# DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

250   INTELLIGENCE
Functional Area Manager:  AC/S G-2, 1<sup>ST</sup> Marine Division
Point of Contact:  Intelligence Chief, (760) 763-2963
Date Last Revised:  1 Oct 2015

250 01 ADMINISTRATION

250 01 001 Is the section staffed according to the command's staffing precedence, total chargeable inventory and authorized strength?

Reference
MCO 5320.12H: Precedence Levels for Manning and Staffing / 4 Jun 12
MCO 5311.1D: Total Force Structure Process / 26 Feb 09
Total Force Structure Management System website
Command Profile website

250 01 002 Do all intelligence personnel posses a TS/SCI clearance?

Reference
MCO 1200.18: MOS Manual Order / 8 Dec 14
NAVMC 1200.1: MOS Manual / 17 Jul 14

250 01 003 Does the section have on-hand all required equipment identified in the unit's Table of Equipment (T/E)?

Reference
Total Force Structure Management System website

250 01 004 Does the section maintain desktop procedures and turnover folders for key billets?

Reference
Unit SOP

250 01 005 Does the unit have an SOP which provides guidance for the direction of the intelligence effort within the command and in subordinate units?

Reference
MCWP 2-1: Intelligence Operations / 10 Sep 03

250 01 006 Does the intelligence section have appropriate points of contact information?

Reference
Unit SOP
Division G-2

250 01 007 Does the section have an active mentorship program which includes applicable MOS roadmaps?

Reference
MCO 1500.58: Marine Corps Mentoring Program / 13 Feb 06
NAVMC 2795: USMC User's Guide to Counseling / 21 Jul 86
NAVMC 1500.58: Marine Corps Mentoring Program Guidebook / 13 Feb 06
HQMC Intelligence MOS Roadmap's

250 02      TRAINING

250 02 001   Has the command provided guidance on intelligence training requirements to subordinate units?

Reference
MCWP 3-0A: Unit Training Management Guide / 25 Nov 96
MCRP 3-0B: How to Conduct Training - 25 Nov 96
MCO 3501.1D: MCCRE / 17 Oct 14
NAVMC 3500.44B: Infantry T&R Manual / 30 Aug 13
1st Marine Division G-2 Annual and Quarterly Training Plans
1st Marine Division MCCRE SOP

250 02 002   Has the section implemented a training program to satisfy the 2000 level training and readiness tasks associated with its intelligence MOS's?

Reference
NAVMC 3500.100A: Intelligence T&R / 1 Jul 13
Marine Corps Training Information Management System website

250 02 003   Does the unit training program include intelligence training of non-intelligence MOS personnel?

Reference
Draft MCIP 2-1.01: Company Level Intelligence Cell / 21 Nov 13
NAVMC 3500.107: UAS T&R Manual / 21 Feb 12

250 02 004   Have intelligence personnel attended formal intelligence schools?

References
MAGTF Intelligence Specialist Career Course
MCTOG ITI-O and ITI-C
1st Marine Division G-2  AMHS message

250 02 005   Are training schedules and training reports submitted to higher headquarters and retained on file?

References
FY 16 1st Marine Division G-2 Training Plan

250 02 006   Are training folders maintained for all intelligence personnel?

References
MCWP 3-0A: Unit Training Management Guide / 25 Nov 96

MCRP 3-0B: How to Conduct Training - 25 Nov 96
FY 16 1st Marine Division G-2 Training Plan

250 02 007    At a minimum, do the S-2 and S-2 Chief have MCTIMS access and training?

References
MCWP 3-0A: Unit Training Management Guide / 25 Nov 96
MCRP 3-0B: How to Conduct Training - 25 Nov 96
FY 16 1st Marine Division G-2 Training Plan

250 03    INTELLIGENCE

250 03 001    Are intelligence personnel knowledgeable in the intelligence support and products needed to support their unit during the Marine Corps Staff Planning process and operations?

Reference
MCWP 5-1: Marine Corps Planning Process / 24 Aug 10
MCRP 2-3 A: Intelligence Preparation of the Battlefield / Nov 14

250 03 002    Are the unit's intelligence personnel familiar with the organic intelligence enablers and disciplines within the MEF and external agencies available in order to support their unit's mission planning and operations?

References
MCWP 2-1: Intelligence Operations / 10 Sep 03
MCRP 5-12D: Organization of the USMC / 26 Aug 15
http://www.intelligence.gov/mission/member-agencies.html

250 04    GEOSPATIAL INTELLIGENCE

250 04 001    Are intelligence personnel aware of the procedures necessary for ordering geospatial intelligence products?
Reference
DLA MAP Catalog http://www.aviation.dla.mil/rmf/index.htm

250 04 002    Does the section understand the Request For Information (RFI) procedures when ordering GEOINT, Imagery, Topographic / Geospatial or other intelligence related products?

Reference
G-2 SIPR RFI Page via Share Point

250 05    COUNTERINTELLIGENCE

250 05 001    Does the command integrate counterintelligence measures and responsibilities into planning and operations?

Reference
MCWP 2-6: Counterintelligence / 5 Sep 2000

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250 05 002    Does the command integrate counterintelligence personnel in planning and training exercises?

Reference
MCWP 2-6: Counterintelligence / 5 Sep 2000

250 06        SYSTEMS

250 06 01     Has the command coordinated with higher headquarters to add IW's to the garrison network?

Reference
G-2 and G-6 SOP