UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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WgO 3820.6E
G-2
MAR 26 2012

WING ORDER 3820.6E

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: CONDUCT AND OVERSIGHT OF INTELLIGENCE ACTIVITIES

Ref: (a) SECNAVINST 3820.3E
(b) MCO 3800.2B
(c) II MEFO 3820.1B

Encl: (1) 2d Marine Aircraft Wing Units for Intelligence Oversight
(2) Sample Appointment Letter
(3) Sample Quarterly Intelligence Oversight Report
(4) 2d MAW TACRECCE Domestic Imagery Policy

1. Situation. To establish procedures and responsibilities for the conduct and oversight of intelligence activities within 2d Marine Aircraft Wing (2d MAW).

2. Cancellation. WgO 3820.6D.

3. Mission

a. The collection, retention, and dissemination of information concerning United States (U.S.) persons and the conduct of 2d MAW intelligence personnel will be governed by the requirements set forth in the references and this Order.

b. 2d MAW intelligence personnel 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 actions.

c. The use of collection techniques authorized by enclosure (2) of reference (a) will be limited to those necessary to

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perform assigned functions. The least intrusive means of collection will always be the preferred method of collection.

d. The collection, handling, processing, retention and dissemination of domestic imagery will adhere to intelligence oversight and domestic imagery policies. Furthermore, the handling, processing, retention and dissemination of domestic imagery received from other organizations or commands shall also adhere to intelligence oversight policies as well as to those additional policies established by the provider or originator. Reference (b) and enclosure (3) to this order provide procedures for validating domestic imagery requirements.

e. 2d MAW intelligence personnel will not conduct or provide support for the conduct of special activities, except in times of war declared by Congress or during a period covered by a report from the President to the Congress under the War Powers Resolution (50 U.S.C. 1541-1548), unless such actions have been approved by the President and directed by the Secretary of Defense.

f. Commanders will ensure that no adverse or retaliatory action is taken against any person who reports questionable activities.

g. The references and this Order constitute and shall apply as general regulatory orders. A violation of their provisions is punishable for military personnel under the Uniform Code of Military Justice (UCMJ) and is the basis for appropriate administrative and/or disciplinary procedures for civilian employees.

4. Execution

a. Subordinate Element Mission. The primary means for reporting questionable activities, as defined in this Order, will be via request mast procedures. If the Commanding Officer (CO)/supervisor is involved in the allegation, the next senior CO/supervisor in the chain of command will be informed. Commands must expedite handling of such allegations. Commanders will forward such allegations up the chain of command to the Commanding General (CG) (Inspector) for forwarding to the Commandant of the Marine Corps (Inspector General), per reference (b).

b. Coordinating Instructions

(1) The Marine Corps Hotline Program can also be used to report questionable activities at (703) 614-1348, DSN 224-1348 or email at hotline@hqmc.usmc.mil.

(2) The Inspector General of the Marine Corps maintains overall responsibility for the conduct of investigations into allegations of questionable activities as defined in this Order.

5. Administration and Logistics

a. All 2d MAW:

(1) Commands listed in enclosure (1) will appoint in writing an Intelligence Oversight Officer.

(a) The Wing Inspector will be assigned as the 2d MAW Intelligence Oversight Officer.

(b) All 2d MAW Commands, with an intelligence component, will assign an officer with sufficient authority and impartiality, other than the Intelligence Officer (if possible), as the Command Intelligence Oversight Officer.

(2) Reports Required:

(a) Quarterly Intelligence Oversight Report (Report Control Symbol EXEMPT).

(b) Annual Listing of Intelligence Components, Sections, Elements and Teams (Report Control Symbol EXEMPT).

(3) Ensure appropriate procedures are established to facilitate the requirements to report questionable activities and coordinate these procedures, through the 2d MAW Intelligence Oversight Officer and with the 2d MAW Staff Judge Advocate's (SJAs) Office.

(4) The Command Senior Intelligence Officer will conduct intelligence oversight training for all component Commanders, Operations Officers, Intelligence Personnel (i.e. MOS 02XX and 26XX personnel), Command Inspectors, Judge Advocates and Legal Officers upon assignment and annually thereafter. During this training the Command's Intelligence Oversight Officer will be identified. All intelligence oversight training will be documented. The format adopted for the recording of such

training must be available for announced and no-notice intelligence oversight inspections.

(5) Commands with domestic imagery collection capabilities, both manned and unmanned, will conduct supplementary Intelligence Oversight training on United States Marine Corps (USMC) and 2d MAW Domestic Tactical Air Reconnaissance Imagery Policies inclusive of unit specific policy and procedures for those personnel identified in subparagraph (3) above, officers with delegated authority to sign unit flight schedules and all other personnel involved in the collection, handling, processing, retention and dissemination of domestic imagery. Domestic Imagery Policy training will be conducted in conjunction with Intelligence Oversight training upon assignment and annually thereafter.

(6) Documentation of Intelligence Oversight training will be maintained in unit records for three years.

b. 2d MAW Intelligence Oversight Officer

(1) Using the format enclosed, submit Quarterly (CY) Intelligence Oversight Reports to CG, II Marine Expeditionary Force (II MEF), no later than the 18th of March, June, September and December.

(2) Report to the II MEF Inspector by 18th of December annually the information for any intelligence component, section, element or team under operational or administrative control that has been physically relocated, established or disestablished during the last CY.

(3) Receive reports of questionable activities conducted by or on behalf of 2d MAW intelligence components. Review these reports with the 2d MAW SJA. Forward all reports to the Inspector General of the Marine Corps, via the II MEF Inspector. The Inspector General will maintain overall responsibility for the conduct of any investigation.

(4) Conduct intelligence oversight inspections of 2d MAW Commands a minimum of once every 24 months. No-notice inspections will be conducted as required to monitor and ensure the effectiveness of command intelligence oversight programs.

(5) Maintain results of all intelligence oversight inspections for three years.

c. AC/S G-2

(1) Appoint in writing an Officer to serve as Headquarters, 2d MAW Intelligence Oversight Officer.

(2) Provide technical advice to the 2d MAW Intelligence Oversight Officer in the conduct of his responsibilities, as may be required.

(3) Coordinate with the 2d MAW Intelligence Oversight Officer and the SJA interpretation of intelligence oversight policies and its implementation within 2d MAW.

(4) Provide and maintain documentation of intelligence oversight training to the 2d MAW General and Special Staff, as required.

(5) Support 2d MAW Commands with intelligence oversight training material, advice and assistance, as may be required.

(6) Using the format enclosed, submit Quarterly (CY) Intelligence Oversight Reports to the 2d MAW Intelligence Oversight Officer no later than the 16th of March, June, September and December.

(7) Report to the 2d MAW Inspector by 16th of December annually the information for any intelligence component, section, element or team under operational or administrative control that has been physically relocated, established or disestablished within 2d MAW during the last CY.

d. SJA

(1) Provide legal advice and review of all 2d MAW intelligence activities as may be required.

(2) Provide legal advice and assistance to the 2d MAW Intelligence Oversight Officer in the conduct of his responsibilities, to include the receipt and handling of reports of intelligence oversight violations or questionable activities.

(3) Periodically and as may be required, review the 2d MAW Intelligence Oversight Program and 2d MAW procedures for reporting questionable activities. Forward any recommendations or comments to the CG.

e. Commanders

(1) Ensure intelligence oversight training is conducted and documented as required. Maintain all training documentation for three years.

(2) Using the format enclosed, submit Quarterly (CY) Intelligence Oversight Reports to the 2d MAW Intelligence Oversight Officer no later than the 16th of March, June, September and December. Groups will maintain subordinate unit reports and forward a consolidated report. Units will maintain all Quarterly Intelligence Oversight Reports for three years.

(3) Commands with a domestic imagery collection capability will publish unit policy and procedures for the implementation of USMC and 2d MAW Domestic Tactical Air Reconnaissance Imagery Policies.

(4) Report all questionable activities conducted by or on behalf of internal or subordinate intelligence components to the 2d MAW Inspector, via the chain of command.

(5) Groups will inspect subordinate units during alternate years of the unit's CGs Inspection. Maintain results of all intelligence oversight inspections for three years.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

R. W. REGAN
Chief of Staff

Distribution: A

2d Marine Aircraft Wing Units for Intelligence Oversight

Commanding General, 2d Marine Aircraft Wing

Commanding Officer, Marine Aircraft Group 14
Commanding Officer, Marine Attack Squadron 223
Commanding Officer, Marine Attack Squadron 231
Commanding Officer, Marine Attack Squadron 542
Commanding Officer, Marine Tactical Electronic Warfare Squadron 1
Commanding Officer, Marine Tactical Electronic Warfare Squadron 2
Commanding Officer, Marine Tactical Electronic Warfare Squadron 3
Commanding Officer, Marine Tactical Electronic Warfare Squadron 4
Commanding Officer, Marine Aerial Refueler and Transport Squadron 252
Commanding Officer, Marine Wing Support Squadron 271

Commanding Officer, Marine Aircraft Group 26
Commanding Officer, Marine Medium Tiltrotor squadron 162
Commanding Officer, Marine Medium Tiltrotor squadron 261
Commanding Officer, Marine Medium Tiltrotor squadron 263
Commanding Officer, Marine Medium Tiltrotor squadron 264
Commanding Officer, Marine Medium Tiltrotor squadron 266
Commanding Officer, Marine Medium Tiltrotor squadron 365
Commanding Officer, Marine Wing Support Squadron 272

Commanding Officer, Marine Air Control Group 28
Commanding Officer, 2d Low Altitude Air Defense Battalion
Commanding Officer, Marine Air Support Squadron 1
Commanding Officer, Marine Air Control Squadron 2
Commanding Officer, Marine Unmanned Aerial Squadron 2

Commanding Officer, Marine Aircraft Group 29
Commanding Officer, Marine Heavy Helicopter Squadron 366
Commanding Officer, Marine Heavy Helicopter Squadron 461
Commanding Officer, Marine Heavy Helicopter Squadron 464
Commanding Officer, Marine Light Helicopter Squadron 167
Commanding Officer, Marine Light Helicopter Squadron 269
Commanding Officer, Marine Light Helicopter Squadron 467
Commanding Officer, Marine Wing Support Squadron 274

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Commanding Officer, Marine Aircraft Group 31
Commanding Officer, Marine fighter Attack Squadron 115
Commanding Officer, Marine fighter Attack Squadron 122
Commanding Officer, Marine fighter Attack Squadron 25
Commanding Officer, Marine fighter Attack Squadron 312
Commanding Officer, Marine fighter Attack Squadron (AW) 224
Commanding Officer, Marine fighter Attack Squadron (AW) 533
Commanding Officer, Marine Wing Support Squadron 273

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Sample Appointment Letter

From: Commanding Officer, (Command)
To: Captain I. M. Marine, XXXX/XXXX USMC

Subj: APPOINTMENT AS COMMAND INTELLIGENCE OVERSIGHT OFFICER

Ref: (a) Executive Order 12333
(b) SECNAVINST 3820.3E
(c) MCO 3800.2B
(d) IIMEFO 3820.1B
(e) WgO 3820.6E

1. Per the references, you are appointed as the Command Intelligence Oversight Officer. Accordingly, you will be responsible for the overall management of this command's Intelligence Oversight Program.

2. Your duties are defined in the references. After reviewing and thoroughly familiarizing yourself with the references, acknowledge your assumption of duties by return endorsement.

Commander
or, By direction

Enclosure (2)

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Sample Quarterly Intelligence Oversight Report

From: Commanding Officer, (Command)
To: Commanding General, 2d Marine Aircraft Wing (AC/S G-2)

Subj: QUARTERLY INTELLIGENCE OVERSIGHT REPORT, _____ QTR, CY ___

Ref: (a) MCO 3800.2B
(b) II MEFO 3820.1B
(c) WgO 3820.6E

1. Per the references, the following informational report is submitted.

2. Narrative addressing any intelligence or counterintelligence activity that was illegal, improper or contrary to applicable law, statues, directives and/or policies and corrective action taken.

3. Significant intelligence oversight activities completed during this quarter included: (Training, inspections, etc…)

a. Groups will list all inspections conducted, identifying the unit inspected, inspection date and result (no findings, etc).

b. Groups will list the Group Headquarters (HQ) and each assigned squadron individually and indicate number of personnel trained for each type of training, orientation and annual.

4. Significant intelligence oversight activities planned for next quarter include: (Training, inspections, etc…)

a. Groups will list all inspections planned, identifying the unit to be inspected and proposed inspection date.

b. Groups will list the Group HQ and each assigned squadron individually and indicate type and proposed dates for training events.

5. Narrative addressing additional comments or suggestions for improving the intelligence oversight system.

Enclosure (3)

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6. Point of contact for this report is (Rank) I.M. Marine, DSN XXX-XXXX.

Commander
or, By direction

Enclosure (3)

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2d MAW TACRECCE Domestic Imagery Policy

1. Policy. The use of 2d MAW tactical air reconnaissance assets to obtain domestic imagery will be limited to those occasions specifically approved by the unit commander and validated in accordance with USMC Domestic Tactical Air Reconnaissance Imagery Policy, reference (b) of this Order. The collection, handling, processing, retention and dissemination of domestic imagery will adhere to intelligence oversight regulations and USMC and 2d MAW domestic imagery policies. Furthermore, the handling, processing, retention and dissemination of domestic imagery received from other organizations or commands shall also adhere to these regulations and policies as well as those additional policies established by the provider or originator of that imagery.

2. Collection. 2d MAW Tactical Reconnaissance (TACRECCE) domestic imagery will be collected pursuant to USMC and 2d MAW domestic imagery policies and In Accordance With (IAW) the provisions of Department of Defense (DoD) Directive 5240.1-R, procedure 2 paragraph C2.3.12., which states: "information may be collected from overhead reconnaissance not directed at specific U.S. persons." 2d MAW TACRECCE domestic imagery may also be collected IAW procedure 2 paragraph C2.3.1., which states "information may be collected about a U.S. person who consents to such collection." Domestic imagery may be collected by 2d MAW ISO military training exercises, airborne navigational requirements or equipment training and familiarization. Other collection of domestic imagery will be conducted as directed under proper authority and IAW intelligence oversight regulations.

3. Exploitation. 2d MAW TACRECCE domestic imagery will be exploited IAW intelligence oversight regulations and with respect to the intent that the imagery was collected. Information that identifies U.S. persons collected incidental to the authorized purpose for the collection of domestic imagery will not be exploited without proper authority and only IAW intelligence oversight regulations.

4. Retention. 2d MAW will retain TACRECCE domestic imagery in such a manner so that it cannot be retrieved by reference to any identifying or personal data of a U.S. person. Whenever possible, domestic imagery retained by 2d MAW intelligence components will permanently crop out or otherwise destroy any data or portions of the image not necessary for the authorized purpose and original intent of the imagery.

5. Dissemination. 2d MAW TACRECCE domestic imagery will normally be restricted in dissemination to those persons with a justified need for the imagery in the performance of their authorized duties, IAW intelligence oversight regulations and with respect to the original intent the imagery was collected. Further dissemination of domestic imagery or its release to the public may be authorized by the commander who acquired the imagery, pursuant to the following guidelines:

a. The unit's security manager will review domestic imagery for classification and appropriateness for dissemination or release.

b. Domestic imagery will be reviewed by public affairs prior to release to the public.

c. Domestic imagery of an installation will be reviewed by that installation's security manager.

d. Domestic imagery with specific U.S. person's information will be reviewed for intelligence oversight and questionable activity concerns by the 2d MAW Intelligence Oversight Officer and SJA prior to further dissemination or release to the public and prior to any review conducted outside of the command.

e. Classified imagery will be safeguarded IAW published directives and where applicable, properly sanitized and reviewed prior to authorized dissemination or release.

6. Requests for Support and Collection of Domestic Imagery. 2d MAW TACRECCE assets are in constant demand by higher HQ and other units, organizations, services and agencies. Those commands, organizations, services or agencies requesting TACRECCE domestic imagery support through proper channels from 2d MAW units are responsible for ensuring all applicable laws, directives and orders are followed.

a. Prior to 2d MAW units executing any mission in support of another command, organization, service or agency entailing the collection of TACRECCE domestic imagery, that supported element will provide copies of all documentation authorizing the requested collection. 2d MAW units will review this documentation and any other available material to ensure their activities do not violate any applicable laws, directives or orders and will request support from the 2d MAW Intelligence Oversight Officer and SJA in any case where questions exist.

b. 2d MAW units will maintain in unit records all documentation related to TACRECCE domestic imagery collection in support of another command, organization, service or agency for a period of three years.

c. TACRECCE domestic imagery is the property of the supported element and it is their responsibility to ensure exploitation, retention and dissemination complies with applicable laws, orders and directives. 2d MAW retention of TACRECCE domestic imagery obtained ISO commands other than 2d MAW commands or other organizations, services or agencies will not be retained or disseminated by 2d MAW except as specifically required ISO of that element or as otherwise authorized and only in strict compliance with this policy and other intelligence oversight regulations and domestic imagery policies.

d. 2d MAW units are reminded of the individual responsibility to report any violations of intelligence oversight directives or questionable activities.

7. Unit Procedures. Commands with a domestic imagery collection capability, manned or unmanned, will establish the following:

a. Publish Standard Operating Procedures detailing their local procedures for applying this policy and providing adequate supervision.

b. Ensure officers, aircrew and Unmanned Aerial Vehicle (UAV) operators who assign, certify or conduct domestic TACRECCE missions shall receive intelligence oversight training developed to govern and regulate domestic imagery activities.

c. Ensure proper use statements are included on flight schedules that publish domestic TACRECCE missions, both manned and unmanned. The proper use statement will state: "THIS DOMESTIC TACTICAL AIR RECONNAISANCE MISSION IS CONDUCTED IAW MCO 3800.2B". The authorization signature on the flight schedule constitutes certification of the proper use statement.

d. Documentation of all intelligence oversight training, supplemental domestic imagery training, proper use statements, permission to collect/image documents or domestic TACRECCE missions, shall be retained for three years in unit records.