



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
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II MEFO 3810.1
G-2

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II MARINE EXPEDITIONARY FORCE ORDER 3810.1

From: Commanding General, II Marine Expeditionary Force
To: Distribution List

Subj: ESTABLISHMENT OF THE II MARINE EXPEDITIONARY FORCE (II MEF)
MARINE CORPS INTELLIGENCE, SURVEILLANCE, AND RECONNAISSANCE-
ENTERPRISE (MCISRE) GARRISON NODE, AND STANDARD OPERATING
PROCEDURES (SOP) FOR THE II MEF INTELLIGENCE ENTERPRISE (SHORT
TITLE: ESTABLISHMENT AND SOP FOR THE II MEF INTELLIGENCE
ENTERPRISE)

Ref: (a) Marine Corps Vision and Strategy 2025
(b) USMC Service Campaign Plan 2014-2022
(c) Marine Corps Intelligence, Surveillance, and
Reconnaissance-Enterprise (MCISRE) Plan (October 2014)
(Appendix 1 to Annex B to the MCSCP)
(d) JOINT STAFF J3 DEP-DIR REGIONAL OPS(MC) 121626Z Apr 13
(e) II MIC Regional Alignment
(f) Current FY MCISRE Production Plan (EPP)
(g) SECNAVINST M5210.2
(h) MCWP 2-1, Intelligence Operations
(i) MCO 5210.11E
(j) ICD 203, Analytic Standards
(k) MCISRE Writing Guide
(l) MCWP 2-3, MAGTF Production and Analysis
(m) ICD 208, Writing for Maximum Utility
(n) ICD 206, Sourcing Requirements for Disseminated Analytic
Products
(o) MCISRE Landing Zone Instructions (April 2014)

Encl: (1) Request for Information (RFI) Process Instruction
(2) Production and Analysis (P&A) Instruction
(3) Dissemination Process Instruction
(4) MEF Intelligence Community Library (MICL) Processes, and
Procedures
(5) Special Purpose Marine Air Ground Task Force-Crisis Response
(SPMAGTF-CR) Deliberate Production and Support Processes

1. Situation. The references serve as the basis for II Marine Expeditionary Force (MEF) establishing procedures for enterprise requirements management and the Marine Air Ground Task Force (MAGTF) Intelligence Center. References (a) and (b) envision a post-Operation IRAQI FREEDOM (OIF) and Operation ENDURING FREEDOM (OEF) period in which the Marine Corps' capabilities are required in numerous crisis situations across the full range of military operations. References

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(b) and (c) set forth directives that require the establishment of the II MEF MAGTF Intelligence Center (MIC), as well as identify core competencies and key focus areas that will effectively enable our intelligence capabilities to support operations in this environment. Reference (d) resulted in the establishment of persistent Marine Corps crisis response forces in response to New Normal global unrest. Reference (e) provides Regional focus for II MIC, in alignment with the I MIC, III MIC, and the greater Marine Corps Intelligence, Surveillance, and Reconnaissance-Enterprise (MCISRE). Reference (f) establishes responsibilities and priorities for production within the MCISRE.

2. Cancellation. II MIC SOP dated 1 October 2012.

3. Mission. The G-2 Enterprise Management Cell coordinates and synchronizes all enterprise requirements between the MIC, major subordinate commands/elements (MSC/E), expeditionary nodes, II MEF staff, external intelligence agencies, II MEF G-2, and other related elements in order to satisfy commander's requirements across the MAGTF.

4. Execution. The G-2 Enterprise Management Cell serves as the "hub" of the II MEF Intelligence Enterprise by integrating the II MEF Intelligence Community requirements and intelligence production into the MCISRE. The II MEF G-2 will employ a federated approach to requirements and production management by taking advantage of the intelligence production capabilities inherent in the MEF, the MCISRE, and the national intelligence community.

a. II MEF G-2 Enterprise Management Cell. The II MEF G-2 Enterprise Management Cell serves as the AC/S G-2's representative to provide direction to II MIC. The G-2 Enterprise Management Cell will provide direction to II MIC by validating, prioritizing, and managing requests for information (RFI) in accordance with the II MEF Commanding General's established or time sensitive intelligence requirements, as well as garrison and deployed force requirements across the MAGTF. The G-2 Enterprise Management Cell will also coordinate with MSC G-2 sections to federate intelligence production as appropriate to satisfy commander's intelligence requirements across the MAGTF. The G-2 Enterprise Management Cell will consist of the following personnel.

(1) Enterprise Management Cell Officer (0202/Maj). The Enterprise Management Cell Officer is responsible for ensuring the MIC's intelligence production is integrated with the MCISRE. The Enterprise Management Cell Officer is also responsible for providing direction to the MIC and for validating, prioritizing, and managing the RFI process in accordance with paragraph 3.a.

(2) Enterprise Management Cell Chief (0231/MSgt). The Enterprise Management Cell Chief is responsible for the overall execution of the G-2 Enterprise Management Cell and for maintaining

the II MIC Sharepoint Portal hosted on Intelink. The Enterprise Management Cell Chief's other responsibilities include coordinating events, supervising the RFI process and production plans, ensuring collaboration, enhancing information accessibility, discoverability, exposure, sharing in coordination with the Enterprise Knowledge Management Officer, and other related tasks.

(3) Enterprise Requirements Manager (0231/GySgt). The Enterprise Requirements Manager is responsible for managing the RFI process. Of particular importance is coordination of production plans to ensure timely dissemination and proper flow of intelligence support. The Enterprise Requirements Manager will also assist in validating, prioritizing, and tasking RFI, as well as assisting the Enterprise Management Cell Chief in maintaining the II MIC SharePoint Portal hosted on Intelink.

(4) Enterprise Requirements Clerk (0231/Sgt). The Enterprise Requirements Clerk assists the Enterprise Requirements Manager to develop production plans, assists in coordinating federated production, and maintains dissemination and product archive management tools.

(5) Marine Corps Intelligence Activity (MCIA) Liaison Officer (LNO) to II MEF. The MCIA LNO is assigned TAD orders to II MEF G-2 from MCIA. The MCIA LNO is responsible for synchronization and collaboration with MCIA, and to leverage MCIA and national intelligence community (IC) support and services in support of the II MIC mission.

(6) Enterprise Knowledge Management Officer (KMO). The Enterprise KMO is contracted by MCIA to provide Knowledge Management Services in support of the MCISRE and II MIC mission. The Enterprise KMO is responsible for supervising the implementation of emerging policies and best practices across all intelligence domains for II MIC and supporting elements; developing II MIC knowledge management (KM) policies, processes and procedures in coordination with the G-2 Enterprise Management Cell, MSC/E, expeditionary nodes, II MEF Information Management Office (IMO), the MCISRE, Geographic Combatant Commands (COCOMS), external, service, and national intelligence agencies as required; ensuring the II MEF intelligence community are familiar with information and data management policies and procedures to enable and enhance information accessibility, discoverability, exposure, and sharing in accordance with reference (c) and (g).

(7) These billets will be adjusted as required by the AC/S, G-2.

b. MAGTF Intelligence Center (MIC). II MIC serves as the primary intelligence production element for II MEF intelligence production and analysis in garrison per the direction of the II MEF AC/S G-2 via the G-2 Enterprise Management Cell. II MIC provides regionally focused, all-source intelligence to garrison and deployed Marines operating in

the II MEF area of responsibility (AOR) to satisfy commander's requirements across the MAGTF. Second Intelligence Battalion (2d Intel Bn) is responsible for the daily operation of the MIC and will source the MIC Director billet. 2d Intel Bn will provide the bulk of the manning for the MIC with augmentation from 2d Radio Battalion (2d Radio Bn) and MSC G-2s. 2d Intel Bn is responsible for developing the organizational structure and Standard Operating Procedures (SOP) for how the MIC will fulfill its mission, though the billets and teams identified below are minimum requirements. 2d Intel Bn will coordinate the development of the MIC SOP with the AC/S G-2.

(1) MIC Director. The MIC Director is responsible for the daily operation of the MIC, and for ensuring the MIC is able to provide fused, all-source, accurate, timely and relevant intelligence support as tasked and prioritized by the G-2 Enterprise Management Cell. The II MEF AC/S G-2 will be the reviewing officer (RO) for the MIC Director's Fitness Report.

(2) MIC Fusion Officer. The MIC Fusion Officer is responsible for the production and oversight of fused, all-source intelligence products according to intelligence community analytic standards, and delivering comprehensive intelligence briefs to the II MEF Commanding General, staff, and other II MEF elements as required.

(3) MIC Master Analyst. The MIC Master Analyst is the subject matter expert for analytic tradecraft and serves as the Analytic Methodologist for II MIC. The Master Analyst ensures that every II MIC product reflects proper principles of Production and Analysis (P&A) IAW enclosure (2). The Master Analyst will assist the Fusion Officer in preparing and delivering comprehensive intelligence briefs to the II MEF Commanding General, staff, and other II MEF elements as required.

(4) MIC Fusion Chief. The MIC Fusion Chief is responsible for ensuring communication and collaboration among the various intelligence disciplines within II MIC in order to ensure comprehensive, all-source, fused production.

(5) Intelligence Support Teams (IST). The IST are regionally and/or functionally aligned teams. Regionally aligned teams will be capable of conducting regionally focused all-source intelligence, to include open source intelligence analysis. The IST will include a geospatial intelligence (GEOINT) team, which includes a meteorology and oceanography (METOC) analyst team. The MIC Director is responsible for determining the specific manpower, geographic or functional focus of effort, and division of labor for all IST.

(6) MIC Collections Chief. The MIC Collections Chief is responsible for assisting the II MEF Collection Manager in managing intelligence collection requirements identified by the G-2 Enterprise Management Cell.

(7) Signals Intelligence (SIGINT) Advisor. The SIGINT Advisor is responsible for integrating 2d Radio Bn SIGINT capabilities into II MIC all-source production efforts and coordination with 2d Radio Bn for SIGINT specific collection efforts. The SIGINT Advisor receives tasking from the II MIC Fusion Officer.

(8) Electronic Intelligence (ELINT) Analyst. The ELINT Analyst is responsible for providing ELINT information and analysis for incorporation into II MIC analytical and all-source production. The ELINT Analyst receives tasking from the MIC Fusion Officer.

c. Major Subordinate Commands/Elements (MSC/E). The G-2 Enterprise Management Cell will coordinate with MSC/E G-2 and S-2 sections to federate intelligence production as appropriate to satisfy commander's intelligence requirements across the MAGTF. The MSC/E intelligence section's primary mission and function remains to provide intelligence support to their commanders' and consumers' intelligence requirements (IR). Yet it is vital that MSC/E support the II MIC mission as resources and capabilities allow, and that they prioritize requirements coordinated with the G-2 Enterprise Management Cell within their standing IR.

(1) The 2d Marine Division, 2d Marine Aircraft Wing, and 2d Marine Logistics Group AC/S G-2s will support the MIC intelligence personnel on a re-occurring basis. However, the level of support will be refined and agreed upon through coordination between the II MEF AC/S G-2, MSC G-2 and the MIC Director, while the support will be established through official correspondence in accordance with standing administrative procedures and processes.

(2) The G-2 Enterprise Management Cell will coordinate with the MSC/E to ensure intelligence production completed by the MSC/E, which may be useful to other commands or intelligence personnel, is posted to the MEF Intelligence Community Library (MICL) located on the II MIC Sharepoint Portal (see enclosure 4).

d. Expeditionary Nodes. Expeditionary nodes are deployed forces, which include, but are not limited to, 2d Marine Expeditionary Brigade G-2; 22d, 24th, and 26th Marine Expeditionary Unit (MEU) S-2s; Special Purpose Marine Air-Ground Task Forces (SPMAGTF), II MEF detachments, and other forward deployed forces operating within the II MEF AOR. The nature of II MIC's relationship with expeditionary nodes will be flexible, though when the intelligence requirements of the expeditionary nodes exceeds their organic intelligence production capacity the MIC will provide reachback intelligence support to these expeditionary nodes via coordination through the G-2 Enterprise Management Cell.

(1) To the maximum extent possible, the expeditionary nodes will include the G-2 Enterprise Management Cell and II MIC on developments pertaining to their operational focus, as well as any

other intelligence and information that the G-2 Enterprise Management Cell and II MIC may not have access to.

(2) The G-2 Enterprise Management Cell will coordinate with the expeditionary node S-2 sections to ensure intelligence production completed by the expeditionary node, which may be useful to other commands or intelligence personnel, is posted to the MICL located on the II MIC Sharepoint Portal (see enclosure 4).

e. II MEF Staff. In coordination with the G-2 Enterprise Management Cell, II MIC will provide intelligence support to II MEF across the staff functions. This most obviously applies to staff planning efforts and operational planning teams (OPTs) in G-3 Future and Current Operations, but also applies across the other staff sections as requirements emerge.

f. External Intelligence Organizations. External Intelligence Organizations includes all intelligence organizations not resident in II MEF. II MIC via the G-2 Enterprise Management Cell will collaborate with I and III MIC to de-conflict and federate production efforts in line with reference (e). The G-2 Enterprise Management Cell will coordinate with the MCISRE and national IC to obtain intelligence production support to answer RFI that exceed II MEF's organic intelligence production capabilities.

g. II MEF G-2 Functional Area Experts. II MEF G-2 personnel who serve as a functional area expert, including Counterintelligence (CI)/ Human Intelligence (HUMINT), Signals Intelligence (SIGINT) / Electronic Warfare (EW), Imagery, Collections, Topography, and Meteorology and Oceanography (METOC) will provide support to the MCISRE Integration Cell as required. These individuals are convened when their subject matter expertise is required, such as to develop Production Plans.

h. Related Elements. Related Elements include Regional Intelligence Training Center - East (RITC-East); II MEF Headquarters Group; Expeditionary Operations Training Group (EOTG); the Special Security Office; Information Management Officer; G-2 Systems; Security Manager; and Foreign Disclosure Officer of II MEF. Related Elements are not levied directly, but on occasion they may provide important support to the mission of II MIC. Related element assistance may be requested when their subject matter expertise is required.

i. Core Competencies. The G-2 Enterprise Management Cell and II MIC will coordinate to sustain the following core competencies, which focus on the Planning and Direction phase of the intelligence cycle in accordance with reference (h).

(1) Direct intelligence production through a strategy-to-tasks approach to anticipate and answer intelligence requirements.

(2) Coordinate intelligence support to ensure process proficiency, identify shortfalls, and coordinate support from higher echelons and external agencies.

(3) Maximize II MEF intelligence capabilities by integrating efforts across the MEF's organic intelligence assets.

(4) Ensure quality of intelligence production through compliance with IC standards and Marine Corps doctrine.

(5) Contribute to the development of Service-level intelligence requirements in support of the Enterprise Production Plan (EPP).

j. Roles and Responsibilities. The following list details the overarching responsibilities of II MIC. The G-2 Enterprise Management Cell generally is responsible for providing tasking and prioritization, while II MIC is responsible for executing these tasks.

(1) II MIC augments expeditionary node intelligence sections with additional deliberate (72 hours and beyond) production capacity, and maintains an on call 24 hour reachback capability to support emergency crisis response operations. The MIC will provide reachback support in accordance with paragraph 3.d.

(2) Support to enduring SPMAGTFs. II MIC serves as the continuity for deliberate production in support of enduring SPMAGTFs with persistent operations within the II MIC AOR such as SPMAGTF Crisis Response-Africa (SPMAGTF-CR-AF) and SPMAGTF-United States Southern Command (SPMAGTF-SOUTHCOM). Deploying SPMAGTFs will be included in production efforts and plans, and focused analytical forums prior to departing garrison locations to relieve the current SPMAGTF. Every effort will be made by the G-2 Enterprise Management Cell and the MIC to maintain deliberate production tempo in support of SPMAGTF forces. Specific production efforts and processes in support of SPMAGTF-CR forces are located in enclosure (5).

(3) Requirements Development. Requirements development responsibilities involve identifying the drivers for intelligence collection, analysis, and production efforts. The G-2 Enterprise Management Cell validates incoming and standing requirements to ensure their completeness and relevance, and prioritizes them for task management. Intelligence Collection Requirements (ICR), Intelligence Production Requirements (IPR), and Intelligence Dissemination Requirements (IDR) are developed during this process.

(a) II MEF Commanding General Intelligence Requirements (IR). The G-2 Enterprise Management Cell will coordinate with the MIC to develop and propose II MEF Commanding General IR. Proposed requirements will be reviewed by the II MEF A/CS G-2, and submitted to the II MEF Commanding General for approval.

(b) The G-2 Enterprise Management Cell will ensure the II MEF Commanding General IR are reviewed semi-annually for validation or revision as required.

(4) RFI Management. The majority of II MIC tasks will originate as RFI. If a unit S-2 cannot satisfy a requirement with organic assets, it may be forwarded up the chain of command as an RFI per enclosure (1). RFI are specific, time-sensitive requests for information or products to support an ongoing operation or exercise. Information requests that are generated through normal staff action to higher headquarters are not RFI and should not be labeled as such. RFI are used by the G-2 Enterprise Management Cell to create production plans to direct the II MIC's and MSC/E tasks and objectives. This drives the P&A Process that feeds the dissemination process.

(5) Collection Direction. The G-2 Enterprise Management Cell and II MIC will collaborate with II MEF G-2 Collections section to submit collections requirements in support of II MIC requirements. II MIC will use the II MEF Foreign Military Intelligence Collection Activities (FORMICA) Program to take advantage of collection opportunities that occasionally become available within the structure of forward deployed II MEF elements.

(6) Intelligence Production. Intelligence production will be completed in accordance with enclosure (2). II MIC and MSC/Es are responsible for ensuring intelligence production tasks and requirements assigned to it by the G-2 Enterprise Management Cell are completed in accordance with IC standards. The G-2 Enterprise Management Cell is responsible for ensuring all intelligence production completed to answer an RFI, whether produced by II MIC or some other intelligence organization, meet the requirements of the requestor.

(7) Dissemination Management. Dissemination management involves establishing dissemination priorities, providing dissemination means, and monitoring the flow of intelligence throughout II MEF. Primary dissemination means and modes for individual intelligence sections of II MEF will be determined by the dissemination plans contained in unit intelligence SOPs. However, in the spirit of MCISRE, the G-2 Enterprise Management Cell will be responsible for providing dissemination capabilities to the II MEF Intelligence Community. The G-2 Enterprise Management Cell will enable dissemination of II MIC and MSC/E intelligence production via the II MIC Sharepoint Portal, and other means, such as the United States Africa Command J2 website. Dissemination instructions are further outlined in enclosures (3) and (4).

5. Administration and Logistics

a. Working Groups (WGs), Planning Boards (PBs) and Meetings. The G-2 Enterprise Management Cell Officer and II MIC Director will

coordinate to establish or attend deliberate and impromptu WGs, PBs, and meetings pertaining to P&A, collections, or MCISRE/MIE Policies and Procedures. The following list contains the WGs, PBs, and meetings that the II MIC convenes or attends regularly. When an additional impromptu WG is needed, the G-2 Enterprise Management Cell, in coordination with II MIC, MSC/E and expeditionary nodes, will coordinate and disseminate an attendance invitation stating the intent, objective, and composition of the working group, as well as coordinating instructions. The Enterprise Requirements Officer will maintain and post a schedule of these events on the II MEF G-2 schedule.

(1) Enterprise Production Plan Board (EPPB). The EPPB is convened annually and chaired by the AC/S G-2. Representation from each MSC/E is required unless operational commitments dictate otherwise. The EPPB is a culmination of quarterly EPP meetings between the G-2 Enterprise Management Cell Officer and designated representatives of the MSC/E. The goal of the EPPB is to develop IRs for inclusion in the Service-level EPP. These recommendations are delivered annually during the Spring EPP Conference at MCIA. At a minimum, the II MEF EPPB should consider the II MEF Training Exercise and Employment Plan (TEEP) and solicit input from the G-2 and G-3 Staffs.

(2) Intelligence Requirements (IR) Review Board. The semi-annual IR review board is chaired by the AC/S G-2. The purpose of this board is to ensure II MEF IR validity and accuracy based on current global situations, deployments, and II MEF CG's priorities.

(3) Current Intelligence Analytical Forums. These forums are chaired by the II MIC Fusion Officer. The forum will discuss analytical issues with the II MEF A/CS G-2, II MIC Director, and Enterprise Management Cell Officer. The forum enables the A/CS G-2 and Enterprise Management Cell Officer the opportunity to provide direction on intelligence focus areas, as well as guidance in support of developing II MEF Commanding General Top Secret/Sensitive Compartmented Information (TS/SCI) Briefs, and intelligence input to the II MEF Operational Summary. Participants may include representatives from MSC/E and expeditionary nodes preparing to deploy.

(4) Requirements Management Board. The Requirements Management Board convenes weekly and is chaired by the Enterprise Requirements Manager. MSC/E and expeditionary node Intelligence Production Managers serve as contributing members. Board members will communicate current unit production efforts, and constraints and restraints to RFI production plans. The endstate is to leverage the II MEF intelligence federation effectively to maximize production efforts to satisfy commander's requirements.

(5) Collection Management Board (CMB). This board is held as required to determine intelligence collection requirements (ICRs) by

conducting collection requirements management (CRM). Separate and specific CMBs will be convened for each project that may involve ICRs. Collection Managers and Dissemination Officers of the MSC/E are included as observing members to coordinate their inputs concerning availability of assets and feasibility of ICRs. Additionally, MCIA's Collection Department should be invited to CMBs in order to provide the perspectives of the fixed site. Overall, the goal of a CMB is to determine ICRs that may contribute to the MCIA's quarterly Collection Management Working Groups. This board is chaired by the Enterprise Management Cell Officer with the assistance of the II MEF Collection Officer.

(6) MAGTF Intelligence Center Working Group (MIC WG). The MIC WG gathers key personnel from across MCISRE to further develop the MIC Concept. The Enterprise Management Cell Officer and MIC Director will be the II MEF G-2's primary representatives at MIC WGs.

II MIE Boards, Forums and Working Groups						
Title	Purpose	Facilitator	Chair	Frequency	Duration	Attendees
Enterprise Production Plan Board	To develop II MEF IRs for inclusion in the Service-level Enterprise Production Plan (EPP).	Enterprise Management Officer	AC/S G-2	Annually in June	120 Min	MIC Fusion Officer, 2d Radio Bn Ops O, 2d Mar Div G-2 P&A OIC, 2d MLG G-2 P&A OIC, 2d MAW G-2 P&A OIC, 22 MEU S-2, 24 MEU S-2, 26 MEU S-2, MCIA LNO
Intelligence Requirements (IR) Review Board	Ensure II MEF IR validity and accuracy based on current global situations, deployments, and II MEF CG's priorities.	Enterprise Management Officer	AC/S G-2	Semi-Annually	60 Min	MIC Fusion Officer, MIC Master Analyst, MIC Fusion Chief, MIC Regional Team Leads
Current Intelligence Analytical Forums	Provide guidance and direction to current intelligence production	MIC Fusion Officer	AC/S G-2	Mon, Wed, Fri	60 Min	Enterprise Management Officer, MIC Master Analyst, MIC Fusion Chief, MIC Lead Analyst, MIC Regional Analysts as required, MCIA LNO
Requirements Management Board	De-conflict current and future intelligence production across the MAGTF	Enterprise Requirements Manager	Enterprise Management Officer	Weekly	60 Min	II MEF G-2 Mapping, Charting & Geodesy Chief, II MEF Imagery Chief, Enterprise Requirements Clerk, MIC Plt Sgt, 2d MarDiv Production Manager, 2d MLG Production Manager, 2d MAW Production Manager.
Collection Management Board	Determine ICRs to contribute to the MCISRE Collection Plan	II MEF Collection Manager	Enterprise Requirements Manager	As Required	60 Min	II MEF Collection Chief, MCIA Collection Department, MSC/E Collection and Dissemination Officers (as required).

<u>Title</u>	<u>Purpose</u>	<u>Facilitator</u>	<u>Chair</u>	<u>Frequency</u>	<u>Duration</u>	<u>Attendees</u>
MAGTF Intelligence Center WG	Develop the MIC Concept within I, II and III MEF	Enterprise Management Officer	HQMC I-Dept	Semi-annual	5 days	MIC Director

b. Common Definitions

(1) II MEF Intelligence Community. The II MEF Intelligence Community consists of all elements of II MEF who perform tasks related, either directly or indirectly, to the intelligence cycle across all functional areas and echelons from the II MEF G-2 to individual battalion and squadron S-2s including 2d Intel Bn; 2d Radio Bn; 2d MEB, 22d, 24th, and 26th MEU S-2s; and EOTG.

(2) Consumer. A consumer is an individual or entity that utilizes finished intelligence products directly or indirectly for planning and decision making purposes.

(3) Requestor. A requestor is an individual or entity that solicits for support outside of their command on behalf of a consumer and ensures that the response to their request meets the needs of the consumer. The S-2 is usually the requestor on behalf of the commander.

(4) Producer. A producer is an individual or entity who constructs finished intelligence products to be submitted to a consumer via reviewers and the requestor.

(5) Reviewer. A reviewer is an individual tasked to oversee the implementation of P&A principles in finished products. Usually, there are multiple layers of reviewers who focus on different specified areas for one intelligence product.

6. Command and Signal

a. Command. This order is effective the date signed. The Enterprise Management Cell Officer will review this order annually and coordinate with all elements of the II MEF Intelligence Community to make revisions as necessary to incorporate modifications to this order as determined by MCISRE plans, policies, and procedures.

b. Signal. The point of contact for this matter is the II MEF G-2 Enterprise Management Cell, 910-451-8232/0751 or via the SIPRNET II MIC Sharepoint Portal located on the Intelink IntelShare site at [https://intelshare.intelink.sgov.gov/sites/mkg/iimic/SitePages/II%20MAGTF%20Intelligence%20Center%20\(ii%20MIC\).aspx](https://intelshare.intelink.sgov.gov/sites/mkg/iimic/SitePages/II%20MAGTF%20Intelligence%20Center%20(ii%20MIC).aspx).


G. S. JOHNSTON
Chief of Staff

DISTRIBUTION: A

Request for Information (RFI) Process Instruction

1. The II MIC is a collaborative effort of the II MEF Intelligence Community that reinforces unit intelligence capabilities. The G-2 Enterprise Management Cell manages requests for information (RFIs) and leverages the combined capabilities across all echelons of II MEF and the Marine Corps Intelligence Community, as well as geographic and national intelligence community resources.

2. The following matrix summarizes the RFI process. Descriptions of each phase are provided.

Phases	Tasks	Status	Actor	Action
Request	Research		Requestor	Search databases
	Submission	New	Requestor	Completes RFI Submission form
Process	Validate	Received	Requirements	Contact requestor
	Confirm	Validated	Requestor	Achieve mutual understanding
Analyze	Define		Requirements	Categorize request
	Refine		Requirements	Determine info requirements
	Plan	Planned	Requirements	Plan Production
Manage	Assign	Assigned	Requirements	Assign tasks/fwd requests
	Coordinate	Working	MIC elements	Accomplish tasks
Produce	Generate		MIC elements	Produce Product
	Review	Reviewing	Requirements	Conduct Tier 3 Review
Disseminate	Deliver	Delivered	Requirements	Push/Pull product (MICL)
	Feedback	Closed	Requestor	Provide feedback via available means
Sustain			Requirements	Record Process Metrics
Italicized tasks are not part of the RFI process, but do involve the RFI Manager, and are required to ensure an RFI is answered.				

a. Request. The request phase consists of two tasks.

(1) Research. Before the requestor submits a request, research of existing, available databases and resources must be exhausted. Though not technically part of the RFI process, failure to perform this step will result in the request being invalidated by Enterprise Requirements Manager. The II MIC SIPRNET SharePoint Portal, hosted by Intelink, and Joint Worldwide Intelligence Communications Systems (JWICS) SharePoint sites contain portal pages with links to commonly used websites and databases.

(2) Submission. RFI submission will be completed by the requesting unit's S-2 unless an S-2 is unavailable in the consumer's command structure. When research has been completed, unclassified and

classified RFIs should be submitted through the II MIC SIPRNET SharePoint Portal.

(a) The lowest subordinate unit battalion/squadron (Bn/Sqd) will submit their RFI to their higher headquarters Regiment/Marine Aircraft Group (Reg/MAG) for review and approval. The higher headquarters will validate the requirement and decide whether they can answer the RFI or if the RFI should be submitted to the next higher echelon of command. If the Reg/MAG can answer the validated requirement, the requester will submit the RFI to G-2 Enterprise Management Cell via the II MIC SIPRNET SharePoint RFI Tracker for tracking and production purposes. The Reg/MAG will then notify their higher Division/Marine Aircraft Wing/Marine Logistics Group (Div/MAW/MLG) that the Reg/MAG have accepted and are producing an RFI being tracked by G-2 Enterprise Management Cell. Once received by the G-2 Enterprise Management Cell, the validated RFI will be assigned to the Reg/MAG to be answered. RFI details and assignment will be viewable via the II MIC RFI Tracker on the II MIC SIPRNET SharePoint Portal.

(b) If the Reg/MAG cannot answer the requirement, the Bn/Sqd will then route the validated RFI to the next higher command Div/MAW/MLG. Div/MAW/MLG will re-validate the requirement. If the Div/MAW/MLG can answer the validated requirement, the requester will submit the RFI to the G-2 Enterprise Management Cell via the II MIC SharePoint Portal for tracking and production purposes. Once received by the G-2 Enterprise Management Cell, the validated RFI will be assigned to the Div/MAW/MLG to be answered. Assignment will be viewable via the II MIC RFI Tracker on the II MIC SIPRNET SharePoint Portal.

(c) If the Div/MAW/MLG cannot fulfill the requirement, the Bn/Sqd will then route the validated RFI directly to the G-2 Enterprise Management Cell. The G-2 Enterprise Management Cell will coordinate production of the validated requirement and communicate with adjacent and external agencies as required. Assignment will be viewable via the II MIC RFI Tracker on the II MIC SIPRNET SharePoint Portal.

(d) Expeditionary nodes (MEU, SPMAGTF, 2d MEB, etc.) will submit requirements directly to the G-2 Enterprise Management Cell for validation and production coordination.

(e) See Appendix 1 of this enclosure for instructions on the RFI Submission Form. After the requestor submits the RFI Submission Form, they should contact the Enterprise Requirements Manager by phone or e-mail to confirm receipt. The requesting unit intelligence section will ensure that the request is consistent with the unit's IRs in order to satisfy the relevance prerequisite of the request.

b. Process. The Process Phase involves two tasks.

(1) Validation. On receipt of the RFI Submission Form, the Enterprise Requirements Manager applies validation criteria to ensure the request is complete. Validation criteria include pertinence, feasibility, completeness, and accuracy. At this point, the RFI Submission Form is considered a valid RFI.

(2) Confirmation. The goal of this task is to contact the requestor, and reach a mutual understanding between the G-2 Enterprise Management Cell and the requestor concerning details of the request within 18 hours of submission of the RFI Form. Once a mutual understanding has been reached, the Enterprise Requirements Manager or Clerk will notify the customer that the RFI will be given a MEF RFI number assigned for production. The RFI number will be given to the customer and can be viewed on the II MIC SharePoint Portal RFI Tracker. The Enterprise Requirements Manager or Clerk will make notes under Enterprise Requirements Manager comments pertaining to assignment of, or changes to, all RFIs. All Enterprise Requirements Manager or Clerk comments will include: Name/Rank of individual entering the comment and date the comment is entered. Comments must be complete sentences which include information pertaining to "who, what, when, where, why, and how".

c. Analyze. The Analyze Phase of the RFI process includes three subsequent tasks.

(1) Define. The first task of this phase involves defining the requirement by categorizing the RFI. An RFI is categorized based on two considerations: type and priority.

(a) The type of the RFI is either weather, geospatial, analytical, multi-discipline, or collection. The RFI will be categorized as "collection" only if an official collection request has been entered via the II MEF G2 Collection section in order to answer an RFI. The MEF RFI number will link associated collection requests with associated RFI's.

(b) The request is then categorized by precedence. In this manner, the RFI is prioritized with other standing RFIs and IRs and assigned a precedence based on a four-point scale.

1. Flash (Z): Requires extreme, urgent attention due to critical, time-sensitive implications which requires production within 24 hours; all other production is interrupted in order to satisfy this request; in many ways, this requirement will disrupt the normal RFI process, which the production plan will address.

2. Immediate (I): Addresses a II MEF IR directly, or answers a validated RFI from an expeditionary node operating in the II MEF AOR. RFI response will not exceed 72 hours.

3. Priority (P): Used when a routine precedence will not suffice due to the need for a quick response. RFI response will not exceed seven (7) days.

4. Routine (R): Addresses a common request; should be handled as work flow allows.

(2) When complete, an RFI will be defined by a combination of these three categories and recorded in the RFI tracker. A targeted dissemination time based on these categorizations will be recorded in the RFI tracker and communicated to the requestor.

(3) Refine. The Enterprise Requirements Manager refines the RFI by analyzing the requirement that was agreed upon with the customer and deriving Essential Elements of Information (EEI). Development of EEIs and subsequent tasking to the appropriate intelligence discipline/unit will be recorded in the Enterprise Requirements Manager comments in the RFI tracker. When developing EEIs, the Enterprise Requirements Manager should consider, at a minimum, the following:

- (a) What information is already known?
- (b) Is the available information fact, opinion, or inference?
- (c) Aim for completeness by asking who, what, where, when, why, and how.
- (d) Narrow the focuses of each of those generic questions in order to apply them specifically.
- (e) Determine what can be observed, what can be inferred, and what can be logically deduced or induced.
- (f) Refine each question as specifically as possible. For example, do not ask, "What are the cultural implications?" Instead, focus on which cultures, cultural principles, or social interactions are really the focus of the RFI and which will not provide value to the development of the assessment.

(4) Plan. The third task of the Analyze Phase is to develop a production plan and supporting schedule within 48-hours of submission of the RFI. As the production plan is being developed, the G-2 Enterprise Management Cell will informally coordinate with II MIC, MSC/E, expeditionary nodes, MCISRE, or external agencies that will be involved in the project. Factors to consider when developing the production plan include research required, time available to collect new information and data, coordination needs, review and quality control procedures, requestor's format requirements, reproduction or conversion requirements, and dissemination requirements. The

production plan is the directive document for satisfying the RFI. The production plan will distinguish collection, exploitation, analysis, editing, preparation, and other tasks and actions along a synchronized timeline to ensure efficient and timely project completion. This task is considered complete when all tasked elements validate and confirm receipt of the production plan. The details of the production plan will be entered in the Enterprise Requirements Manager Comments, and will include, at a minimum:

- (a) Assignment of tasks and actions.
- (b) Phased execution explaining Plan of Action and Milestones (POA&M).
- (c) Special Instructions including coordinating instructions.
- d. Manage. This phase of the RFI process involves two tasks.

(1) Assign. At this point, tasks are officially assigned as required and the G-2 Enterprise Management Cell executes actions as necessary. The G-2 Enterprise Management Cell will coordinate directly with II MIC personnel (Fusion Officer, Fusion Chief, and Geospatial IST lead analyst) concerning RFI assigned to II MIC. Tasks assigned to MSC/E are forwarded to the RFI Managers of G/S-2s. The II MIC SIGINT Advisor is responsible for coordination with 2d Radio Bn operations section. In the truest sense, this is the last step in the Request for Information process; however, the G-2 Enterprise Management Cell must monitor the remaining steps to ensure production and post-production tasks occur.

(2) Coordinate. The second task of the Manage Phase obligates the G-2 Enterprise Management Cell to track and coordinate the production of the RFI answer. It is important to emphasize that this task occurs continually throughout the remainder of the RFI process. Specific coordinating instructions, most of which will be tasks for the G-2 Enterprise Management Cell, will be outlined in the production plan to ensure milestones are met as metrics of progress. Additionally, the Enterprise Requirements Manager must continually reassess the emphasis given to each RFI and realign the priorities according to the commander's intent and current situation. The Enterprise Requirements Manager must also ensure that adequate attention is directed toward the EEIs of the RFI. The purpose of this task is not to micromanage the effort, but rather to ensure that issues are addressed as soon as possible so that timelines can be maintained.

e. Produce. This phase includes two tasks and will result in a completed product.

(1) Generate. The Enterprise Requirements Manager, while developing a production plan, will determine who has the final

production responsibility. Typically, if a product is federated among several entities, the MIC will compile the product and have final production responsibility. The production plan will also detail the in progress reviews (IPR) for the RFI, and division of labor if applicable. In most cases, these IPRs will refer to the Production and Analysis (P&A) Instruction (enclosure (2)) for guidance on formatting, content, and editing. Instances outside of normal routine will rely on unit intelligence SOPs for format considerations.

(2) Review. The final step of the Produce Phase is a detailed review of the product to ensure the product answers the requester's requirement and is consistent with II MEF intelligence policy and Intelligence Community Directives (ICD). Final product approval responsibility for RFIs lies with the G-2 Enterprise Management Cell. Review of products by the G-2 Enterprise Management Cell is actually the third of a four-tier process. The four tiers include Analyst Certification, Procedural Review, Quality Control, and Quality Assurance. The last tier is detailed below in the Disseminate phase as a feedback task. Refer to the P&A Instruction for details concerning the first three tiers.

f. Disseminate. This phase consists of two tasks.

(1) Deliver. The G-2 Enterprise Management Cell will make the finished product available to the requestor as agreed to in the Confirmation phase, and indicated in the RFI Submission Form. Soft copies will be uploaded to the II MIC SIPRNET SharePoint Portal or JWICS SharePoint MEF Intelligence Community Library (MICL). Hard copies of large format products will be delivered to the G-2 Enterprise Management Cell, or coordinated with the G-2 Enterprise Management Cell, for final dissemination to the requestor. The G-2 Enterprise Management Cell will ensure the RFI tracker is updated and confirm the requestor's receipt.

(2) Feedback. This task ensures quality assurance through feedback from the requestor. The requestor is responsible for providing meaningful feedback within 24 hours or as relevant for operational considerations. If feedback provided by the requestor results in additional production, the RFI will remain open and the G-2 Enterprise Management Cell will re-work the RFI beginning at the "refine" stage.

g. Sustain. The last phase of the RFI process involves the sustainment of the process by archiving products and records in accordance with reference (g) and (i), recording process metrics (Measures of Effectiveness and Measures of Performance), and reviewing priorities. Finished intelligence product and record archives are maintained on the II MIC SIPRNET SharePoint site in the MICL. Working documents and information pertaining to finished intelligence records will be retained by the producing unit in accordance with unit SOPs. The primary purpose of the MICL is to encourage and enhance finished intelligence record discoverability by the MCISRE, provide a means to

review finished intelligence records for relevance to current operations and provide a historical and trend analysis capability to the analytical process. Lastly, the Enterprise Management Cell Officer will review priorities to close the RFI process.

Appendix 1

Outline and Instructions for RFI Submission Form

Point of Contact Information

- Requested By: Rank LName, FName (name of the individual filling out this form; not the individual for whom the request is being submitted)
- Requesting Unit: Unit
- Phone Number: Specify domain (comm, DSN, SVOIP, TSVOIP)
- Email address:

Requirement Details

- RFI Title: Short descriptive, unclassified (if possible) title; clarity is more important than keeping the subject unclassified; this should be no more than 15 words. Example: "Camp Lejeune Planning Map".
- RFI Purpose: Contingency, exercise.
- Use/Justification: Include any operational or contingency plan or current operation that this request is in support of; Select from the list below which shortfall or limitation precludes the requestor from satisfying the requirement with available assets or means.
- Research Conducted: List sites, databases, and external sources previously researched.
- Requested Completion Date: mm/dd/yyyy the date requestor needs the information or product by. A good rule of thumb for determining completion dates is for it to be at least 5 working days at the minimum from the date the request was submitted.
- Latest Time Information of Value (LTIOV): mm/dd/yyyy the latest date that the information or product will be of value to the requestor. This date should NOT be the same date as the Requested Completion Date.
- Product classification: State maximum classification of finished product.
- Requested Format: Hard copy, soft copy posted.
- Specific Product/Requirement: Must be very specific, detailed, and well thought out in order to help the producer with completing the RFI. If it is a geospatial product, be sure that all coordinates are given as geo-coordinates. Specific locations (Diplomatic Facilities or LZ) will have a BE#. Ensure that locations with BE#s match the requestors coordinates for where they are requesting. Example: "Requesting a Camp Lejeune Training Map with all training areas and roads labeled at a 1:50,000 scale with imagery background. Imagery can be no older than 6 months and can be commercial imagery".
- COCOM: Select all COCOMS relevant to the request.
- Country(ies): Select all countries relevant to the request.

- Pre-coordination: Name, unit, contact number.
- Suggested Producer: Select suggested producer.
- Amplifying information: Detail any other information that may be helpful for production. Attach example products if available.

RFI Management Information: This information should be filled out after the validation process, by II MIC RFI Management personnel only.

- Enterprise Requirements Manager Comments: The G-2 Enterprise Management Cell will use this area to track the production plan and production details pertaining to the RFI. All RFI manager comments will include: Name/Rank of individual entering the comment, and date the comment is entered. Comments must be complete sentences which include information pertaining to "who, what, when, where, why, and how".
- MEF RFI Number: Assign a unique sequential identifying number to each RFI in the following format "MEF-000-FY". Example "MEF-001-15".
- RFI Status: Select the appropriate status of the RFI, this will be updated by RFI management as the product moves through the process.
- Product Type: The RFI type is either weather, geospatial, analytical, multi-discipline, or collection. The RFI will be categorized as "collection" only if an official collection request has been entered via II MEF G2 Collection shop in order to answer an RFI.
- Assigned to: Select the assigned producer of the RFI. If the RFI is federated, select the responsible producer for the completed product. Ensure the federated division of labor is stated in the RFI Manager Comments section.
- Priority: Select the appropriate priority
- Date Submitted: Auto fill.
- Product Link: Enter the URL associated with the completed product after it is published to the MICL. In "Type the description:" line, type "Product Link".
- Date Closed: Select the date the RFI is received by the requestor. This date will change if the RFI is re-opened for further production.

Production and Analysis (P&A) Instruction

1. Establishing, standardizing, training, and employing P&A methods that are consistent with production principles outlined in this instruction are responsibilities of the MIC, MSC/E, and expeditionary nodes described in paragraphs 3.b., 3.c., and 3.d. in the II MIC SOP. This enclosure is intended to guide those efforts to achieve a common approach across the II MEF Intelligence Community. Unit intelligence SOPs should contain guidelines for P&A procedures, to include methodologies that enable analysts to clearly identify, articulate, and record key elements of their analysis. The G-2 Enterprise Management Cell will ensure that RFI responses meet the requestor's requirements and are in accordance with accepted intelligence community directives.

2. Analytic Standards

a. Every intelligence product will be consistent with the standards of reference (j), including objectivity, independence from political considerations, timeliness, based on all available sources of intelligence, and exhibiting proper standards of analytic tradecraft. Written intelligence products will be consistent with the standards and analytic principle contained in reference (k), including clarity, focus, correctness, appropriateness, concision and precision. MCISRE writing templates can be found in reference (k), appendix A.

b. The MIC, MSC/E, or expeditionary nodes will create an addendum to any analytical product they disagree with or they think requires an alternative view point or conclusion for the consumer's consideration. The G-2 Enterprise Management Cell will assist with planning and developing the alternative analysis as necessary.

c. It is essential that qualifiers contained in confidence statements of an assessment be understood by the consumer in order to avoid confusion, thereby impeding efforts to reduce uncertainty. Analysts will refer to reference (j) when applying expressions of likelihood or probability to their assessments.

3. Analytic Methods

a. Analytic methods are necessary to standardize the procedures and tasks that are encompassed in the P&A process. It is important to note that Structured Methods and Techniques (SMAT) do not replace Intelligence Preparation of the Battlefield (IPB). Further, intuition still plays just as much a role in these structured approaches as it has in the past. The overarching goal of the analytic efforts of the II MEF Intelligence Community will encompass an approach that attempts to reduce uncertainty by increasing the understanding of models of significant and relevant operational environments. The II MEF Intelligence Community will implement these efforts using existing structure established by the 21st Century Marine Expeditionary

Intelligence Analysis program which includes the Center for Marine Expeditionary Intelligence Knowledge (CMEIK), tradecraft groups, and analytic methodologists. The Analytic Tradecraft Group (ATG) at 2d Intel Bn should provide mentorship, coaching, instruction, and direction regarding tactical intelligence tradecraft and reinforce analytic rigor and IC standards for analysis on analytic methodologies for II MEF personnel.

b. The G-2 Enterprise Management Cell will manage contributions to the MEF Intelligence Community Library (MICL) on both SIPRNET and JWICS SharePoint portals. However, major subordinate commands and expeditionary nodes will retain the capability to maintain and manage a unit sub-site on the II MIC SharePoint Portal. MSC/E and expeditionary nodes will be used to display unit specific finished intelligence products on its sub-site. The G-2 Enterprise Management Cell is responsible for establishing additional unit sub-sites to meet the requirements of the II MEF Intelligence Community.

4. Production Principles

a. Production will be guided by the principles outlined in reference (m), including purpose, objectivity, integration, coordination, task organization, and supervision, as well as the "Write for Maximum Utility" (WMU) guidelines in reference (m). These principles are designed to mitigate pitfalls that naturally occur when limited time overwhelms task management. These pitfalls include, but are not limited to: bias or lack of objectivity, asserting preconceived conclusions, exclusive source reliance, excessive involvement with detail, and improper management of intelligence requirements. The P&A review process detailed in a later section, will ensure that these principles are reinforced in every finished intelligence product.

b. Finished analytical products will be consistent with the standards for source reference citation outlined in reference (n). It provides instruction for the use of endnotes to cite sources for "all significant, substantive reporting or other information upon which the product's analytic judgments, assessments, estimates, alternative hypotheses, and views, or confidence levels depend."

5. Review Process. Ensuring analytical products are consistent with principles outlined in this instruction as well as the guidance issued throughout the references is the responsibility of the producer, though the G-2 Enterprise Management Cell will ensure current IC Directives are available and provide assistance as required. The G-2 Enterprise Management Cell will also ensure any RFI answers meet the requirements of the requestor as discussed in paragraph 3j(5) in the G-2 Enterprise Requirements Management SOP. A four-tier process will be implemented in order to ensure the quality of intelligence products.

a. Tier One (Analyst Certification). Analysts will ensure that the logic of their analysis meets the standards of this instruction and their unit's analytic standards. In order to ensure that analysis involves meta-cognitive elements to reinforce assessments the reviewing analyst should apply the principles of argument mapping and review key assumptions of the finished product. The CMEIK provides Argument Map and Key Assumption Check processes and procedures. The purpose of the Analyst Certification is to provide an analyst-to-analyst communication mechanism so intelligence professionals can review the analysts' chain of reasoning and logic in the future in case significant events occur that may alter assessments.

b. Tier Two (Procedural Review). Tier two will consist of a review at the unit level in order to ensure the product's consistency with unit analytic standards. See reference (k), appendix B for the MCISRE Writing Standards Review Sheet. The MSC/E and expeditionary nodes will not allow junior analysts to disseminate finished products to the MICL without supervisory level review. The G-2 Enterprise Management Cell will return products for modification if they fail to present these standards, but the G-2 Enterprise Management Cell will not use this authority to attempt to change or persuade the assessment.

c. Tier Three (Quality Control). Tier three is performed by the G-2 Enterprise Management Cell if the product is in response to a validated RFI. This review focuses on the product's consistency with analytic principles and standards outlined in this instruction, and its potential to satisfy the requirement.

d. Tier Four (Quality Assurance). See the Disseminate Phase of the RFI Instruction (enclosure 1) for the requestor feedback instruction.

Dissemination Process Instruction

1. Collaborative Approach. The G-2 Enterprise Management Cell approach to dissemination provides a mechanism to coordinate federated production while ensuring that the consumer is involved in the production and analysis (P&A) process. This is accomplished through greater collaboration and interaction.

a. Thus, the G-2 Enterprise Management Cell is responsible for ensuring that dissemination is a key enabling function of II MIC, MSC/E, and expeditionary node capabilities. This collaborative approach is achieved through the following dissemination management tasks assigned to the G-2 Enterprise Management Cell:

(1) Develop and track Intelligence Dissemination Requirements (IDR).

(2) Coordinate intelligence-related communication and information systems (CIS) requirements.

(3) Determine criteria and methods for alert channel reporting that bypass intelligence processing functions when dealing with perishable information.

b. The MSC/E and expeditionary nodes will designate collection requirements managers (CRM) and dissemination officers (DO) to coordinate with the G-2 Enterprise Management Cell to satisfy dissemination requirements.

c. The II MEF G-2 Systems Officer, the II MEF Information Management Officer (IMO), the Special Security Officer (SSO), the Security Manager, and the Foreign Disclosure Officer (FDO) provide general support for the II MEF Intelligence Community dissemination efforts.

2. Intelligence Dissemination Criteria. The following criteria are established in order to enable services required to achieve II MEF Intelligence Community objectives:

a. Pertinence. Provide flexibility to use supply-push and demand-pull systems in order to make intelligence products readily accessible.

b. Usability. The MIC will establish baseline product formats for the II MEF Intelligence Community that meet standards outlined in enclosure (2), and should be suitable for immediate use. Individual units may modify II MIC baseline formats to satisfy unit specific formatting requirements.

c. Timeliness. Intangibles such as operational tempo, availability of communication means (especially when electronic means

are unreliable), and difficulty of tasks should be incorporated into IDR. The suspense date of an RFI is the target delivery deadline that gauges timeliness, not the Latest Time Information of Value (LTIOV). The time between the suspense date and LTIOV should be considered a grace period. Accordingly, a product has failed to be timely if it is not received by the consumer by the suspense date.

d. Secure. Classification of the product in accordance with an RFI's production requirements is only part of the security required for intelligence production. Security, in terms of IDRs, usually refers to the physical security requirements. Security will not be a hindrance when critical intelligence or information must get to the consumer.

3. Five Elements of Dissemination. These include requirements, methods, modes, means, and tasks.

a. Intelligence Dissemination Requirement (IDR). IDRs communicate special dissemination instructions for intelligence products by directly considering the situation, location of the recipient, urgency of the intelligence, complexity or nature of the intelligence, disseminating and receiving intelligence sections' capabilities, available dissemination means, and relationship with other information requirements (IR). Generally, an IDR addresses the IR in terms of quantity, size, means, form, and time with communications security (COMSEC) considerations. IDRs are a combination of requestor preference and usability, and they must be flexible enough to adapt to ongoing tactical developments. When identifying IDRs, response to the basic questions of "who, where, what, when, and how" provide a usable approach for identifying dissemination needs.

b. Methods, Modes, and Means. The MEF Intelligence Community will accomplish dissemination through existing communications and information systems (CIS) architecture.

(1) Dissemination is managed by using a combination of methods, to include supply-push and demand-pull.

(2) Modes include broadcast and point-to-point.

(a) Broadcast modes enable demand-pull methods through SharePoint sites, the MICL, and Inteldocs databases, intellipedia, and the Systematic Architecture for Virtual Analytic Net-Centric Threat Information (SAVANT).

(b) Point-to-point communications facilitate supply-push methods and are achieved through email, Defense Collaboration Services (DCS), and Discussion Boards (DB) available on SharePoint.

(3) Means available include voice through telephonic means, visual through video telephone conference (VTC), physical through couriers, and electronic through SIPRNET and JWICS.

(4) SharePoint. SharePoint serves as the primary component of the II MEF Intelligence Community CIS architecture. The II MIC SharePoint Portal is available on SIPRNET and JWICS. The following information will consistently be made available on the II MIC SharePoint Portal: RFI Tracker, access to the MICL, basic II MIC information, points of contact, and relevant links. The following information services will consistently be available for the MSC/E and expeditionary nodes: a unit homepage containing basic information, calendar, document library for working files, unit product view of the MICL, points of contact section, and relevant links section. Unit selected personnel will be granted site manager permissions, and contributor permissions to their unit page upon completion of applicable training. Unit sites will retain the basic services provided by the II MEF G-2 Enterprise Management Cell; however, Unit Site Managers are responsible for the "look and feel" of the unit working library, and overall functionality of their unit site. Expeditionary nodes, in addition to basic services, will also have a unit RFI tracker to manage internal RFIs. This library will be independent of the RFI Tracker managed by the G-2 Requirements Manager on the II MIC SharePoint Portal. Designated unit personnel are responsible for the maintenance and functionality of their unit RFI Tracker.

(5) Intelink. Intelink provides numerous services; three will be used as principal parts of the II MEF Intelligence Community CIS architecture: IntelShare, Intellipedia and Inteldocs.

(a) IntelShare. The II MEF Intelligence Community uses IntelShare for SIPRNET SharePoint services. IntelShare allows global access and product dissemination regardless of unit policies, and without the requirement for unique unit access permissions. The G-2 Enterprise Management Cell will provide SIPRNET SharePoint services listed in paragraph (4) of this enclosure via IntelShare services. The G-2 Enterprise Management Cell employs a central library concept, on the II MIC Intelink SharePoint Portal, to increase and enhance II MEF Intelligence Community finished intelligence product searchability and MCISRE discoverability. Processes and procedures for the MICL can be found in enclosure (4).

(b) Intellipedia. The II MEF Intelligence Community employs Intellipedia in two ways. First, it can be used as a medium to broadcast intelligence products and comments related to a particular issue where an RFI has identified a need for periodic or constant analytical support (i.e., a crisis situation). Second, Intellipedia may be used when analytical exchange through a Delphi has been determined as a requirement. Delphi is a method for eliciting ideas, judgments, or forecasts from a group of experts who may be geographically dispersed.

(c) Inteldocs. Inteldocs is a repository of intelligence products that provides the II MEF Intelligence Community with the critical capability to make large file products available through broadcast means and archive products for use or refinement in the future. Links to Inteldocs folders are provided on the II MIC SharePoint Portal.

(d) SAVANT. II MIC will enter products to the Library of National Intelligence (LNI) via SAVANT. These products will be unique intelligence products that contribute to the national intelligence community. The II MIC Director will have final approval authority for all II MIC intelligence products being released via SAVANT.

(6) United States Combatant Command (COCOM)/Marine Forces Component Command (MARFORCOM) dissemination. The G-2 Enterprise Management Cell will coordinate with COCOMs and MARFORCOMs in the II MEF AOR to disseminate II MIC finished intelligence products, using COCOM intelligence dissemination portals, that may support theater level combined, or joint, operations.

(7) Email. As appropriate across all three domains, email will be used as the primary point-to-point communication means to enable supply-push methods. As such, email is the primary communication means for the following applications:

- (a) Notification of product or project status updates
- (b) Invitations to an event such as DCS or DB
- (c) Request Validation Messages
- (d) Changes in directives or policies
- (e) Solicitation for feedback other than RFI feedback surveys
- (f) Reminders regarding approaching milestone deadlines

(8) Defense Collaboration Services (DCS). DCS is a tool provided by the DoD to enable point-to-point, informal communication through the SIPRNET and JWICS domains. II MIC, MSC/E, and expeditionary nodes use DCS as an alternate means to facilitate analytical exchange. Access to DCS is available via the II MEF G-2 SharePoint Page. The notification tool of the II MIC SharePoint home page will be used to extend invitations to specific discussions.

c. Additional Dissemination Tasks. These are additional tasks assigned to the G-2 Enterprise Management Cell in order to facilitate the free flow of information.

(1) Determine IDRs Beyond Routine Requests. In addition to planned recipients, the G-2 Enterprise Management Cell should work to identify others who have an interest for the intelligence and initiate necessary action.

(2) Track the Status of CIS Readiness. Continuous coordination between the G-2 Enterprise Management Cell and producers is crucial. The MIC, MSC/E, and expeditionary nodes are required to inform the G-2 Enterprise Management Cell via phone or email if the status of their CIS changes.

(3) Track IDRs. Once an RFI is officially closed, the Enterprise Requirements Manager will ensure all pertinent data pertaining to the flow of intelligence and the RFI process detailed in enclosure (1) is complete and accurately entered into the Enterprise Requirements Manager Comments section in the RFI Submission Form pertaining to that RFI. The Enterprise Requirements Manager Comments enable the G-2 Enterprise Management Cell to monitor dissemination channels, modes, and means, and acts as an audit trail for RFI management and metrics.

(4) Manage Structured Data as Required. Structured data includes inputs of databases, Common Tactical Pictures (CTP), and Common Operation Pictures (COP). IDRs to manage this data are determined on a case-by-case basis and are usually for a specified time. Usually, the G-2 Enterprise Management Cell coordinates these responsibilities due to a need identified in a RFI because the requestor determined that manpower requirements of these tasks are beyond their capacity.

(5) Evaluate Effectiveness. This is accomplished by ensuring that the principles of this instruction are considered and incorporated into every intelligence product through the constant supervision of IDRs. Second, the G-2 Enterprise Management Cell ensures IDRs are met through the RFI process' feedback mechanism. (Refer to the RFI Instruction for details of this responsibility.)

MEF Intelligence Community Library (MICL) Processes and Procedures

1. II MEF Intelligence Community Library (MICL). The MICL resides on the II MIC SIPRNET and JWICS SharePoint Portal and serves as a central location for the II MEF Intelligence Federation to post and expose finished intelligence products. MIC, MSC/E, and expeditionary nodes have the authority to post subordinate element finished products, if the intelligence is added value to the II MEF Intelligence Community (II MEF IC), and meets established P&A standards as defined in enclosure (2). The MICL further serves as a place for managers and users to collaborate and share data and information in support of intelligence requirements. By integrating the use of SharePoint tools, Intelink services, records management in II MEF IC procedures, finished intelligence products will be searchable, discoverable, and accessible by the II MEF IC and greater MCISRE. The sharing of intelligence data and formation of the MICL is in alignment and nested in the greater MCISRE Plan, and enables the storage and rapid retrieval of reporting, images, and studies. The MICL enables the ability to share, exchange, and disseminate tailored and focused intelligence products almost instantly across the globe while providing supported elements a link to the II MEF IC.

2. Responsibilities. As the II MEF IC serves as a conglomerate of intelligence data and information, the MICL provides continuity of intelligence to the II MEF IC, forward deployed, and crisis response forces with a centralized reach-back capability under a common standard of responsibility of sharing intelligence. The following are MICL responsibilities of the G-2 Enterprise Management Cell, MIC, MSC/E, and expeditionary nodes to ensure viability as a II MEF Intelligence Federation:

a. G-2 Enterprise Management Cell

(1) Maintain overall functionality of the MICL, its content, structure, and formatting.

(2) Coordinate with MIC, MSC/E, and expeditionary nodes for list of scheduled intelligence products produced and special intelligence products for upload to the MICL.

(3) Ensure II MEF IC intelligence products are searchable and exposed across II MEF IC and the MCISRE.

(4) Ensure appropriate training is available for MICL records management personnel.

b. II MIC, MSC/E, and Expeditionary Nodes

(1) Identify to the G-2 Enterprise Management Cell, a records manager or section responsible for upload of finished intelligence products.

(2) Coordinate and ensure attendance to appropriate training for unit records management personnel.

(3) Ensure adherence and provide recommendations to this policy.

(4) Upload finished intelligence products to the MICL for visibility and exposure to the II MEF IC and MCISRE.

3. Electronic Records Management Plan. Electronic Records (Final Products/files) on the MICL serve as evidence of valued information of each organization, their functions, policies, decisions, procedures, operations, or other activities. All elements sharing data and information on the MICL are subject to the following:

a. Electronic Records. An Electronic Record is the information or data files created and stored in digital form through the use of computers and application software. Final Products uploaded to the MICL in electronic formats will consist of Microsoft Office Programs based, Portable Document Format (PDF), pictures, etc. Electronic Records uploaded to the MICL will be retained as "record." Electronic Records will be treated as hard copy records in accordance with SECNAVINST M-5210.2. To maximize storage limitations and capabilities of the MICL all files will be stored without folder structure and will operate as a file based library. In addition, all products uploaded to the MICL, whenever possible, will maximize available storage space by uploading in Adobe PDF. PDF files are open-standard for electronic document exchange and ideal for searchability and readable across the II MEF Intelligence Community, deployed forces, and greater MCISRE.

(1) Record Classification and Identification. The highest level of classification content in accordance with DoD Classification Standards will be portioned marked in the title of record uploaded to the MICL. Customized columns with specific attributes of choices and entries used by MIC, MSC/E, and expeditionary node end users and file managers will indicate owner of files uploaded to the MICL. Records will follow a standardized naming convention which identifies its originating MSC/E and short name/title of subject matter reported. The date produced may be used as an identifier for reoccurring dated products. Dashes will be used where a "space" would normally be appropriate to prevent URL breakage. Due to system character restrictions classification markings will not use forward slash characters, i.e., "/" between portioned markings. These identification standards will be adhered to by all users to minimize

character usage in the Uniform Resource Locator (URL) which is limited to 128 characters. To further ensure and maximize program efficiency and capabilities the following will be adhered to:

1. Identification will not contain the characters "# % & * < > ? / \ { | } |"

2. Identification will not contain the "period" character.

3. Avoid strings of names, such as listing a "site name" within a "site name."

4. Identification or titles will not be longer than 128 characters.

b. The following examples are given to ensure standardization and compliance:

(1) File Title Example: (U) II-MIC-Collections-Liberia-Country-Study *The producer/author of this record is "II MIC," from the "Collection" section, who produced/authored a "Liberia Country Study."

(2) File Title Example: (U) 2d-MAW-G2-Daily-Update-20150101.xlsx *The producer/author of this record is "2d MAW G2," who produced/authored a "Daily Update," which was produced on "20150101."

c. Storage All finished intelligence products will be stored in the MICL, on the II MIC SIPRNET or JWICS SharePoint Portal, as appropriate. Product uploading to the MICL will be restricted to the G-2 Enterprise Management Cell, and MIC, MSC/E and expeditionary node records managers. The MICL shares a maximum storage capability of 20 GB that includes a maximum record upload of 250 MB, and attachment limit of 35 MB. Intelink will incrementally increase storage capacity if requested by the G-2 Enterprise Management Cell. Products uploaded to the MICL will be in a compressed format to the maximum extent possible. Compression of finished products will increase the likelihood that units with lower bandwidth capabilities will be able to download the data.

d. Record Retention. The unit uploading a record assumes the responsibility for record review and retention procedures. The retention schedule or lifecycle for MICL Electronic Records is recorded in three record schedules. The first schedule is determined by Standard Subject Identification Code (SSIC) in accordance with ref (i), 12 months for inactive, and 10 years for archive files. The following lifecycle schedule is defined for use in the MICL.

(1) The lifecycle for active records is determined by the SSIC code of the record as determined by reference (i) and is defined

as a record needed to perform current operations, subject to frequent use, and usually located near the user.

(2) The lifecycle for inactive record is 12 months from the end of the active record lifecycle. An inactive record is a record that is no longer needed to conduct current business but is being preserved until it meets the end of its retention period. The inactive record will remain in this lifecycle for a period of 12 months. At the end of it's inactive lifecycle, the record will be reviewed for usefulness. The responsible unit will make a decision to retain the record for an additional 12 months, move the record to archive if warranted, or destroy the record.

(3) The lifecycle for archived records begins at the end of the inactive record lifecycle, and is 10 years in duration. Archiving is the preservation of records which are no longer required for current operations. Archive records are records which may have future operational relevance, or are records which convey enemy tactics, techniques and procedures (TTPs), trend analysis, metrics, or other data, information and intelligence pertaining to named operations or specific groups. The responsible unit will identify applicable unit records for archive. The G-2 Enterprise Requirements Officer has final approval authority for records to be maintained in an archive status. Archived records reaching the end of the archive lifecycle will be reviewed for further retention or destroyed.

(4) A recurrence record is a file that has been found still viable in its schedule, whether in active, inactive, or archive record for special circumstance, legal, or operational support.

e. Responsibility. All users are records managers of data and information posted to MICL and are responsible for adherence to requirements in accordance with Marine Corps Management Program and National Archives and Records Administration. Unit record managers will review content upload to ensure compliance and review of record lifecycle. MSC/E and expeditionary nodes are encouraged to develop a records management plan for internal use and in support of the MICL.

4. Standard Subject Identification Code (SSIC). SSICs are the standard system of numbers and letters used throughout the Department of the Navy for categorizing departmental documentary material by subject. SSICs are mandatory and applicable to Marine Corps activities, installations, commands, ships, and station. All records submitted to the MICL will be tagged with the appropriate SSIC in accordance with reference (i).

5. Basic Metadata. The MICL is customized to meet II MEF IC exposure of intelligence products and requirements to integrate MCISRE and Marine Corps Information Enterprise Strategy to capture basic metadata through the use of programs and services. The following are the file core properties that users must fill with basic metadata for enhanced discoverability of the MCISRE. Each attribute provides guidance for

the user and the type of metadata content that should be provided. Core Properties may be modified by the G-2 Enterprise Management Cell if required. Metadata content will reflect the requirements of each MSC/E.

a. Content List. There are two categories that serve as content list categories for records uploaded to the MICL. A finished product is either MICL Content, or Geospatial content. Geospatial records typically consist of finished imagery or mapping products. MICL content records require only Core Properties which serve as the baseline for metadata tagging. Geospatial content records require Core Properties, and Geospatial Properties to provide unique tagging requirements pertaining to geospatial production.

b. Publishing MSC/E. Publishers will select appropriate Main Element MSC/E which is responsible for the uploaded file. This will ensure file will be viewed in appropriate tab on the MICL Dashboard, and individual unit sub-sites. RFIs submitted to II MIC by deployed expeditionary nodes will be published by II MIC RFI management personnel under the requestors MSC/E name to allow products to be immediately discoverable by expeditionary node staff directly on the deployed expeditionary node sub-site.

c. RFI Number. This column is only for validated II MEF or deployed expeditionary node RFIs. This column will only be filled out by G-2 Enterprise Requirements Management personnel or deployed expeditionary node RFI Managers when finished RFIs are published for dissemination.

d. Standard Subject Identification Code (SSIC). SSICs are the standard system and letters throughout the Department of the Navy for categorizing departmental documentary material by subject. The primary subject number for intelligence begins with 3800 and ends with tertiary subject 3891. Product creators will select the applicable SSIC for record and administrative management.

e. Name. The name of each record (file) will follow MICL standard naming convention in paragraph 3b of this enclosure. Record(s) will begin with the highest classification of record annotated by portion marking the title, followed by authoring MSC/E and document name. Naming convention will use "-" between each portion marking and title words. This is to minimize URLs and breakage in hyperlinks. Adding a date at the end of the naming convention is optional. Dating a record is encouraged in the event a record is a reoccurring product where a date eases recognition, search, and exposure.

f. Title. This column will reflect the name provided above. This column serves as a management and functional column for record retrieval purposes.

g. Product Type. Select the appropriate type pertaining to the

product: "GEOSPATIAL", "ANALYTICAL", "SIGINT", "HUMINT", "COUNTER INTELLIGENCE", "METOC"

h. Category. Enter category name based on unit SOP to allow sorting and filtering of products. (i.e. UNIT OPSUM, WEEKLY THREAT BRIEF, AIR-TO-AIR MISSILES, etc.)

i. Sub-Category. Enter a sub-category name, if applicable, Based on unit SOP to allow sorting and filtering of products.

j. COCOM(s). Select COCOM(s) associated with content in record: "AFRICOM", "CENTCOM", "EUCOM", "NORTHCOM", "SOUTHCOM", "PACOM"

k. Country(ies). Select country(ies) associated with content in record.

l. Producing Unit. Publishers will ensure the authoring MSC/E is identified in this column. In the event a "user's name" auto-populates, Publishers can change the author name to MSC/E. (Example: 6th MarReg, S-2)

m. Author. List Rank, FName and LName of creator as contact authority for the record. (Example: SSgt Joe D. Shields)

n. Classification. The highest level of classification in accordance with DoD Classification Standards will be applied to records contributed to the MICL. The subject attribute will contain the highest level of classification according to classified content marking. Classification markings will be portioned marked in accordance with classification standards.

o. Enterprise Keywords (Tags). Keywords or Tags are words that accurately summarize the content of the document. Producers will enter keywords separated by semi-colons that enable familiarization of reused words, indexing of newly formed words, and searchability of the record. Acronyms can also be used to form keywords. Group names, state abbreviations, country district names, city names, facility names, and major subjects are example of good keywords.

p. Comments. Producers and record managers are encouraged to add comments relevant to the product or amplifying instructions when applicable.

q. Date Created. The "Date Created" will reflect the date the file is finalized for publishing and dissemination. Date entered will automate a retention date for end of active record phase. Automated date will populate in the "Review Date" column of the MICL.

6. Geospatial Properties. The following are the geospatial properties that users must fill, in addition to core properties, with basic metadata for all geospatial content. Each attribute provides guidance for the user and the type of metadata content that should be

provided. Geospatial content properties may be modified by the G-2 Enterprise Management Cell if required. Metadata content will reflect the requirements of each MSC/E:

a. Modernized Integrated Database (MIDB) Basic Encyclopedic (BE) Number. Enter a single BE number. This unique reference number consists of 10 alpha-numeric characters and consists of three elements ex: First four characters - World Area Chart (WAC) number. Middle two characters (or '-') - Indicates the originator of the number for the facility or signifies that it is an electronically derived number. Final four (or five) characters - The sequential number of the facility.

b. MIDB O-Suffix. In addition to the BE Number, an installation will possess O-Suffix numbers for its constituent facilities. These O-Suffix numbers allow various facilities within an installation to be uniquely identified and as belonging to a parent installation.

c. MIDB Category Code. Enter the five-character numeric code that defines the function performed at the facility. The MIDB provided codes is the authorized data standard of facility codes used by the intelligence community to analyze and evaluate facility intelligence to classify facility functions.

d. Unit Serial Number. The following example is provided to ensure the proper application of Unit Serial Number is adhered to for geospatial products; when applicable. A unit serial number is applied to assist in retrieval of modifiable data in unit archives for ease of updating and recertification of products. Unit SOPs will dictate specific unit archive methodologies. The following example and methodology is provided: 2MEF-FWD-AF-110-10-0001; Breakdown: Command Echelon | Major Subordinate Command | Country Code | Product Type | Production Sequence | Production Year | Edition

e. Date Cataloged. Select date the modifiable record is uploaded to unit archives.

f. Imagery Type. Select Imagery Type if applicable. Provide type if not listed: "EO", "SAR", "MSI", "HSI", "IR", "OPIR", "PI".

g. Imagery Source. Select the source of the product imagery. Provide type if not listed: "Digital Globe", "NGA", "UAS Organic", "UAS Theater", "ATARS".

h. Map or Chart Type. Select Maps and Charts Type as applicable. Provide type if not listed: "GNC (1:5M)", "JNC (1:2M)", "VFR", "ONC (1:1M)", "High Flying Chart (1:1M)", "Low Flying Chart (1:500K)", "Visual Navigation Chart (1:500K)", "Tactical Pilotage Chart (1:500K)", "Joint Operations Graphic", "Operational Planning Graphic (1:250K)", "Transit Flying Chart (1:250K)", "Series 200 Air Target Chart (1:200K)", "Helicopter Route Chart (1:125K)", "Topographic Line Map (TLM) (various)", "Riverine Map (1:50K)", "Harbor and Approach

Charts (various)", "Coastal Charts (various)", "Naval Range Operating Area Chart (various)", "City Graphics (various)", "Combat Charts (various)", "Military Installation Map (MIM) (1:50K)", "Miscellaneous Maps & Charts (various)", "Sector Maps (various)", "Urban Reference Graphics (various)", "Compound Graphics (various)".

i. Map or Chart Scale. Enter map scale. Do not include "1:" portion of the scale. Enter only the last numerical portion. i.e. for 1:50,000 scale product, enter "50,000".

j. Center Coordinate. Provide geographical coordinates for center location; Military Grid Reference System (MGRS) when applicable.

k. Map or Chart Background Type. Select geospatial product background type: "Map", "Imagery".

l. Video File Type. Select Video Type if applicable. Provide video type if not listed: "MPEG", "AAF".

m. Vector Data Source. Select Vector Data Source if applicable. Provide Vector Data Source if not listed: "NGA", "AGC", "MIDB".

n. Terrain Data Type. Select Terrain Data Type if applicable. Provide Terrain Data Type if not listed: "DTED", "HRTE", "GeoTiff", "GXP", "LiDAR", "TERCOM", "WMED", "SRTM", "Web Media".

o. Description. A clear description of the content of the record will be provided to ensure requirements are met. Description may include but is not limited to: an abstract, reference to a graphical representation of content or a free-text account of the content. As a note, key infrastructure, key terrain, key names, and topics will be provided to assist in searching and recognizing key features within the geospatial product.

7. Additional Properties. To ensure security, records management, and control the following additional custom calculated columns have been added to the MICL:

a. Version (Version Control). Identifies changes in document and records previous versions.

b. Date Modified. Date modified will provide time and date record was last modified.

c. File Type. Provides an icon associated with the type of file uploaded in the library.

d. Review Date. Through a calculated column and coding, the review date will project the end of active lifecycle of the record uploaded to the MICL.

8. Customizing the MICL. The MICL enables grouping, categorizing, and tracking of information through custom columns. The G-2 Enterprise Management Cell will have overall responsibility of customizing the MICL if necessary to meet the requirements of the II MEF IC. MSC/Es are encouraged to provide recommendations for better records management, structure, and design and functionality of the MICL.

9. Information Management Policy Settings. Information management policy settings for the MICL will be modified by the G-2 Enterprise Management Cell if required. SharePoint Information Management Policy Settings may be applied to the MICL via Library Settings. Policy settings created are specific to the library itself and are automated to conduct a number of functions such as email or published notifications to individuals or groups, when documents are added, reviewed, moved to another record schedule, or achieved due to retention policy settings. Site and Content Managers will define policy actions, lifecycle, and recurrence of files in accordance with reference (i). Contributors will be able to subscribe to the Rich Site Summary (RSS) Feed or the Alert Me tool to receive notification or announcements when new files have been published or modified.

Special Purpose Marine Air Ground Task Force - Crisis Response
(SPMAGTF-CR) Deliberate Production and Support Process

1. Production Relationship. The G-2 Enterprise Management Cell will provide all basic expeditionary node services listed in paragraph 3b(1) and 3b(1)(a), and enclosure (3), paragraph 4b(4) of this order. II MIC will develop and maintain a production and 24/7 reachback support capability in support of crisis response forces established in accordance with reference (d). SPMAGTF-CR will submit production requirements to G-2 Enterprise Management Cell via the RFI tracker on the II MIC SharePoint Portal; however, this relationship goes beyond the requestor/producer relationship and RFI process. The G-2 Enterprise Management Cell will coordinate deliberate and enduring production requirements to support crisis response missions.

2. Theater COCOM/ Marine Corps Forces Command (MARFORCOM) Coordination. The G-2 Enterprise Management Cell will maintain contact with the theater COCOM J22, coordinated through the theater MARFORCOM. The purpose of this relationship is to provide continuity of deliberate production in support of SPMAGTF and to facilitate dissemination of theater level planning and support products to COCOM dissemination portals.

3. Deliberate Product Requirements and Standards. All production in support of crisis response forces will meet analytic standards established in enclosure (2). The following products are enduring requirements, and will be reviewed and recertified as stated. II MIC is the primary producer of deliberate production requirements in support of crisis response missions.

a. Helicopter Landing Zone (HLZ) Study. HLZ studies identify potential impacts or hazards to vertical takeoff and landing operations. Operational and platform requirements for HLZs are identified by SPMAGTF-CR forces.

(1) The G-2 Enterprise Management Cell is responsible for coordinating production of HLZs requested by SPMAGTF-CR forces via the RFI process as described in enclosure (1).

(2) P&A standards described in enclosure (2) and reference (o) will be adhered to when producing HLZ studies.

(3) HLZ nomination, production and dissemination process. The following process will be used for HLZ site nomination, validation, production to ensure sites selected meet operator, Department of State (DoS), and COCOM level requirements.

(a) SPMAGTF-CR intelligence section (S-2) reviews existing named HLZs in the MIDB for platform and operational suitability.

(b) SPMAGTF-CR S-2 selects additional potential HLZ sites, if required, based on current imagery, meeting platform and operational requirements, and attains concurrence from SPMAGTF-CR Aviation Combat Element and Ground Combat Element.

(c) SPMAGTF-CR validated potential HLZ site locations are forwarded to G-2 Enterprise Management Cell to coordinate phase one (annotated overview) HLZ production in accordance with reference (o).

(d) G-2 Enterprise Management Cell sends the COCOM J22-M Expeditionary Warfare the produced annotated overview with coordinates and dimensions of the proposed HLZ.

(e) The COCOM J22-M Expeditionary Warfare nominates the proposed HLZ to the MIDB via DIA/DRI-8, establishing Basic Encyclopedic (BE) Numbers, Category Codes and OSuffixes.

(f) J22-M Expeditionary Warfare forwards the HLZ data, including BE Numbers, Category Codes and OSuffixes, to II MIC, Special Operations Command J2-JIC-ISP (SOCOM ISP), Defense Intelligence Agency DRI-8 (DIA/DRI-8), COCOM DoS representatives, and the applicable Diplomatic Facility Regional Security Officer (RSO) for awareness and validation.

(g) DoS/RSO elements review proposed sites, and provide feedback. If a nominated site is deemed unsuitable by any entity, a new site will be selected by SPMAGTF-CR, and validated through this process.

(h) Once a site has been validated, G-2 Enterprise Management Cell coordinates phase 2 and 3 production on validated sites, in accordance with reference (o).

(i) G-2 Enterprise Management Cell disseminates the finished product to SPMAGTF-CR and J-22M Expeditionary Warfare via the SIPRNET IntelShare MICL and to J-22M Expeditionary Warfare via the JWICS SharePoint MICL.

(j) J-22M Expeditionary Warfare forwards the finished HLZ product to SOCOM ISP, and DIA/DRI-8 to finish validation of the MIDB nomination, and republishes finished products to the COCOM intelligence dissemination portal for theater consumption.

(k) SOCOM ISP places HLZ onto survey list for post validation and survey when scheduled.

(l) SOCOM ISP notifies SPMAGTF-CR, G-2 Enterprise Management Cell, and J22-M Expeditionary Warfare of survey results when completed.

(m) The G-2 Enterprise Management Cell coordinates incorporation of completed survey data in future HLZ production, and disseminates updated products as described in step ix.

(4) In coordination with SPMAGTF-CR S-2, The G-2 Enterprise Management Cell will schedule and coordinate review and recertification of HLZs every six (6) months. Recertified HLZs will be stamped with the recertification date by the certifying entity and republished to the MICL by The G-2 Enterprise Management Cell as a finished product as described in enclosure (4).

b. Sector Map. A sector map divides a given geographic or urban area based on roads and/or terrain. A sector map is used for navigation and unit coordination and movement in an urban environment. A sector map divides the given area into major sectors, and further divides the sectors into sub-sectors for ease communicating location and navigation.

(1) An RFI will be submitted to MCIA, by the G-2 Enterprise Management Cell, for the establishment and maintenance of the major sectors for the identified geographic area of the sector map. This ensures that all sector maps and subsequent revisions are coordinated across the MCISRE. The G-2 Enterprise Management Cell is responsible for coordinating with II MIC to further divide the established major sectors into sub-sectors.

(2) Major sectors are established using major lines of communication (LOC) and/or terrain. Major sectors are labeled using an alphabetic labeling system (A, B, C, etc). If more than 26 sector designators are required for a specified area, two alphabetic characters will be used (AA, AB, AC, etc). Sub-sectors are established using LOCs and/or terrain in an established major sector. A sub-sector will not contain more than 99 distinct buildings of building groups. Sub-sectors in an established sector are labeled using an alphabetic labeling system (A, B, C, etc). If more than 26 sub-sector designators are required in a major sector, two alphabetic characters will be used (AA, AB, AC, etc). A hyphen will separate sector and sub-sector designators. This sector-sub-sector labeling system results in the identification of each sub-sector by an alpha-alpha designator (sector "AB" - sub-sector "C" (AB-C)).

(3) Sector maps will be reviewed and recertified on an annual basis. All producing entities of the original product will be involved or aware of any revisions that may be required. A production plan will be developed by G-2 Enterprise Management Cell, prior to revision. G-2 Enterprise Management Cell is responsible for dissemination and version control of the revised product.

c. Urban Reference Graphic (URG). An URG is a Sector Map with the buildings in the sub-sectors labeled with a numeric labeling system (1, 2, 3, etc). An URG is used for unit navigation and

coordination in cases where it may be necessary for forces to identify or call out key terrain, facilities, infrastructure, or enemy strongholds. An URG is not designed to be used for weapon engagement or call for fire.

(1) The current Sector Map for the requested area will be used when identifying distinct buildings, or building groups, numerically (1-99) in designated sub-sectors. This system of labeling will result in each building having a unique identifier based on sector designator, sub-sector designator and building number (sector "D", sub-sector "F", building "32" (D-F-32)).

(2) URGs will be reviewed and recertified on an annual basis. If revisions are necessary, a revision to the Sector Map portion, as defined in paragraph (3b) will be completed and disseminated as appropriate. The requirement for a URG will be reviewed and validated prior to additional production. All producing entities of the original product will be involved or aware of any revisions that may be required. A production plan will be developed by G-2 Enterprise Management Cell prior to revision. G-2 Enterprise Management Cell is responsible for dissemination and version control of the revised product.

d. Diplomatic Facility (DIPFAC) Planning Product The DIPFAC Planning Product is a compilation of information and intelligence products in a tiled slide format. It is used by staff planners and operators as a consolidated information source for initial planning in support of crisis response operations.

(1) The DIPFAC Planning Product is composed of multiple tiles of products already produced. The complete product will contain the following to the maximum extent possible:

(a) Sector Map. A Sector Map serves as an overview of the operating area with all operationally significant facilities and HLZs annotated.

(b) DIPFAC Overviews. Annotated diplomatic facility overview for all diplomatic facilities in the area. Diplomatic facility overview tiles will show the facility compound surrounding walls, points of entry, and building labels.

(c) HLZ Overviews. Annotated overviews of fully validated and approved HLZs as described in paragraph 3a.

(d) Assembly Area Overviews. Annotated overview of approved diplomatic facility assembly areas.

(e) Airfield Overview. Annotated overview of the nearest international airfield.

(f) Military Structure. Depict military hierarchy and command relationships. List in bulletized format: military compartments/services and missions, strengths, weaknesses, and service member training.

(g) Order of Battle (OB). Separate tiles/slides of the current Ground OB, Air OB, Missile OB, Naval OB and Electronic OB. OBs will show unit disposition, strength and equipment. Tiles will have a date of information cutoff.

(h) Airfield Distance Overview. A country overview depicting the location of the U.S. Embassy in relation to all 747, C-5, C-17 and C-130 capable airfields in the country. All distances are straight line distances in nautical miles (NM).

(i) Country Overview. Show country flag, and country location on the continent. List in bulletized format: country population, government system, legal system, and geopolitical significance.

(j) Country Demographics. Show key leadership and government personalities. List in bulletized format: literacy, race, mean age, gender, religious makeup, and medical considerations/threats.

(k) Country Overview Map. A country overview depicting high population cities, country capital, district boundaries, district capitals, major airfields (747, C-5, C-17, C-130 capable), major roads, major rivers, major bodies of water, and surrounding countries.

(l) Country Population Density. A country overview depicting population density in incremental values. Map scale is the same as the country overview map.

(m) Country Elevation. A country overview depicting elevation in incremental values. Map scale is the same as the country overview map.

(n) Country Climatology. A graphical depiction of the monthly averages for temperature, precipitation, humidity for the specified location over a one year period. List known reoccurring climatological events over the course of the specified period of time. State potential meteorological impacts to operations based on historical data.

(2) The G-2 Enterprise Management Cell will coordinate, as required, production of the components of the DIPFAC Planning Product. The II MIC is responsible for the compilation and final review of the product.

(3) The DIPFAC Planning Product will be updated when required due to changes to supporting products with the exception of OB tiles.

e. The G-2 Enterprise Management Cell will coordinate future deliberate production requirements as required. SPMAGTF-CR forces will use the established RFI process described in enclosure (1) to communicate future deliberate production requirements.

5. Dissemination Methods. Dissemination of SPMAGTF-CR deliberate production will be in accordance with paragraph 3.a.3. and enclosure (3).