
ND4716		

1:50,000

L70174842-1	L70174844-3	L70174944-1	L70175043-3
4842-4	4844-4	4944-2	5043-4
4843-1	4942-1	4944-3	5044-1
4843-2	4942-4	4944-4	5044-3
4843-3	4943-1	5042-1	5044-4
4843-4	4943-2	5042-4	5134-1
4844-1	4943-3	5043-1	5134-2
4844-2	4943-4	5043-2	5234-1
L70175234-2	L70175434-1	L70175534-3	
L70175543-1			
5234-3	5434-2	5534-4	5543-4
5234-4	5434-3		
5335-2	5434-4		
5335-3	5435-2		

1:50,000

L70175433-1	L70175435-3
5433-2	5533-1
5433-4	5533-3
	5533-4

NAUTICAL CHARTS

AC093240	AHA93244
AC093260	AHA93247

<u>Division HQ Staff</u>	<u>1:50,000</u>	<u>1:100,000</u>	<u>1:250,000</u>
Command Group	1	1	1
G-1	0	1	0
G-2	1	2	2
G-3	1	2	2
Fire Support	1	1	1
Division Air	0	1	1
G-4	0	2	2
G-6	1	1	1
Other/Reserve	5	5	5
Sub-Totals:	10	16	15
<u>Headquarters Battalion</u>			
H&S Company	2	1	1
Reconnaissance Company	5	2	1
Communications Company	5	1	1
Military Police Company	2	1	1
Truck Company	5	1	1
Other/Reserve	3	0	0
Sub-Totals:	22	6	5
Total Planning Stock Map Requirements:	32	22	20

(Note: the Division G-2 must be prepared to provide the above allocations immediately upon an actual contingency alert notification or in support of routine Division exercises.)

Figure 9-1.--3d MarDiv Headquarters Staff and HQ Battalion Planning Map Allocations

3840
S2
(date)

From: Commanding Officer, (organization) .
To: Commanding General, 3d Marine Division (Attn: AC/S, G-2)
Subj: REQUEST FOR MAP SUPPORT

Ref (a) DivO P3800.1K, Garrison Intelligence/Counterintelligence SOP
(b) Message/LOI/OPLAN/OPORD (if applicable)

1. In accordance with the references, the following maps are requested in the quantities indicated. The maps are required not later than (date) .

<u>Map Stock #</u>	<u>Scale</u>	<u>Map Name</u>	<u>Quantity</u>
--------------------	--------------	-----------------	-----------------

2. These maps are required for (State in detail specific reason for the request; *for subordinate organizations, include a statement regarding why routine NIMA requisition procedures cannot be used*).

3. Point-of-Contact: (*provide name, rank, and telephone number*)

I. M. MARINE
By direction

Figure 9-2.--Map Request Form

GARRISON INTEL/CI SOP

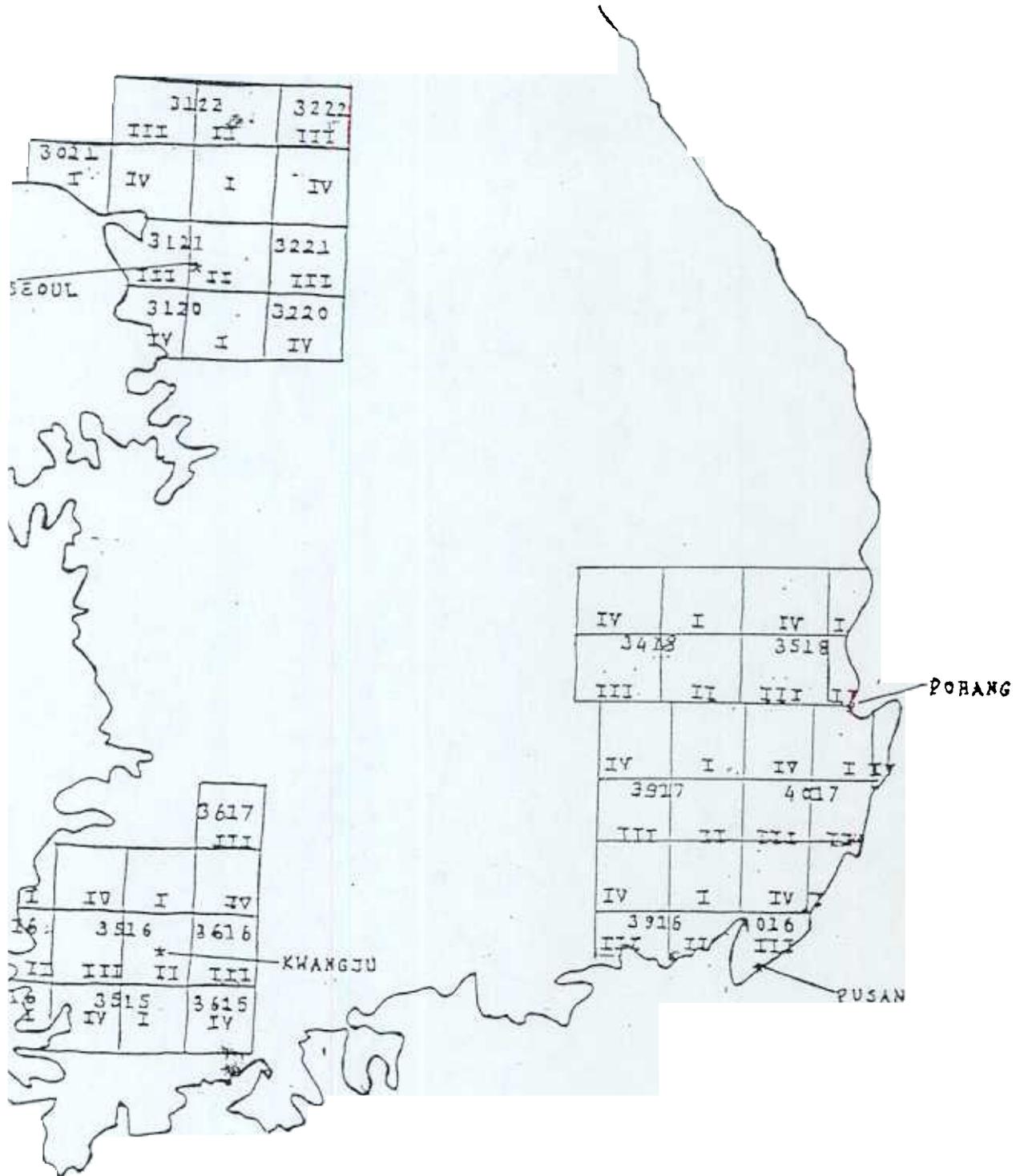


FIGURE 9-4.--KOREA TRAINING AREA MC&G REQUIREMENTS

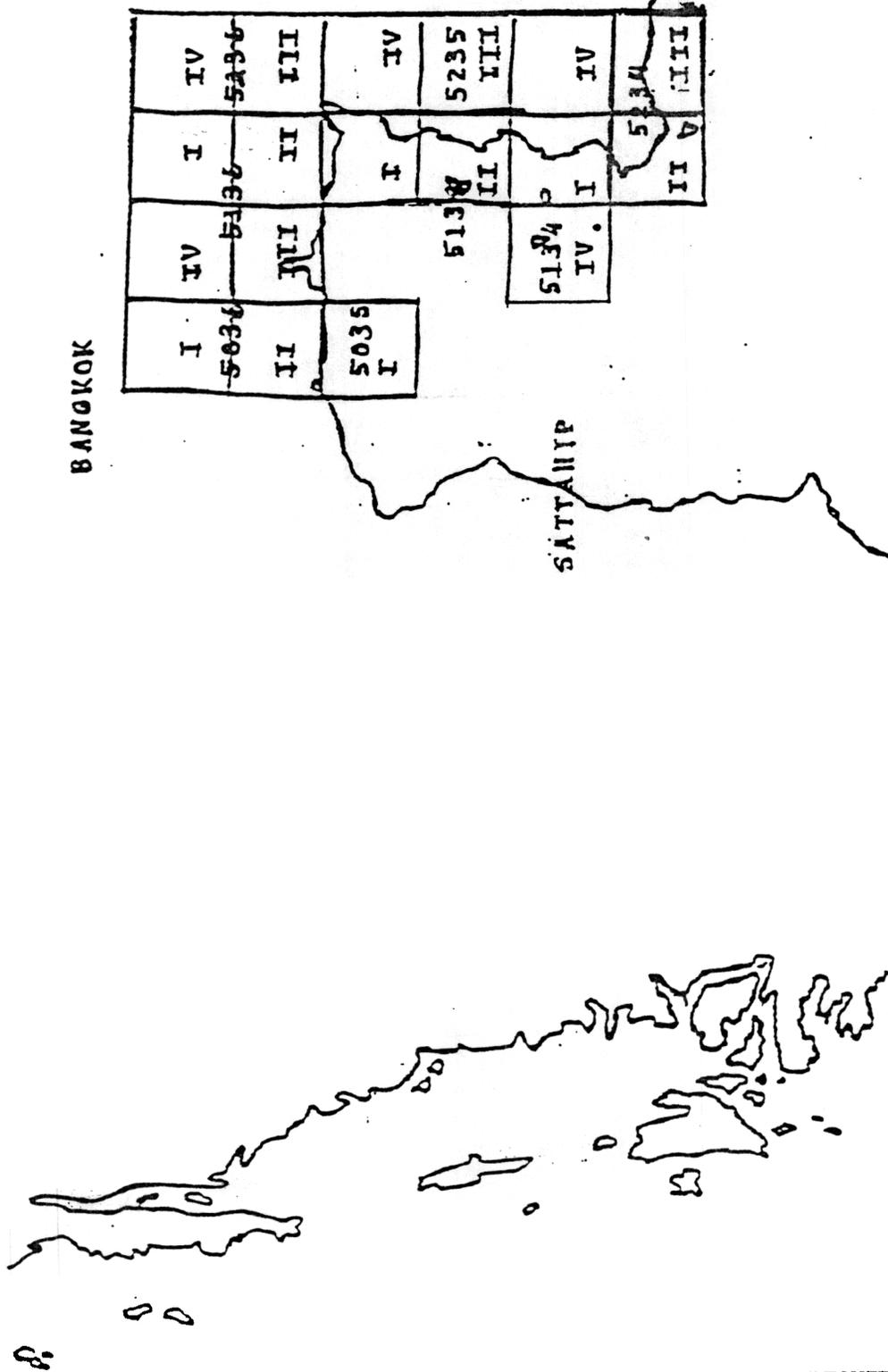


FIGURE 9-5.--THAILAND TRAINING AREA MC&G REQUIREMENTS

GARRISON INTEL/CI SOP

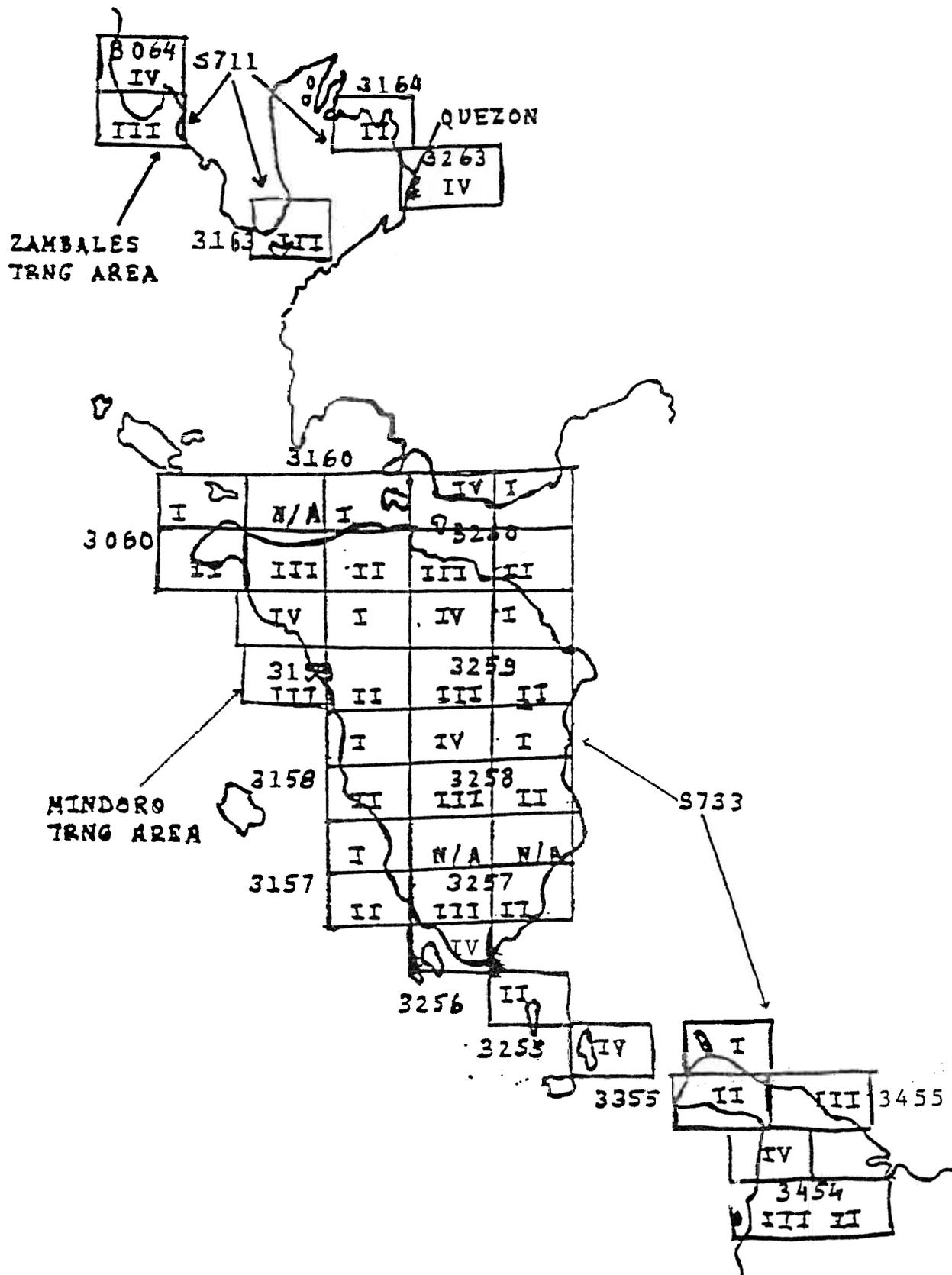


Figure 9-6.--Philippines Training Area MC&G Requirements

GARRISON INTEL/CI SOP

CHAPTER 10

SPECIAL SECURITY OFFICE OPERATIONS

	<u>PARAGRAPH</u>	
GENERAL.	10000	
SPECIAL SECURITY OFFICE (SSO) MISSION AND. FUNCTIONS.	10001	
SENSITIVE COMPARTMENTED (SCI) INFORMATION FACILITY	10002	
TACTICAL SENSITIVEE COMPARTMENTED INFORMATION FACILITY (SCIF) ESTABLISHMENT PROCEDURES . .	10003	10-5
OTHER EXERCISE SCI REQUIREMENTS.	10004	10-7
AUTHORIZED SCI BILLETS .	10005	10-9
SCI ACCESS AND PERSONNEL INVESTIGATIVE REQUIREMENTS	10006	10-14
SCI SECURITY, USE AND DISSEMINATION.	10007	10-17
SSO REPORTS.	10008	10-18
SSO INSPECTIONS.	10009	10-19
SCI LIBRARY.	10010	10-19
SCI READ BOARD .	10011	10-20
SCI CLEARANCE CERTIFICATION	10012	10-21

GARRISON INTEL/CI SOP

CHAPTER 10

SPECIAL SECURITY OFFICE OPERATIONS

10000. GENERAL

1. Background. Certain commands within the Marine Corps are accredited for and authorized to receive, process, use, and store Sensitive Compartmented Information (SCI). These commands have a designated SCIF and a SSO responsible for the operation of the SCIF and the security, control, and use of SCI. The Division SSO is under the operational control of the Division AC/S, G-2.

10001. SPECIAL SECURITY OFFICE (SSO) MISSION AND FUNCTIONS

1. The garrison mission of the 3d Marine Division SSO is to manage the Division's SCI program in support of the Commanding General's intelligence requirements, as well as those of on-Okinawa Division subordinate commanders. The SSO also is responsible for the operation of the 3d MarDiv SCIF and the security, control, and use of SCI materials and products.

2. Functions

a. The processing of special security communications message traffic into a daily SCI read board and other usable intelligence vehicles.

b. The operation, control, and storage of Division SCI publications and information systems.

c. The management of the SCI Personnel Security Program, to include the processing of Single Scope Background Investigations (SSBI) and Periodic Reviews for all Marines requiring SCI access.

d. Ensuring all SSO and SCI requirements are fulfilled in support of any Division tactical exercise in which SCI will be used or in which signals intelligence operations will be conducted.

e. Finally, the 3d MarDiv SSO provides higher headquarters staff oversight of the 3d Marines' SSO, which performs all the above SSO

and SCI missions and functions in support of all III MEF Hawaii units.

10002. SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF). The Division is accredited to operate two garrison fixed SCIFs.

1. Third Marine Division SCIF. The SCIF is located within the Division command post, building #4211, on Camp Courtney, Okinawa. These are the working spaces for the SSO and the 1st Special Security Communications Team (SSCT).

2. Third Marine Regiment SCIF. This SCIF is located in the 3d Marine Regiment Intelligence Operations Center, building #217, on Marine Corps Base Kaneohe Bay, Hawaii, and serves as the working spaces for the Third Marine Regiment SSO and III MEF Forces, Hawaii Intelligence Operations Section.

3. SCIF Resources. Each of these SCIFs maintain a Joint Deployable Intelligence Support System (JDISS) terminal. Other SCI assets contained in the SCIF include either a SPINTCOMM (Division Command Post) or a special security communications pony loop to a supporting SPINTCOMM (3d Marines' connectivity to 1st Radio Battalion's SPINTCOMM).

4. SCIF Access. To gain access to the SCIF, an individual must be indoctrinated for SCI in a 3d Marine Division billet. For non-Division personnel who are SCI-indoctrinated and require access to a Division SCIF, the individual must have his SCI clearance certified by his supporting SSO via approved SCI channels to the 3d Marine Division SSO. To gain access, an individual's identification card will be cross-referenced with on-hand organization SCI master access rosters or SCI certification messages prior to authorizing his entry.

5. Hours of Operation

a. CP SCIF. The SCIF is manned 24 hours a day by Division SSO or 1st SSCT Marines

b. 3d Marines SCIF. Manned by 3d Marines SSO or S-2 section Marines only during normal duty hours or as directed.

10003. TACTICAL SCIF (T-SCIF) ESTABLISHMENT PROCEDURES1. Background

a. A T-SCIF will generally be required for any Division field training exercise (FTX) in which exercise SIGINT or other SCI will be used. Its configuration and associated security measures may vary widely depending upon the operating area and the organization's mission requirements.

b. Prior to the establishment of a T-SCIF, authorization must be requested from the designated approving authority (SSO Navy) via the chain-of-command (i.e., III MEF G-2/SSO, COMMARFORPAC G-2/SSO; pertinent commands in the operational chain-of-command will be an information addressee on all T-SCIF requests) at least 30 working days prior to the start of the exercise or activation of the T-SCIF.

c. Additionally, if the T-SCIF is going to have ADP equipment within it or if it will involve the processing of TANGO controlled information, then authorization must also be granted by the Defense Intelligence Agency //OS-2//; these matters will be integrated into the same T-SCIF activation request.

d. DoD C-5105.21-M-1, Navy Department Supplement (NAVSUPP), and DCID 1/21 provide policy, procedural guidance, and security requirement for T-SCIFs.

2. T-SCIF Request Format. This request will be sent via SCI channels. The intelligence officer of the senior Division organization participating in the exercise is responsible for the completeness, accuracy, and timely submission of this report. However, either the Division or 3d Marines SSO will prepare the request. The T-SCIF request must contain the following information:

a. Location. Include name of country, name of training area(s), and specific geographic coordinates for operating area(s).

b. Duration. Include both the name and duration of the supported exercise or training evolution as well as the actual planned operating period of the T-SCIF.

- c. Reason. Briefly describe exercise concept and relevant intelligence training objectives. Additionally, identify clearly whether the T-SCIF will be mobile or semi-fixed.
- d. Identify the level of SCI that is/will be processed within the T-SCIF.
- e. Daily planned period of operations for the T-SCIF (24 hours-a-day, 12 hours, etc.).
- f. Specify in detail each physical security and other safeguard procedures that will be instituted for the protection of the T-SCIF (manned guards, concertina, warning signs, supporting emergency destruction plan, routine SCI materials destruction plan, T-SCIF access control procedures, etc.). List each security measure as a separate subparagraph.
- g. Pertinent top secret control management information (if ADP equipment will be used within the T-SCIF).
- h. Specify all items of equipment that will be used within the T-SCIF
- i. Detail all communications circuits that will be activated within the T-SCIF (to include both SCI and GENSER record communications, facsimile machines, secure and unsecure telephones, and radios).
- j. If processing SCI via ADP systems, provide equipment and software to be used.
- k. The name, rank, and SSN of the on-sight SSO or senior intelligence officer responsible for T-SCIF security measures.
- l. Identify the name of the SSO or security manager who certifies the above data.

3. T-SCIF Accreditation/Activation and Deactivation Reports

- a. Once approved and upon activation, a T-SCIF accreditation/activation report must be issued by the officer identified in paragraph 10003.2K. Subsequently, at the conclusion of the exercise, this same officer must submit a T-SCIF deactivation report.

b. See NAVSUPP to DoD Dir C-5105.21-M-1 for detailed guidance and examples on the preparation of these reports.

10004. OTHER EXERCISE SCI REQUIREMENTS. Authorization and/or establishment of the following SCI and related requirements must be accomplished depending upon the nature and scope of the exercise and its SCI operations. Higher headquarters commands will be either action or information addressees on all such requests; accordingly, the administrative and operational chain-of-command guidance stipulated in paragraph 10003.1 above applies unless otherwise directed (following).

1. Authority to Conduct Exercise SIGINT

a. Policy. No Division organization may conduct exercise SIGINT unless prior written approval has been granted by the appropriate authority. Any 3d MarDiv organization request to conduct exercise SIGINT must be released by the Division headquarters.

b. Requesting Procedures. Procedures for requesting the conduct and use of exercise SIGINT and specialized SIGINT reporting vehicles are classified beyond the scope of the Order. Intelligence officers considering incorporating SIGINT into any training exercise will contact the servicing SSO and also review USSIDs 56 and 316 and the M-2 manual (copies of these are available in both the Division and 3d Marines SSOs) before initiating any other related actions.

c. Timelines. Requests to conduct exercise SIGINT must be released by the Division headquarters no later than 45 days prior to the commencement of operations. Subordinate units considering conducting exercise SIGINT should contact their servicing SSO as soon as possible; formal requests to the Division must be received 60 days prior to the start of the exercise.

2. Sanitization of SCI

a. Scope. In recognition of the sensitivity of SCI, the guidelines set forth in chapter 13 of DoD Dir TS-5105.21-M-2 and DoD Dir TS-5105.21-M-3 will be used by SSO personnel to conduct SCI sanitation. Normally, authority to conduct sanitization of SCI is delegated no lower than III MEF/MARFORPAC/Joint Task Force HQ levels based upon the specific OPLAN/CONPLAN and the relevant threat's

capabilities. Another requirement is that the organization must usually have a permanent SSO. Accordingly, the Commanding General, 3d Marine Division, may be designated a Proper Authority for certain categories of SCI.

b. Requesting Proper Authority (PA). An organization must request authorization to conduct SCI sanitization. If approved, the organization will be designated a "Proper Authority". The scope of this PA along with specific criteria will be stipulated by the approving headquarters. Under no circumstance will SCI sanitization be performed by any Division organization without prior written authorization.

c. Request Format and Timelines

(1) Any 3d MarDiv request for PA designation will be released by the Division headquarters. The Division SSO is the point-of-contact for any PA request. Any organization considering this need will contact him for guidance and examples of a PA request. Generally, the following information will be needed prior to releasing the request: name, rank, SSN, and billet of the Marine to be granted sanitation authority; name, rank, SSN and billet of the Marines who will actually perform the SCI sanitation; name of exercise to be supported, along with the inclusive dates; listing of participating SIGINT organizations and accompanying SIGINT training objectives (a general concept of operations is sufficient if the desired information is not available); and the scope of PA desired.

(2) A request for PA should be released by the Division headquarters no later than 45 days prior to the commencement of operations. Accordingly, subordinate units desiring PA must submit their request to the Division G-2/SSO at least 60 days prior to the operation's commencement.

3. Special Security Communications Requirements

a. Defense Special Security Communication System (DSSCS) Telecommunications Service Request (TSR). Initial coordination of TSR requirements are initiated by either the supported organization's intelligence officer (e.g., the AC/S, G-2, for a Division HQ operations) with assistance from the supporting special security communications team (e.g., the 1st SSCT). Once the basic SSC requirements have been determined, detailed SSC technical

coordination must be completed with the G-6. The G-6 (Operations Section) will prepare the TSR for approval by the AC/S, G-6. Once approved, he will coordinate the TSR action with the III MEF AC/S, G-6, who will ultimately release the final TSR to COMMARFORPAC. Accordingly, initial G-2/S-2 and 1st SSCT TSR requirements should be identified to the G-6 as early as possible, and no later than 60 days prior to the commencement of SSCT operations.

b. DSSCS Communication Path Support. The 1st SSCT has no organic equipment for providing a communications path. It's the responsibility of the supported command to provide the necessary communications path(s). This support must be coordinated through the Division G-6 and will usually be provided by elements of either Communications Company, Headquarters Battalion, 3d MarDiv, or from 7th Communications Battalion, III MEF. Communications path requirements should be identified as early as possible, and must be identified to the Division G-6 no later than 60 days prior to the commencement of SSCT operations.

c. Request for a DSSCS Plain Language Address (PLA) and DSSCS Routing Indicator (RI). Requests for exercise DSSCS PLA and RI must be made at least 30 days in advance of the commencement of SSCT operations; 60 days is preferred. These requests will be prepared by the Division 1st SSCT Team Chief in coordination with the Division SSO, and either the Division Intelligence Operations Officer or the Intelligence Officer of the supported organization. The format and examples for these requests is contained in DOI-103; a copy of this is available via the Division SSO or the Team Chief, 1st SSCT.

10005. AUTHORIZED SCI BILLETS

1. Okinawa Division SCI Billets. The following authorized SCI billets have been established for the Division Headquarters and subordinate units on Okinawa. Marines being assigned to any of these billets must have a current SSBI (i.e., one completed within the past five years), and maintain SCI access eligibility in order to meet the duty requirements of the billet. The 3d MarDiv SSO is the supporting SSO for the management and administration of these SCI billets.

a. Division Headquarters (Command and General Staff Sections:

- (1) Command Group. Three SCI billets: Commanding General, Assistant Division Commander, and the Chief of Staff.
 - (2) G-1 Section. Two SCI billets: AC/S, G-1, and the Deputy AC/S, G-1.
 - (3) G-2 Section. Twenty-one SCI billets: AC/S, G-2, Deputy G-2, Intelligence Chief, Combat Intelligence and Assistant Combat Intelligence Officers, Intelligence Operations Chief, Ground Surveillance Officer, Target Intelligence Officer, Ground Analyst, SIGINT Plans and Assistant SIGINT Plans Officers, SIGINT Chief, SIGINT Support Chief and NCO, five intelligence analyst billets, and two SSO clerks.
 - (4) G-3 Section. Nine SCI billets: AC/S, G-3, Deputy G-3, Operations and Assistant Operations Officers, Division Air and Assistant Air Officers, Electronic Warfare Officer, Weapons Employment Officer, and the Plans Officer.
 - (5) G-4 Section. Two SCI billets: AC/S, G-4 and Deputy G-4
 - (6) G-6 Section. Three SCI billets: AC/S, G-6, Deputy G-6 and Operations Officer.
 - (7) Staff Judge Advocate Section. Two SCI billets: SJA and Assistant SJA.
 - (8) 1st SSCT. Eleven SCI billets: Team Chief, Assistant Team Chief, and nine SSCT Operators.
- b. Headquarters Battalion. Four SCI billets: Commanding Officer, Executive Officer, S-3/Operations Officer, and Headquarters Commandant/H&S Company Commanding Officer.
 - c. Reconnaissance Company, HOBN. Six SCI billets: Commanding Officer, Executive Officer, and four Platoon Commanders
 - d. 4th Marines Headquarters. Fourteen SCI billets: Commanding Officer, Executive Officer, Intelligence and Assistant Intelligence Officers, Intelligence Chief and three Intelligence Specialists, Operations and Assistant Operations Officers, Fire Support Coordinator, Air Officer, S-4/Logistics Officer, and S-6/Communications Officer.

e. Headquarters, Infantry Battalion. SCI billet structures for UDP Infantry Battalions may vary slightly depending upon the standing operating procedures of their parent CONUS headquarters. An infantry battalion will rate at a minimum the following five SCI billets: Commanding Officer, Executive Officer, S-2/Intelligence Officer, S-2 Chief, and the S-3/Operations Officer. Additionally, they may also rate from one to three additional SCI billets all designated for S-2 section intelligence specialists.

f. 12th Marines Headquarters. Ten SCI billets: Commanding Officer, Executive Officer, S-2/Intelligence Officer, Assistant S-2 Officer, S-2 Chief, S-2 Intelligence Specialist, S-3/Operations Officer, AFSC/Division Assistant Fire Support Coordinator, S-4/Logistics Officer, and the S-6/Communications Officer.

g. Rotating UDP Battalions. Five SCI billets: Commanding Officer, Executive Officer, S-2/Intelligence Officer, S-2 Chief, S-3/Operations Officer

h. Combat Assault Battalion. Five SCI billets: Commanding Officer, Executive Officer, S-2/Intelligence Officer, S-2 Chief, S-3/Operations Officer.

2. III MEF Forces, Hawaii SCI Billets. 3d Marine Regiment operates a subordinate Sensitive Compartmented Information Facility to support III MEF Forces Hawaii. Per COMMARFORPAC LOI dtd 960212, The Commander, Marine Forces Pacific, assigns administrative control of the SCI billets to Commanding Officer, 1st Radio Battalion.

3. Personnel Assignments and Transfers

a. Internal Assignments. It is imperative that Commanders keep the SSO apprised of any personnel assignment changes that affect their organization's authorized SCI billets. Failure to do so will result in excess delays in acquiring necessary SCI access eligibility determinations and consequently disrupt organization mission readiness. Similarly, organization intelligence officers must routinely query their G-1s/S-1s in order to identify personnel changes that will affect SCI accesses. A copy of PCS or PCA orders on any Marine inbound or outbound to the Division or III MEF Forces Hawaii must be provided to the supporting SSO as early as possible (desire 90 days in advance).

b. Inbound Marines. Upon identification of any inbound personnel to Third Marine Division or III MEF Forces Hawaii (affecting SCI billets), Division SSOs will initiate action to determine if the Marine has a current SSBI and if he has current DCID eligibility. This will include sending a message to the Marines' current command seeking this determination.

(1) If the Marine does have a current SSBI and SCI access eligibility, the SSO will request that the Marines' current servicing SSO execute Transfer-In-Status (TIS) procedures.

(2) If the Marine does not have this, the SSO will then request that the servicing SSO of the Marines' current organization initiate and submit a SSBI on the Marine prior to his detachment (3d MarDiv SSOs will request a copy of the SSBI). Periodic telephonic follow-ups will occur to verify that action is being taken.

c. Outbound SCI Indoctrinated Division and III MEF Forces, Hawaii Personnel. Upon identification, the supporting SSO will schedule an appointment for the Marine to come in for SCI access debriefs and associated SSO actions as required.

d. Queries From External SSOs. The Division and 3d Marines SSOs will respond to similar personnel SCI status queries within five working days of their receipt. In the event a Marine transferring from the Division or III MEF Forces, Hawaii will require SCI access at their gaining command, and the Marine doesn't have a current SSBI, the servicing SSO will ensure that all SSBI administrative requirements are completed and that the package is submitted to the cognizant authority prior to the Marine's detachment.

4. SCI Billet Realignment, Additions, and Deletions. Division SSOs and organization intelligence officers must annually reassess their SCI billet structure to determine its current adequacy in support of organization mission needs. This assessment will occur annually during April. The following paragraphs detail the process by which current authorized SCI billet changes can be made based upon these assessments (note: SCI billet structure changes are not limited to this annual assessment and may be submitted at any time).

a. Increasing SCI Billet Structure

(1) Prior to requesting establishment of an additional SCI billet, the SSO must conduct an assessment of existing billets to determine if the requirement can be accomplished by realigning and redesignating from within the present SCI billet structure. If the requirement cannot be satisfied from within the existing billet structure, the SSO will request the establishment of a new SCI billet. Requests must contain justification in sufficient detail to enable SSO Navy to properly evaluate the request and make a decision. Requests will be sent to SSO Navy via the administrative chain of command (i.e., III MEF and COMMARFORPAC; 3d Marines will send such requests to the appropriate Okinawa MSC headquarters), with info copies sent to the Chief of Naval Operations (Code SSO) and the Commandant of the Marine Corps (Code CIZ).

(2) Detailed justification must be provided for any SCI billet increases. Subordinate units S-2 Officers must provide this information to the Division SSO for increases to their unit's SCI billet structure; the Division SSO is responsible for all Division headquarters requirements. In such submissions, the responsible officer must include the following:

(a) Summarize in the first paragraph, the operational/situational requirement underlying the SCI billet increase request.

(b) Provide a concise statement of the tactical mission. Amplify as appropriate to describe any unique mission tasks (e.g., alert contingency force needs, continuing higher headquarters special taskings [describe these in detail], rear area security support, etc.).

(c) A detailed billet description and function discussion along with supporting justification is required for each specific additional billet desired. Specifically, it is recommended that the operational role of the billet be related to the overall organization mission (or specialized operational requirement, when appropriate). Further, describe in detail the consequent effect on organization readiness if the SCI billet increase is denied. Finally, include any additional remarks deemed relevant.

b. Decreasing SCI Billet Structure. The following actions will be initiated whenever a recommendation is made to delete a SCI billet.

(1) The AC/S, G-2, will review and validate/deny the request.

(2) If the recommendation is validated, Division SSOs will then determine if the SCI billet can be used elsewhere within the Division or III MEF Forces Hawaii. If so, appropriate realignment actions will be initiated as described earlier.

(3) If the billet can not be used elsewhere, the SSO will coordinate with III MEF SSO to determine if it can be used elsewhere within III MEF.

(4) If after all the above actions have been completed and the SCI billet is still determined to be excess, the appropriate Division SSO will send appropriate correspondence to SSO Navy in accordance with NAVSUPP to DoD Dir C-5105.21-M-1.

10006. SCI ACCESS AND PERSONNEL INVESTIGATIVE REQUIREMENTS. NAVSUPP to DoD Dir C-5105.21-M-1, DoD Dir TS-5105.21-M-3, and OPNAV INSTRUCTION 5510.1H provide basic policy and procedures regarding personnel security standards and procedures governing SCI access eligibility.

1. SSBI Requirements and Periodicity

(a) All Marines requiring access to SCI must first have a successfully adjudicated SSBI completed. A SSBI is submitted to develop information on individual's loyalty, character, emotional stability, and reliability. The SSBI requires information on prior residences, jobs, employers, marriages and divorces, prior security clearances held, credit history and references, certain immediate and extended family relationships, organizational, business, and association memberships, etc., covering the 10 year period prior to the SSBI submission.

(b) An SSBI is only required if the Marine has never held an SCI clearance. Thereafter, any Marine requiring SCI access is subject to an SSBI-PR (Periodic Reevaluation), as deemed necessary by DONCAF. (The five-year requirement for an SSBI-PR has been changed and is not required across the board).

2. SSBI Investigative Package Composition. A SSBI consists of: Standard Form (SF)-86 [which replaced the DD-398 (Member's

Information) and the DD-398-2 (Spouse's Information)]; DD-1879 (Investigation Initiation Request); two FD-258 (fingerprint cards); and OPNAV 5510/413 (Action Requested Form).

3 Preparation and Adjudication

a. The individual requiring the SCI access must complete the SF-86 and return it to the servicing SSO. The SSO will review the package to ensure completeness and accuracy. When all is correct, the SSO will then: type all the forms for the Marine's final review and signature; take two sets of the Marine's fingerprints; and conduct an individual SSO interview in accordance with NAVSUPP to DOD Dir C-5105.21-M-1.

b. Upon successful completion of these steps, the SSO will mail the package for investigation. Subsequently, final adjudication will be performed by the Director, Department of the Navy Central Adjudication Facility (Dir, DONCAF). The completion time for SSBI and final adjudication generally takes from six months to one year.

c. If DONCAF determines that the Marine meets all SCI access eligibility requirements, it will send an electrical message to the servicing SSO authorizing the Marine's SCI access indoctrination. In some cases DONCAF will require additional information prior to making a final eligibility determination. When this occurs the individual and his organization G-2/S-2 Officer will be promptly notified. The Marine must provide the necessary information within 10 working days of notification.

d. In rare cases a Marine may be granted SCI access prior to the completion of all of the above steps. This is known as an Interim SCI Eligibility Determination. The Division and 3d Marines SSOs will only pursue an interim eligibility when it is required for key mission-related considerations and has been authorized by either the 3d MarDiv Commanding General, Chief of Staff, or AC/S, G-2; or for Hawaii forces, by the 3d Marines Commanding Officer.

4 SCI Indoctrinations and Debriefings

a Indoctrinations

(1) Occasion. When a Marine joins the command, requires SCI access, and a favorable SCI eligibility determination has been

received, he must then be indoctrinated for SCI. Every SCI eligible Marine receives the indoctrination briefing whether or not he has been indoctrinated at prior commands.

(2) Indoctrination Requirements

(a) First, the Marine must sign a Non-Disclosure Agreement (unless documentation exists that he has already done so at a prior command).

(b) Second, the Marine will view a short SCI indoctrination video addressing key SCI and related security issues.

(c) Third, the Marine will sign an Indoctrination Memorandum, Form DD-1847, certifying that he has been SCI indoctrinated and understands SCI security requirements and his personal responsibilities.

(d) Fourth, the Marine will receive an SCI Orientation. This orientation details the mission and services offered by the SSO and addresses other local area SSO and SCI matters with which the Marine must be familiar. Upon completion of this step, the SCI indoctrination is complete. The Marine will then be given a short orientation and tour of the organization's SCIF and available SCI materials.

b Debriefings

(1) When a Marine either transfers from the Division or is internally reassigned and no longer requires SCI access, one of two things will occur:

(a) They will be Transferred-In-Status (TIS). A TIS will occur when the Marine's gaining command has notified the Division SSO that the Marine will require SCI access at his new organization. In such cases, the Marine will retain one or more SCI accesses as directed by the gaining command's SSO. Additionally, the Division SSO will forward the Marine's SSO file via DEFCOS (Defense Courier Service) to his gaining command's SSO.

(b) They will be debriefed. When a Marine is SCI debriefed, they are no longer eligible for access to SCI. Should he again need SCI access in order to perform future duties, the gaining

organization's servicing SSO will initiate necessary actions. T SCI debriefing consists of the Marine reading a short debrief instruction and then signing a Form DD-1848 (Debrief Memorandum)

(2) A Marine may also have his SCI access suspended or terminated for cause. NAVSUPP to DoD Dir C-5105.21-M-1 provides detailed coverage of the conditions in which this may occur and necessary SCI debriefing requirements.

5. Annual Training Requirements. NAVSUPP to DoD Dir C-5105.21-M-1 requires all SCI cleared personnel to undergo annual SCI refresher training. This training is organized and conducted by the supporting SSO in conjunction with organization intelligence officers. Generally it will consist of a read-folder containing selected security and intelligence education and awareness materials. The SSO will document completion of this training.

10007 SCI SECURITY, USE, AND DISSEMINATION

1. Policy. Generally, for garrison use, SCI materials must remain under the control of the SSO and cannot be removed from the SCIF. Marines authorized and requiring access to SCI in the performance of their duties will conduct all SCI-related work within appropriate SCIFs.

2. Training and Exercises

a. All Marines performing SSO duties will complete a resident SCI Administration and Security course prior to (preferred) or within 90 days of joining the Division.

b. SCI and SSO operations will be incorporated into all Division training exercises to the greatest extent possible consistent with exercise objectives and relevant security considerations.

3. SCI Couriers and Courier Cards. If SCI materials must be removed from the SCIF for deployments or some other by-exception occasion, the SSO will arrange for an SCI courier card for individuals who require transportation of SCI. Any need for a SCI courier card must be identified to the SSO a minimum of five days prior to the occasion. Marines designated as an SCI courier must provide the SSO with a current photograph (of ID card size). Finally, the SSO will

provide and document each designated SCI courier with a SCI Courier Indoctrination prior to the initial courier occasion; a short refresher review will likewise be read on each subsequent occasion for those Marines not involved in routine SCI courier tasks.

4. Magnetic Media. Any magnetic media -- to include computer disks, video tapes, or audio tapes -- that are brought into the SCIF must be logged in and will remain the property of the SSO. Such items will not be removed from the SCIF unless prior authorization is granted by the SSO and necessary security procedures applied (e.g., all computer diskettes will be wiped clean of all data prior to removal from the SCIF).

10008. SSO REPORTS. Division SSOs are responsible for completing the following reports (see paragraph 4004 of this Order for submission deadlines and reference listings):

1. Fixed Facility Checklist (FFC). The FFC is the document that details the SCIF's physical dimensions, a listing of all integral electronic components, and miscellaneous other matters that pertain to TEMPEST security requirements. The FFC is maintained by the SSO. Changes must be submitted to SSO DIA only when major changes are made to the SCIF that will effect tempest security. SSO Station Profiles are ready for AC/S, G-2, review by 1 March annually.

2. SSO Station Profile. The Station Profile is a yearly report submitted to the Office of Naval Intelligence (ONI) that details the disposition of all ONI funded equipment and their current status (i.e., operational, needs replacement, new requirements, etc.). This report is also the means by which justification for the next fiscal year's SSO funding is provided. It must reach ONI by 1 May annually via the chain-of-command. Standard III MEF SOP has been to require that subordinate organization SSO Station Profiles reach them by mid-March. Accordingly, 3d Marines SSO will provide its annual SSO Station Profile to the Division by 15 February annually. See ONIINST 2501.1A.

3. Tango and Gamma Control Officer (TCO & GCO) Reports. The TCO has overall responsibility for policy compliance and implementation of pertinent procedures, and adherence to the provisions contained in the M-3 manual. The duties of the Gamma Control Officer are outlined in the M-2 manual. Both the TCO and GCO reports identify who the

respective responsible officer is and provides additional administrative information. These semi-annual reports, due by 1 February and 1 August, are sent via SSO channels to COMMARFORPAC (Code SSO) and ONI (Code 5), with information copies to CG III MEF (Code SSO), CINCPACFLT (Code SSO), CMC (Code CIZ), and CNO (Code SSO).

10009 SSO INSPECTIONS

1. Periodicity. Inspections of both SSOs in the Division will be conducted by COMMARFORPAC on an unscheduled basis.

2. SSO Inspection Checklist. All aspects of SSO functions are inspected to include document/disk control, personnel security, indoctrination/debriefing procedures, SCIF physical security requirements measures, etc. DCID 1/21, appendix A, contains the checklist that will be used for all SSO inspections. Copies of completed SSO inspection checklists and related reports will be maintained by Division SSOs for the current and two prior calendar years.

10010. SCI LIBRARY

1. Scope. The SSO maintains an extensive library of intelligence publications on all areas of interest to the Division.

2 Review Procedures

a. The SSO will review each new SCI publication received in order to determine need for immediate further dissemination within the Division.

b. Additionally, a SCI materials review will be conducted semi-annually during June and December. The purpose of this review is to assess the continuing relevance and need for retention of each item of SCI in light of the Division's current and future mission requirements. Those materials that are deemed no longer necessary for retention will be listed and submitted to the G-2 Intelligence Operations Officer for review. Upon his approval, unnecessary materials will be immediately destroyed.

3 SCI Materials Inventory

a. The SSO will maintain an inventory of all SCI publications, electronic media, files, and working papers. New items will be entered into the inventory system the day that they are received.

b. The SSO will conduct a semi-annual inventory during May and November of all SCI materials for which the command is responsible. Additionally, an inventory will be conducted on the following occasions: when either the SSO, Assistant SSO, or SSO Chief transfers; or whenever there is a change of the Assistant Chief of Staff, G-2. Any discrepancies identified will immediately be brought to the attention of the Division Security Manager and AC/S, G-2.

10011. SCI READ BOARDS

1. Daily SCI Read Board. A daily SCI read board is prepared by the Division SSO based upon the prior day's pertinent SCI message traffic. All traffic, whether published on the read board or not, is maintained by the SSO/1st SSCT for 90 days. This data is held for future reference or historical purposes and is cataloged by target country and stored on tape backup, eliminating the requirement for storing large amounts of printed SCI message traffic. The SCI Read board will be maintained in the SCIF for review by any Division Marine with SCI access. It will only be removed from the SCIF as directed by the Commanding General, Chief of Staff, or AC/S, G-2. At no time will the read board be left unattended while outside of the SCIF.

2. Contingency SCI Read Board. These will be established on an "as required basis" as directed by either the AC/S, G-2, the Deputy G-2, or the G-2 Intelligence Operations Officer. Specific organization and content will be determined at that time. As with the daily SCI read board, any contingency SCI read board will not be removed from the SCIF unless directed by the Commanding General, Chief of Staff, or Assistant Chief of Staff, G-2. On occasion, if a subordinate organization is involved in actual contingency preparations and requires continuing access to pertinent SCI materials (e.g., an ACM contingency involving 4th Marines), the Division SSO will immediately establish a SCI courier schedule in coordination with the AC/S, G-2 and the supported organization's S-2 Officer.

10012. SCI CLEARANCE CERTIFICATIONS

1. Master Access Roster for SCI Permanent Clearance Certifications.

The Division SSO transmits these to commands on Okinawa and other select off-island organizations that are visited regularly by Division SCI-cleared Marines. This allows these Marines ease of access to other commands' SCIFs in order to conduct business in a secure environment. The SCI Permanent Clearance Certification is sent out on the first of January, April, July, and October via SSO channels. It lists all SCI cleared Marines in the Division and the SCI accesses that they hold.

2. Visit Certifications

a. SCI visit certifications are transmitted by the Division SSO whenever a Division Marine with SCI access is going to visit another command or organization for formal school training, planning conferences, etc., and the Marine will require SCI access at that temporary additional duty location.

b. Individuals requiring a visit certification must provide the supporting SSO a minimum of five working days notice. The SSO will use this time to transmit and subsequently confirm receipt at the destination. Additionally, the Marine must provide the SSO with the names of any other organization that the Marine may have occasion to visit and at which SCI access will be required so that these are included in the visit certification.

c. It is recommended that the Marine obtain and retain the correct SSO plain language address and date time group of the visit certification as well as the supporting SSO's DSN telephone number prior to his departure. This information may be of great benefit in the event that difficulties are encountered gaining access at the destination.

GARRISON INTEL/CI SOP

APPENDIX A

GENERIC INTELLIGENCE EXERCISE PLANNING CHECKLIST

<u>DATE</u>	<u>TASK</u>	<u>DTG COMPLETED</u>
D-270	Open exercise folder	
D-180	Identify exercise area	
	Review appropriate OPLAN as necessary	
	Begin enemy databases	
	Determine schedule for completion of each input to OPOD (Annex B and App)	
	ID hydrographic, beach, HLZ, and IPB requirements; release requests	
	Prepare specific exercise milestones list	
	Query MSC's for MC&G and imagery requirements	
	Review projected exercise force list; identify personnel and collection agency deficiencies	
D-150	Meet with MSC's on intel support (personnel, special equipment, collection agency requirements)	
	Submit requests for personnel augmentation to G-1	
	Schedule initial collections meeting	
	Identify naval platform requirements for recon inserts; forward to HHQ via G-3 (if necessary)	
D-120	Direct support intel agencies submit logistic requirements Release message for MC&G requirements Coordinate with TEGC on the scenario	
D-90	Release message requesting permission to operate a T-SCIF	

GARRISON INTEL/CI SOP

TASK

DTG COMPLETED

Review imagery and MC&G requirements;
release requests as appropriate

D-90 Forward intel communication requirements
to G-6

D-60 Intel agencies provide initial concept
of operations, estimates of supportability

D-45 Review intel embarkation status

Verify intel communications plan

Intel ops and collections plan meeting

D-30 Intelligence estimate completed
Final planning conference

Verify status of all intel air recon/air
support requirements

Submit diagram of SCIF to HQ Cmt. Prepare
G-2 list of recommended targets;SSCT

Query servicing SSO's for input to SCI master
access roster

Submit G-2 advance party roster to HQ Co, G-1
and G-3

Rough R&S plan completed

D-20 Complete and disseminate collection plan
Verify intel dets and G-2 section
embarkation and log status

TBD CPX (as required)

TBD Review problems identified during CPX

D-15 Intel dets provide to G-2 chief T/O,
names, ranks, Date of Rank, Clnc data,
and weapons serial number

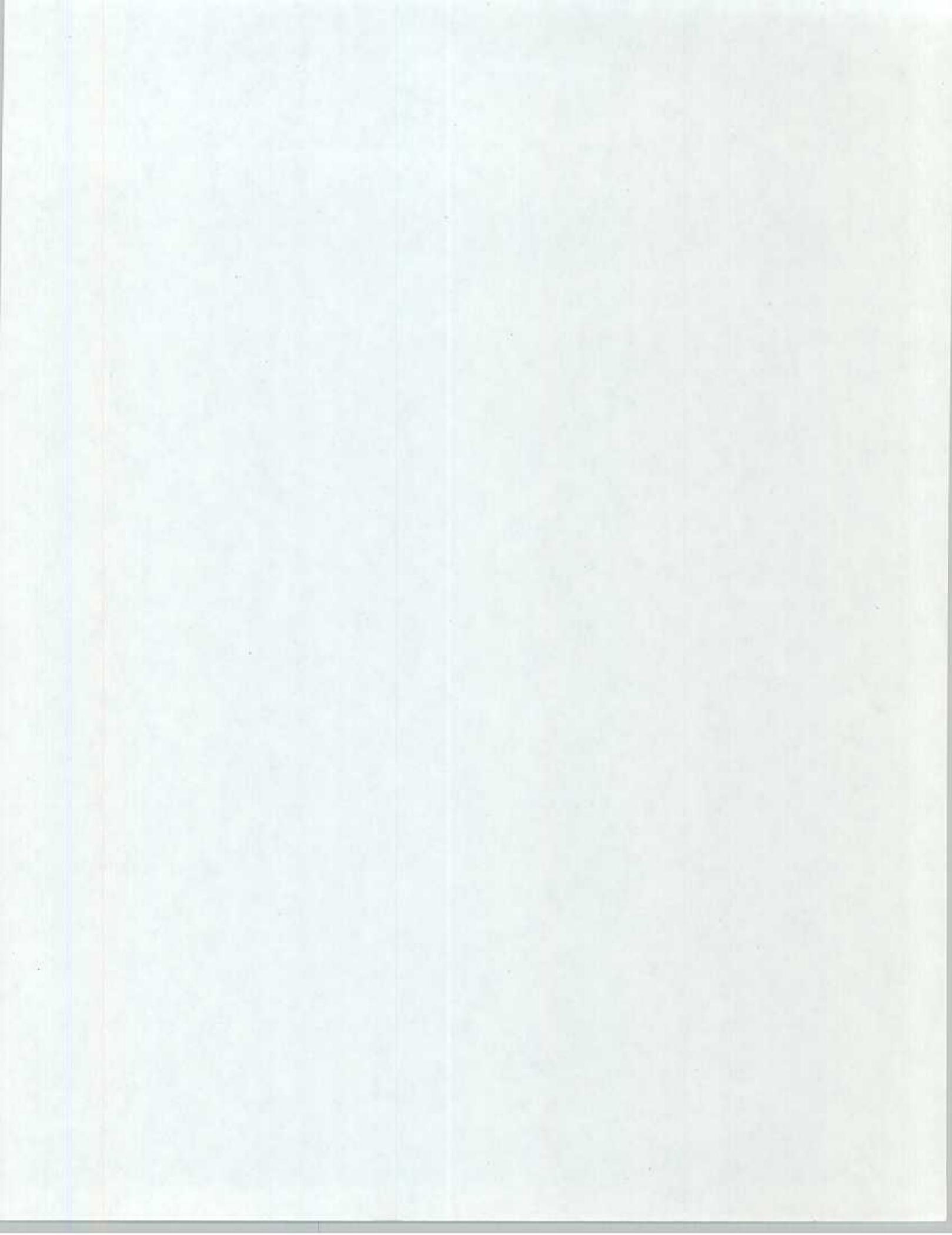
D-10 Master SCI access roster forwarded as
necessary

D-2 G-2 gear, loaded and staged

GARRISON INTEL/CI SOP

D-2 Classified materials required inventoried and provided to CMCC

D-Day Embark (as necessary)



GARRISON INTEL/CI SOP

APPENDIX B

DIVISION G-2 ACM ALERT (A+ HOUR) INTELLIGENCE SUPPORT CHECKLIST

<u>DATE</u>	<u>TASK</u>	<u>DTG</u>	<u>COMPLETE</u>
A+	Provide initial enemy sit/WX/terr brief upon activation of the ACF.		
A+	Disseminate available imagery, enemy info, to products, CI updates, linguists, NEO NISH.		
A+	Get map support to ACF <ul style="list-style-type: none">* Option 1-short fuze. Div gets maps to various locations on island and K-5R.* Option 2-Time Available. Div gets maps to ACF S-2 for distro.		
A+	Establish comm links with the ACF <ul style="list-style-type: none">* Option 1-S-4/G-4 takes Stu III to K-5R for secure comms.* Option 2-Div gets a computer to K-5R for dissemination (must be secure).* Secure radio set up at K-5R.		
A+	Add the ACF PLA and/or AIG to pertinent JTF, theater, & nat'l intel products.		
A+	Forward SCI tickets as necessary.		
A+	Check out classified holdings to the ACF as requested.		
A+	Coordinate with HHQ for additional imagery (if necessary)		
A+	Answer/Forward all EEIs/RFIs (if necessary)		
A+	Augment ACF w/Intel Pers, if req.		
A+	Coordinate additional collection agency support for the ACF, i.e. RPV, Topo Det, RadBn Det, FIIU Det (if necessary).		
A+	ID unique Security/intel requirements for the AO with MEF.		
A+	ID/coord TENCAP requirements and means of dissemination (if nec).		
A+	Coord liason/support from JTF, theater, and nat'l intel agencies already in the AO (if necessary).		

SIDE		PAGE																		
FRONT	1	encl	1	111	1-1	1-3	1-5	1-7	2-1	2-3	2-5	2-7	2-9	3-1	3-3	4-1	4-3	4-5	4-7	4-9
BACK	/	/	/	/	/	1-4	1-6	/	/	2-4	2-6	2-8	/	/	3-4	/	4-4	4-6	4-8	4-10
FRONT	4-11	5-1	5-3	6-1	6-3	6-5	6-7	6-9	7-1	7-3	7-5	7-7	7-9	8-1	8-3	8-5	8-7	8-9	8-11	8-13
BACK	/	/	/	/	6-4	6-6	6-8	/	/	7-4	7-6	7-8	7-10	/	8-4	8-6	8-8	8-10	8-12	8-14
FRONT	8-15	8-17	9-1	9-3	9-5	9-7	9-9	9-11	9-13	9-15	10-1	10-3	10-5	10-7	10-9	10-11	10-13	10-15	10-17	10-19
BACK	8-16	8-18	/	9-4	9-6	9-8	9-10	9-12	9-14	9-16	/	10-4	10-6	10-8	10-10	10-12	10-14	10-16	10-18	10-20
FRONT	10-21	A-1	A-3	B-1																
BACK	/	A-2	/																	
FRONT																				
BACK																				
FRONT																				
BACK																				