DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
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FORT POLK, LOUISIANA 71459-5339

AFZX-GS

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G2-01 - Intelligence Oversight (IO) Policy

1. References.

a. Department of Defense (DoD), Directive 5240.1, DoD Intelligence Activities, 27 August 2007.

b. Executive Order 12333, 8 December 1981, amended by Executive Orders 13284 (2003), 13355 (2004), and 13470 (2008).

c. Army Regulation (AR) 381-10, US Army Intelligence Activities, 3 May 2007.

2. Applicability. This policy applies to Joint Readiness Training Center (JRTC) and Fort Polk units assigned and tenant; all G2/S2 staff sections and military intelligence units in their entirety; and individually to military personnel, Department of Defense Civilians, and embedded contractors performing intelligence missions.

3. This policy establishes specific requirements regarding the Intelligence Oversight Program within JRTC and Fort Polk. Commanders are responsible for the IO Program within Military Intelligence units and all G2/S2 sections. They will establish and maintain an IO program which will include the following requirements:

a. Appointment of Intelligence Oversight Officers (IOO). Units will appoint an IOO and designate that appointment in writing. Units' IOOs should have sufficient rank to authoritatively address intelligence oversight concerns directly with the unit commander. A copy of the appointment orders will be provided to the higher headquarters' IOO.

b. The IO Training Requirements. All Soldiers/Civilians assigned to intelligence activities will receive IO training within 30 days of assignment or employment and conduct refresher training annually. Units shall conduct and document annual scenario-based IO training for all assigned intelligence and security personnel which must include at minimum IO procedures 1-4 and 14-17. The IOOs shall document completion of annual training.

c. Annual Formal IO Review. Commanders will ensure that subordinate units conduct a formal annual review of intelligence documents, files, and purge documents as required. Unit IO officers will conduct annual reviews and document results via memorandum, which will be retained until the next review.

d. Reporting Intelligence Oversight Violations or Questionable Activity. Violations or questionable activities will initially be classified as a Serious Incident Report (SIR) and reported in accordance with JRTC and Fort Polk serious incident reporting procedures. Units shall formalize a process to report Procedure 15 violations or questionable activities through their command channels to Department of the Army Inspector General (DAIG) (SAIG-IO). Questionable activity must be reported as soon as possible but no later than five days after discovery. All personnel aware of following IO Hotline links and DoDIG maintain a whistleblower protection program.

NIPR	http://www.dodig.mil/Hotline/filing_info.html
SIPR	http://www.dodig.smil/hotline
JWICS	http://www.dodig.ic.gov/hotline/index.html

4. This command policy memorandum supersedes all previous IO policy and remains in effect until superseded or rescinded.

GARY M. BRITO
Brigadier General, USA
Commanding

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