



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

ATIN-SE

22 JUN 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 30, TRADOC Intelligence Oversight (IO) Policy

1. References:

a. Executive Order (EO) 12333, December 4, 1981; with amendments EO 13284, January 23, 2003; EO 13355, August 27, 2004; and EO 13470, July 30, 2009.

b. Department of Defense (DoD) Directive 5240.01 (DoD Intelligence Activities), August 27, 2007.

c. DoD Directive, 5240.1-R (Activities of DoD Intelligence Components that Affect United States Person), December 1982.

d. Directive-type Memorandum 08-052 (DoD Guidance for Reporting Questionable Intelligence Activities and Significant or Highly Sensitive Matters), June 17, 2009, Incorporating Change 5, effective October 1, 2014.

e. Army Regulation 381-10 (U.S. Army Intelligence Activities), 3 May 2007.

2. Applicability. This policy applies to all personnel, military and civilian (government employees and contractors) assigned to U.S. Army TRADOC and its major subordinate organizations (MSOs) and Centers of Excellence (CoEs), and major activities/command battalion and above performing intelligence and security missions (i.e., G-2/S-2s, security managers, threat managers, intelligence analysts, etc.).

3. Policy. IO is a program designed to enable intelligence components to effectively carry out their authorized missions while protecting the constitutional rights and privacy of U.S. persons by clearly defining who is legal to target while conducting intelligence activities and who is not. Intentionally targeting U.S. persons without appropriate mission approval is a willful violation of U.S. law and a serious crime punishable by court martial under the UCMJ. Commanders are responsible for the IO Program within their specific formations and shall ensure that assigned personnel and unit operations follow the laws, directives, regulations, and policies related to IO. Each MSO, CoE, and separate activities/command battalion and above, shall establish and maintain a sustainable program which adheres to the following directives:

a. Unit IO Officers. Commanders shall appoint a Unit Intelligence Oversight Officer (IOO) in writing via appointment memorandum. IOOs must be an intelligence professional (commissioned officer, warrant officer, staff sergeant or above, or civilian employee). IOOs must be actively involved in the intelligence mission and have a thorough understanding of unit intelligence operations. Separately, IOOs shall acknowledge through a signed memorandum their understanding that they have a

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working knowledge of DoD-directed criteria and procedures for reporting questionable intelligence activities (QIA), significant or highly sensitive matters involving intelligence activities, and crimes reportable to the Attorney General, as described in reference 1d. Copies of appointment orders and IOO acknowledgement memorandums shall be retained in unit IO continuity books, with copies furnished to the higher headquarters unit IOO. At unit level, IOOs shall ensure IO of operations is routine, integrated into unit organizational inspection programs, standing operating procedures and tactics, techniques, and procedures; subject to annual internal inspections and periodic inspections by higher headquarters.

b. IO Training Requirements. IO training shall include, at a minimum, procedures 1-4 and 14-17 as specified in reference 1e, and DoD-directed criteria and procedures described in reference 1d. All personnel conducting or supervising intelligence collection, analysis, or dissemination operations, and those with influence over intelligence operations or personnel engaged in such operations, including commanders and/or directors and their command staff, shall receive the directed training.

(1) Unit IOO Training. Personnel assigned as the Unit IOO will complete required IO training which shall be incorporated into specified unit in-processing procedures. Specified unit personnel shall receive initial IO training within 30 days of assignment by completing the Intelligence Oversight Certification Course, modules one through six, located at HQDA G-2 Intelligence Oversight Web site <https://daiis.mi.army.mil/org/hqdag2/IO/Lists/Training%20Links/AllItems.aspx>. Personnel will then take and pass the IO Exam, located at <https://daiis.mi.army.mil/org/hqdag2/IO/Lists/IOExam/NewForm.aspx> and forward a copy of their certificate of completion to their next higher headquarters unit IOO.

(2) Newly Assigned Personnel. Specified newly assigned personnel to organizations assigned intelligence missions as defined in reference 1e above must complete initial IO training within 30 days of their assignment to their organization. Personnel will complete this training as directed by their unit IOO and sign an IO Statement of Understanding and Individual Reporting Responsibilities (enclosure 1) which shall be maintained on record for 2 years. Specified personnel shall also receive IOO-led scenario-based refresher training annually. Unit participants must re-sign their Statement of Understanding and Individual Reporting Responsibilities upon completion of the annual training requirement. IOOs shall document completion of annual training via memorandum which identifies training participants by name and furnish a copy to their higher IOO.

c. Annual Formal IO Review. Commanders shall ensure subordinate units conduct an annual formal IO review of intelligence documents and files and purge documents as required. Unit IOOs shall document results of the annual review via a memorandum which identifies the findings and provide a copy to their higher headquarters IOO to confirm completion of this requirement.

d. IO Continuity Books. Unit IOOs will maintain an IO continuity book that includes hard copies of applicable regulations and policies, appointment orders, training records,

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documentation of formal file reviews, and recent inspection results. IO Continuity books are subject to inspection to validate compliance with this policy and shall include at a minimum:

- (1) Headquarters, U.S. Army TRADOC Command Policy Letter 30.
- (2) References 1a through 1e.
- (3) Intelligence Oversight Officer Appointment Orders.
- (4) Individual and annual IO training records.
- (5) Results from unit IO inspections and inspections by higher headquarters.
- (6) Formalized procedures for reporting questionable activities.

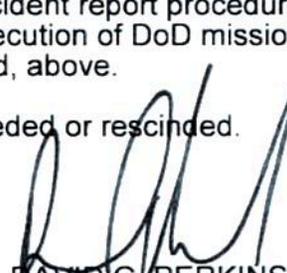
e. Reporting Violations or Questionable Activity. Anyone believing they have knowledge of a violation or questionable activity will report this incident immediately through their command or the command's inspector general channels. The address for reporting violations or questionable activity is: The Inspector General, SAIG-IO, 1700 Army Pentagon, Washington, DC 20301-1700. Ensure copies of the report are furnished to HQDA, ODCS, G-2, DAMI-CDC, 1000 Army Pentagon, Washington, DC 20310-1000. Personnel may also report directly to The Army General Counsel, The DoD General Counsel, or the DoD Senior Intelligence Oversight Official.

(1) IOOs will ensure incidents are reported immediately via the NIPRnet (if UNCLASSIFIED) at <https://daiis.mi.army.mil/org/hqdag2/IO/Lists/Report%20Questionable%20Intelligence%20Activities/newform.aspx>, (collateral SECRET only) at SIPRnet <http://www.dami.army.smil.mil/site/io/>, or if sensitive compartment information via JWICS at <https://army.dais.inscom.ic.gov/org/aco/default.aspx>.

(2) Additionally, instances of violations or questionable activity will also be reported IAW established TRADOC serious incident report procedures and shall include an initial assessment of implications for the execution of DoD missions IAW reporting criteria set forth in attachment 2 of reference 1d, above.

4. This policy will remain in effect until superseded or rescinded.

Encl


DAVID G. PERKINS
General, U.S. Army
Commanding

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(see next page)

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**STATEMENT OF UNDERSTANDING AND
INDIVIDUAL REPORTING RESPONSIBILITIES**

REFERENCE: AR 381-10 (US Army Intelligence Activities)

I, _____, certify that I understand, at a minimum:
(RANK AND FULL NAME)

1. Procedures 1 through 4 of AR 381-10 which govern intelligence component collection, retention, and dissemination of information concerning US persons.
2. Procedures 14 through 17 of AR 381-10 which govern:
 - a. Individual employee conduct and command responsibilities .
 - b. Identifying, investigating, and resolving allegations of questionable intelligence activities.
 - c. Limitations of intelligence support provided or received from force protection programs, multinational and joint intelligence activities, and other DoD investigative organizations.

I further certify that I will:

- a. Ensure intelligence activities are conducted in accordance with applicable law and policy, including EO12333 as amended by EO13284, EO 13355, EO 13470, Department of Defense Directives 5240.1 and 5240.1-R, AR 381-10, and other applicable policy.
- b. Report questionable intelligence activities upon discovery IAW Procedure 15 of AR 381-10.
- c. Report federal crimes immediately upon discovery IAW Procedure 16 of AR 381-10.

INITIAL TRAINING
(SIGNATURE) _____ (DATE) _____

REFRESHER TRAINING
(SIGNATURE) _____ (DATE) _____

REFRESHER TRAINING
(SIGNATURE) _____ (DATE) _____

REFRESHER TRAINING
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